SECURA

INSURANCE COMPANIES

SAMPLE SAFETY PROGRAM

Introduction

SECURA Insurance is providing this free sample safety program as a service and value added benefit to our policyholders. It is in both of our interests to encourage implementation of this cost saving program. A formal safety program can positively impact the bottom line profitability of your business. We feel that this is one way to control your overhead costs and increase the profits to your company.

Feel free to use this as a model and refine any part of the program you deem necessary to fit your operations.

To be effective your safety program should become a day to day part of your business. Even if talked about informally, safe behavior can become part of your business culture.

Table of Contents

PART 1 RATIONALE

Loss Prevention & Loss Control Introduction

These procedures are presented with the overall goal of helping to prevent accidents and increasing safety awareness. Loss prevention must be an integral part of a company's operations and must be built into every process and procedure. This document is only a guideline and is not intended to address every safety area.

I. PURPOSE

Employers should use every safeguard and precaution available to protect employees from on-the-job injuries. Significant economic gains may result from an organized accident prevention program.

An accident is any unplanned or unforeseen event that interrupts the work schedule and may include property damage or injury.

Risk management must become part of every operation to maximize production efficiency and eliminate injuries.

Consider the following COSTS:

Direct:

- Cost of medical and indemnity payments for the injured worker (workers' compensation).
- Cost of property damage
- Increased insurance costs in the future.

Indirect:

- Cost of business interruption
- Public and employee relations
- Lost or damaged equipment.
- Lost time from employees discussing accident.

The costs associated with workers' compensation impact the employer in two ways:

1. Rate Classification: Rates are usually calculated on the loss experience (costs) associated with a specific class of employment. There are approximately 600 different classifications of employment in the rate-making system. The Commissioner of Insurance determines rates based on recommendations from the National Council on Compensation Insurance (NCCI).

   The Commissioner of Insurance determines rates with respect to adequate funding to pay claims and administrative expenses and to ensure economic survival of the insurer.

   According to a sample state NCCI rate schedule, rates for each $100 of a payroll ranged from $.26 for traveling auditors to $58.78 for steel erectors. This is based on the past and expected future costs incurred within these classifications.

2. Experience Modification: Each individual employer's historical, actual incurred losses are compared with NCCI expected losses for the employer's given classifications and payroll. A factor of a decimal (credit modification), unity, or a whole number plus a decimal (debit modification) is derived and applied (multiplied) to the basic premium. For example:

   a. Basic premium = $8,000 Modifier (debit) x 1.15 Cost of coverage $9,200

   b. Basic premium = $8,000 Modifier x1.0 Cost of Coverage $8,000

   c. Basic premium = $8,000 Modifier (credit) x .90 Cost of coverage $7,200

The above data shows that the employer in example "c", operating a successful loss prevention/control program, pays $2,000 less than the employer in example "a" for the same coverage.

II. PROPERTY DAMAGE

The costs associated with property damage are usually obvious and determined quickly. These losses may be readily insurable but frequently require a significant co- payment.

III. PRODUCTION INTERFERENCE

In the area of business interruption, the costs are difficult to measure and are usually overlooked. In an industrial accident, indirect costs may be many times the direct costs. The following indirect cost items are found in every accident:

- Production loss due to shutdown of machinery or processes under the control of an injured employee.
- Time lost by fellow employees assisting the injured employee, discussing the accident and returning to normal production schedules.
- Loss of future business or goodwill for failure to meet production schedules.
- Time spent by the supervisor to prepare the accident report, investigate the accident, assist the injured employee and train a replacement.
- Possible decreased efficiency of the injured employee for the period immediately following a return to work.
- Decreased efficiency of the replacement.
- Wages paid to the employee for the time lost on the date of the accident.

IV. EMPLOYEE MORALE

A low accident rate can be an important factor in establishing a reputation as a good employer. Employees may view an effective accident prevention program with a low injury rate as management's interest in employee welfare.

V. PUBLIC RELATIONS

Poor safety records have an unfavorable effect on public opinion and may result in decreased consumer acceptance of products. This is particularly true when catastrophes such as explosions and major fires receive wide publicity. An outstanding safety record can be used to improve public relations. A poor safety record may give the employer a bad reputation. This makes it difficult to maintain good community relations and may hinder recruitment of a satisfactory labor force during periods of low unemployment.

PART 2 - RISK MANAGEMENT PROGRAM

I. Risk Management Policy Statement

The Safety Program should begin with a declaration of a Prevention and Loss Control Policy from top management.

A good policy makes it easier to enforce safe practices and conditions, to implement company goals, to follow safety rules and to maintain equipment.

Basic to a policy declaration are these statements:

- Safety and health of employees, the public and company is the highest priority.
- Prevention of accidents is more important than short cuts or haste.
- Every attempt will be made to reduce the possibility of accident occurrence.

The National Safety Council offers the following examples of policy statements:

- When workers enter the employ of this company, they have a right to expect a proper place to work and proper machines and tools to do their jobs. They can devote their energies to their work without fear of possible harm to their life and health.
- Only under such circumstances can the relationship between employer and employee be mutually profitable and harmonious. It is our desire (a) to provide a safe workplace, safe equipment, proper materials and (b) to establish and insist upon safe methods and practices at all times.

- It is a basic responsibility of all executives to make the safety of human beings a part of their daily, hourly concern. This responsibility must be accepted by all who have a part in the affairs of the corporation, no matter in what capacity they may function.
- Management considers no phase of operation or administration more important than accident prevention. It is the policy of the company to provide and maintain safe and healthful working conditions and to follow operating practices that will safeguard all employees and result in safe working conditions and efficient operation.
- We believe in the dignity and importance of the individual employees and in their rights to derive personal satisfaction from their employment. In this creed is our belief that the safety of employees continues to be the first consideration in the operation of the business.
- Safety is our responsibility in management. Without question it is our number one responsibility, taking precedence over everything else.
- Accident prevention and efficient production go hand-in-hand. All levels of management have a primary responsibility for the safety and well-being of all employees. This responsibility is met only by working continuously to promote safe work practices among all employees and to maintain property and equipment in safe operating conditions.
- The supervisor is the key in the safety program because he or she is in constant contact with employees. No supervisor or operating head may ever be relieved of any part of the responsibility for safety. Safety is an operating function and cannot be transferred to a staff organization.

Safe practices by employees must be part of all operations. No job shall be considered efficiently completed unless workers have followed every precaution and safety rule to protect themselves and their fellow workers. The ideals of production and safety are inseparable.

“Total safety” extends into three important areas: company personnel, products and customers, and the public. This policy is implemented in the following ways:

a. Development and application of safety standards both for production facilities (equipment, tools, work methods and safeguarding) and for products, based on applicable legal and voluntary codes, rules and standards as a minimum.

b. Safety inspection to identify potential hazards, both in production and in products. Packaging, labeling and instruction sheets are designed to minimize hazards or alert users to hazards inherent in the product.

c. Accident investigation to determine cause of accidents and prevent recurrence.

d. Accident records and accident-cause analysis to determine accident trends and provide targets for corrective action.

e. Education and training in general safety principles and techniques. Include on- the-job safety instruction by the supervisor and periodic supervisory contacts for new instructions, follow up and general safety motivation.

f. Protective equipment to provide personal protection in hazardous areas.

g. Industrial hygiene studies to identify potential health hazards and develop necessary protective measures.

h. Safety publicity and promotion to set up program interest and participation.

i. Off-the-job accident prevention in cooperation with public and private agencies to promote the application of accident prevention principles to non-work activities.

II. PRE-EMPLOYMENT SURVEY (QUESTIONNAIRE)

The pre-employment survey should not discriminate against workers who sustained past injuries and are sufficiently recovered to return to work. It should ensure the safety and well-being of all workers by not requiring them to work at tasks exceeding their physical limitations. A physical examination could be done to ensure that the job assignment is not a hazard to an individual or co-workers. Remember: all efforts must conform to the standards of the Americans with Disabilities Act (ADA).

III. NEW EMPLOYEE ORIENTATION

New workers are most vulnerable to accidents. Studies show that 85-90% of all accidents involve unsafe practices by new employees in the overall workforce. For example, workers who have been on the job a month or less account for 25% of all accidents.

At a minimum, orientation should include the following elements:

- Company /plant/job site general safety rules
- Emergency response and evacuation procedures
- Fire prevention and reporting procedures
- Hazard identification and reporting
- Personal protective equipment pertaining to requirements of specific job responsibilities
- Electrical safety
- Housekeeping
- Hazard communication program
- Workers' Compensation Rights and Responsibilities: Reporting requirements
- Reporting of all unsafe conditions
- Reporting of all injuries or "near misses"

New employee orientation should be documented. This may be a checklist with the signatures of the trainer and the employee. That new employee document should become part of the employee's permanent personnel file.

New employee orientation is only the first step in the overall training, continuing with constant reinforcement.

IV. SPECIALIZED RISK MANAGEMENT TRAINING

Make all employees aware of the hazards inherent in their specific duties and all measures to do jobs safely. The first-line supervisor must thoroughly train workers performing an unfamiliar task in:

- Methods
- Procedures
- Personal protective equipment
- Precautionary or safety practices to be followed
- Prevailing safety rules associated with specific tasks

The first-line supervisor and employee should sign off with the date of completion of each training exercise. See Attachment 1, Guidelines for Loss Prevention Training Meetings.

V. LOSS CONTROL ENGINEERING

The objective in this phase is to design equipment and processes and to plan job procedures so that exposure to injury is eliminated or controlled.

Considerations:

Is there a danger of striking against, being struck by, or otherwise being injured by an object?

- Can employees be caught in, on, or between objects?
- Can they slip or trip? Can they fall on the same level or to another?
- Can they strain themselves by pushing, pulling, or lifting?
- Is the environment hazardous? (toxic gas, vapor, mist, fume, dust, heat, or radiation)

Principal Solutions:

- Find a new way to do the job.
- Change the physical conditions that create the hazards. Eliminate hazards still present by changing the job procedure.

- Try to reduce the necessity of doing a job or the frequency that it must be performed. This is particularly helpful in maintenance.

The possible applications for these principles are innumerable and sometimes very complex. Often, such as in case of ventilation, this requires experts with highly specialized knowledge of these specific concerns and remedies. Your insurance carrier can assist in developing this program.

VI. PERSONAL PROTECTIVE EQUIPMENT

Personal protective equipment (PPE) becomes necessary when a hazardous exposure is impractical or impossible to eliminate by engineering revision, safeguarding, or limiting exposure time. When it is determined that PPE is necessary, there are two important considerations:

1. The proper equipment is selected. For example, a mask designed to protect against particulates is worthless against vapor, gases or fumes. If there is doubt, contact the supplier to assure that the application conforms to standards as set forth by:
   - American National Standards Institute
   - American Society for Testing and Materials
   - The National Institute for Occupational Safety and Health
   - Mining Safety and Health Administration
2. The supervisor needs to make sure that the employee uses and maintains the equipment correctly. Using personal protective equipment requires awareness and training on the part of the user. Employees must be aware that the equipment does not eliminate the hazard. If the equipment fails, exposure will occur. To reduce the possibility of failure, equipment must be properly fitted and maintained in a clean, serviceable condition. Fit is extremely important in assuring employees' acceptance.

PPE typically includes protection for:

- Head
- Eye and face
- Hearing
- Respiration
- Torso
- Arm and hand
- Foot and leg

The Bureau of Labor Statistics (BLS) reports:

Most workers who suffered impact injuries to the head were not wearing protection. More than half were struck on the head while they were looking down and three-tenths were looking straight ahead. One-third were injured when bumping into non-moving objects.

Sixty percent of workers who suffered eye injuries were not wearing eye protection because it was not the "practice" to do so. Flying or falling blunt metal objects were typically the cause.

Most workers suffering from foot injuries were not wearing protective footwear. During normal duty, they were injured by objects weighing an average of 65 pounds that fell fewer than four feet.

Many good suppliers of PPE can recommend and furnish items that will exactly fit the need of your employees.

REMEMBER! PPE can only be effective if: it is approved for its specific use; it fits properly; the user is trained in its use; and 100% compliance is in force.

VII. LOSS PREVENTION RULES

To prevent losses effectively, rules must be clearly defined. In the training phase, employees must be made aware of the rules. When possible, rules should be posted in appropriate and conspicuous areas. A worker who willfully violates a workplace safety rule, and then is injured, may receive a penalty of 50% reduction in workers' compensation disability benefits. See Appendix 2 for General Safety Rules.

VIII. HAZARD COMMUNICATION PROGRAM

This federally mandated program requires that employees be totally informed about the hazards of chemical compounds they work with and how to protect themselves. All manufacturers and importers of chemicals must evaluate the hazards of their products and provide all such information to the users.

The following are the employer's responsibilities:

- The material safety data sheet (MSDS), furnished by the manufacturer describes chemical, physical and hazardous properties of industrial chemicals. This must be available to all employees in the work area and updated as necessary. Material Safety Data Sheet information is included in Appendix 3.
- All containers must be labeled for health and physical hazards.
- All personnel in contact with any compound(s) included under this program must be specifically trained in proper handling, storage, transfer and application as well as appropriate personal protective equipment, leak and spill procedures and first aid.
- In all areas where there is exposure to chemical hazards, engineering and/or ventilation should be facilitated. Personal protective equipment is a measure of last resort.

The following is a list of engineering control methods:

Substitution
Substitution of a less toxic material is an effective control method. Make sure if you do substitute, you do not introduce a new hazard.

Process Change
Process operations or equipment can be modified to reduce the generation of contaminants.

Isolation
Toxic sources can be isolated by enclosing the system, such as spray booths, or total enclosure of the area.

Wet Method
Dusts or some mists can be controlled by using water. Operations such as chilling and some asbestos removal can be done better wet.

Local Exhaust
Air contaminants can be removed right at the source by use of flexible ducts, hoods and/or hoses.

Path
When source control measures are ineffective or not feasible, use a general environmental control such as "general housekeeping" or "dilution ventilation."

Good Housekeeping
Good housekeeping will eliminate many physical hazards.

General or Dilution Ventilation
This includes mass infusions of fresh air into the workplace thus reducing the contaminant level.

Rotation of Workers
This works to reduce exposure by limiting the time an employee is exposed to the hazard.

Isolation of Workers
Workers can be protected by being placed in cubicles with filtered air.

IX. ACCIDENT INVESTIGATION

Accident investigation is extremely important in loss prevention and loss control. It is important to determine why accidents happened and how to prevent recurrence.

Consider the following "after-the-fact" information:

1. Identify and locate the principal sources of accidents by determining from experience the materials, machines and tools most frequently involved in accidents and the jobs most likely to produce injuries.
2. Ascertain the nature and size of the accident problem in departments and among occupations.
3. Indicate the need for engineering revision by identifying the principal unsafe conditions of various types of equipment and materials.

4. Locate inefficiencies in operating processes and procedures. For example, poor layout may contribute to accidents. Outdated methods or procedures can be avoided by using mechanical handling methods.
5. Determine unsafe practices that require employee training.
6. Identify improper placement of personnel where inabilities or physical handicaps contribute to accidents.

It is highly recommended that events and/or conditions leading to an unusual or serious injury be shared with other employers with the same exposure. This is a tool for lowering workers' compensation costs.

Investigate and report on serious or unusual accidents.

Remember: Workers' compensation rates for any given classification are determined by costs incurred industry-wide.

X. INSPECTION SCHEDULE

A sound loss prevention program requires inspection of the workplace to identify, correct and eliminate unsafe conditions or practices. The size of the operation and type of work performed will dictate the frequency, complexity and level of management involved.

The National Safety Council recommends:

Periodic Inspections: Scheduled at regular intervals, systematically planned and sometimes required by law (e.g., fire extinguishers).

General Inspections: Cover entire premises and out-of-the way places. Look where injuries and near misses have occurred.

Intermittent Inspections: Done at irregular intervals, often as a result of high incidences in a particular area.

Continuous Inspections: Usually done by first-line supervisor. New hazards may arise anytime. Committees formed to promote loss prevention and review accidents should be an integral part of the inspection process, for the actual inspections and the hazard abatement process. This document cannot list all items identified on a safety inspection checklist or all workplace applications. A sample check list is presented in Appendix 4.

XI. SAFETY COMMITTEE

This forum is created to foster loss prevention through communication. Functions of the committee should include:

- Serve as liaison between workers and management in matters about safety.
- Discuss with management and recommend safety policies.
- Identify unsafe conditions and practices. Determine remedies and report on progress and completion.
- Determine applicable safety rules. Know where safety training is needed and review safety procedures.

The committee should be composed of management and non-management employees who represent a broad cross section and knowledge of the entire operation. The committee will be successful if:

- It maintains a positive effort to prevent work-related incidents while still allowing the employees to express their safety concerns openly. The meetings should not be "what's wrong with the company" gripe sessions.
- Management maintains an active and responsive interest and does not simply delegate it's responsibility to the committee. The selection of membership, frequency of meetings and extent of committee authority will depend upon the size and type of the operation.

The following is a sample agenda:

1. Call the meeting to order.
2. The secretary should call roll.
3. Read and approve the minutes of previous meeting.
4. Reconsider all unfinished business.
5. Discuss the accident review and preventive measures.
6. Discuss safety inspections, unsafe conditions as well as practices, and include in minutes. Schedule abatement progress as agenda item for the next meeting.

7. Discuss new business.
8. Adjourn the meeting.

The committee membership should be rotated periodically and as many personnel as practicable should be appointed.

XII. FIRST-LINE SUPERVISOR IS "KEY" PERSON

As the direct supervisor over the employees, the first-line supervisor plays a crucial role in the success of your safety program. The daily contact with the workers places the supervisor in a unique position to make the program work. Supervisors must conduct the safety meetings and teach both the safety rules and safety thinking. They must be alert for dangers and make sure that precautions are taken. The supervisor must insist that the company safety rules are learned, followed and enforced. If there is an accident, the supervisor has the personal responsibility to make sure the injured receive first aid and medical care, if necessary. The following is a detailed listing of the supervisor's duties:

1. Ensure that the entire loss prevention/control program is carried out at the work level.
2. Review laws about safety with proper supervisors. Be familiar with all safety requirements.
3. Correct and eliminate unsafe practices when observed.
4. Make sure no unsafe conditions exist in the work areas and be responsible for hazards not corrected.
5. Keep all necessary protective equipment on hand and insist on its use without exception.
6. Educate and motivate the workers regarding safety roles, procedures and attitudes. Conduct safety meetings and instruct all the workers in safe procedures and job safety requirements. Follow up by educating employees on safety habits and insisting on compliance with company rules.
7. Discuss safety in personal contacts with each worker on every operation. Develop safety habits, instill caution and teach the proper procedure. The supervisor must SELL the safety program to the employees.
8. Report all accidents promptly and attend to all injuries.
9. Investigate all accidents and file a complete accident report with the superintendent. Take corrective action.

XIII. HEARING CONSERVATION

The following explains how sound is measured:

1. The decibel (DB) measures the "hardness" of sound. 0 DB = threshold of sound and 120 DB = threshold of pain. Measurement is logarithmic and cannot be added or subtracted arithmetically (e.g. 2 machines each creating 90 DB, collectively create 93 DB not 180 DB).
2. Hertz (Hz) measures the frequency of sound (cycles per second). The normal hearing person hears 20 to 15,000 Hz.

Permanent hearing loss may result from exposure to industrial noise. The hearing conservation amendment requires that employers monitor noise exposure levels to accurately identify employees who are exposed to noise at or above 85 DB average over an eight-hour, time-weighted average (TWA). After this has been determined:

a. Audiometric testing must be made available to all employees who have average exposure levels over an eight-hour period of 85 DB, or above.

b. A base line hearing test must be made. The base line is made within 6 months of an employee's first exposure at or above an eight-hour TWA of 85 DB. Issue hearing protectors immediately when learning of the exposure.

c. An annual audiogram must be conducted within one year of the base line. If an average shift in either ear is measured at 2,000, 3,000 and 4,000 Hz, the employee must be fitted or refitted with adequate hearing protectors. Such employees must be notified within 21 days of such a "shift," a Standard Threshold Shift (STS). This program must be conducted under the auspices of a professional audiologist or physician. Mobile vans are available for job-site testing. Noise exposure measurement records must be kept for two years. Records of audiometric test results must be maintained for the duration of employment of the affected employee.

Audiometric test records must include:

- the name and job classification of the employee
- the date
- the examiner's name
- the date of the acoustic or exhaustive calibration
- measurements of the background sound pressure levels in audiometric test rooms
- the employer's most recent noise exposure measurement

As discussed in the personal protective equipment (PPE) section, employee training is very important. The protective equipment must fit as comfortably as possible.

XIV FIRST AID TRAINING

First aid is the immediate care given to a person who is injured or suddenly becomes ill. It includes self-help and on-the-job care if other medical assistance is not available. It includes well-selected words of encouragement, evidence of willingness to help and promotion of confidence by a demonstration of competence. Besides helping promote safety awareness, first aid knowledge and skill may also mean:

- the difference between life and death.
- the difference between temporary and permanent disability.
- the difference between rapid recovery and long hospitalization.

Through the study of first aid, a person is prepared to assist others in case of injury, to give instructions in first aid and to promote a reasonable safety attitude. Those trained in first aid are better able to care for themselves in case of injury or sudden illness. First aid training is very important when serious accidents occur and medical services may be limited or delayed. First aid begins with action.

Prepare your employees, by providing them with the knowledge and skill to help in situations when first aid care is needed. This can be accomplished by contacting the Red Cross office in your area to obtain training.

PART 2 - EXPENSE CONTROL

Reducing the Severity of an Accident

I. DESIGNATED MEDICAL PROVIDERS

Considerations in selection of the provider:

1. Knowledge of work-related injuries.
2. Knowledge of workers' compensation and the medical fee schedule.
3. Decisiveness in the determination of maximum medical improvement and a philosophy of returning employees to work on limited or modified duty.
4. Willingness and ability to communicate.
5. Accessibility to job location.

A formal agreement should be written when the selection is made. All employees should be notified of the selection.

By designating medical providers, the employer will have an immediate source of treatment and care for the injured employee. This same facility can manage all workers' compensation claims. This fosters a better line of communication with the employer, insurer and attending physician. In making the selection of the designated medical provider, it is important to furnish the best medical care possible for the injured worker to reach maximum medical recovery quickly. Your insurance carrier can assist in the selection of the best possible medical provider. A sample employee contact plan is in Appendix 6.

II. EMPLOYER MUST RESPOND IN QUICK AND IN POSITIVE WAYS

When a clearly compensable disabling or serious workplace injury occurs, the most important consideration is the injured employee. The employee is not only injured, but may be confused and anxious about the future.

In addition to medical attention, the employer has at least two immediate responsibilities:

- Interview the injured worker and perhaps family members to explain statutory benefits.
- Contact the insurance carrier to explain the circumstances. Indicate that the case is a compensable injury. When completing the Employer's First Report attach a doctor's statement.
- Keep in communication with your carrier and employee.

III. IMMEDIATE INVESTIGATION

Accident investigation is a critical factor in loss control. Questions often arise too long after the fact, such as:

- Was this accident the result of third-party negligence?
- Did the alleged trauma happen on the job (arise out of and in the course of employment)?

Immediate response in investigating the matter is the key, interview all witnesses and take written statements and photographs may be necessary.

No equipment or material evidence of the cause of the accident should be moved or removed until the investigation has been completed.

When serious, fatal, or possible third-party negligence accidents occur, call your insurance carrier immediately. They may refer a field representative to the scene for immediate investigation.

First-line supervisors must be thoroughly trained in the importance of immediate investigation and communication with management, the carrier, and the employee. *Remember:* it may be too late to question compensability or the possibility of third- party negligence several days after the incident.

IV. RETURN-TO-WORK POLICY (LIGHT DUTY)

A key concept in controlling claim cost is light duty. This is work for employees who may return to some kind of work but are not medically ready to resume their regular duties. The sooner an injured worker can return to meaningful employment, especially with the same employer, the less time off work and on total disability. The longer a person is off work, the more difficult it is to return. Employees on disability may feel distanced from the employer and may suffer from anxiety, depression and a diminished motivation to return to work. Restricted, limited, or modified (never call it light) duty must correspond with physical restrictions set and approved by the attending physician. Return to productive employment has many rewards:

- Improve employee self-esteem
- Less emphasis on disability
- Free others to do additional tasks
- Shorter recovery period
- Lower claim cost

Recent studies reveal that companies actively involved in modified duty programs were able to reduce:

- Workers' compensation costs
- Lost work days
- Lost-time case settlement

Remember: disability payments ultimately come out of the employer's pocket and raise the rates of the entire industry. As our workforce ages and shrinks, retention and retraining of employees is becoming more important. The employer who places a value on the health and well-being of employees will attract those of high caliber.

PART 4 - ATTACHMENTS

ATTACHMENT 1

Guidelines for Safety Training Meetings

The supervisor or safety coordinator is responsible for preparing and conducting weekly safety training meetings for employees. These meetings are an essential element of the employer's safety and health training program.

Projects that have good meetings experience better loss records than those that have poor or no safety meetings. To assist in the preparation of material and presentation of a safety training meeting, the following guidelines are provided:

PREPARING FOR THE MEETING
Select the topic for the meeting several days in advance. This will give you a chance to become familiar with the subject to be discussed. You should present the talk in a convincing manner without reading it. Schedule the meeting at the same time every week, if possible, and hold it right in the work area. These meetings are generally 5 to 15 minutes in length so seating is not important. Make sure everyone can easily see and hear you. A good time to hold the meeting is just after a shift begins or immediately following the lunch break. Try to hold meetings in the middle of the week. Just before the meeting, gather all the material and/or equipment you need. When possible, use actual demonstrations to illustrate your points. For example, if you are talking about fire extinguishers, have one with you to show what it looks like and how to use it. Have a mushroomed tool head or a broken hammer handle to show how they can cause accidents. If necessary, get someone to help you. The entire crew should be present before the meeting is started.

CONDUCTING THE MEETING
Start on time. You may lose interest if unnecessary delays occur.

Make the meeting short and to the point. However, if you get a good discussion going, use discretion about cutting it off too soon.

Start the meeting by complimenting the employees on some recent good work. Give the talk in your own words.

Get people to participate in the meeting. The purpose is to get workers to think about safety problems. Encourage them to offer suggestions for improving safety in the work area or their craft.

Maintain control. Do not allow the meeting to develop into a wasteful, time consuming “bull session.”

OTHER ITEMS TO COVER
Review any injury that happened during the past week. Discuss what the injury was, how it happened and how it could have been prevented.

Review safety violations noted during the past week. Discuss the nature of the violation, the danger involved and offer constructive criticism without naming any one in particular.

Review the work planned for the week ahead. Discuss hazards to avoid or control safety equipment to be used and safe procedures to be followed.

Emphasis is on the total safety of the employee, not only on the job but also at home.

RECORD KEEPING REQUIREMENTS
Have each employee sign the attendance sheet at the conclusion of the meeting. The supervisor conducting the meeting must also sign it.

Make certain it is dated and the specific type of employees attending and the meeting location are listed. Subjects discussed must be covered in detail. “General Safety” is not specific enough.

ATTACHMENT 2

General Safety Rules

1. ELECTRICAL
    a. **Batteries** - When handling acid or batteries, wear face shields and protective clothing such as rubber gloves and aprons. Immediately flush with water any acid coming in contact with your skin. Avoid breathing acid vapors.
    b. **Danger Signs and Tags** - Be alert and strictly obey all warning and danger signs around electrical apparatus. Do not close a switch that has a danger tag on it signed by or placed there by someone else.

c. **Electrical Hazards** - Do not use extension cords or any power tools or equipment when the cords are frayed, worn, or the wires are bare. Report such hazards to your supervisor or turn the equipment in for repair.

d. **Grounding** - Do not use electric power tools or equipment that are not properly grounded.

e. **Qualification** - Only qualified electricians are permitted to install, repair, or remove electrical wiring or equipment.

f. **Respect Electricity** - Electricity must be respected at all times. Remember, even a little electric current can be a killer.

g. **Temporary Lighting** - Report all unguarded or broken light bulbs. Do not hang lights by their cords unless the lights were designed to be suspended in that manner.

2. EQUIPMENT AND VEHICLES

a. **Danger Zones** - Keep clear of all heavy equipment. Particular points of danger are blind spots to sides and rear of vehicles and in swing radius of cranes and shovels.

b. **Elevated Loads** - Be alert to avoid swinging or suspended loads. Keep yourself and your fellow workers in the clear at all times.

c. **Hoists and Elevators** - Ride only on authorized personnel hoists or elevators. Do not ride on a material hoist.

d. **Jumping** - Jumping on or off equipment or vehicles, either moving or stationary, is prohibited. When climbing on or off machinery, face the unit and use secure hand and foot holds to prevent slips

e. **Mechanical Guards** - No machine should be operated until all guards are in place. Guards are not to be removed except when necessary to make repairs and are to be replaced before equipment is again put into operation.

f. **Operating Machinery** - Only authorized and properly trained and supervised personnel are permitted to operate equipment, vehicles, valves, electrical switches and other hazardous machinery.

g. **Seat Belts** - If a vehicle or equipment is equipped with seat belts, the operator and the passengers must use them.

h. **Transportation** - Ride only in vehicles designated for transporting personnel. Do not ride on running boards, fenders, or other projections and do not extend legs, feet, arms or other body parts over the edge of the truck bed.

3. FIRE PREVENTION AND CONTROL

a. **Cleaning Agents** - Flammable liquids will not be used as cleaning agents. Use only approved cleaning fluids.

b. **Combustible Materials** - Gasoline and similar combustible liquids will be stored in secure UL-listed containers and in an area free from burning hazards. Keep all heat sources away from combustible liquids, gases, or other flammable materials. When they are not in use, store combustible materials in a well ventilated, cool place.

c. **Fire Extinguisher** - Do not remove or tamper with fire extinguishers installed on equipment or vehicles or in other locations unless authorized to do so or in case of fire.

d. **Fire Fighting Equipment** - Fire fighting equipment must be kept free from obstacles, equipment, materials and debris that could delay emergency use of such equipment. Familiarize yourself with the location and use of the project's fire fighting equipment.

e. **Oily Rags and Waste** - Discard and/or store all oily rags, waste and similar combustible materials in metal containers on a daily basis.

f. **Safety Cans** - Handling of all flammable liquids by hand containers will be in approved safety containers with spring closing covers and flame arresters.

g. **Smoking and Fires** - Extinguish all matches, cigarettes, cigars and pipe tobacco before discarding. Do not smoke while fueling equipment or close to refueling areas. Never leave open fires unattended.

h. **Storage** - Storage of flammable substances on equipment or vehicles is prohibited unless such unit has adequate storage area designed for such use.

i. **Types of Fires**

Class A (wood, paper, trash) - use water or foam extinguishers.

Class B (flammable liquids, gas, oil, paints, grease) - use foam, CO2 or dry chemical extinguisher.

Class C (electrical) - use CO2 or dry chemical extinguisher.

4. FIRST AID, HEALTH, SANITATION

a. **Accident** - Avoid unnecessary moving of an injured person. Notify first-aid personnel immediately and keep the injured person as comfortable as possible until first aid arrives.

b. **Burns** - Immediately treat acid, caustic and burns by flushing with cold water; then report promptly to first aid.

c. **Drinking Cups** - Do not drink out of a common dispensing cup or ladle. Use only drinking fountains or individual disposable cups.

d. **Drinking Water** - Drink water that is specifically supplied and marked for drinking purposes. Stream or river water may look clear but may contain deadly contaminants.

e. **Electrical Shock** - Turn electric power off or use a dry board, stick, or other non- conducting object to remove the contact from the victim. Do not touch the victim until he or she is free from current contact.

f. **Hygiene** - Personal cleanliness is extremely important. Many skin irritations result from careless or incomplete washing or bathing. Wash thoroughly and dry the skin completely to eliminate skin rashes, irritations and infections.

g. **Redressing** - If it is necessary to have an injury redressed, report to first aid and to your supervisor immediately.

h. **Reporting** - Report all injuries, no matter how slight, to first aid and to your supervisor immediately.

i. **Treatment** - Follow all advice relating to your injury given by trained first-aid attendants, nurses, or physicians.

5. GENERAL RULES

a. **Alertness** - Always be as familiar as possible and alert to conditions and work processes in surrounding areas. Also be alert to the presence of other workers and equipment so that you may foresee and avoid possible dangers.

b. **Barricaded Areas** - “Roped off areas” or areas enclosed with barricades are considered danger zones and should be respected. Admittance to or passage through such areas is prohibited without permission, except for employees working within the barricaded area.

c. **Barricades** - When work requires barricades or floor opening covers to be temporarily removed, keep area secured until the work is finished and then reinstall the barricade or floor covering immediately.

d. **Be Sure** - Know how to do the job safely. Know the hazards and how to protect yourself. Ask the advice of your supervisor if you are not sure.

e. **Firearms and Explosives** - Unless specifically authorized, firearms and explosives are prohibited within the project or plant area, on company property, and in or on equipment and other facilities.

f. **Man Lift** - Safety belts must be worn by all employees riding in a crane-hoisted man lift.

g. **Molten Metal** - In pouring or assisting in pouring molten metal or other hot fluids, safety glasses, face shields, and adequate body covering must be used. Burn-resistant suits with hoods are a suitable substitute. Make sure the pour area is completely dry and free from moisture of any kind; otherwise, dangerous splattering and explosion can result.

h. **Moving Cables** - Do not touch or guide moving cables or running wires with any part of your body. Keep your hands and fingers away from blocks and shives. Stand clear of all cables, wires, and lines that are under strain.

i. **Safety Meetings** - It is a part of every employee's job to attend and take an active part in all safety training meetings and support the company's safety program. Read and abide by all safety materials made available to you; they concern your safety and health and the safety and health of your fellow workers.

j. **Speed** - Do not try to place speed above safety. An efficient, safe worker is better than a speedy, careless one.

k. **Throwing** - Throwing or dropping materials from one area or level to another is prohibited.

l. **Unsafe and Unhealthful Practices and Conditions** - Report all unsafe or unhealthful practices and conditions to your supervisor immediately.

m. **Warning Signs** - Always be alert for and heed all warning signs.

n. **Watch Out** - If each employee is watchful of everyone else, there will be fewer accidents and the job will be a much safer place to work.

6. HOUSEKEEPING

a. **Clean-Up** - Keep your work area clean and safe at all times. Always keep yourself, equipment, and your work environment as clean as possible.

b. **Employee Facilities** - Cooperate in keeping change rooms, toilets, first-aid and drinking facilities in a clean, sanitary condition. They are provided for your convenience and health.

c. **Good Housekeeping** - Good housekeeping will reduce confusion on the project and will result in a safer, more efficient operation.

d. **Nails** - Protruding nails, screws or other metal in form lumber, boards, etc., must be immediately removed, bent over, or guarded to prevent puncture injuries.

e. **Oily Rags and Wastes** - Oily rags, waste, or other combustible debris should be kept in a metal container provided for that purpose.

f. **Removal of Debris/Garbage** - When cleaning up, do not throw or drop materials from upper levels to lower levels.

g. **Slipping Hazards** - Clean up or eliminate slipping hazards such as grease, oil, water, ice, snow or other liquids on walkways, ladders, stairways, scaffolds, access ways or working areas.

h. **Trash and Debris** - Deposit trash, refuse, debris, papers, and other waste in the proper refuse containers.

i. **Tripping Hazards** - Help keep the work area, especially roadways, access ways, aisles, stairways, scaffolds and ladders clear of obstructions that may cause tripping or other accident hazards.

7. LADDERS

a. **Ascending and Descending** - Face the ladder and use both hands and feet when going up and down ladders. Materials and tools should be lowered or raised by a rope or other mechanical means.

b. **Good Condition** - Select the right ladder for the job. Do not use a ladder with missing or defective rungs, split side rails, or other weaknesses.

c. **Painting** - Do not paint wood ladders because this may cover up defects.

d. **Placing and Securing** - The ladder should be placed so that it extends at least three feet beyond the top landing. Make sure the base of the ladder is tied off or otherwise secured to prevent slipping or falling. The base of the ladder should be set out at least one-fourth of the ladder height measured from the bottom to the point of bearing.

e. **Work Safely** - When working from a ladder, do not overreach or work beyond the second rung from the top.

8. MATERIAL HANDLING AND STORAGE

a. **Access** - When storing materials remember to leave adequate access ways. Do not block aisles or exits.

b. **Flammable/Toxic** - Flammable and toxic or other harmful materials shall be stored in properly designated, well-ventilated areas. Observe and obey "No Smoking" and other warning signs.

c. **Heavy Loads** - Do not attempt to lift heavy loads without assistance. Learn how to lift properly by bending your knees and lifting with your legs and arms, not your back.

d. **Non-compatible Materials** - Avoid stacking non-compatible materials in the same pile.

9. PERSONAL PROTECTIVE EQUIPMENT

   a. **Company Policy** - All employees shall use the protective equipment prescribed by regulatory authorities, such as OSHA, to control or eliminate any hazard or exposure to illness or injury. Employees who willfully refuse to use the prescribed protective equipment designed to protect them, or willfully damage such equipment, shall be subject to disciplinary action that may lead to their termination.

   b. **Ear Plugs and Muffs** - Appropriate hearing protection shall be worn in work areas where noise levels exceed established local, state, or federal standards.

   c. **Equipment Return** - Protective equipment such as safety goggles, safety belts, respirators, life vests, or rubber clothing furnished by the employer will be returned to the office when terminating employment with the company or moving to another job. Individuals will be responsible for proper care of safety equipment and will take care not to lose or damage this equipment.

   d. **Goggles, Safety Glasses, Face Shields and Helmets**- Appropriate eye and head protection will be worn by every employee when:

      - Welding, burning, or cutting with torches.
      - Using abrasive wheels, portable grinders, or files.
      - Chipping concrete, stone, or metal.
      - Working with any materials subject to scaling, flaking, or chipping.
      - Soldering, handling, or working with molten metal or hot compounds.
      - Handling or working with hazardous liquids, powders, or substances (such as glass).
      - Drilling or working under dusty conditions.
      - Sand or water blasting.
      - Waterproofing.
      - Working on energized switchboards.
      - Using explosive actuated fastening or nailing tools.
      - Working with compressed air or other gases.
      - Working near any of the operations listed above.

   e. **Respirators** - Approved respirators will be used when excessive dusts, mists, fumes, gases, or other atmospheric impurities are determined to be harmful to health.

   f. **Footwear** - All employees working in designated areas should wear stout working boots. In shop areas, where there is danger of falling metal, dies, or other objects, hard toe safety boots or shoes should be worn.

10. TOOLS

   a. **Damaged or Defective Tools** - Do not use broken, defective, burned, or mushroomed tools. Report defective tools to your supervisor and turn them in for replacement.

   b. **Hard Facing** - Do not strike two hardened steel surfaces together; i.e. two hammers or a hammer and hardened steel shafts, bearings, etc.

   c. **Power Tools** - Only assigned, qualified operators will operate power, explosive- actuated, or air-driven tools.

   d. **Proper Tool** - Always use the proper tool and equipment for any task you are assigned. For example, do not use a wrench as a hammer or a screwdriver as a chisel.

   e. **Storage** - Keep tools in their proper storage place when not in use. Do not leave tools where they might present a tripping hazard, fall on someone or something, or be stolen. Do not carry sharp-edged tools in your pockets.

ATTACHMENT 3
MATERIAL SAFETY DATA SHEET EXPLANATION (MSDS)

The MSDS is a written document, usually prepared by the manufacturer of a product that identifies the chemicals that make up the product. It is the central document for transmitting detailed hazard information. The terms used in the form are discussed below. If you have any questions about the hazardous properties described in the MSDS and how they relate to the conditions in your workplace, contact your supervisor or safety engineer.

SECTION I - IDENTIFICATION

This section identifies the product according to the label name, the manufacturer, the preparer of the form and the phone number where additional information can be obtained in case of an emergency. It also includes information on the general family or class of chemicals of which the product is composed (i.e., acids, bases, hydrocarbons, etc.).

SECTION II - HAZARDOUS INGREDIENTS

If the product is a mixture, or if any of its ingredients are evaluated as hazardous, the chemical and common names of these ingredients must be listed with their percentages and their Threshold Limit Values (TLV's) or Permissible Exposure Limits (PEL's). The TLV's and PEL's are the concentrations in air to which most workers can be repeatedly exposed day after day without adverse health effects. These levels were established from industrial experience and toxicological tests and incorporated into many of the OSHA standards. The levels of contaminants in the workplace can be measured and compared with these values to determine if a health hazard exists.

SECTION III - PHYSICAL DATA

The physical properties of a material are helpful in evaluating the hazards. These are discussed below:

Boiling Point - Refers to the temperature at which a liquid boils. Water boils at 212ºF. Materials with low boiling points tend to evaporate quickly and may give off appreciable quantities of toxic or flammable gases. Materials with higher boiling points are less likely to do this unless heated. Low boiling point materials in closed containers will build up pressure when exposed to heat and can explode.

Vapor Pressure - Refers to the pressure exerted by the escaping gas or vapor from the surface of a liquid. The vapor pressure of a liquid varies with temperature. At the boiling point, the vapor pressure equals atmospheric pressure (76 mm, or 14.7 psi). Materials with low vapor pressures tend to evaporate slowly, while those with high vapor pressure evaporate rapidly and have greater potential to give off toxic or flammable gases.

Vapor Density - Refers to the weight of a vapor or gas relative to the weight of air. Materials with vapor densities greater than one (1) will tend to accumulate on the floor, while those less than one (1) will rise toward the ceiling.

Percent Volatile Material - Refers to the amount of material that will evaporate from the product, over time, at room temperature.

Evaporation Rate - Refers to the time it takes for a liquid to be converted into its vapor at a given temperature (relative together or butyl acetate). Materials with low rate evaporate quickly, while those with higher rates take more time.

Summary - From a hazardous and toxic properties standpoint, liquids with high vapor pressures, low evaporation rates and low boiling points are of greatest concern. Unless properly handled, they tend to vaporize rapidly and can produce high concentrations of potentially toxic or flammable gases.

SECTION IV - FIRE AND EXPLOSION DATA

Flash Point - Refers to the temperature at which liquid will give off enough flammable vapors to produce a flame when a source of ignition (spark or flame) is present. Liquids with flash points below 80º F are especially hazardous, since they can give off vapors at room temperature that can be ignited by sparks or static electricity. Smoking, open flames, or high heat sources should never be permitted near flammable or combustible liquids.

Extinguishing Media - Describes the type of fire fighting media suitable for use on the burning material (i.e., water, CO_2, foam, etc.).

Special Fire Fighting Procedures - Describes any special precautions required for fire fighting such as personal protection equipment, how close to approach the fire, explosion hazards, etc. Under certain conditions, some materials can be unstable or can be incompatible when they come in contact with chemicals. At elevated temperatures, for example, some materials can decompose and give off toxic gases. When two incompatible materials come in contact, they may react and release large amounts of energy, possibly causing a fire or explosion. (This section describes the conditions and materials to avoid preventing such occurrences.)

Effects of Over-Exposure - Describes the common health effects a person would experience due to chronic (long term) or acute (short term) over-exposures to the material.

Emergency and First-Aid Procedures - This describes the emergency and first-aid procedures to follow until professional medical help is available. It also describes the precautionary measures to be taken and the appropriate clean up and disposal procedures to be followed in the event of an accidental spill.

SECTION V - SPECIAL PROTECTION & CONTROL MEASURES

Any special precautionary information concerning handling, storage, or other matters not mentioned in previous sections would be covered here. This might include such things as medical conditions that could be aggravated by exposure to the product. When engineering or administrative controls are not practical, personal protective equipment (PPE) will be required. When selecting PPE, make sure it meets with appropriate American National Standards Institute (ANSI) approval. Workers can protect themselves in a variety of ways such as gloves, hard hats, respirators and safety glasses. PPE is only acceptable when engineering controls are not feasible. When PPE is used, it must be evaluated to ensure proper protection. The following PPE represents some equipment now available for use.

Eye & Face Protection

Eye and face protection is required whenever danger exists from:

- Flying particles
- Liquid splashes
- Arcs, radiation or glare

Simple safety glasses are not acceptable for grinding and splashes. Careful selection of PPE must be done to ensure adequate protection.

Hand Protection

Gloves are used to provide protection against corrosive liquids, shock, heat, sharp surfaces, etc. Proper selection is essential.

Respiratory Protection

Respiratory protection must be used when:

- The air contaminant is highly toxic
- Other controls are not feasible

There are two basic types of respiratory protection devices:

Air Purifying

These respirators prevent air contaminants from entering the body by using different types of filters. “Mechanical filters” are used to eliminate particulate air contaminants such as dust, mists, sprays and fumes.

Chemical Cartridge

These respirators are equipped with special cartridges that “trap” gases and vapors before they are inhaled. If the oxygen level falls below 16 percent, a person’s life is in immediate danger. Mechanical ventilation or air-supplied equipment is required once the oxygen level falls below 19 percent.

ATTACHMENT 4 SAMPLE SAFETY CHECKLISTS

SAMPLE SAFETY CHECKLIST

LOCATION: DATE:

☐ Indicates Satisfactory ☐ Indicates Unsatisfactory

WORK ENVIRONMENT SAFETY

- ☐ Employees are not engaged in ergonomic hazards, e.g. awkward posture, forceful lifting/pushing/pulling, vibration, contact stress, etc.
- ☐ Employees' work areas are adequately illuminated.
- ☐ Employees lunch areas pose no exposure to toxic materials or other health hazards.
- ☐ Employees work areas are clean, orderly and free of obstruction.
- ☐ Employees are not engaged in unsafe acts.
- ☐ Employees are wearing appropriate task related PPE when working.

BLOODBORNE PATHOGENS

- ☐ A written exposure control plan has been developed that includes a list the affected job classifications and/or tasks, implementation dates and post exposure evaluation procedures.
- ☐ Universal precautions and work practice controls are used to eliminate/reduce possible exposure.
- ☐ Hepatitis B vaccinations have been offered to affected employees.
- ☐ Affected employees have and are using the proper Personal Protective Equipment (PPE).
- ☐ Affected employees have received initial and annual training.

COMPRESSED AIR

- ☐ Appropriate PPE is worn when using compressed air for cleaning (i.e. safety glasses or safety goggles and a face shield for severe exposure).
- ☐ Compressed air nozzles used for cleaning limit air pressure to less than 30 p.s.i..

COMPRESSED GAS CYLINDERS

- ☐ Cylinders are stored only in designated areas.
- ☐ Cylinders are stored and transported in a vertical position and secured from falling by a chain or rope.
- ☐ Cylinders are stored in areas that are protected from external heat sources such as flames, radiant heat and electric arc welding.
- ☐ Valve caps are in place when cylinders are not in use.
- ☐ Acetylene and oxygen gas cylinders are not stored next to each other (even when empty) and are separated by at least 20 feet or a noncombustible barrier at least 5 feet high having a fire-rating of at least one-half hour.

CONFINED SPACES

- ☐ A written entry program has been developed which incorporates the use of an entry checklist and designates which employees have an active role in confined space entry. All confined spaces have been assessed and identified as permit required or non-permit required in accordance with DCOMM 32.64(5).
- ☐ Confined spaces (except manholes) are labeled with a legible sign.
- ☐ Rescue procedures for acquiring additional help in the event of an emergency are established prior to entering a confined space.
- ☐ All entrants, attendants and rescue personnel have received training on entry procedures and have the proper sampling device and equipment.

ELECTRICAL EQUIPMENT/SAFETY

- [ ] All electrical equipment is properly grounded. The grounding prong (third prong) on all plugs is in place.
- [ ] Electrical equipment, located near water, are protected by a ground fault circuit interrupter (GFCI).
- [ ] All switches and wiring carry the electrical load for which they are rated.
- [ ] Employees who face a risk of electric shock that is not reduced to a safe level have received training in safe work practices (see 1919.332).
- [ ] Extension cords are not being used in place of permanent wiring.
- [ ] Cords and wiring are inspected periodically for wear, fraying or burning. Damaged cords/wiring are replaced or repaired immediately.
- [ ] Wiring components, such as plugs, outlets, junction boxes, etc. are maintained in a good working condition.
- [ ] Electrical outlets, junction boxes, fuse boxes and switch boxes are kept closed at all times and the coin hole openings are closed or sealed.
- [ ] A 30 inch clearance is maintained in front of all electrical service panels.

EMERGENCY ACTION PLANS

- [ ] A current written emergency action and fire protection plan has been developed and has been reviewed with employees.
- [ ] A sufficient number of persons have been designated and trained as floor captains/wardens to assist in the safe and orderly emergency evacuation of employees. An alarm system has been established in accordance with the size and structure of the building and the number of occupants (see 1910.165).

EMERGENCY EXITS

- [ ] All exits are marked with an exit sign and illuminated by a reliable light source.
- [ ] All exits are free from obstructions.
- [ ] Doors or walkways that do not lead to an outside exit are marked as "NOT AN EXIT".

EMERGENCY EYEWASH AND SHOWERS

- [ ] Emergency eyewashes/showers are available and immediately accessible in work areas for emergency use whenever the eyes or body of any person may be exposed to materials that are corrosive or can cause irreversible eye or bodily injury. **Note:** Immediately accessible is defined as within 15 seconds with no obstructions to interfere with accessibility.
- [ ] Drenching/flushing facilities provide 15 minutes of continuous flush.
- [ ] Plumbed eyewash units are activated weekly to flush the line and verify proper operation.

FLAMMABLE AND COMBUSTIBLE LIQUIDS

- [ ] Stored quantities of flammable and combustible liquids are kept to an absolute minimum.
- [ ] Flammable and combustible liquids are stored in approved safety cans.
- [ ] Flammable liquid storage tanks and drums are properly grounded and bonded to avoid static electrical charges and sparks.
- [ ] Containers of flammable or combustible liquids are properly labeled.
- [ ] Containers are inspected periodically for corrosion and damage.
- [ ] Smoking is not permitted in areas where flammable or combustible materials are used or stored.

FLOOR LOADING PROTECTION

- [ ] Elevated storage areas are load-rated and the rating is posted.

GAS/ARC WELDING AND CUTTING

- [ ] Welding cables and hoses are in good condition with no cuts, cracks or punctures.

- [ ] Electrodes are not stored in the electrode holders.
- [ ] Gas valves on oxy-acetylene units are shut off and drained of pressure when the unit is not in use.
- [ ] Gas valves on oxy-acetylene cylinders are equipped with anti-flashback valves.
- [ ] Arc welding areas are shielded with flash protection curtains to protect other workers from radiation.
- [ ] Each welder is provided with proper PPE (i.e. welding helmet/shield, etc.).
- [ ] Adequate ventilation is provided.
- [ ] Only qualified (trained) welders are allowed to perform welding and cutting operations.

GUARDING FLOORS, STAIRS AND WALL OPENINGS

- [ ] All open floors, more than 4 feet above ground level, are equipped with a standard guard rail consisting of a top rail 42 inches high, mid-rail and a toe board 4-inches high.
- [ ] The guardrail is strong enough to withstand a 200-pound force applied sideways.
- [ ] Exterior stairways or steps having 4 or more risers are equipped with standard railings or standard handrails on each side. Exterior stairways or steps more than 50 feet wide are provided with one or more intermediate handrails.

HAND AND POWER TOOLS

- [ ] Hand and power tools are only used when the guards are in place.
- [ ] Tools are inspected periodically for damage and defects.
- [ ] All power cords are equipped with a third grounding prong unless the tool is labeled as “Double Insulated”.
- [ ] Employees are trained in the proper operation of hand and power tools. Appropriate PPE (i.e. safety glasses, gloves etc.) is worn at all times.

HAZARD COMMUNICATION

- [ ] A written hazard communication program has been developed and is available to employees for review.
- [ ] An inventory list of all hazardous chemicals and materials used in the workplace has been developed and is updated as needed.
- [ ] Material Safety Data Sheets (MSDS) are readily available to employees for each hazardous chemical/product used in the workplace.
- [ ] All containers of hazardous chemicals/products are properly labeled.
- [ ] Affected employees are trained on how to read MSDSs and warning labels and how to safely handle each hazardous material.

HEARING CONSERVATION

- [ ] A hearing conservation program (i.e. noise monitoring, engineering controls, audiometric testing, hearing protection and training) has been developed when sound levels equal or exceed an eight hour time-weighted average (TWA) of 85 decibels.

HOISTS, CHAINS, SLINGS AND WIRE ROPES

Hoists, chains, slings and wire ropes are inspected:

- [ ] Before use by the operator.
- [ ] Monthly by a person trained to recognize defects and authorized to remove damaged equipment from service.

- [ ] Defected equipment and slings and ropes are immediately removed from service and repaired by authorized personnel.

HOUSEKEEPING

- [ ] All work areas, passageways, storage rooms and areas around machinery are level and kept in good repair, clean, dry and free from obstructions.

LADDERS

- [ ] All ladders are inspected for damage and defects prior to each use.
- [ ] Ladders are placed only on stable surfaces and are free from grease, oil and dirt.
- [ ] Metal ladders are not being used around electrical wiring.
- [ ] Ladder repairs are performed by trained personnel only.
- [ ] All employees who use ladders have received proper training on safe ladder use.
- [ ] Portable ladders are not used to gain access to a roof, floor, or platform, unless the top of the ladder extends at least 3 feet above the point of support.
- [ ] All portable rung ladders are equipped with nonslip safety feet.
- [ ] Stepladders that are more than 15 feet in height are held by an attendant when in use unless the ladder is securely lashed or blocked.

LOCKOUT/TAGOUT

- [ ] A written Lockout/Tagout program has been developed and reviewed with affected supervisors and employees.
- [ ] Written machine-specific lockout/tagout procedures have been developed and are available to affected employees.
- [ ] Authorized employees have adequate energy isolating devices (i.e. locks, hasps, etc.).
- [ ] An annual program evaluation/audit is conducted to verify effectiveness.
- [ ] All authorized, affected and other employees have been trained/instructed on lockout/tagout procedures.

MACHINE GUARDING

- [ ] All exposed belts, pulleys and gears are guarded on all sides.
- [ ] Table saws are equipped with a blade guard and blade cover, splitter and anti-kickback dogs. The drive belt is also guarded.
- [ ] Radial arm saws are equipped with a blade guard and a self-retracting mechanism.
- [ ] Band saws are equipped with a blade guard that covers all of the blade except for the point of operation.
- [ ] Stationary belt sanders have a guard on both pulleys at the end of the belt table.
- [ ] Stationary power tools are equipped with a safety device which prevents automatic restart after a power outage.
- [ ] Abrasive wheel grinders are equipped with:
  - [ ] A tool rest that is maintained at a 1/8” clearance from the wheel.
  - [ ] A tongue guard, located at the top of the wheel that is maintained at a 1/4” clearance from the wheel.
  - [ ] A guard that covers all sides of the wheel and drive shaft.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

- [ ] Personal protective equipment (PPE) is selected and issued based upon a Written Hazard Assessment for each job task or work area.
- [ ] Employees are trained on the proper use, maintenance, limitations, storage and disposal of PPE.

PORTABLE FIRE EXTINGUISHERS

- [ ] Fire extinguishers are selected according to the fire hazards present.
- [ ] Fire extinguishers are accessible and free from obstructions.
- [ ] All fire extinguishers are being inspected:
  - [ ] Annually by a certified, professional vendor.
  - [ ] Monthly by a designated employee.
- [ ] Employees designated to use a portable fire extinguisher are trained at least annually on the proper use of a fire extinguisher.

POWERED INDUSTRIAL TRUCKS

- [ ] All powered industrial truck operators are properly trained in the safe operation, fueling and maintenance of the assigned vehicle.
- [ ] All trucks are inspected before being place into service on each shift.
- [ ] Trucks found to be in need of repair and/or unsafe are immediately removed from service and repaired by authorized personnel only.

POWER MOWERS

- [ ] All blade and discharge guards are properly installed and maintained.
- [ ] Hearing protection is worn by the operator if noise levels are above 90 decibels at operating speeds.
- [ ] Appropriate eye and foot protection is being worn by operators when mowers are running.
- [ ] Fueling is done only when the power mower is turned off.

RESPIRATORY PROTECTION

- [ ] Exposure monitoring has been conducted to determine the need for respiratory protection and to insure that respirator protection factors are not exceeded.
- [ ] Standard operating procedures for selecting and using respiratory protection have been developed.
- [ ] Employees required to use respirators have been medically evaluated, fit tested and properly trained.
- [ ] Respirators are properly used, cleaned and maintained.

Completed by:

Title:

SAFETY CHECKLIST
FOR
OSHA GENERAL INDUSTRY HEALTH AND SAFETY STANDARDS THAT REQUIRE WRITTEN PROGRAMS, TRAINING AND/OR INSPECTIONS

Date:

Agency Name:

Location:

Evaluator's Name:

Place an "X" in the applicable circle for each category if completed.

		WRITTEN PROGRAM	INITIAL TRAINING	ANNUAL TRAINING	INSPECTORS AND/OR TESTING	NOT APPLICABLE	TARGET COMPLETION DATE	ACTUAL DATE COMPLETED
1910.25	PORTABLE WOOD LADDERS		O		O	O		
1910.26	PORTABLE METAL LADDERS		O		O	O		
1910.27	FIXED LADDERS		O		O	O		
1910.28	SAFETY REQUIREMENTS FOR SCAFFOLDING		O		O	O		
1910.38 (a)	EMERGENCY PROCEDURES, MEANS OF EGRESS	O	O	O		O		
1910.38 (b)	FIRE PREVENTION PLANS	O	O	O		O		
1910.66	POWERED PLATFORMS, FOR BUILDING MAINTENANCE	O	O		O	O		
1910.67	PLATFORMS: VEHICLE MOUNTED		O		O	O		
1910.68	MANLIFTS		O		O	O		
1910.95	NOISE EXPOSURES		O	O	O	O		
1910.96	IONIZING RADIATION	O	O		O	O		
1910.109	EXPLOSIVE & BLASTING AGENTS	O	O		O	O		
1910.110	LIQUIFIED PETROLEUM GAS		O		O	O		
1910.111	ANHYDROUS AMMONIA		O		O	O		
1910.120	HAZARDOUS WASTE & EMERGENCY RESPONSE	O	O	O	O	O		
1910.132	PERSONAL PROTECTIVE EQUIPMENT	O	O		O	O		
1910.133	EYE & FACE PROTECTION		O		O	O		
1910.134	RESPIRATORY PROTECTION	O	O	O	O	O		
1910.145	ACCIDENT PREVENTING SIGNS AND TAGS		O					
1910.146	CONFINED SPACE ENTRY	O	O	O	O	O		

1910.147	LOCKOUT/TAGOUT	O	O		O	O		
1910.151	MEDICAL SERVICES AND FIRST AID		O		O	O		
1910.156	FIRE BRIGADES	O	O	O	O	O		
1910.157	PORTABLE FIRE EXTINGUISHERS		O	O	O	O		
1910.158	STANDPIPE & HOSE SYSTEMS	O	O	O	O	O		
1910.159	AUTOMATIC SPRINKLER SYSTEMS		O	O	O	O		
1910.160	GEN-FIXED EXTINGUISHING SYSTEMS		O	O	O	O		
1910.161	DRY CHEMICAL-FIXED EXTING SYSTEMS		O	O	O	O		
1910.163	WATER SPRAY AND FOAM-FIX EXTING SYSTEMS		O	O	O	O		
1910.164	FIRE DETECTION SYSTEMS	O	O	O	O	O		
1910.165	EMPLOYEE ALARM SYSTEMS		O	O	O	O		
1910.177	SERVICING MULTI-PIECE AND SINGLE PIECE RIMS	O	O			O		
1910.178	POWERED INDUSTRIAL TRUCKS		O	O	O	O		
1910.179	OVERHEAD AND GANTRY CRANES		O		O	O		
1910.184	SLINGS		O		O	O		
1910.215	ABRASIVE WHEEL MACHINERY		O		O	O		
1910.217	POWERED MECHANICAL PRESSES	O	O		O	O		
1910.252	WELDING, CUTTING & BRAZING	O	O		O	O		
1910.253	OXYGEN-FUEL GAS CUTTING & BRAZING	O	O		O	O		
1910.254	ARC WELDING & CUTTING	O	O		O	O		
1910.255	RESISTANCE WELDING	O	O		O	O		
1910.263	BAKERY EQUIPMENT		O		O	O		
1910.264	LAUNDRY MACHINERY AND OPERATIONS		O			O		
1910.265	SAW MILLS		O		O	O		
1910.268	TELECOMMUNICATIONS		O	O	O	O		
1910.269	ELECTRICAL POWER DISTRIBUTION	O	O	O	O	O		
1910.272	GRAIN HANDLING FACILITIES	O	O	O	O	O		
1910.332	SAFETY RELATED ELECTRICAL WORK (TRAINING)		O			O		
1910.333	SAFETY RELATED ELECTRICAL WORK	O	O			O		

1910.334	USE OF EQUIPMENT (ELECTRIC)				O	O		
1910.335	SAFEGUARDS FOR PERSONAL PROTECTION (ELECTRIC)				O	O		
1910.1000	AIR CONTAMINANTS	O	O	O	O	O		
1910.1001	ASBESTOS COMPLIANCE PROGRAM	O	O	O	O	O		
1910.1004	ALPHA-NAPHTHYLAMINE	O	O	O	O	O		
1910.1006	METHYL CHLOROMETHYL ETHER	O	O	O	O	O		
1910.1007	3.3'-DICHLOROBENZIDINE AND ITS SALTS	O	O	O	O	O		
1910.1008	BIS-CHLOROMETHYL ETHER	O	O	O	O	O		
1910.1010	BENZIDINE	O	O	O	O	O		
1910.1012	ETHYLENE-IMINE	O	O	O	O	O		
1910.1013	BETA-PROPIOLACTONE	O	O	O	O	O		
1910.1017	VINYL CHLORIDE	O	O	O	O	O		
1910.1020	EMPLOYEE MEDICAL & EXPOSURE RECORDS		O			O		
1910.1025	LEAD-COMPLIANCE PROGRAM	O	O	O	O	O		
1910.1027	CADMIUM-COMPLIANCE PROGRAM	O	O	O	O	O		
1910.1028	BENZENE-COMPLIANCE PROGRAM	O	O	O	O	O		
1910.1030	BLOODBORNE PATHOGENS	O	O	O	O	O		
1910.1045	ACRYLONITRILE-COMPLIANCE PROGRAM	O	O	O	O	O		
1910.1047	ETHYLENE OXIDE-COMPLIANCE PROGRAM	O	O	O	O	O		
1910.1048	FORMALDEHYDE	O	O	O	O	O		
1910.1050	4,4 METHYLENEDIANILINE (MDA)	O	O	O	O	O		
1910.1200	HAZARD COMMUNICATION	O	O		O	O		
1910.1450	LAB STANDARD-CHEMICAL HYGIENE PLAN	O	O		O	O		

Personal Protective Equipment Compliance Checklist

Date: Location:

Auditor: Phone number:

	Yes	No	Comments/Completion Date
I. Eye and Face			
A. General Requirements			
1. Appropriate eye and face protection must be provided when exposed to:			
a) Flying particles			
b) Molten metal			
c) Liquid chemicals			
d) Acids or caustic liquides			
e) Chemical gases			
f) Vapors			
g) Potential injurious light radiation			
2. Side shields required - flying objects.			
3. Prescription safety glasses or safety glasses over prescription lenses.			
4. Marked with the identification of the manufacturer.			
5. Injurious light radiation - filter lenses with the shade number appropriate for the work.			
B. Criteria for protective eye and face devices.			
1. Protective eye/face devices purchased **after** 7/5/94 must comply with ANSI Z87.1/1989.			
2. Protective eye and face devices purchased **before** 7/5/94 must comply with ANSI Z87.1-1968.			
II. Head Protection			
A. General Requirements.			
1. Helmets are worn when working in areas where there is a potential for injury from falling objects.			
2. Helmets designed to reduce electrical shock hazards (Class A or B) when near exposed electrical conductors.			
B. Criteria for protective helmets:			
1. Helmets purchased **after** July 5, 1994 comply with ANSI Z89.1 – 1986.			
1. Helmets purchased **before** July 5, 1994 comply with ANSI Z89.1 – 1969.			
III. Foot Protection			
A. General Requirements			
1. Protective footwear must be worn in areas where:			
a) Falling and rolling objects			
b) Objects piercing the sole			

c) Where exposed to electrical hazards			
B. Criteria for Protective Footwear:			
1. Protective footwear purchased **after** July 5, 1994 comply with ANSI Z41 – 1991.			
2. Protective footwear purchased **before** July 5, 1994 comply with ANSI Z41 – 1967.			
IIII. Hand Protection			
A. General Requirements:			
1. Select and require employees to use appropriate hand protection when exposed to the following:			
a) Skin absorption of harmful substances			
b) Severe cuts/lacerations			
c) Severe abrasions			
d) Punctures			
e) Thermal & chemical burns			
f) Temperature extremes			
B. Selection.			
1. Selection of the appropriate hand protection is based on an evaluation of the performance characteristics of the hand relative to the following:			
a) The task being performed			
b) Conditions present			
c) Duration of use			
d) Hazards and potential hazards identified			
2. MSDS consulted for chemicals.			
IV. Hazard Assessment			
A. Review Injury and Accident Data			
1. OSHA Form 200 Log			
2. Worker's Compensation Claims			
B. Inform employees and supervisors of the process			
1. Involve the employees and supervisors from each work area being assessed			
2. Review job procedures			
3. Potential hazards			
4. PPE currently in use			
C. Conducted a Walk-Through Survey observing the following:			
1. Layout of the workplace			
2. Location of the workers			
3. Work operations			
4. Hazards and places where PPE is currently used including the reason for use			
D. Consider the following hazard categories:			
1. Impact (falling/flying objects)			
2. Penetration (sharp objects piercing foot/hand)			
3. Compression -rollover/ pinching			

4. Chemical exposure (inhalation, ingestion, skin contact, eye contact or injection)			
5. Heat			
6. Dust			
7. Light (optical) radiation (welding, brazing, cutting, furnaces, etc.)			
8. Extreme cold			
9. Water (potential for drowning or fungal infections caused by wetness)			
10. Vibration			
11. Electrical			
E. Organize Data			
1. Prepare data for analysis of the hazards in the environment to enable proper selection of PPE. (This could be by job, function or department)			
F. Analyze Data			
1. Estimate the potential for injuries and illnesses			
2. Review and determine each basic hazard as to:			
a) Type			
b) Level of risk			
c) Seriousness of potential injury from each of the hazards			
3. Possibility of exposure to several hazards simultaneously.			
G. Selection Guidelines			
1. Become familiar with the potential hazards, what PPE is available and what PPE can do to prevent injuries and illnesses.			
2. Compare the hazards associated with the work environment and the capabilities of the available PPE.			
3. Select the PPE that ensures a level of protection greater than the minimum required to protect employees.			
H. Fitting the Device			
1. Selected the right size			
2. Adjusted for comfortable fit while maintaining the PPE in proper position			
I. Reassessment of the hazards			
1. Assess the workplace as necessary by identifying and evaluating:			
a) New equipment and processes			
b) Review of accident records			
c) Re-evaluate the suitability of previously selected PPE			
V. Training			
A. Each employee who is required to use/wear PPE must be trained to know the following:			
1. What PPE is necessary			
2. When PPE is necessary			
3. How to properly don, doff, adjust and wear PPE			

4. Limitations of the PPE	
5. Proper care, maintenance, useful life and disposal of PPE	
B. Employee must demonstrate an understanding of the training elements taught and the ability to use PPE properly before being allowed to perform work requiring PPE.	
C. Retraining must be done in the following situations:	
1. Changes in the workplace	
2. Changes in the type(s) of PPE used	
3. Inadequacies in the employee's knowledge and use of the assigned PPE	
D. Written certification that employees have received and understand the required training must include:	
1. Name of employees trained	
2. Training topic(s)	
3. Dates of training	

ATTACHMENT 5

Transitional Duty Program Implementation

1. **Assess organizational readiness** - You need a culture that values employee retention and productivity. Adverse culture can lead to increased disability rates along with employee resistance to return to work. Plan to deal with resistance. Benchmark your current costs: WC premiums, overtime and recruitment costs related to employee absence. Meet with employees, labor union representatives and managers. Highlight the impact on the bottom line. Explain how the program improves the disability experience for employees and managers by focusing on recovery and productivity while minimizing lost work time.
2. **Develop a proposal** - Important to obtain administrative approval including resource allocation. Include: role definition for employee, treating health care provider, manager, labor union representative, human resource manager and others who may be involved in transitional duty placement. Consider a pilot program if organizational resistance is significant.
3. **Involve your key stakeholders** -Who will be instrumental to the success of the program through funding, participation and support? Explore and address concerns prior to implementation.
4. **Develop an implementation plan** - The value of conducting a communication campaign to promote the new program cannot be over-emphasized. Inform the target audience of program objectives, goals and benefits, roles and processes designed to support the program. Communication reduces employee concern related to underlying employer motives. Place equal emphasis on the positive impact on employee recovery and employer costs.
5. **Identify potential transitional duties**. The ideal transitional duty assignment is meaningful, easy to learn, requires minimal training, and has flexible hours. A written assignment is useful for documenting a bona fide employment offer in the event of future disability litigation.
6. **Determine the process for dealing with an injured worker when they are restricted.** In addition to department presentations, consider newsletter articles, posters, and paycheck stuffers.
7. **Share your plan with local medical providers.** Include your expectations of them. Get their support and understanding that job placement will be performed in a manner that supports employee recovery. Invite them in for a facility tour. Introduce them to key players.
8. **Evaluate your program** - to determine long-term impact. Have your desired outcomes been achieved? Identify barriers and address them. Evaluate the following 5 outcome measures:
    1. **Cost-**total direct costs related to benefits, average cost per claim, changes in insurance premiums and total cost of transitional duty wages. Other costs?
    2. **Productivity-**number of transitional duty placements, number of productive work hours gained by using transitional duty placement.
    3. **Employee satisfaction-**number and percentage of employees evaluating program as helpful, positively impacting recovery and who preferred to work rather than be out of work.
    4. **Managerial satisfaction-**number and percentage of managers indicating placement was appropriate to employee's ability to work with no job performance issues related to functional abilities.
    5. **Process-**Number of employees evaluated for transitional duty placement, number of employees placed in transitional duty assignment, number of placements in the same job, number of placements in a different work area, etc…

ATTACHMENT 6

Injured Employee Contact Plan

Day of Injury:

Call or discuss the following with employee:

1. Were they comfortable with their medical care?
2. Where were they seen and when is next appointment?
3. Any special needs?
4. Did they obtain a doctor's slip? (fax this to SECURA)
5. Is he/she able to work with or without restrictions?
6. If he/she is unable to work, what activities are they able to do during this time? What treatment are they getting during this time?
7. Provide them with a copy of your transitional duty policy.
8. Set up a time to do accident investigation.
9. If off work, tell employee they will be missed and that you will be contacting them periodically for progress checks.
10. Have supervisor contact employee and communicate concern.

3 days-1 wk later:

Call: "How are you feeling? Anything you need? Anything we can do? Any questions about Workers Comp?" Refer all specific questions regarding benefits to SECURA.

If there has been a recheck appointment, is there a new doctor's slip? (If so, fax to SECURA)

After next appt-2wks and periodically thereafter:

Call: "How are you feeling? When does the doctor think you might be ready to come back? Anything we can do? Any questions?"

Have middle management call or send a get well card. Give injured worker an update on things that are going on at work. Include them in social invitations at the workplace. Give them updates on new projects. Let them know they are missed. Keep them engaged in the workplace.

Contact SECURA when there is a significant change in the employee's medical status or plan to return to work.

If the employee is represented by an attorney, call SECURA regarding having further contact.

Employee with work restrictions:

1. Review restrictions with employee.
2. Facilitate return to work meeting with employee, supervisor, HR and union rep.
3. Review restrictions together. Discuss appropriate placement and make arrangements to get employee up to speed on any missed communications or training.
4. Emphasize the need to adhere strictly to doctor's orders. Employee is to report to HR immediately if he/she is asked to do anything outside those restrictions.
5. Have employee read and sign transitional duty agreement.
6. Explain use of transitional duty tracking form.
7. As restrictions are upgraded or changed, communicate this to all involved parties.

ATTACHMENT 7

Transitional Duty Procedure for Employees

Transitional Duty is:

- A temporary, productive work assignment provided for employees who are temporarily unable to perform the essential functions of their regular job due to illness or injury. This is not intended to be a permanent accommodation.
- The use of enhanced work tasks fitting your current physical limitations to help you recover more quickly and completely.
- The bridge to transition you from recovery at home to your regular job duties.

If you are off work due to work-related injury or illness, you need to stay in touch with our office following every doctor's appointment. When your doctor determines you may return to work with restrictions, you are responsible for supplying us with this paperwork as soon as possible so that we can make plans for your return.

We will contact and inform them of your restrictions to determine if productive work is available within these restrictions. Efforts will be made to keep you [on your usual shift and] in your home department if at all possible. If work is not available in that area, other areas will be reviewed for appropriate work. The supervisor will inform you of the basic tasks of your Transitional Duty assignment, the starting date, work schedule and who you will be reporting to during this assignment. A copy of your work restrictions will be given to the supervisor. You will be asked to keep track of your work activities. This will be helpful to provide to track your progress and may be provided to your health care provider.

While you are on transitional duty, all other policies and procedures remain in effect including those that pertain to attendance at medical appointments. It is your responsibility to ensure you do not exceed your work restrictions. **For your safety, if you believe you have been asked to do something that violates your work restrictions, you need to advise your supervisor immediately!**

You are limited to working no more than 8 hours a day and 40 hrs a week while on Transitional Duty. Exceptions to this must be approved by Human Resources.

ATTACHMENT 8
LETTER TO DOCTOR

Insert Date

Doctor X

Suite 2000

My Town, OK 12123

Dear Doctor X,

This letter is to inform you that our company, , has recently developed a Transitional Duty policy. We recognize the value of transitional duty work in helping injured workers improve their performance, regain functionality, and maintain their quality of life. Improved outcomes are dependent on effective communication between the employee, the treating physician and the employer.

In the event that one of our employees presents to your facility for treatment of a work injury or illness, please contact me with specific questions or concerns regarding availability of work that meets the restrictions and functional requirements appropriate for the recovering worker. We will make every effort to accommodate restrictions where possible.

Karen- Absence Coordinator

Ph#

Fax#

ATTACHMENT 9

Transitional Duty Agreement

[name of injured worker] _____

I understand a temporary assignment is being offered to me which complies with my temporary work restrictions as identified by my treating physician.

I understand when my work restrictions change it is my responsibility to communicate my new status, in writing, to _____ (absence management coordinator). My work assignment may change according to my changing restrictions.

I understand that if I am eligible for leave under the FMLA, I cannot be forced to return to work. However, I also understand that I may lose my eligibility for Workers' Compensation benefits for rejection of the transitional assignment in favor of unpaid leave.

I understand this offer is for a limited period of time, after which I will be expected to return to my regular job working without restrictions.

_____ follows the provisions of the Americans with Disabilities Act and its state counterpart. Neither law requires that this type of temporary assignment be made permanent. The employee should not expect that this temporary assignment will be made permanent. If, however, the employee believes that he or she is disabled within the meaning of these laws, he or she should discuss that belief with Human Resources. If [Company Name] agrees that the law applies, it will, when appropriate, consider reasonable accommodations to the employee's regular job. If such accommodations are not reasonable or constitute an undue hardship, other reasonable accommodations may be considered.

I understand that I should schedule any medical appointments during non-work time. If I am unable to do so, I understand that I need to inform my supervisor in advance of the appointment date. I understand that these appointments may fall under the Family Medical Leave Act and it is my responsibility to apply for FMLA according to company policy if I cannot schedule appointments outside of work time. I understand that the time off for the appointment will be unpaid.

I understand that while on Transitional Duty I cannot work more than 8 hours/day and 40 hours per week, unless approved by the Human Resources manager. I understand that this temporary work assignment will not exceed 12 weeks.

_____ _____

Employee Date

_____ _____

Supervisor or HR Manager Date

ATTACHMENT 10

Transitional Duty Procedure for Employees

Transitional Duty is:

- A temporary, productive work assignment provided for employees who are temporarily unable to perform the essential functions of their regular job due to illness or injury. This is not intended to be a permanent accommodation.
- The use of enhanced work tasks fitting your current physical limitations to help you recover more quickly and completely.
- The bridge to transition you from recovery at home to your regular job duties.

If you are off work due to work-related injury or illness, you need to stay in touch with our office following every doctor's appointment. When your doctor determines you may return to work with restrictions, you are responsible for supplying us with this paperwork as soon as possible so that we can make plans for your return.

We will contact and inform them of your restrictions to determine if productive work is available within these restrictions. Efforts will be made to keep you [on your usual shift and] in your home department if at all possible. If work is not available in that area, other areas will be reviewed for appropriate work. The supervisor will inform you of the basic tasks of your Transitional Duty assignment, the starting date, work schedule and who you will be reporting to during this assignment. A copy of your work restrictions will be given to the supervisor. You will be asked to keep track of your work activities. This will be helpful to provide to track your progress and may be provided to your health care provider.

While you are on transitional duty, all other policies and procedures remain in effect including those that pertain to attendance at medical appointments. It is your responsibility to ensure you do not exceed your work restrictions. **For your safety, if you believe you have been asked to do something that violates your work restrictions, you need to advise your supervisor immediately!**

You are limited to working no more than 8 hours a day and 40 hrs a week while on Transitional Duty. Exceptions to this must be approved by Human Resources.