Preface

The City of Bowling Green, Bowling Green State University, the Bureau of Workers Compensation, Wood County Government, Wood County Board of Developmental Disabilities, and WBGU-TV have worked together to develop health and safety programs to reduce or eliminate work related accidents and injuries. This manual is intended to make the workplace a more positive place to work by providing a safe and healthy environment.

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BASICS OF OSHA

Introduction

Every year many workers are involved in work-related injuries. Some of these injuries are short term, others are long term, and some even result in death. In 2008, the National Safety Council reported an average of two out of every 100 workers, or 3.2 million workers, had a disabling injury. In addition, there were 5,200 unintentional injuries resulting in death. The cost of these occupational deaths and injuries for 2008 alone was $183 billion. The time lost at work for these injuries and deaths totaled 75 million days in 2008.

Being healthy and safe requires the development of an informed and positive attitude. At work, as well as at home, we must make sure that whenever possible accidents, injuries, and illnesses are avoided.

For example, driving a vehicle can be unsafe by merely looking away from the road for a few seconds. Especially if at the very same second, the driver of the vehicle ahead slams on the brakes, or a young child darts onto the road. Employees must always be thinking and remain aware of their environment. Whether it is properly opening a file drawer or walking around a corner, employees are faced with a variety of health and safety issues every day of their lives.

The purpose of this manual is to raise employees' awareness of workplace safety by highlighting the general OSHA safety regulations. It does not explain, nor was it intended to cover, all the aspects of every OSHA safety regulation that you will be required to follow. During the course of employment, employees should be provided the necessary training in order to perform their job safely and effectively.

The OSHA regulations are numerous; this manual attempts to focus on only those that may apply to everyone. Training on other standards should be provided as employment places individuals in situations where instruction is required. Also, based on job duties, employees may need more in-depth training on those topics covered in this manual.

As more regulations are developed, employers should provide employees with information on those that apply to effected position.

Upon reporting to a regular workplace, supervisors will be responsible for providing employees the necessary safety training for their position. Employees should direct questions about the required types of training to their supervisor, department/division head, or a representative from the personnel or safety departments.

To gain more information about work safety or any of the other topics presented in this manual, employees should contact their supervisor or department head. Many organizations have also created libraries for employees' use and information.

Review

1. True False — On the average, two out of every 100 workers had a disabling injury in 2008.

2. True False — Employees should be aware of their surroundings only at work and not be concerned about health and safety at home.

OSHA Overview

In 1970, the United States Legislature passed the Occupational Safety & Health Act and created the Occupational Safety and Health Administration (**OSHA**), which sets standards and guidance for employers in providing a safe and healthy workplace for employees. However, the 1970 Act only applied to private employers. Distinctively absent from the Act was the requirement for public employers, such as the state, county and city, to follow the same "rules" as their private counterparts.

This obviously did not make sense. A county engineer inspecting a water main trench is exposed to the same hazards as the private contractor hired by the county. City maintenance employees using herbicides on the edge of a road need to know about the chemicals they are using as much as employees of a manufacturing plant.

With the ratification of **Ohio House Bill 308** in December 1992, the **Public Employment Risk Reduction Program** went into effect. The purpose of the program is to ensure that public employees in the State of Ohio are provided with a safe and healthy work environment. The Bill specifically exempts peace officers, fire fighters, and correctional officers in county or municipal institutions from this program.

Under House Bill 308, both employers and employees have certain obligations. Employers have a "**general duty**" to all employees in that they must provide a safe work environment free from recognized hazards that are causing, or are likely to cause, death or serious physical harm to their employees. Employees have the right to know any dangers, or potential dangers, in the workplace. Employees must comply with this standard and any reasonable safety rules developed by their employer to fulfill its obligation to protect employees.

Also under House Bill 308, public employees have the right to refuse to work. A **refusal to work** situation occurs when an employee, acting in good faith, refuses to work under conditions that the employee reasonably believes presents an imminent danger of death or serious physical harm. It is expected, however, that the employee will first try to work through normal channels and use a refusal to work as a last resort.

There are three conditions an employee MUST comply with before refusing to perform a certain task. All three conditions must be met.

1. The employee has requested the employer to correct the hazard, but the condition remains the same.

2. There was insufficient time to eliminate the danger by resorting to a formal, written complaint process.

3. The danger was one that a reasonable person, under the circumstances then confronting the employee, would conclude as an imminent danger of death or serious physical harm.

For example: A bus driver refuses to take a bus out because when she drove it that morning, the brakes were inadequate. She told the director of transportation, but the brakes were not fixed by that afternoon. Her refusal to work is protected. On the other hand, a custodian declines to climb a ladder to change a light bulb due to his fear of heights. His refusal to work is not protected because his belief that he faces imminent peril is not reasonable. Additionally, climbing ladders is a normal condition of his employment.

An important provision of the Public Employment Risk Reduction Program is employee notification of their rights and obligations under this plan. The notification poster, with minor exceptions, must be posted in a location where notices to employees are customarily posted. This poster outlines everything discussed and provides additional information regarding who to contact for further information.

The Public Employment Risk Reduction Program, and its associated inspection activities, should not be used in place of good labor/management relationships, and good business practices. Safety on the job is not, and should not be, a separate program from your day-to-day activities. Safety values and practices should be incorporated into your basic operational process. There are not two ways to complete a task: There is only one way -- the safe way.

The rest of this manual provides information to use as a foundation to build a viable safety culture. Remember, safety is not the responsibility of the “safety director” or the supervisor. It is everyone’s responsibility.

Each and every employee must actively seek to eliminate any and all unsafe procedures and conditions in their work area. Communication, up the chain of command, as well as down the chain, must be open and productive in order for this to be achieved.

As always, employees should direct any questions concerning on-the-job safety to their supervisor.

Review

1. True False Employers have the responsibility to ensure a safe work environment as stated in the general duty clause.

2. True False If there is a recognized safety hazard, employees should first report the hazard to their supervisor.

Safety Committees

A safe place to work promotes a healthier and happier work environment. Of great importance is the establishment of work safety committees. An active in-house committee will raise awareness regarding safety issues, reduce accidents, and save money for your department or organization.

The key to a successful **work safety committee** is involvement by employees and management alike. Who better than the employee to best identify potential hazards in the workplace?

It is recommended that committee membership be composed of an equal number of employee and employer representatives. Where unions exist, each union should have a representative. Committee members should have staggered terms in order for more experienced members to train new members. Committee members should also be trained in the employer's safety policies to better serve the responsibilities of the committee.

Safety committee meetings may be conducted separately or incorporated into your regularly scheduled staff meetings. Employers should permit members of the committee to take time from work as is reasonably necessary, without suffering any loss of pay, benefits, etc.

The goal of a work safety committee is to advise and assist management in preventing or correcting unsafe or unhealthy work environments.

The responsibilities of the members should be taken very seriously. They may include:

- Reviewing employer's safety and health program,
- Reviewing work-related incidents and complaints,
- Reviewing employer's work injury and illness records,
- Conducting worksite inspections and employee interviews,
- Conducting committee meetings at least once every three months and maintaining written minutes, and
- Making written safety and health recommendations to the employees and management.

It is encouraged that employees become involved in their organization's safety issues or committee. Participate in or help organize a wellness or safety fair, make suggestions

and help to identify potential safety hazards, or volunteer to do an ergonomic analysis of a job task. Safety is everyone's responsibility.

Review

1. True False The goal of a work safety committee is to advise and assist management in preventing, or correcting, unsafe or unhealthy work environments.

2. True False Safety is only the responsibility of the safety committee.

Injury and Illness Report

In order to provide a safe work environment, a continuous review of working conditions is required. A highly effective tool in this review process is recordkeeping. Recordkeeping identifies and documents safety and health incidents while providing supervisors, safety committees, and risk managers an opportunity to experience the incident through the employee's account. By reporting an incident, employees offer clues that suggest a safety risk. Documenting incidents and correcting safety and health risks are very important steps in preventing future injuries.

What should be reported? Employees should immediately report all incidents to their supervisor. Incidents include: near misses, occupational injuries and illnesses, fatalities, and hospitalizations.

- All **Near Misses** should be reported, as they provide clues of potential hazards. A near miss is something that could result in an accident but did not. Near misses hold important information that, when identified, can help eliminate potential hazards that may result in an accident or injury in the future.

- An **Occupational Injury** is an injury such as a cut, fracture, sprain, amputation, etc., which results from a work accident, or from an exposure involving a single incident in the work environment.

- An **Occupational Illness** is any abnormal condition or disorder, other than one resulting from an occupational injury, caused by exposure to environmental factors associated with employment. This includes acute and chronic illnesses or diseases which may be caused by inhalation, absorption, ingestion, or direct contact.

- Any fatality or accident that results in three or more persons having to be hospitalized should be reported immediately, as the law requires that employers report such information to OSHA within eight hours of the event.

To start the documentation process, employees should report the incident to their supervisor. This should be done immediately in order to preserve the details and to protect against any further injuries.

Employees will be required to complete paperwork documenting the event. An **OSHA Form 301** is the standard form recommended by OSHA. However, organizations may use different forms that include the same information, such as an Accident Injury Report, Incident Report or an Injury/Illness Report. The basic information that is required includes; employee information, time, place, and type of the accident, type of injuries, and signature of the employee. Some organizations may require additional information to assist in an accident investigation. Employees should check with their supervisor for the type of reporting forms that are used in their organization.

Revised – May 2003

Revised – May 2003

OSHA's Form 301
Injuries and Illnesses Incident Report

Attention: This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.

U.S. Department of Labor
Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

This *Injury and Illness Incident Report* is one of the first forms you must fill out when a recordable work-related injury or illness has occurred. Together with the *Log of Work-Related injuries and Illnesses* and the accompanying *Summary*, these forms help the employer and OSHA develop a picture of the extent and severity of work-related incidents.

Within 7 calendar days after you receive information that a recordable work-related injury or illness has occurred, you must fill out this form or an equivalent. Some state workers' compensation, insurance, or other reports may be acceptable substitutes. To be considered an equivalent form, any substitute must contain all the information asked for on this form.

According to Public Law 91-596 and 29 CFR 1904, OSHA's recordkeeping rule, you must keep this form on file for 5 years following the year to which it pertains

If you need additional copies of this form, you may photocopy and use as many as you need.

Completed by _____

Title _____

Phone _____ Date _____

Information about the employee

1) Full Name _____

2) Street _____

City _____ State ____ Zip _____

3) Date of birth _____

4) Date hired _____

5) ☐ Male
☐ Female

Information about the physician or other health care professional

6) Name of physician or other health care professional

_____

_____

7) If treatment was given away from the worksite, where was it given?

Facility _____

Street _____

City _____ State ____ Zip _____

8) Was employee treated in an emergency room?
☐ Yes
☐ No

9) Was employee hospitalized overnight as an in-patient?
☐ Yes
☐ No

Information about the case

10) Case number from the Log _____ *(Transfer the case number from the Log after you record the case.)*

11) Date of injury or illness _____

12) Time employee began work _____ AM/PM

13) Time of event _____ AM/PM ☐ Check if time cannot be determined

14) **What was the employee doing just before the incident occurred?** Describe the activity, as well as the tools, equipment or material the employee was using. Be specific. Examples: "climbing a ladder while carrying roofing materials"; "spraying chlorine from hand sprayer"; "daily computer key-entry."

15) **What happened?** Tell us how the injury occurred. Examples: "When ladder slipped on wet floor, worker fell 20 feet"; "Worker was spayed with chlorine when gasket broke during replacement"; "Worker developed soreness in wrist over time."

16) **What was the injury or illness?** Tell us the part of the body that was affected and how it was affected; be more specific than "hurt", "pain", or "sore." Examples: "strained back"; "chemical burn, hand"; "carpal tunnel syndrome."

17) **What object or substance directly harmed the employee?** Examples: "concrete floor"; "chlorine"; "radial arm saw." If this question does not apply to the incident, leave it blank.

18) **If the employee died, when did death occur?** Date of death

(Additional information may be required if the injury results in a Workers' Compensation Claim, as it has separate recordkeeping procedures.)

Employers are required by OSHA to post an annual summary of all occupational injuries and illnesses for each location or establishment. The summary should include a copy of the year's totals from the **OSHA Form 300A**, and should be posted on February 1st through April 30 of the year following the year covered by the form. Employees have the right, upon written request, to receive a copy of the OSHA Form 300A within 15 working days from the date of receipt of the request.

Complete and accurate recordkeeping and reporting techniques are required for the assessment of information regarding the causes and prevention of occupational accidents or illnesses. Employees play an important role by reporting incidents to their supervisor. Remember any incident reported may save a coworker from pain and suffering in the future.

Review

1. True False — Employees should immediately report all incidents (which include near misses, injuries, and illnesses) to their supervisors, but not fatalities or hospitalization.

2. True False — All information regarding an incident should be documented immediately by filling out an OSHA Form 301 or its equivalent, and updating the information as necessary.

Revised – May 2003

OSHA's Form 300A
Summary of Work-Related Injuries and Illnesses

Year _____

U.S. Department of Labor
Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

All establishments covered by Part 1904 must complete this Summary page, even if no injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the log. If you had no cases write "0."

Employees former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR 1904.35, in OSHA's Recordkeeping rule, for further details on the access provisions for these forms.

Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
(G)	(H)	(I)	(J)

Number of Days

Total number of days of job transfer or restriction	Total number of days away from work
(K)	(L)

Injury and Illness Types

Total number of...	(M)		
(1) Injury		(4) Poisoning	
(2) Skin Disorder		(5) All other illnesses	
(3) Respiratory Condition			

Post this Summary page from February 1 to April 30 of the year following the year covered by the form

Establishment information

Your establishment name _____

Street _____

City _____ State _____ Zip _____

Industry description (e.g., Manufacture of motor truck trailers)

_____

Standard Industrial Classification (SIC), if known (e.g., SIC 3715)

_ _ _ _

Employment information

Annual average number of employees _____

Total hours worked by all employees last year _____

Sign here

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

_____ Company executive

_____ Title

_____ Phone

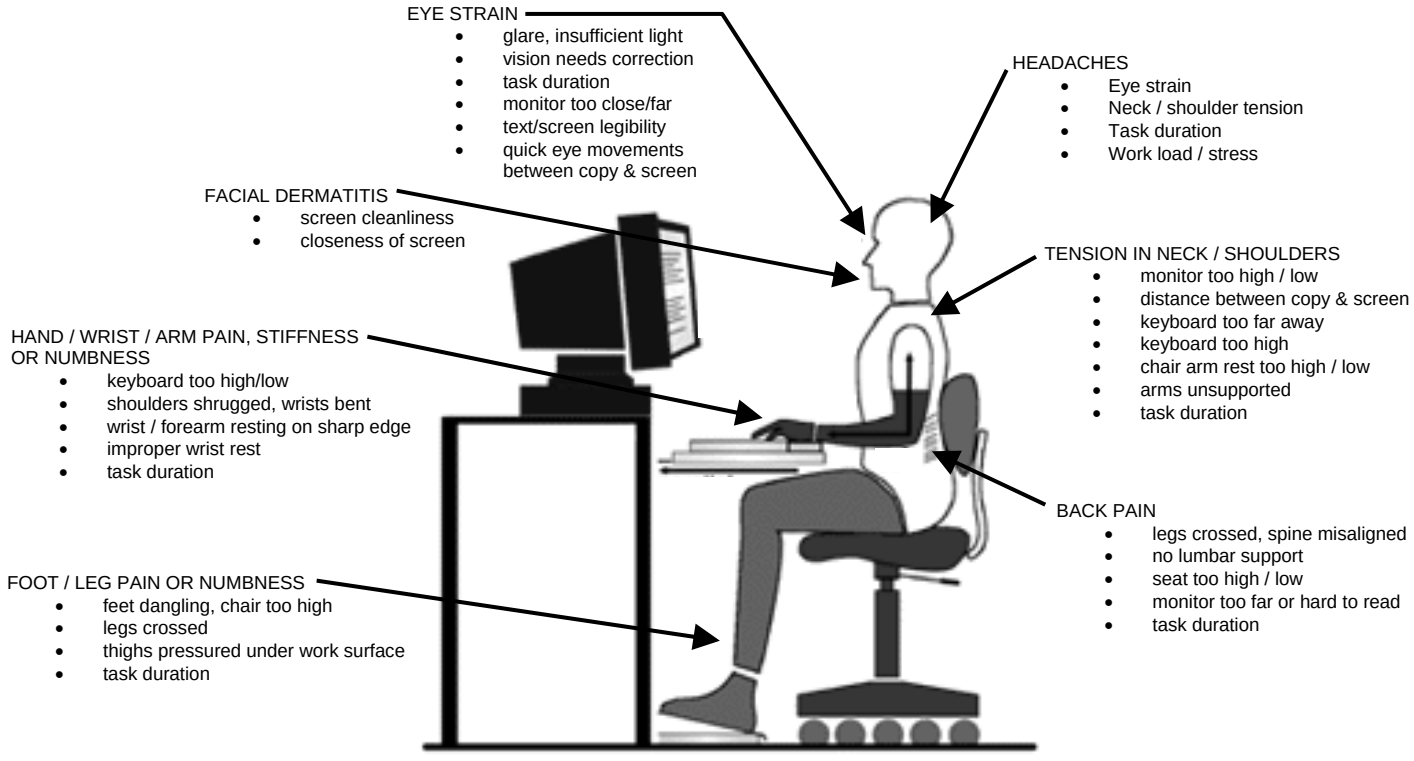
_____ Date

Ergonomics

Ergonomics is the interaction between the worker and the work site. The goal is to fit the environment to the worker's needs rather than the other way around. Employees need to look at their work sites and adapt it to their needs.

A well-designed work site will prevent uncomfortable, unsafe positions, unneeded reaching, and repetitive motions. Body joints should be kept in a neutral position, avoiding unnecessary stretching or flexing of the neck, back, hips, elbows, and wrists, etc. There are correct and incorrect positions for working at a desk or computer. Good posture at all times will reduce muscle fatigue and strain. It is also important that the proper tools are used correctly.

Employees need to recognize the signs and symptoms of muscle strain, which include soreness, stiffness, swelling, restricted movement, and headache. It is important to arrange work schedules as to avoid remaining in the same position for longer than two hours. This can be done by alternating job duties, taking breaks, or stopping to stretch.

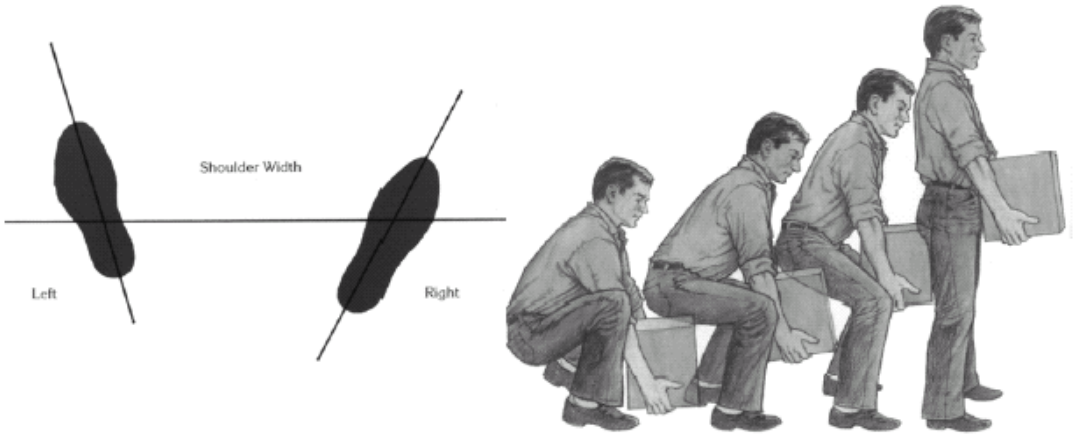


SYMPTOMS & CAUSES

Revised – May 2003

Employees should always use proper techniques when lifting anything; no matter how big or small, at work or at home. Proper lifting techniques include the following:

First and foremost do not lift unless it is absolutely necessary. Use mechanical lifts, dollies, or slide the object. If lifting is a must, feet should be approximately 12 inches apart with one slightly in front of the other. Bend at the knees down to the level of the object. DO NOT bend from the waist or back. Bring the object as close to the body as possible. Use the leg muscles to lift, sucking in the stomach and tucking in the buttocks as you lift. Keep the object close to the body and turn the feet and body in the desired direction. DO NOT twist your body.



While carrying the object, it should be kept close to the body. Keep knees and hips slightly bent. Keep object at waist level. If unable to keep the object at the waist, it is too heavy to lift. If the object slips from the hands, DO NOT jerk it back. Instead, gently lower it to the ground (or other surface) using proper technique.

Walking Working Surfaces

Work sites should be kept as safe as possible. To do this, keep walkways clear of all obstructions (e.g., telephone cords, electrical cords, open drawers, etc.). Any object can be dangerous. Never stand on chairs, counters, or desks. Use appropriate ladders. Immediately report any equipment that is not working properly, any frayed cords, or broken electrical outlets or plugs. Use all required safety equipment and guards. Inform the appropriate person if additional safety precautions are needed. Employees are reminded to think, take their time, and watch where they are going.

Revised – May 2003

DO NOT bring any electrical equipment from home without first consulting a supervisor or maintenance department. This includes heaters, hot plates, extension cords, additional outlets, and any other electrical equipment.

Remember safety is a concern at all work sites. There are hazards everywhere. In fact more accidents occur in office settings than in factories or construction sites.

Review

1. True False — To correct an ergonomic hazard, you must purchase new equipment.
2. True False — The proper way to lift an object is by primarily using your back muscles.
3. True False — If you made unsuccessful attempts to locate a ladder, it is okay to stand on a chair to reach an object.

Hazard Communications

If employees come into contact with hazardous chemicals in the workplace, they are certainly not alone. One out of every four workers are exposed to hazardous chemicals on the job. Many times the chemicals are similar to those used at home. However, in the workplace, employees may be exposed to greater concentrations for longer periods of time. The Occupational Safety and Health Administration have created standards to help control chemical exposure on the job and protect employees.

The Hazard Communication Standard is one of the most cited and crucial elements for an employer's compliance program. This Standard states that all employees have the "Right to Know" the hazards of the chemicals they work with, and are exposed to, in their work environment. With ongoing training, labels on containers, and material safety data sheets, this program will reduce the occurrence of illnesses and injuries in the work place.

The responsibility of the employer is to provide protection for all employees. Exposed employees have a need to know information concerning adverse health effects. Chemicals can pose a wide variety of hazards to an employee such as mild skin irritations, chronic diseases, and death.

Employees have a responsibility to follow the written program presented by their employer. If employees feel they are given a task to perform that is a threat to their health and safety, they are encouraged to contact their immediate supervisor and explain why they feel this area is a threat to their health and safety. The refusal to work procedure mentioned earlier fully explains employee's rights.

This situation should rarely occur as supervisors should advise employees of potential hazards prior to working with new chemicals, and should train all employees asked to perform a non-routine task.

Several major components make up the Hazard Communication Standard. Employers must have a written program specifically stating what chemicals and hazards are present. In this program, the method and frequency of training shall be addressed, inventories of all facilities shall be maintained and accurate, **Material Safety Data Sheets (MSDS)** shall be available for required chemicals, and labeling shall be explained.

Training is an integral part of your Hazard Communication Program. Each employer is required to inform and train employees at the time of their initial period of employment. Updated training is required when the employee is exposed to a new or unusual work environment. Supervisors shall provide extensive training as to the hazards present, location of chemicals, locations of Material Safety Data Sheets, and knowledge of labeling requirements. Employees shall address questions to their immediate supervisor, the designated Compliance Officer, or Safety Manager. When employees

LPS LABORATORIES
MSDS
MATERIAL SAFETY DATA SHEET

Section 1 - Product Identification and Use

Manufacturer's Name:
LPS Laboratories

Trade Name:
LPS A-151 Cleaner / Degreaser

Street Address:
4647 Hugh Howell Road

Chemical Family:
Blended Compound

City, State, Zip:
Tucker, GA 30085-5052

Part Numbers:
04320, 04328, 04305, 04355

Telephone Number: 770-934-7800
Emergency Telephone Number: 1-800-424-9300 Chemtrec
Outside U.S.: (703) 527-3887

Hazardous Materials Description and proper shipping name (49 CFR 172.101):
Compound, Boiler, Preserving Liquid NMFC 50093 SUB 2 BRL/BXS CL55
CONSUMER COMMODITY ORM-D

TSCA Inventory:
All of the ingredients are listed on the TSCA inventory.

HMIS Labeling: **Health:** 2 **Flammability:** 2 **Reactivity:** 0

Section 2 - Hazardous Ingredients / Identity Information

Ingredients	CAS Numbers	%WW	OSHA PEL	ACGIH TLV	OTHER LIMITS
Aliphatic Hydrocarbon	64742-47-8	50-70	100 ppm	100 ppm	None
Alkyl Acetate	108419-34-7	10-30	N.E.	N.E.	50 ppm supplier
Dipropylene Glycol, n-Butyl Ether	29911-28-2	5-15	N.E.	N.E.	None
Carbon dioxide propellant (aerosol only)	124-38-9	2-3	10,000 ppm	5,000 ppm	30,000 ppm STEL

Section 3 - Physical / Chemical Characteristics

Boiling point: (F°): Approx. 350°F
Vapor pressure (mmHg) @ 100°F: <5
Vapor density (Air = 1): 5.5-6.6
Solubility in water: Slight
Specific gravity (H20 = 1): 0.825
Percent volatile by volume (%): 100.00
Evaporation rate (n-Butyl Acetate= 1): 0.06
Appearance and odor: Clear, colorless liquid with mild fruity odor.

Section 4 - Fire and Explosion Hazard

Flash point (method used): 142°F TCC **Flammable limits (by volume 25°C):** **LEL** 0.6% **UEL** 20.4%
Extinguishing media: Foam, dry chemical, or carbon dioxide.
Special fire fighting procedures: Self-contained breathing apparatus should be provided to fire fighters. Water fog may be used to cool closed containers.
Unusual fire and explosive hazards: Intensive heat created by fire will cause aerosols to burst.

Section 5 - Health Hazard Data

Primary route(s) of entry: Inhalation, eyes, skin.
Health hazard/effects of over exposure:
- **Inhalation:** Headache, dizziness, nausea, anesthetic effects, and other symptoms of central nervous system depression. May irritate mucosal tissue at high concentrations.
- **Eyes:** Slight irritation.
- **Skin:** Repeated or prolonged contact may cause drying and defatting of skin.
- **Ingestion:** Low order of oral toxicity; however, minute amount aspirated into lungs during ingestion may cause severe pulmonary injury. Can also cause irritation of the digestive tract.

Medical conditions aggravated by exposure: Pre-existing eye, skin and respiratory disorders may be aggravated.
Chemicals listed as potential carcinogen: **NTP:** No **IARC:** No **OSHA:** No
Emergency and first aid procedures:
- **Inhalation:** Move to fresh air and contact physician. Administer oxygen if breathing is difficult.
- **Eyes:** Flush eyes with plenty of water, contact a physician.
- **Skin:** Wash with soap and water; apply medicated skin cream.
- **Ingestion:** Do not induce vomiting. If vomiting occurs spontaneously, keep head below hips to prevent aspiration of liquid into lungs. Get medical attention immediately.

Revised – May 2003

receive any type of training, written documentation of attendance, and subject matter is required.

A Material Safety Data Sheet is another major component of the Hazard Communication Standard. The Material Safety Data Sheet is a detailed information bulletin prepared by the manufacturer, or importer, of a chemical that describes the physical and chemical properties, physical and health hazards, routes of exposure, precautions for safe handling, and emergency and first aid procedures. Information on the Material Safety Data Sheet allows employers and employees to take appropriate measures in the daily exposure concerns, as well as emergencies that arise.

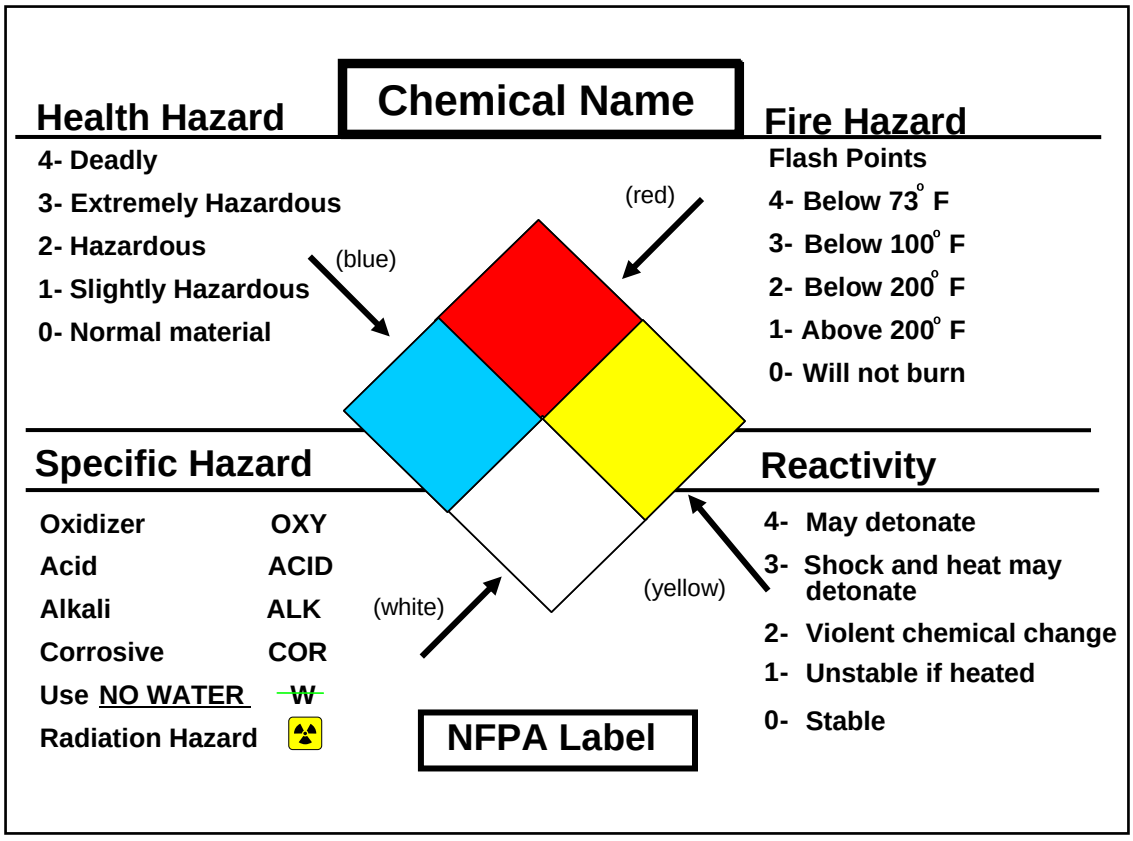
A multitude of information is included on these sheets. However, the focus needs to be placed on the information that is pertinent to employees work sites. For the most part, the focus of concern should be centered around hazard information and protective measures.

These Material Safety Data Sheets need to be stored in a central location of each facility, in a highly visible binder, readily available 24-hours a day to all employees. Employees have the right to ask the supervisor for a copy of a MSDS for any chemicals they may be exposed to during their employment.

Another vital part of the OSHA Hazard Communication Program is to know what substances are present in all work areas. Therefore, if employers have a complete inventory of chemicals in each facility, this will assist in complying with OSHA standards, and will help protect each employee from possible injury and illness.

The final part of the Hazard Communication Program concerns the proper labeling of chemicals. All chemicals must be labeled. Many organizations use the **National Fire Protection Association Label** (or NFPA label). This includes the identity of the chemical, as well as appropriate hazard warnings such as fire, reactivity, health and/or specific hazards. Labels should also indicate what human organs each particular chemical could affect.

Whenever a chemical is removed from its original container, the new container must be labeled to correspond with the new contents. Labeling containers is the responsibility of the manufacturer, importer, and distributors, as well as the end-use employee. All information that is required for proper labeling is found on the MSDS for that particular item. The numerical rating for each category is found on the MSDS. Some items are not covered by this standard including food - food products, cosmetics, tobacco and alcohol, over the counter or prescription medication, hazardous wastes (EPA), and pesticides (EPA).



In conclusion, many products used on a daily basis may not be considered hazardous to those who use them. However, substances can pose significant health or physical hazards to users if used, stored, or disposed of improperly.

Review

1. True False — Employees have the "right to know" what chemicals they are exposed to in the work environment.

2. True False — Material Safety Data Sheets, also known as MSDS, contain important information that all staff need to know.

Revised – May 2003

Lockout/Tagout

The unexpected startup of machinery or equipment is a leading cause of industrial accidents that result in serious injury and even death. The OSHA standard for controlling such hazardous energy sources, also known as **lockout/tagout**, covers the service and maintenance of machines and equipment, as well as other energy sources that could harm employees if unexpected energizing or startup occurs. It is necessary for all employees to be familiar with the procedures that their employer has and how to use them correctly.

The following types of energy sources are covered by this standard:

- electrical
- chemical
- gravity
- hydraulic
- pneumatic
- spring
- thermal
- stored battery
- reciprocal

Supervisors should review with their employees the types of energy sources that are present in their work environment, and all effected employees should know the procedures for Lockout/Tagout. Be advised that the lockout/tagout standard does not specifically include cord and plug connected equipment that can be unplugged and is under the complete control of the employee. However, in this situation a tag or plug lockout would be safer. Only authorized employees, those that have been trained in using the Lockout/Tagout procedure, can install and remove Lockout/Tagouts. These employees have been trained in the following:

1. Identification of all possible hazardous energy sources,
2. The type and magnitude of the energy, and
3. The method and means to control the energy source.

Revised – May 2003
Revised – July 2010

Employees should be aware of the following types of accidents that could be prevented by the proper use of Lockout/Tagout:

- Electronic Shock
- Amputations
- Electrocution
- Entrapment (caught in)
- Burns
- Confined space incidents
- Scalding injuries (from hot liquids or steam)
- Crushing injuries

The success of an Energy Control or "Lockout/Tagout" Procedure is based on a commitment to safety by the organization and the employee. The most important factor is that it is not just a piece of paper, but a working procedure that is used and understood by all employees. Lockout/Tagout may not be the fastest way to accomplish maintenance and repair of machinery and equipment, but it allows maintenance and repair to be accomplished with regard for safety of the employees.

Revised – May 2003

Review

1. True False The Control of Hazardous Energy Standard covers only electricity.

2. True False Only trained employees who are authorized in lockout/tagout procedures may install lockout/tagouts.

Emergency Action Plan

An **Emergency Action Plan** is the written record of a department's procedures in the event of an emergency to ensure the safe evacuation of all persons affected by the emergency. A copy of the emergency plan is kept at the work site and available for employee review.

Individual departments will provide employees with specific training on what their role in the Emergency Action Plan is in the following three situations:

- When they are hired,
- When their role or responsibilities change, or
- When the plan is changed.

For example, departments must train employees for any of the following emergencies, if there is a chance they may occur:

- Fire
- Toxic Chemical Release
- Tornadoes
- Blizzards
- Floods
- Bomb Threat
- Medical Illness or Injury
- Earthquake
- Utility Problem -- Gas, Water, Electrical
- Violence in the Workplace

In the department's emergency action plan employees should notice the following:

1. Emergency Reporting Procedures

   This portion of the plan can be very detailed or very simple. It includes the procedures for reporting an emergency in every type of situation. When an alarm

system is available, different signals should be used for different types of emergencies.

2. Responsible Persons List

   These are the individuals responsible for the explanation of emergency plans, training, and/or head count during evacuations.

   An example:

Name/Title	***Department***	***Shift***	***Responsibility***
Tim Smith	Shipping/Receiving	1st	Trainer
Laura Hade	Shipping/Receiving	1st	Head Count/Area Clearer
Stan Byme	Shipping/Receiving	2nd	Trainer
Bill Jones	Shipping/Receiving	2nd	Head Count/Area Clearer
Jane Bishop	Shipping/Receiving	3rd	Trainer
Your Name	XXXXXXXXXXX	XXX	XXXXXXXXXXXXXXX

3. Emergency Procedures and Assignments

   Items in this area include safe zones, emergency procedure training, and the type of evacuation to be used in each circumstance. The following is a more detailed description of each.

   a.. Safe Zones: The department should have designated safe areas where employees can go in the event of an emergency. These zones should be away from traffic and other hazards, and not in the path of rescue and medical persons. The department should also have designated an alternate safe zone in case the first becomes undesirable due to change in wind direction or other potentially dangerous activities. The safe zone may be different for different types of emergencies.

   b. Training: Employers must review, upon initial assignment, the parts of the plan that employees must know to protect themselves and others in the event of an emergency. Employees shall be trained in safe evacuation procedures, and refresher training shall be provided whenever responsibilities or designated actions under the plan change, and whenever the plan itself is changed.

   c. Evacuation: The actual type of evacuation used depends on the type of emergency, (i.e., In the event of a fire, use the stairs. DO NOT use the elevator)**.**

4. Critical Organization Operations Procedure

   Some employees may be designated to stay behind to care for essential department operations until the evacuation becomes absolutely necessary. Designated employees might stay behind for examples such as the following:

   a. To monitor power supplies and water supplies.

   b. Processes or machinery that must be shut down in stages or steps; where certain employees must be present to assure that safe shut down procedures are complete.

   c. Security of an area, valuables, or money.

5. Employee Head Count Procedures

   Some employees may be required to serve as an evacuation assistant who will clear an area and conduct a head count once an evacuation has been completed. If employees have this responsibility, they will be trained in the complete workplace layout and the various alternate escape routes to the safe zones. These employees are responsible for reporting to the trained evacuation personnel (fire department, EMT, etc.) any employees or guests that have not evacuated.

6. Rescue and Medical Duty Assignments

   If assigned as a rescue and medical person, employees will have very in-depth training on procedures for emergency situations.

Review

1. True False — If employees know their role in an emergency, it is not required to have a written plan.

2. True False — Every employee should receive training on their Emergency Action Plan prior to an actual emergency or drill.

Bloodborne Pathogens

In recent years, concern about **bloodborne pathogens,** or diseases transmitted from person to person through the blood, has grown, particularly concerns about Hepatitis B and AIDS.

Everyone has the ability, and indeed the responsibility, to protect themselves from these diseases. This can be accomplished by using Universal Precautions at work and in private lives. **Universal Precautions** merely means taking precautions to avoid contacting certain body fluids of any other person.

These diseases are not carried in all body substances. The body fluids that do carry and transmit these diseases, and therefore should be avoided are:

- Blood and Blood Products such as serum and plasma,
- Semen and Vaginal Secretions or sexual secretions,
- Non-Intact Skin such as open wounds and chapped skin,
- Mucous Membranes which are the eyes, the sex organs, and the inside of the mouth, ears and nose, and
- Fluids found in the body's joints, heart, brain, spinal column, and uterus.

These fluids must travel from the infected person and into the bloodstream in sufficient amounts for others to get the disease. These fluids enter the bloodstream through openings such as wounds or the mucous membranes. Bloodborne diseases can not travel through intact skin.

People can not catch bloodborne diseases through:

- the air (like a cold or flu),
- casual everyday contact such as sharing bathrooms, kitchens, utensils, and food,
- non-sexual social situations,
- insects or mosquitoes, or
- urine, feces, nasal secretions, vomit, saliva, secretions from the lungs, sweat, or tears.

People are much more likely to contract these diseases in their private lives than at work.

If a job involves a reasonable possibility of coming in contact with another person's blood and those particular body fluids mentioned before, employees should receive more information and training at that particular job site. Ask a supervisor if the job has risks of this type of exposure. If another person's blood or those particular body fluids are present, employees should put a barrier between them and the blood or body fluids. If employees come in contact with blood or bodily fluids, IMMEDIATELY wash or flush the exposed area and then contact a supervisor.

Universal Precautions are the only way to stop the spread of these diseases. Everyone has a responsibility to themselves and others to implement these precautions at all times. Diseases are not limited to particular lifestyles and employees can not tell if another person is infected. Many times they do not even know that they are infected. Employees must consider all people as infected and take proper precautions.

At home or at work, no matter what type of job people do, hand washing is the most important thing individuals can do to ensure effective infection control. A great deal of disease would be eliminated if people properly washed their hands when needed.

Hand washing is needed any time your hands might come in contact with anything that would be considered contaminated or dirty. Some examples include:

- Immediately after contact with any body substance, including but not limited to:
  - urine
  - feces
  - blood
  - vomit
  - secretions from the nose or throat
  - open sores
- Immediately after removing gloves that were worn to avoid contact with the above substances.
- Immediately after handling any object that may be contaminated with these substances.
- Before, and after, performing hygiene tasks like bathing and brushing your teeth (either for yourself or for others who need assistance).
- After using the toilet (or assisting someone else).
- Before, and after, eating (or assisting someone else).
- Wash hands more often if you have a cold, the flu, or contagious diseases.

Proper hand washing techniques include:

1. Using warm-to-hot running water.
2. Soap from a pump bottle or dispenser.
3. Applying friction to all exposed surfaces for a minimum of 15 seconds.
4. Drying with a paper towel, air dryer, or loop towel dispenser.
5. Use a paper towel to turn the faucets off.
6. Do not share bars of soap and towels that could harbor germs.

Review

1. True False — The best procedure to ensure against the spread of bloodborne pathogens, cold, and flu is universal precautions.

2. True False — You should never take the time in an emergency situation to provide a barrier between you and another person's blood or body fluids.

Fire Extinguishers

The information contained in this section is intended to demonstrate the use of common types of fire extinguishers. However, it is of the utmost importance to remember that personal safety is the number one concern in the event of a fire. For this reason, top priority must be to evacuate the building in a safe and timely manner, and report to the pre-designated safe area. It is important that employees become familiar with the proper way to operate a fire extinguisher, should they be faced with the necessity to attempt extinguishment in order to ensure their safe evacuation.

When working in a new environment, it is important to locate the nearest fire extinguisher. Once the extinguisher's location has been identified, employees must identify the type of extinguisher it is, and become familiar with how it is operated. All of this information should be clearly marked on the fire extinguisher.

Employees should find out the type of alarm system and how to properly activate the system. Individuals responsible for contacting the fire department should become familiar with the proper procedures. REMEMBER: Most jurisdictions have a “911” system; however, some jurisdictions use the seven digit number to activate their system. It is best to identify the proper procedures before a fire occurs.

When placing the call for help, remember to stay calm, talk in a clear voice, and stay on the line until the dispatcher gives instructions to hang-up. Dispatchers require proper directions to ensure the timely arrival of responders.

There are different classes of fires; therefore, fire extinguishers are rated for types of fire.

The 3 main classes of fire are:

1. Class A -- Combustible Solids, e.g., paper, wood, or furniture;
2. Class B -- Combustible liquids, e.g., oil, gasoline, or grease; and
3. Class C -- Electrically energized item, e.g., microwaves, computers or heaters.

There is a combination extinguisher known as an ABC that is designed to extinguish Class A, B, & C type fires. It is also known as a dry-chemical extinguisher. The ABC fire extinguisher is the most common extinguisher found in the workplace today. Examples provided are based on an ABC fire extinguisher.

The proper way to use an ABC fire extinguisher is to follow four easy steps. Remember the word PASS.

P = Pull the safety pin.

A = Aim at the base of the fire.

S = Squeeze the handles together.

S = Sweep discharging the extinguishing agent in a side-to-side motion, starting from a point closest to you and working the flames away from you.

Do not attempt to apply the extinguishing agent from a long distance away, or from very close range; either of these methods can have adverse effects. When using an ABC fire extinguisher the same method of applying the extinguishing agent is used for any type of fire. Always stay alert to the possibility that the product extinguished may re-ignite.

Once a fire extinguisher has been used, it must be taken out of service immediately. The employee must notify the person responsible for servicing the extinguishers at the facility. This individual must be contacted even if just the seal is broken and no extinguishing agent has been used. The fire extinguisher will be taken out of service, and replaced with a serviceable extinguisher immediately. It is extremely important that employees never replace an extinguisher back in its storage location once it has been used.

In order to ensure an extinguisher is ready for use, a visual inspection of the fire extinguisher should be made on a regular basis. The inspection schedule can vary from workplace to workplace. Employees should take a few minutes, at least once a month, to look at the extinguisher to ensure it is serviceable, and at the same time re-familiarize themselves with it. Even if it is not the employee's job to maintain the extinguisher, he/she should become familiar with the extinguisher in the event of an actual fire.

A serviceable extinguisher should have the following:

- An inspection card attached to it which identifies its maintenance records,
- A safety pin which prevents accidental discharge which is held in place by some sort of seal, and
- Those extinguishers equipped with a pressure gauge must have the needle pointing in the serviceable range of the gauge.

It is also important to ensure that the nozzle is free of any obstructions. If any of these items are missing, or if any conditions exists which may adversely affect the proper operation of the extinguisher, the extinguisher must be taken out of service immediately, reported to the proper personnel in the facility, and replaced with a serviceable extinguisher until the defects can be corrected.

Review

1. True False — Your top priority when confronted with a fire is to protect yourself and evacuate the building to the appropriate safe area.

2. True False — PASS stands for pull, aim, squeeze, and sweep the fire.

3. True False — It is not necessary to service a fire extinguisher if only the seal is broken.

Violence in the Workplace

Recently, violence in the workplace has become an occupational health and safety issue of great concern. Employees should be aware of ways to recognize and prevent violence in the workplace in order to protect themselves.

Based on information received from the Bureau of Workers' Compensation on Violence in the Workplace, there are three types of Violence in the Workplace.

Type I The assault is committed by a person with no legitimate relationship to the workplace (e.g., a robbery).

Type II The assault is committed by someone who is either the recipient (or object) of a service provided by the workplace; e.g., a former client, patient, customer, supplier, or competitor.

Type III The assault is committed by someone with employment-related involvement in the workplace.

There are several "RED" flags of potential for violence, which may include:

- Threats of harm to self/others
- Statements that "there is nothing to live for"
- References/access to weapons
- Past history of violent or self-destructive behavior
- Any destructive behavior
- Blaming employer, supervisor, coworkers for all problems
- "Crazy talk" - e.g. conspiracies
- Reports that coworkers are intimidated by or frightened of employee
- Actual, or threats of loss, or humiliation at work
- Substance abuse
- Significant change in customary behavior, work performance, appearance.

The following are 10 ways to prevent violence in the workplace.

1. Foster a supportive, harmonious, work environment.
2. Train supervisors and employees how to resolve conflicts.
3. Develop effective policies to protect employees from harassment.
4. Establish procedures for handling grievances.
5. Provide personal counseling through an employee assistance program.
6. Implement security programs that protect employees.
7. Provide employee safety education programs.
8. Provide job counseling for employees who have been laid-off or fired.
9. Train supervisors on how to recognize signs of a troubled employee.
10. Set up a crisis plan.

It is the employee's responsibility to check with their supervisor to see what the policy and procedures are in the event that violence occurs in their workplace.

Review

1. True False — If someone makes a significant change in his/her behavior, work performance, and appearance, this individual may have the potential to become violent within the workplace.
2. True False — It is not important to train employees, or supervisors, on how to resolve conflicts.

Transportation Safety Tips

In 2001 alone, the National Safety Council reported that there were nearly 43,000 motor vehicle deaths in the United States and more than two million vehicle-related injuries. A standard regarding motor vehicle safety for the workplace may be developed due to the continued increase of motor vehicle related deaths and injuries.

Accidents can occur quickly. In fact, the average accident happens in a matter of five seconds or less, regardless of whether driving a car, truck, motor home, or 18-wheeler.

If a car is traveling at 55 miles per hour, in just two seconds, it will travel 160 feet. Two seconds can be a long time when the driver has had his/her eyes on something other than the surrounding traffic. In two seconds, the driver can check the rearview mirror, reach for a cell phone, look at a road map, or adjust the radio. If someone slows down or pulls out in front the driver during those two seconds he/she is looking away, a collision could take place.

Accidents can be avoided by maintaining at least two to four seconds of distance between each vehicle. To calculate an appropriate distance, mark the location of the vehicle in front of you at a particular point and count (1,001, 1,002, etc.) until your vehicle reaches the same point.

Defensive driving can also help drivers avoid accidents, several examples include:

1. Before driving a vehicle, check for any items in the driver's area that may roll around, tip over, or cause a distraction, such as flashlights, books, etc.

2. At intersections, when stopped at the stop sign, do not move the vehicle until traffic has cleared the intersection. Also do not assume all vehicles will do what its turn signal indicates.

3. Allow a safe traveling distance between vehicles.

4. Use the mirrors when merging into traffic; checking the rearview mirror and on each side of the vehicle. Check mirrors every five to eight seconds.

5. When traffic is heavy on major highways, and large vehicles are blocking visibility, make sure to allow ample distance between vehicles for sudden stopping.

6. Use headlights at dusk and dawn and whenever it is raining to see and be seen.

7. Scan 45 degrees to the left and right to check for oncoming vehicles, movement of vehicles from parking spaces, and pedestrians in the area.

8. When behind a vehicle, travel at a safe distance or far enough to view the rear tires touching the ground on the vehicle. When following a vehicle, count 1-2-3 go, before pulling away.

9. When stopped and waiting to make a turn, do not turn the steering wheel until pulling away. If the wheels are turned and the vehicle is hit from behind, it will push the vehicle into oncoming traffic.

10. Do not drink and drive.

11. At all railroad crossings, slow the vehicle, or stop, and check both ways for trains.

12. Always wear seat belts and require all passengers to do the same. It is the law.

When behind the wheel, drivers need to think and observe all the safety rules which are there for their own protection.

Review

1. True False — In order to maintain two to four seconds of distance, visually mark the location of the vehicle in front of you and count 1,001, 1,002, etc. until your vehicle reaches the same point.

2. True False — When stopped at a 4-way stop sign, vehicles may move if traffic is about to clear at the intersection.

Disclaimer

The information addressed in this manual has been assembled to provide an overview of the basic OSHA standards. Standards continue to change, therefore, it is the responsibility of employers to update the information in this manual as needed. Changes within the OSHA standards and/or within job duties may require that employees receive additional training. Everyone is responsible to ensure that their organization is in compliance with all the applicable OSHA standards.

Definitions

Bloodborne Pathogens - Diseases transmitted from person to person through the blood or body fluids such as blood and blood products, semen and vaginal secretions, mucous membranes, and fluids found in the body's joints, heart, brain, spinal column and uterus.

Emergency Action Plan - Written record of procedures in the event of an emergency, which includes emergency reporting procedures, responsible persons list, emergency procedures and assignments, critical organization operations procedures, employee head count procedures, and rescue and medical duty assignments.

Ergonomics - The interaction between the worker and the work site.

General Duty - Employers and employees have certain obligations regarding the workplace. Employers must provide a safe work environment free from recognized hazards that are causing, or are likely to cause, death or serious physical harm to their employees. Employees have the right to know any dangers, or potential dangers, in the work place and must comply with any reasonable safety rules developed by their employer.

Lockout/Tagout – Locking or tagging method used to avoid the start up of machinery or equipment when performing maintenance and repair. This standard covers the service and maintenance of machines and equipment, as well as energy sources that could harm employees if unexpected energizing or startup occurs.

Material Safety Data Sheets (MSDS) - Bulletin prepared by the manufacturer (or importer) of a chemical that describes the physical and chemical properties, physical and health hazards, routes of exposure, precautions for safe handling, emergency and first aid procedures for a particular chemical.

National Fire Protection Association Label (NFPA label) - Labeling system that provides the identity of a chemical, appropriate hazard warnings; such as fire, reactivity, health and/or specific hazards, while indicating what human organs the chemical could affect.

Near Misses - Circumstances that could result in an accident, but did not.

Occupational Illness - Any abnormal condition or disorder, other than one resulting from an occupational injury, caused by exposure to environmental factors associated with employment (including acute and chronic illnesses or diseases), which may be caused by inhalation, absorption, ingestion, or direct contact.

Occupational Injury - A cut, fracture, sprain, amputation, etc., that results from a work accident, or from an exposure, involving a single incident in the work environment.

Ohio House Bill 308 - Legislation ratified in December of 1992, to establish that public employees are required to comply with OSHA standards known as the Public Employment Risk Reduction Program.

OSHA - Occupational Safety and Health Administration: Created in 1970 by the United States Legislature; responsible for setting standards and providing guidance for employers in providing a safe and healthy work place for employees.

OSHA Form 301- Form used by employee to document and report related information regarding an incident; i.e., a near miss, occupational injury or illness, etc. (Could be called "Accident/Injury Investigation" form depending on your place of employment.)

OSHA Form 300A - Form used by employer to post annual summary of all occupational injuries and illnesses for each location or establishment during the months of February through April.

Public Employment Risk Reduction Program - Program designed to ensure that public employees in the State of Ohio are provided with a safe and healthy working environment. Peace officers, fire fighters, and correctional officers in county or municipal institutions are exempt from this program.

Refusal To Work - When an employee, acting in good faith, refuses to work under conditions that the employee reasonably believes presents an imminent danger of death or serious physical harm.

Universal Precautions - Precautions taken to avoid contacting certain body fluids of another person, such as a protective barrier or hand washing.

Work Safety Committee - A committee composed of an equal number of employee and employer representatives, including union representatives if applicable, designed to advise and assist management in preventing, or correcting, unsafe or unhealthy work environments.

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Wood County Safety Committee
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Summary of Questions

Introduction

1. True False — On the average, two out of every 100 workers had a disabling injury in 2008.

2. True False — One should be aware of their surroundings only at work and not be concerned about health and safety at home.

OSHA Overview

1. True False — Employers have the responsibility to ensure a safe work environment as stated in the general duty clause.

2. True False — If there is a recognized safety hazard, employees should first report the hazard to their supervisor.

Safety Committees

1. True False — The goal of a work safety committee is to advise and assist management in preventing, or correcting, unsafe or unhealthy work environments.

2. True False — Safety is only the responsibility of the safety committee.

Illness/Injury Report

1. True False — Employees should immediately report all incidents, which include near-misses, injuries, and illnesses to their supervisors, but not fatalities or hospitalization.

2. True False — All information regarding an incident should be documented immediately by filling out an OSHA form 301 and updating information as necessary.

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Work Environment Safety

1. True False To correct an ergonomic hazard, you must purchase new equipment.
2. True False The proper way to lift an object is by primarily using your back muscles.
3. True False If you made unsuccessful attempts to locate a ladder, it is okay to stand on a chair to reach an object.

Hazard Communications

1. True False Employees have the “right to know” what chemicals they are exposed to in the work environment.
2. True False Material Safety Data Sheets, also known as MSDS, contain important information that all staff need to know.

Lockout/Tagout

1. True False The Control of Hazardous Energy Standard covers only electricity.
2. True False Only trained employees who are authorized in lockout/tagout procedures may install lockout/tagouts.

Emergency Action Plan

1. True False If employees know their role in an emergency, it is not required to have a written plan.
2. True False Every employee should receive training on their Emergency Action Plan prior to an actual emergency or drill.

Bloodborne Pathogens

1. True False The best procedure to ensure against the spread of bloodborne pathogens, cold, and flu is universal precautions.
2. True False You should never take the time in an emergency situation to provide a barrier between you and another person’s blood or body fluids.

Fire Extinguishers

1. True False Your top priority when confronted with a fire is to protect yourself and evacuate the building to the appropriate safe area.
2. True False PASS stands for pull, aim, squeeze, and sweep the fire.
3. True False It is not necessary to service a fire extinguisher if only the seal is broken.

Violence in the Workplace

1. True False If someone makes a significant change in his/her behavior, work performance, and appearance, this individual may have the potential to become violent within the workplace.
2. True False It is not important to train employees or supervisors on how to resolve conflicts.

Transportation Safety Tips

1. True False In order to maintain two-to-four seconds of distance, visually mark the location of the vehicle in front of you and count 1,001, 1,002, etc., until your vehicle reaches the same point.
2. True False When stopped at a 4-way stop sign, vehicles may move if traffic is about to clear at the intersection.

Answers to Questions

Introduction	1. T	2. F	
OSHA Overview	1. T	2. T	
Safety Committees	1. T	2. F	
Illness/Injury Report	1. F	2. T	
Work Environment Safety	1. F	2. F	3. F
Hazard Communications	1. T	2. T	
Lockout/Tagout	1. F	2. T	
Emergency Action Plan	1. F	2. T	
Bloodborne Pathogens	1. T	2. F	
Fire Extinguishers	1. T	2. T	3. F
Violence in the Workplace	1. T	2. F	
Transportation Safety Tips	1. T	2. F	

Checklist for Employee and Supervisor Discussion

1. Where is the OSHA notification poster located in our organization?

2. Who from our office serves on the safety committee?

3. What does our organization use as an OSHA form 301, and where can I obtain one?

4. Where is the OSHA 300A log posted in our organization?

5. Who should I contact to perform an ergonomic office hazard assessment if needed?

6. Where is the MSDS booklet located in our organization? What type of labeling system is used?

7. Who provides additional MSDS training if needed?

8. What in my work area, if anything, requires lockout/tagout?

9. Who in my work area is authorized to perform lockout/tagout?

10. Where is the Emergency Action Plan posted for our organization, and who will provide the training?

11. What is my specific role in our emergency action plan?

12. Is my job at risk for bloodborne pathogens?

13. What is the protocol for reporting exposure to bloodborne pathogens?

14. Who do I contact for servicing a fire extinguisher?

15. What type of extinguisher do I have in my work area, and where is it located?

16. Who do I contact to report the red flags of violence in the workplace?

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17. What preventative measures should be taken to prevent violence in the workplace?

18. Does our organization provide any transportation training?

19. What other training (i.e., confined space, machine guarding, or additional in-depth training), if any, will I receive, and when?