



## Accident & Injury Prevention Program – Part 1 –

**ACCIDENT & INJURY PREVENTION PROGRAM  
MANUAL SECTIONS**

❖ Accessibility of Manual.....	3
❖ Safety Program Policy Statement.....	5
❖ Accident & Illness Prevention Program.....	7
❖ Safety Communication Program.....	11
❖ Employee Safety & Health Training.....	13
❖ General Safety Guidelines.....	17
❖ Fire Prevention, Control & Evacuation.....	21
❖ Personal Protective Equipment.....	27
❖ Hearing & Sight Conservation Program.....	31
❖ Bloodborne Pathogens Policies & Procedures.....	33

# Accessibility of Manual

## **ACCESSIBILITY**

A copy of this manual will be made available to each employee for their review at the main office located at 187 West Eighth Street, Pennsburg, PA 18073 and on our website at [www.gordonhbaverinc.com](http://www.gordonhbaverinc.com). All employees are encouraged to review and become familiar with the procedures contained herein. All new employees will be oriented to the contents of this manual.

# Safety Program Policy Statement

## **SAFETY PROGRAM POLICY STATEMENT**

### **POLICY**

It is our policy to ensure a safe and healthful workplace for all its employees. Injuries and illnesses arising from workplace incidents are costly and preventable. Therefore, we have developed an effective accident and illness prevention program that involves all of its employees in the effort to eliminate workplace hazards.

### **RESPONSIBILITIES**

#### **MANAGEMENT**

Management will be held accountable for preventing workplace incidents, injuries, and illnesses and will provide top-level support of all of our safety program initiatives. All employee suggestions for achieving a safer, healthier workplace will be given consideration by Management. Management will also keep employees informed about workplace safety and health hazards and will regularly review our safety and health program.

#### **SUPERVISORS**

Supervisors are responsible for supervising and training workers in safe work practices. They are responsible for enforcing company safety rules and eliminating hazardous conditions. Supervisors are required to lead others in safety efforts through their example.

#### **EMPLOYEES**

All employees are expected and encouraged to participate in the safety and health program, including the following: reporting of hazards, unsafe work practices, and accidents immediately to their supervisors or a safety committee representative; wearing all required personal protective equipment (PPE); and participating in and supporting safety committee activities.

**SAFETY COMMITTEE:** The safety committee includes both employer and employee representatives responsible for recommending safety and health improvements in the workplace. The committee is also responsible for identifying hazards and unsafe work practices, removing obstacles to incident prevention, and helping the company evaluate the accident and illness prevention program. This committee will meet on a quarterly basis. Meeting minutes will be posted and made available to all employees. Any employee of Gordon H. Baver, Inc. who has a safety issue or concern, may communicate their concern to any of the safety committee representatives. The representative will address all employee concerns at the next regularly scheduled committee meeting and report the findings back to the concerned employee.

# Accident & Illness Prevention Program

## **ACCIDENT & ILLNESS PREVENTION PROGRAM**

### **PURPOSE**

We have developed the following Workplace Accident & Illness Prevention Program as part of our ongoing efforts to reduce the potential for injuries or illnesses in the workplace and to further uphold our dedication to providing a safe and healthy workplace.

The following program is designed and established to become our **MINIMUM** performance requirements. It is expected that all Gordon H. Baver, Inc. employees will comply with these policies. Individual departments/locations within Gordon H. Baver, Inc. are permitted and encouraged to develop additional safety programs specifically for their work environments. Additional safety programs and policies must always meet the minimum requirements of Gordon H. Baver, Inc.'s Accident & Illness Prevention Program, but are permitted to go above and beyond the minimal requirements.

### **FEDERAL, STATE, AND LOCAL LAWS**

All Gordon H. Baver, Inc. employees are to comply with all applicable Federal, State, and Local laws.

### **GOAL**

The only goal is that everyone goes home safely every day. We will make every attempt to provide a workplace free from recognized and controllable hazards that have the potential to cause injury or illness to their employees. As such, our goal is to have **ZERO** workplace accidents, injuries, or illnesses. The following initiatives, as well as the policies and procedures outlined in this program, will assist us in achieving this goal:

- Ongoing employee training in safety-related topics.
- Regular site safety inspections to detect and eliminate hazards that might lead to workplace accidents or injuries.
- Prompt accident reporting procedures.
- Post-accident investigation procedures to determine the root cause and develop corrective actions.
- Provisions for necessary and required personal protective equipment.
- Annual review and update of the Company's Accident & Injury Prevention Program.

### **RESPONSIBILITIES**

#### **SAFETY CHAIR**

The Safety Chair's primary role is to oversee and coordinate the activities of management and non-management employees alike, working at all of our locations.

The Safety Chair is authorized to complete or delegate the following responsibilities to other employees or outside consultants, with the appropriate approvals, on behalf of Gordon H. Baver, Inc.:

- Develop and implement safe work practices/procedures for each job description.
- Develop and implement safe operating rules for the use of any and all equipment.

- Develop and implement a communication system to encourage employees to report unsafe conditions and participate in safety initiatives.
- Conduct site safety inspections to identify and correct any hazards that may lead to workplace accidents or injuries.
- Conduct a thorough investigation of each accident or near miss to determine the root cause and develop corrective actions.
- Hold management and supervisors accountable for enforcing safety initiatives and leading by example.
- Develop and implement ongoing safety education training for all employees.
- Develop and maintain an active safety committee that represents the safety and health issues for all employees.
- Maintain records of training, safety committee meetings, site safety inspections, corrective actions taken, and any accident investigations.

### **MANAGEMENT & SUPERVISORS**

The prevention of accidents is a responsibility that affects all levels of employees. Therefore, each manager or supervisor is required to integrate safety into part of their responsibilities. Each manager or supervisor will provide leadership in the development of proper attitudes towards safety in themselves and those they supervise. It is their responsibility to ensure that all activities are performed with the utmost regard for the safety and well-being of all personnel involved.

### **ALL EMPLOYEES**

It is the duty of each and every employee to understand and follow the established safety regulations and procedures outlined in this program. Every effort will be made to provide adequate training to employees. If an employee is ever in doubt about how to safely perform a job or task, it is his or her responsibility to ask their supervisor or manager for assistance.

Employees are expected to assist management in accident prevention activities. It is a condition of employment for all employees to assist in detecting hazards, reporting dangerous conditions, and controlling workplace hazards. Any unsafe condition **MUST** be reported to management or a member of the safety committee **IMMEDIATELY**.

No employee will be disciplined or suffer any retaliation for reporting any safety violation in good faith.



# Safety Communication Program

## **SAFETY COMMUNICATION PROGRAM**

### **SAFETY COMMUNICATION PROGRAM**

All employees should be able to express concerns or questions regarding the safety of their work environment, free from retaliation, and anonymously if desired. Any employee who wishes to express their concern or question, may do so by contacting one of the representatives of the Safety Committee. You may contact the representative anonymously by Supervisor and/or a Safety Committee Member. A list of the current Safety Committee Members is available at our main office.

Gordon H. Baver, Inc. recognizes that our employees often have the best ideas to reduce or eliminate workplace hazards. Therefore, all employees are encouraged to express their ideas. Suggestions can be submitted by Supervisor and/or a Safety Committee Member.

It is the responsibility of the Safety Chair and any individual(s) appointed by him/her, to review all safety suggestions. The Safety Chair will provide a response to the submitter of the suggestion, stating whether the suggestion is under review, accepted but not yet implemented, accepted and implemented, or not implemented.

# Employee Safety & Health Training

## **EMPLOYEE SAFETY & HEALTH TRAINING**

### **SCOPE**

We recognize that training in safety & health is paramount to creating and maintaining a safe work environment for all employees. Training is provided so that our employees can easily recognize and report hazardous or unsafe working conditions proactively, communicate safety and health concerns without retribution, and share new ideas to improve upon the existing accident & injury prevention program. Training will be provided throughout all levels of employment and is an ongoing process that will occur at a frequency:

- 1) Based on the relevance and importance of the subject matter.
- 2) Whenever there are changes in operations, methods, procedures, or chemicals utilized.
- 3) Whenever retraining is necessary due to a prior accident(s) or near-miss event(s).
- 4) Whenever deemed necessary by management.

Training will be conducted by internal and external person(s) who are qualified and/or certified/authorized to provide such training. The type of training received will be determined based upon the job position and individual participant's needs.

### **NEW EMPLOYEE TRAINING**

All new employees will receive training in certain basic skills required to safely complete the tasks required by their job. Each new employee will be trained at the start of their employment.

All new hire orientation training will be documented. All orientation training must be completed prior to commencing any work involving exposure to any hazard outlined in the orientation information. The direct Supervisor is responsible for adding additional training topics pertinent to the employee's job position.

## **ONGOING EMPLOYEE TRAINING**

Training is an important element in our Accident & Injury Prevention Program. Safety training is mandatory on an as scheduled basis and training topics will be determined based upon the specific needs and exposures of the individual Department. Training may involve a review of current safe operating procedures, a review of a particular safety topic in our Accident & Injury Prevention Program, or a safety topic pertaining to an individual Department.

Training can take the form of the distribution of safety awareness bulletins, formal or informal discussions, or formalized safety training conducted by a Department member or outside presenter. A record of these training activities must be made and **MUST** be submitted promptly following the training to the Recorder.

Training attendance shall be documented through the use of a sign-up sheet.

## **RESPONSIBILITIES**

### **DEPARTMENT SUPERVISORS & MANAGERS (SAFETY COMMITTEE & PROJECT SUPERINTENDENTS)**

The Department Supervisor is responsible for:

- Ensuring that training is conducted in accordance with this policy.
- Communicating their commitment to safety to their employees.
- Ensuring their employees are familiar with Gordon H. Baver, Inc's safety program and the Department's operating procedures.
- Documenting the required annual training of their employees on Safety Meeting Minutes and Equipment Training Logs.

### **EMPLOYEES**

The success our training program is dependent on the actions of each employee. It is the responsibility of each employee to:

- Attend and actively participate in all required training sessions.
- Make a conscious effort to understand and abide by all Gordon H. Baver, Inc's safety procedures.
- Inform their direct Supervisor of any known existing or potential hazard that could lead to a workplace accident or injury.



# General Safety Guidelines

## GENERAL SAFETY GUIDELINES

It is the policy of Gordon H. Baver, Inc. that every reasonable effort will be made to protect employees from accidents, injuries, or illness while on the job. Safety is a collaborative effort, requiring an ever present safety consciousness on the part of every employee. All operations and activities must be planned with safety at the forefront. The following general safety rules are applicable to all employees:

1. All employees are required to follow the policies and procedures as outlined in the Accident & Injury Prevention Program manual, as well as other safety procedures communicated by their Department.
2. All employees are required to report any unsafe working condition, work practices, machines/equipment, etc. immediately to their direct Supervisor.
3. Good housekeeping must be practiced at all times in your work area. All employees are required to clean up waste and eliminate any dangers in the work area.
4. Combustible materials shall not be allowed to accumulate in significant quantities inside any owned or leased property, or jobsite. All combustible shall be stored in appropriate flammables cabinets and disposed of in accordance with the applicable Safety Data Sheet (SDS).
5. Suitable clothing and footwear must be worn at all times.
6. All employees who work in an area requiring the use of personal protective equipment (PPE) must comply by wearing such required PPE.
7. All employees will attend and actively participate in safety meetings, unless specifically excused from attendance by management.
8. Horseplay and other acts which may have an adverse effect on the safety or well-being of themselves or other employees, or to the public, are strictly prohibited.
9. No employee is permitted to work or continue to work if their ability to safely perform the job is impaired by fatigue, illness, medications, drugs/alcohol, or any other causes that might affect their ability to safely perform their job.
10. Employees are responsible for ensuring that guards and other protective devices are installed, adjusted, and in working order, prior to operating any machine or equipment. Any machine or equipment without a guard or protective device must either be tagged "out of service" or properly discarded.
11. Employees shall not handle or tamper with any electrical equipment, machinery, air/water lines unless they are trained and authorized to do so as part of their duties.
12. All injuries, regardless how minor, must be immediately reported to the Project Superintendent, even if the employee chooses not to seek medical treatment.

13. Incorporate safety into every aspect of your job.
14. Understand and obey all safety policies and procedures. If there is any doubt concerning safety, ask your direct Supervisor.
15. Caution fellow workers when they perform unsafe acts.



# Fire Prevention, Control & Evacuation Program

## **FIRE EMERGENCY POLICIES & PROCEDURES**

In the event of a fire emergency, it is critical that all personnel understand their duties and responsibilities. Gordon H. Baver, Inc. has established this Emergency Evacuation & Fire Prevention program to ensure employees know what to do and where to go if an emergency occurs. The contractor shall be required to provide fire watches, as indicated by OSHA's regulation 29 CFR 1926.352 during welding/cutting operations.

### **SCOPE**

The Safety Chair is responsible for the approval and oversight of this program. The individual Supervisors and Managers are responsible for the full implementation of this program. The safety of all employees and visitors is our primary concern. This section is designed to cover the responsibilities of all employees, supervisors, and managers during a fire emergency. In all cases, our first priority is evacuation!

### **GENERAL PROCEDURES**

When a fire is discovered, follow these instructions:

1. Remain calm! Do **NOT** yell 'FIRE'!
2. Activate the nearest pull-down alarm if available.
3. Call 911.
4. If you are trained and the fire is small enough to safely extinguish (no larger than a small waste receptacle), attempt to extinguish the fire. If the fire does not easily extinguish, evacuate the area and close the door behind you.
5. Evacuate to a safe meeting area outside the facility.
6. Do **NOT** utilize elevators during a fire evacuation!
7. Touch door handles with the back of your hand before opening it. If it is hot, do not open!
8. Close all doors behind you to contain the fire and smoke.
9. Never re-enter the building under any circumstances!
10. Remain in an organized line-up at the designated safe meeting area for roll-call.
11. Do not wander from the safe meeting area.

**Employees are NOT permitted to reset the fire alarm.  
Fire department personnel are the only persons allowed to reset the alarm system!!**

## **ROLES & RESPONSIBILITIES**

### **Employer**

- The employer shall be responsible for the development of a fire protection program to be followed throughout all phases of the construction and demolition work, and shall provide for firefighting equipment as specified under OSHA's regulation 29 CFR 1926.150.
- Ensure that the program is reviewed on an annual basis and updated, as necessary, to ensure it remains adequate for our employees' life safety.
- Enforce all policies and procedures outlined in this Section.

### **Supervisors and Managers**

- Understand Gordon H. Bayer, Inc.'s Fire Emergency Policies and Procedures as outlined in this manual.
- Ensure direct-report employees received initial and annual fire safety training.
- Ensure their personnel are properly instructed regarding potential fire hazards involved in their work and around their work areas, as well as precautions to minimize fires.
- Be familiar with escape routes, fire extinguisher locations, pull station locations, and safe meeting location.
- Comply with emergency responders.

### **Employees**

- Each employee should familiarize themselves with the posted evacuation plans where required. In the event of a fire, the primary concern is saving lives. It is imperative that you exit using the nearest means of egress.

## **FIRE FIGHTING EQUIPMENT**

Portable fire extinguishers shall be conspicuously located at each jobsite. Access to all available firefighting equipment shall be maintained at all times. All firefighting equipment provided by the employer shall be conspicuously located, periodically inspected, and maintained in operating condition. Any defective equipment shall be removed and immediately replaced.

### **Portable Firefighting Equipment**

- A fire extinguisher rated not less than 2A shall be provided for each 3,000 square feet of the protected building area, or major fraction thereof. Travel distance from any point of the protected area to the nearest fire extinguisher shall not exceed 100 feet.
- One 55-gallon open drum of water with two fire pails may be substituted for a fire extinguisher having a 2A rating.
- A ½” diameter garden-type hose line, not to exceed 100’ in length and equipped with a nozzle, may be substituted for a 2A rated fire extinguisher, providing it is capable of discharging a minimum of 5 gallons per minute with a minimum hose stream range of 30’ horizontally. The garden-type hose lines shall be mounted on conventional racks or reels. The number and location of hose racks or reels shall be such that at least one hose stream can be applied to all points in the area.
- One or more fire extinguishers rated not less than 2A shall be provided on each floor. In multi-story buildings, at least one fire extinguisher shall be located adjacent to the stairway.
- Extinguishers or water drums subject to freezing shall be protected from freezing.
- A fire extinguisher rated not less than 10B shall be provided within 50’ of wherever more than 5 gallons of flammable or combustible liquids or 5 lbs. of flammable gas are being used on the jobsite. This requirement does not apply to the integral fuel tanks of motor vehicles.
- Carbon tetrachloride and other toxic vaporizing liquid fire extinguishers are prohibited.
- Portable fire extinguishers shall be inspected periodically and maintained in accordance with NFPA No. 10A-1970.
- Fire extinguishers which have been listed or approved by a nationally recognized testing laboratory shall be used to meet the requirements of OSHA’s regulation 29 CFR 1926.150.

### **Portable Fire Extinguisher Operation**

1. Call 911.
2. Remove the extinguisher from the cabinet or bracket.
3. Position yourself with your body between the fire and exit (your back is facing the exit).
4. Pull the pin.
5. Point the nozzle at the base of the fire.
6. Squeeze the handle.
7. Make a sweeping motion back and forth across the base of the fire until it is extinguished.
8. If the fire becomes larger or out of control, evacuate the area, close the door behind you, and sound the fire alarm.

### **Fixed Firefighting Equipment**

- If the facility being constructed includes the installation of automatic sprinkler protection, the installation shall closely follow the construction and be placed in service as soon as applicable laws permit, following completion of each story.
- During demolition or alterations, existing automatic sprinkler installations shall be retained in service as long as reasonable. The operation of sprinkler control valves shall be permitted only by properly authorized persons. Modification of sprinkler systems to permit alterations or additional demolition should be expedited so that the automatic protection may be returned to service as quickly as possible. Sprinkler control valves shall be checked daily at close of work to ascertain that the protection is in service.
- In all structures in which standpipes are required, or where standpipes exist in structures being altered they shall be brought up as soon as applicable laws permit and maintained as construction progresses in such a manner that they are always ready for use. The standpipes shall be provided with Siamese fire department connections on the outside of the structure, at street level, and be conspicuously marked. There shall be at least one standard house outlet at each floor.

### **Fire Alarm Devices**

- An alarm system (e.g. telephone system, siren, etc.) shall be established whereby employees on site and the local fire department can be alerted for an emergency.
- The alarm code and reporting instructions shall be conspicuously posted at phones and at employee entrances.

### **Fire Cutoffs**

- Firewalls and exit stairways required for completed buildings shall be given construction priority. Fire doors with automatic closing devices shall be hung on openings as soon as practicable.
- Fire cutoffs shall be retained in buildings undergoing alterations or demolition until operations necessitate their removal.

### **FIRST AID / CPR**

Victims should not be moved unless their lives are in danger or if there is a possibility of additional injury. When Emergency Responders arrive, advise them of all persons requiring first aid or medical assistance and provide full cooperation. Gordon H. Bayer, Inc. employees should only attempt first aid or CPR if they have been properly trained and certified to do so. A complete list of trained and certified employees is kept on hand through the Equipment Training Log.

### **ACCOUNTING FOR ALL EMPLOYEES**

Direct Supervisors are responsible for sweeping all rooms to ensure all employees and guests have been evacuated, including assisting with the evacuation of handicapped individuals. Supervisors must verify that all employees, subcontractors and guests have been accounted for and are present at the designated Safe Meeting place. At no time shall the Supervisor place themselves at risk in accomplishing these tasks.

Employees are expected to help account for fellow works, as the day-to-day workforce is not constant and there is no easy way for supervisors to account for all employees in their area.

### **ALL CLEAR NOTIFICATION**

**ONLY** the Fire Department can issue an “All Clear” status alert. Once the responding fire commander has issued an “All Clear,” “All Clear” will be communicated via cellular telephone and two-way land mobile radio. At no point should any staff or visitor re-enter the building until the “All Clear” has been given.

### **FIRE SAFETY TRAINING**

All employees are required to fully understand and demonstrate their understanding of the policies and procedures as outlined in this manual. Instruction will be provided to all new employees as part of their orientation, or whenever the plan has been changed or modified. Training can be accomplished in-person through a competent instructor or through online training.

### **SMOKING**

Smoking areas shall be designated by the GHB representative. Smoking shall be prohibited in areas where flammable or combustible liquids and materials are used and stored. **NO** smoking inside any building!

### **FIRE EXITS/EGRESS**

Exit corridors must never be used for storage. OSHA and NFPA require all buildings to have continuous and unobstructed exits to permit prompt evacuation of the occupants, and allow necessary access for responding emergency personnel. Attention to housekeeping is very important. Any temporary storage of supplies, materials, or anything else is never permitted in exit ways. Combustibles, including recyclable waste paper, are never permitted in exit ways. Fire exits are never to be locked from the inside.

# Personal Protective Equipment

## PERSONAL PROTECTIVE EQUIPMENT

### INTRODUCTION

Gordon H. Baver, Inc. is concerned with employee safety. To ensure a safe working environment, a survey of departments and tasks was conducted to determine the need for Personal Protective Equipment (PPE).

Personal protective equipment (PPE) should not be used as a substitute for engineering, work practices, or administrative controls. It should be used in conjunction with these controls to provide for employee safety and health in the workplace. Personal protective equipment includes all clothing and other work accessories designed to create a barrier against workplace hazards. The basic element of our PPE program is an in-depth evaluation of the equipment and the hazards of a particular job to set standard operating procedures for personnel, and then train employees on the protective limitations of PPE and its proper use and maintenance. Employees must be aware that the equipment does not eliminate the hazard. All PPE must be properly fitted and maintained in a clean and serviceable condition.

### PPE REQUIREMENTS

The following is a general list of PPE:

Safety Goggles

---

Safety Glasses

---

Work Gloves

---

Hard Hat

---

Safety Vest

---

Harnesses / Fall Protection

---

Ear Protection

---

Respirators

---

Shirts (sleeves over the shoulders)

---

#### NOT PROVIDED BUT REQUIRED:

Work Boots (Steel or Composite)

---

Long Pants

---

### EMPLOYEE-OWNED PERSONAL PROTECTIVE EQUIPMENT

Employees are allowed to use their own personal protective equipment if they meet or exceed the current OSHA and NSHA standards. Gordon H. Baver, Inc. will provide all necessary PPE at no cost to the employee.

### TRAINING

Before doing work requiring use of personal protective equipment, employees must be trained to know when personal protective equipment is necessary; what type is necessary; how it is to be worn; and what its limitations are, as well as know its proper care, maintenance, useful life and disposal.

Each employee using PPE will be certified in writing that training has been carried out and that the employee understands it. Each certification will contain the name of the employee trained, the date(s) of training and identify the subject certified.

## **EYE AND FACE PROTECTION**

Eye and face protection equipment is required where there is a reasonable probability of preventing injury when such equipment is used. We will provide a type of protector suitable for the work that you are doing. All PPE must be worn while engaging in that task. This also applies to any visitors that may be exposed.

We will provide your PPE in any position that there is potential for injury to the eyes or face from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, potentially injurious light radiation or a combination of these. All PPE of this type will meet the following requirements:

1. Provide adequate protection against the particular hazard.
2. Be reasonably comfortable when worn under designated conditions.
3. Fit snugly without interfering with the movements or vision of the wearer.
4. Be durable.
5. Be capable of being disinfected.
6. Be easily cleanable and kept clean and in good repair.

Each protector will be distinctly marked to facilitate identification only of the manufacturer. It is essential that the lenses of eye protectors be kept clean. Continuous vision through dirty lenses can cause eye strain. Daily inspection and cleaning of the eye protection with soap and hot water or with a cleaning solution and tissue is recommended.

Pitted lenses can also be a source of reduced vision. They should be replaced. All eye protection needs to be cleaned and disinfected regularly. If you need assistance with this procedure, please see your supervisor.

See Hearing and Sight Conservation program below.

## **HEAD PROTECTION**

Elimination or control of a hazard leading to an accident is always our first consideration. Where conditions exist that the hazards cannot be controlled, it will be required of our employees to wear head protection. These areas will have signage posted stating "HARD HAT AREA."

All head protection will be ANSI approved and will either be class A, B or C, whichever is appropriate for the hazard it is to protect against. Each hard hat wearer should get appropriate direction on how to adjust and replace portion of the hat.

When the headband is adjusted to the right size, it provides sufficient clearance between the shell and headband. The removable or replaceable sweatband should cover at least the forehead portion of the headband. Any portion that comes into contact with the wearer's head must not be irritating to normal skin. The manufacturer of the hard hat should be consulted with regard to paint or cleaning materials for their helmets.

All components, shells, suspensions, headbands, sweatband and any accessories should be inspected daily for signs of dents, cracks, penetration or any other damage that might reduce the degree of safety originally provided. If damage is suspected, helmets should be replaced immediately. Each helmet will be marked, inside the shell, with the type. Helmets should be replaced as indicated by the manufacturer.

At no time, is your hard hat to be stored or carried on the rear-window shelf of an automobile, since sunlight and extreme heat may adversely affect the degree of protection.

**FOOT PROTECTION**

Certain areas will require the use of safety shoes. These shoes must be sturdy and have an impact-resistant toe. Anti-penetration soles are recommended. If safety shoes are required, they must be worn at all times in the work place.

**HAND PROTECTION**

If your position exposes you to hazards such as skin absorption of harmful substances, severe cuts or lacerations, severe abrasions, punctures, chemical burns, thermal burns or harmful temperature extremes, you will be required to wear hand protection. The company, along with your help will determine what type of protection you require. Before any glove is purchased documentation will be reviewed to determine if that specific glove will protect you from the hazards anticipated. Gloves will be selected to fit the job and the individual, but all employees should know the limitations of the gloves worn.

**HEARING PROTECTION**

Depending on the type of noise encountered, you may be required to wear hearing protection. If the type of protection that is chosen is to be performed or molded, this will be done by a professional. Each employee will be instructed as to how to wear their hearing protection and its limitations.

See Hearing and Sight Conservation program below.

# Hearing & Sight Conservation Program

## **HEARING PROTECTION**

Exposure to high noise levels can cause hearing loss or impairment and can create physical and psychological stress. There is no cure for noise-induced hearing loss, so the prevention of excessive noise exposure is the only way to avoid hearing damage. Specifically designed protection is required, depending on the type of noise encountered and the auditory condition of each employee.

The Safety Chair, or his/her delegate, is responsible for providing appropriate hearing protection to employees. Pre-formed or molded earplugs are the best form of hearing protection. They should be individually fitted by a professional. Waxed cotton, foam, or fiberglass wool earplugs can also be used as hearing protection. When used properly, they work as well as most molded earplugs. Disposable earplugs should be discarded after usage. For proper protection, non-disposable earplugs should be cleaned after each use. Plain cotton should not be used as it does not effectively protect against hazardous noises.

Hearing protection is required where employees are exposed to 90 decibels or greater during an 8 hour day. A full hearing conservation program is required if employees are exposed to greater than 85 decibels, to include testing, noise level surveys, and appropriate controls. Loud noises above 120 decibels can cause immediate harm to your ears.

# Bloodborne Pathogens Policies & Procedures

## **EMPLOYEE QUALIFICATION**

1. All employees should follow the precautions provided in this policy. Some employees may have more potential for exposure. These employees must take additional precautions, such as wearing personal protective equipment. The following job classifications fall in this category:

Physicians/Nurses/Medical Examiners  
Pathologists  
Medical Technologists  
Applicable Maintenance Personnel  
Applicable Housekeepers  
Laundry Workers  
Firefighters

Dentists/Dental Workers  
Laboratory Personnel  
Emergency Medical Technicians  
Emergency Response Personnel  
First Aid/CPR Volunteers  
Funeral Service Personnel  
Police Personnel

## **COMPLIANCE METHODS**

Three compliance methods will be observed in order to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious material (i.e. body fluids) will be considered infectious regardless of the perceived status of the source individual.

These compliance methods include: 1) engineering & work practice controls, 2) housekeeping, and 3) personal protective equipment.

### **A. ENGINEERING & WORK PRACTICE CONTROLS:**

1. Controls should be in place to minimize or eliminate exposure (i.e. sharps disposable containers, self sheathing needles, etc.). Contaminated sharps should be placed immediately, or as soon as possible after use, into appropriate containers. The containers are closable, puncture resistant, leakproof, and labeled with a biohazard label. Contaminated needles should not be bent, recapped, removed, sheared, or intentionally broken.
2. All employees will wash hands using soap, running water, and friction if potential exposure exists. Handwashing facilities are readily accessible to employees and are located throughout the facility. Handwashing should be done (at a minimum):
  - a. At the beginning and the end of a work shift
  - b. Prior to physical contact with an employee, patient, etc.
  - c. Immediately after or as soon as feasible following contact with blood or potentially infectious materials.
  - d. Immediately after or as soon as feasible after removal of gloves or other personal protective equipment.
3. Procedures involving blood or other potentially infectious materials should be performed as to minimize splashing, spraying, spattering, aerosolization, and generation of droplets.
4. In work areas where there is a reasonable likelihood or potential exposure to blood or other infectious materials, employees are not to eat, drink, smoke, apply cosmetics or lip balm, handle contact lenses, or use hand lotions. Food and beverages are not to be kept in refrigerators, freezers, shelves, cabinets, or on counter or bench tops where blood or other infectious materials are present.
5. Specimens of blood or other infectious materials will be placed in a container which prevents leakage during the collection, handling, processing, storage, and transport of the specimens. The containers will be labeled and color coded in accordance with OSHA standards. The container must be closed prior to storage, transport, and shipping. If outside contamination of the primary container occurs, the primary container shall be placed within a secondary container which prevents leakage during the handling,

processing, storage, transport, and/or shipping of the specimen. The secondary container may be a zip-lock or other sealable plastic bag.

6. Equipment which has become contaminated with blood or other infectious materials shall be examined prior to servicing or shipping and shall be decontaminated as necessary unless the decontamination of the equipment is not feasible.

#### **B. HOUSEKEEPING:**

1. Contaminated work surfaces will be decontaminated with an appropriate disinfectant immediately or as soon as feasible. An appropriate disinfectant is registered with the EPA as HIV- and HBV-effective (i.e. a solution of 5.25% sodium hypochlorite (household bleach) diluted between 1:10 and 1:100 = 1 cup bleach per 2 gallons of water).

2. A blood and body fluid spill kit will be retained at each nurse's station for use in the case of a spill of blood or other potentially infectious material. The kit should contain: 1) a pair of vinyl or latex gloves, 2) two pieces of absorbent material, such as a cloth or paper towel, 3) a small bucket or spray bottle, 4) two plastic bags, 5) disinfectant.

3. If the floor or other surfaces have been contaminated with blood or other potentially infectious materials, the employee should do the following:

- a. Put on gloves
- a. Lay out a bag in an open fashion
- b. Dampen first piece of absorbent material and mop up spill.
- c. Deposit material in bag. Avoid touching outside of bag.
- d. If outside of bag is contaminated, put contaminated bag into second bag.
- e. Dampen second piece of absorbent material and clean floor or surface. Deposit into bag.
- f. Tie bag snugly.
- g. Dispose of bag in common waste container.
- h. Return buck or spray bottle to storage area. Restock used items in spill kit.
- i. Wash hands after removing gloves.

4. Regulated waste shall be placed in approved properly labeled containers and disposed according to established regulatory procedures.

5. Laundry, which includes linens and reusable personal protective equipment, should be handled as little as possible and with minimum agitation, bagged, and containerized.

6. Contaminated laundry will not be sorted or rinsed in the location of use. Whenever laundry is wet, the laundry shall be placed and transported in bags or containers designed to prevent soak through and/or leakage. Employees handling soiled laundry shall wear disposable or utility gloves and gowns. The facility shall wash contaminated laundry according to recommendations outlined by the Center for Disease Control (i.e. wash with detergent and water at 160°F for 25 minutes).

#### **C. PERSONAL PROTECTIVE EQUIPMENT:**

1. Personal protective equipment will be provided to employees, based on anticipated exposures. The protective equipment will be considered appropriate only if does not permit blood or other potentially infectious materials to pass through or reach the employees' clothing, skin, eyes, mouth under normal conditions of use and for the duration of time which the protective equipment will be used. The following protective equipment is available and should be used, cleaned, laundered and/or disposed of as appropriate.

- a. Disposable gloves, gown/apron, shoe covers, surgical mask/cap, and breathsaver resuscitator.

- b. Eye/Face protection device
  - c. Lab coats, clinic jacket
2. Gloves, gowns (or aprons, lab coats, or clinic jackets), shoe covers, and masks/caps must be worn when it is reasonably anticipated that the employee may have direct contact with blood or other potentially infectious materials. Disposable breathsaver resuscitators provide emergency breathing capability to the victim without direct mouth-to-mouth contact. Eye/face protection devices, such as surgical masks and caps, goggles, glasses with solid side shields, or chin-length face shields, must be worn whenever splashes, spray, spatter, droplets of blood, or other potentially infectious materials may be generated.

**VACCINATIONS & EVALUATIONS**

A. All employees who have been identified as having exposure to blood or other potentially infectious materials will be offered the Hepatitis B vaccine, at no cost to the employee. The vaccine will be offered within 10 working days of their initial assignment, involving the potential for occupational exposure to blood or other potentially infectious materials. Employees who previously had the vaccine may submit to anti-body testing which shows the employee to have sufficient immunity.

B. Post-exposure evaluations and follow-ups are provided for an employee who has been exposed to an incident involving the release of blood or potentially infectious materials.

**TRAINING**

All applicable employees shall be trained in conjunction with applicable requirements for certification (e.g. EMT, CPR, First Aid). Where independent training is not available, company-sponsored training will be offered. Annual retraining will also be made available in accordance with OSHA standards.

Additional training will include:

- 1. OSHA standards for bloodborne pathogens
- 2. Exposure Control Plan review
- 3. Procedures at this facility which may cause exposure to blood or other potentially infectious materials
- 4. Control methods which will be used at the facility
- 5. Personal Protective Equipment available
- 6. Hepatitis B Vaccination program
- 7. Post exposure evaluation & follow-up
- 8. Signs & labels used at the facility

**RECORDKEEPING**

Employee Name & Social Security Number (SS #)	Record of Post-Exposure Evaluations & Follow-ups
Company Name, Department, & Location	Personal Protective Equipment Provided
Hepatitis B Vaccination Record	Training Record
Employee Signature	