



Our Vision: People and Business Succeeding with Quality Water **Our Mission:** Quality Water for Southwest North Dakota

SOUTHWEST WATER AUTHORITY

SAFETY AND HEALTH POLICY MANUAL

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SECTION 1. SAFETY AND HEALTH POLICY

It is the policy of the Southwest Water Authority (SWA) to conduct our operations in a manner that mandates proper consideration for employee safety and health, as well as fire prevention and control of property damage in everything we do.

1.1. MANAGEMENT

*The prevention of accidents is a **high priority** of management. Management is therefore committed to provide full support of all safety procedures, training, and hazard elimination practices that are adopted. Management will keep fully informed of all health and safety issues of the SWA in order to constantly review the effectiveness of the safety and health policy. Only through this commitment will management develop total confidence in its safety policy, and its employees, in attaining the stated safety and health goals of providing a safe and healthful workplace for all employees and reducing claims.*

Supervisory personnel are responsible for the instruction of all employees under their jurisdiction for proper procedures and safe work methods in performing work duties. Supervisors shall take immediate corrective action to eliminate hazardous conditions and practices to prevent accidents, personal injury, or property damage. The supervisor must vigorously enforce the established safety program at all times and will not permit safety in the workplace to be sacrificed for any reason.

Disciplinary action steps will be taken by management when there is a violation of any of the established safety rules or policies.

1.2. EMPLOYEES

Management expects all employees, regardless of their position within the organization, to adhere to the SWA's safety program. Some of the major points of our safety program require that:

- A. All accidents, including near miss accidents, must be reported immediately to the supervisor and medical aid be obtained if needed. Complete an "Incident Report" for all job related injuries/accidents/illnesses that result in personal injury whether or not medical treatment is required.*
- B. Required personal protective equipment must be worn by all employees---WITHOUT exception.*
- C. The use of safety belts is mandatory for all drivers and passengers of SWA vehicles. All state and local traffic laws will be observed.*
- D. A safe workplace is everyone's responsibility. All hazardous conditions and other safety concerns must be reported immediately to your supervisor.*

Employees are responsible for their own safety and for the safety of their fellow employees.

Only when each employee is familiar with the hazards of their job and doing what is necessary to ensure their own safety will SWA achieve its safety goals.

Everyone is encouraged to carry this safety and health commitment from our workplace to the home in order that its influence and example benefit those who are so important to us.

Thank you in advance for actively supporting this policy.

Mary Massad, Manager/CEO, SWA

Date

SECTION 2. ACCIDENT & SAFETY CONCERN REPORTING PROCESS

Essential to the administration of an effective occupational safety and health program is the immediate reporting of all accidents, incidents, or near misses that occur on the job site. Complete an "Incident Report" for all job related injuries/accidents/illnesses that result in personal injury whether or not medical treatment is required. All accidents must be investigated thoroughly with factual and accurate records prepared to serve as guides in the future. Properly investigated and analyzed accidents will assist in safeguarding employees, property, and equipment by locating causes of accidents so corrective action can be taken. The responsible supervisor shall take the immediate corrective action to eliminate the hazardous conditions and/or work practices.

Supervisors are instructed to familiarize themselves with and instruct their employees on the loss reporting process as contained in Appendix III of this manual.

2.1. INJURIES AND FIRST AID

- A. *Report all on-the-job injuries, no matter how minor, to your immediate supervisor at once and complete an "Incident Report". If the injury is potentially covered by the North Dakota Workforce Safety & Insurance (WSI) program, then the claim form provided by the WSI claims division must be completed within seven days of the date of injury. Claims may be filed online, telephonically or by hand, mail or fax. Whichever method is used, complete the claim form with the Human Resources Representative. The claim forms are available from the SWA office. Serious injuries to others are to be handled in accordance with the loss reporting process of Appendix III.*
- B. *Listed below are the procedures for obtaining medical treatment required in connection with injuries incurred during the performance of your job:*
 - 1. *Seek first aid treatment regardless of how slight your injury. Become familiar with the locations of all first aid supplies, emergency showers, and eye wash stations.*
 - 2. *Notify and report any injury to your immediate supervisor as soon as reasonably possible. If your supervisor is not available, notify a safety officer.*
 - 3. *Any employee receiving an injury that requires a doctor's care will be sent to the Medical Provider designated by SWA unless that Medical Provider is unavailable or the employee has designated his own provider in writing prior to the injury.*
 - 4. *All personnel receiving a major injury of any emergency nature will be sent to the location of the nearest physician and/or medical facility. The injured employee will be accompanied by a designated representative of SWA if at all possible.*
 - 5. *Do not attempt to work if you become extremely ill while at work. Report immediately to your supervisor so proper medical assistance can be obtained. Attempting to work while ill could result in serious on-the-job injury to yourself or your fellow workers.*
 - 6. *SWA will provide appropriate training for all full-time employees in First Aid/CPR and Bloodborne Pathogens.*
 - 7. *Medical treatment administered to SWA employees for unreported injuries are subject to payment by the employees when there is no record of a "First Report of Injury" on file. The responsibility lies with the employee when he/she fails to report an injury to their supervisor. A notation in the supervisor's daily log or calendar is considered on file.*

8. *All construction vehicles and shops shall have a First Aid kit, containing supplies which have been approved by a consulting physician or Emergency Medical Technician, mounted and visible. These kits shall be inspected periodically with expended or expired items replaced as needed to ensure they are adequately stocked.*

2.2. ACCIDENT PROCEDURE GUIDELINES

Initial actions that should be taken immediately after an accident occurs include the following:

A. CONTROL THE ACCIDENT SCENE

Controlling the accident scene is critical to the safety of those at the scene, including victims. Ensure there is no further danger from fire, chemicals, falling debris, sharp objects, rolling equipment, slippery surfaces, electrical hazards, etc.

B. TEND TO THE INJURED

If appropriate, call 911. The first responder should provide first aid measures until rescue/emergency workers arrive and assist them as required.

C. NOTIFY APPROPRIATE PERSONNEL

Report the accident as soon as possible to your immediate supervisor, or any Safety Officer so that an investigation can begin immediately. The Accident Investigation Team shall perform the investigation as directed by the Accident Investigation Plan contained in Appendix III.

Initiate calls to victim's emergency contacts as listed in the SWA Emergency Response Plan.

If the accident resulted in a death or in-patient hospitalization of three or more employees, the Area Office of the Occupational Safety and Health Administration (OSHA) must be given oral notification within eight hours of the incident.

D. IDENTIFY AND PRESERVE DATA AND EVIDENCE

Perform a cursory inspection for obvious clues that will help the investigative team later. Do not move equipment or other important items unless it is necessary to tend to victims. Take photographs, make notes and sketches of how the hazards may have played a part in the accident. Identify any witnesses to the accident.

Have the injured worker and the supervisor complete the appropriate sections of the "Incident Report" forms if able.

E. ACCIDENT INVESTIGATION COOPERATION.

Cooperate in an accident investigation in any way that you can. Even if you did not witness the event, you may still have knowledge of a situation or procedure involved in an accident that could be helpful to the investigation.

INCIDENT REPORT

EMPLOYEE SECTION

This section is to be completed by the employee with their supervisor.

Check All that apply:

☐ Property Damage

☐ Incident with Medical Treatment

☐ Incident without Medical Treatment

Date of Incident:

Time:

Location of Incident:

Name of Person(s) Involved (Please Print)

1. Description of incident:

2. Description of extent of injury and body part injured:

3. Treating physician/medical facility, if needed:

4. Witness(es) to the incident.

5. How could the incident/accident have been prevented?

Employee Signature _____ Date: _____

SUPERVISOR'S INVESTIGATION SECTION

1. Nature of injury or illness (Body part):

2. Object/equipment/substance which inflicted injury or caused illness:

3. Description of event (Who, What, How):

ANALYSIS OF CAUSES

1. Primary and contributing causes:

2. Would safety equipment or training have prevented the accident?

3. Corrective action taken (Ex. Remove the hazard, replace, repair, or retrain on proper procedure)

Investigated by: _____ Date: _____

Management Review: _____ Date: _____

NOTICE OF LOSS

NORTH DAKOTA INSURANCE DEPARTMENT
STATE FIRE AND TORNADO FUND
SFN 9576 (1-2012)

North Dakota Insurance Department
600 E. Boulevard Ave.
Bismarck, ND 58505-0320
Telephone: 701-328-9600
FAX: 701-328-9610

REPORT ALL LOSSES IMMEDIATELY

- 1) **Make any temporary repairs necessary to prevent further damage to your property.**
- 2) **Complete and mail this Notice of Loss to our office or Fax to 701-328-9610.**
- 3) **The State Fire and Tornado Fund is not committed to payment of any claim until authorization for repair is given.**

				Date of This Notice		Date of Loss	
Policyholder						Policy Number	
Mailing Address			City			State	ZIP Code
Contact Person				E-Mail Address			
Title			Office Telephone Number		FAX Number	Home Telephone Number	
Policy Item Number		Building Name				Building Address	
Loss Type <input type="checkbox"/> Fire <input type="checkbox"/> Lightning <input type="checkbox"/> Wind <input type="checkbox"/> Hail <input type="checkbox"/> Flood <input type="checkbox"/> Collapse <input type="checkbox"/> Vehicle Damage <input type="checkbox"/> Theft <input type="checkbox"/> Water Damage <input type="checkbox"/> Other <input type="checkbox"/> Explosion <input type="checkbox"/> Smoke <input type="checkbox"/> Vandalism <input type="checkbox"/> Equipment Breakdown							
Description of Loss/Damage:							
If this is a loss by fire, theft, vandalism, or vehicle, have the proper law enforcement authorities been contacted? <input type="checkbox"/> Yes <input type="checkbox"/> No							
Is other insurance carried on the damaged property? <input type="checkbox"/> Yes <input type="checkbox"/> No							
Estimated Dollar Amount of Loss:							
_____ Signature							
FOR STATE OFFICE USE ONLY							
Claim Number		Building Coverage		Content Coverage		Outdoor Property Coverage	
Coverage Type ACV - RC		90% - Coinsurance		Deductible - per occurrence		Loss Type	

SAFETY CONCERN REPORT

(Used for reporting near misses or hazards)

Date of Incident	Supervisor
------------------	------------

Location of Incident: _____

Incident/Hazard: _____

Cause of the Incident/Hazard: _____

Corrective Action Taken by Employee/Supervisor: _____

Submitted By (optional):

Date:

To be completed by Risk Management Coordinator

Additional Recommendations/Follow Up:

Risk Management Coordinator's Signature: _____	Date: _____
--	-------------

SECTION 3. GENERAL SAFETY RULES AND SAFETY REQUIREMENTS

3.1. GENERAL SAFETY RULES

The following general safety rules shall be posted in a conspicuous manner at fixed work sites and, wherever feasible, at mobile work sites. These general safety rules will be periodically reviewed and updated by management.

- 1. Know, follow, and periodically review the requirements established by the SWA Safety and Health Policy Manual.*
- 2. Report unsafe conditions to your supervisor.*
- 3. Report all accidents to your immediate supervisor or safety officer and complete the employee section of the "Incident Report" forms as soon as reasonably possible but no longer than seven days.*
- 4. Report all near misses or potential hazards to your immediate supervisor or safety officer and complete a "Safety Concern Report".*
- 5. All employees shall practice good housekeeping at all times.*
- 6. Horseplay and practical jokes are strictly prohibited on the job.*
- 7. Tools or equipment in need of repair shall be taken out of service and their condition reported to your supervisor.*
- 8. Always practice proper lifting techniques to prevent back strain.*
- 9. Proper personal protective equipment shall be used where required.*
- 10. All extension cords shall be 3-wire, grounded type, and in good condition. Extension cords shall not be substituted for permanent wiring.*
- 11. Hand tools shall be kept in good working condition and used only for the purpose or for which they are designed. They shall be inspected before each use.*
- 12. Ladders shall only be used for the purpose for which they are designed. They shall be kept clean and stored properly.*
- 13. Know the location of the Material Safety Data Sheets (MSDS) or Safety Data Sheets (SDS). Read applicable MSDS OR SDS before working with any hazardous chemicals.*
- 14. Obey all traffic laws when operating or riding in a motorized vehicle.*
- 15. Wear seat belts while operating or riding in a motorized vehicle.*
- 16. Do not operate or maintain unauthorized equipment.*
- 17. Facilities and vehicles managed by the SWA are designated smoke free.*

3.2. GENERAL SAFETY REQUIREMENTS

- A. SHOPS, PUMPING STATIONS, TREATMENT PLANTS, FIELD**

1. *Employees shall not attempt to do any work which they cannot perform safely within the limits of their ability.*
2. *Any employee who is unable to perform his/her duties safely shall promptly notify his/her supervisor.*
3. *Study your job and working conditions, know their hazards and ergonomic risks, and protect yourself and your fellow employees against them.*
4. *Take an interest in new and inexperienced employees. Call their attention to unsafe practices and teach them the safe method of doing the work.*
5. *Walkways, aisles, and work areas shall be kept free from tripping and falling hazards.*
6. *Oil, grease, and water spills shall be immediately cleaned up.*
7. *Tools, equipment, and other materials shall be placed securely where they will not fall.*
8. *Dirty rags shall be placed in flame retardant containers with their lids securely in place.*
9. *Employees shall clean and return all tools, equipment, and materials to their proper place when they are finished with them.*
10. *Tools or equipment in need of repair shall be taken out of service and their condition reported to the supervisor.*
11. *Materials shall be stacked so the weight is equally distributed and so it does not project into passages and walkways. Heavier items shall be placed on lower shelves.*
12. *Material storage areas shall be kept orderly. Scrap and junk material shall be disposed of properly.*
13. *Oils, greases, paints, and other flammable liquids and solids shall be labeled and properly stored in approved containers.*

B. OFFICE AREAS

1. *Chairs, wastebaskets, and other articles must not be left in aisles.*
2. *Desk drawers, cabinet drawers, and file drawers shall not be left open. Only one file drawer should be opened at a time. Avoid overloading top file drawers. Do not close file drawers with your feet; use the drawer handle to close the drawer.*
3. *Ladders of proper type shall be used to reach material on high shelves. Do not stand on chairs or boxes.*
4. *Handrails shall be used when ascending or descending stairs.*
5. *Foreign objects shall not be left lying on floors, landings, or stairs. Spilled liquids shall be wiped up immediately.*
6. *Running in building is prohibited.*
7. *All paper cutters must have an approved guard and the guard must be kept in place at all times.*

8. *Electrical cords shall not be on the floor where they may create a tripping hazard.*
9. *Employee shall be aware of and comply with the emergency evacuation plans of the SWA.*
10. *Study your job and working conditions, know hazards and ergonomic risks, and protect yourself and your fellow employees against them.*

3.3. SPECIFIC SAFETY RESPONSIBILITIES

A. FOR SUPERVISORS

As a supervisor, you have the opportunity to frequently visit with the employees and inspect the equipment that is used by SWA. How you use this opportunity, and how you convey your own attitudes about safety and health, have a great impact on the employees you work with.

Specific Responsibilities

1. *Know and follow the requirements established by the SWA Safety and Health Policy Manual.*
2. *Whenever you are at a location, verify that safety and health policies and procedures are being followed. Enforcement is the key to a successful safety program.*
3. *Assign and make sure comprehensive safety inspections of work sites, materials, equipment, and unsafe actions of employees are performed regularly and are documented on appropriate Self Inspection Safety Inspection Checklists. Make sure corrective action is taken as soon as possible for hazardous items noted during inspection. Use the inspection as an opportunity to praise employees who work in a safe manner.*
4. *Assist management in conducting annual safety audits.*
5. *Insist that employees report **ALL** accidents, including near miss accidents and safety concerns that occur on the job site, to their supervisor or safety officer as soon as reasonably possible but no longer than seven days. Ensure an "Incident Report" is completed for all job related injuries/accidents/illnesses that result in personal injury or property damage whether or not medical treatment is required.*
6. *Introduce new employees to the operations as well as the safety rules and safe operating procedures of the department.*
7. *Assist Safety Committee members in their duties. Committee members will be allowed to attend Safety Committee meetings during their regular working hours.*
8. *Continually emphasize safety. Hold frequent "tailgate" or "tool box" safety meetings to plan the day's or week's work so that it can be done safely, to discuss specific accidents, or to review safety instructions. A more general type of safety meeting will be conducted at least monthly.*
9. *Ensure that all employees are aware of SWA's Drug-Free Workplace Policies.*
10. *Be knowledgeable of SWA's Emergency Evacuation Plan and assume responsibility for carrying out the elements of the plan.*
11. *Assist the appointed Safety Officers in carrying out his/her appointed duties and responsibilities.*

12. *Accept the duties assigned to you to satisfactorily implement SWA's Claims Management and Return-to-Work Policy.*

13. *Set the example you want others to see and follow. **OBSERVE ALL SAFETY RULES.***

B. FOR EMPLOYEES

As a member of the SWA Team, you are responsible for the safety and health of yourself and that of your other team members. Your attitude toward safety and health is apparent in your work practices and appearance.

Your specific responsibilities include the following:

1. *Know, follow, and periodically review the requirements established by the Employee Safety and Health Policy Manual.*
2. *Ensure that your actions do not result in an accident for yourself or one of your co-workers.*
3. *Follow instructions given to you by your supervisory personnel.*
4. *Report unsafe conditions or hazards to your supervisory personnel.*
5. *Doing your job safely is part of your job.*
6. *Be an example that others can safely follow.*
7. *Report all accidents, including near miss accidents and safety concerns to your immediate supervisor or safety officer and complete an "Incident Report" and/or Safety Concern Report as soon as reasonably possible.*

C. FOR CONTRACTORS

Contractors performing work for SWA are required to comply with OSHA Standards and shall not expose SWA employees to hazardous conditions. Failure to comply is sufficient cause for work stoppage.

D. FOR THE PUBLIC

Personnel designing, constructing, managing, operating, or maintaining facilities or equipment shall provide for adequate protection of private sector personnel who may visit, use, or otherwise be exposed to such facilities or equipment. Protection will be accomplished as follows:

1. *Facilities and equipment shall be designed, constructed, operated, and maintained in accordance with applicable SWA policies, national standards, and codes.*
2. *The public shall be excluded from construction and operating facilities or sites unless restrained by suitable fences, guards, and signs, and/or accompanied by qualified personnel familiar with the facilities or site.*

3.4. SAFETY MEASURES FROM THREATS

A. O&M CENTER OFFICE PERSONNEL

1. *In orientation, all staff will be trained in use of the phone system to summon help.*

2. *In orientation, all staff will be trained to use the panic button system.*
3. *Each person has the responsibility for his/her own safety.*
4. *If a person thinks a situation is unsafe, that person has the right to request assistance from other staff present.*
5. *As much as possible, no less than two people shall be present at the O&M Center. If only one person will be present, do not schedule appointments.*
6. *Report any threats immediately to the appropriate authorities in Stark County, the county in which the person making the threat lives, and to SWA. Write a detailed report of the threat and present to the administration safety officer as soon as reasonably possible.*
7. *The safety officers and the staff person will decide if other precautions are necessary.*
8. *All staff will be made aware of threats.*

B. FIELD OPERATIONS PERSONNEL

1. *Each field operator has the responsibility for his/her own safety.*
2. *If the field operator thinks a situation is unsafe, the field operator has the right to avoid that situation.*
3. *Avoid any confrontation with customers.*
4. *Report any threats immediately to the sheriff's department in the county in which the threat occurred, city police department – if applicable, and the SWA office. Write a detailed report of the threat and present to safety officer.*
5. *All disconnects will be performed at a site off the customer's property whenever possible.*
6. *If a disconnect is not possible off the customer's property and an unsafe situation exists, at least two operators must be present during disconnect. DO NOT enter customer's property to leave a disconnect notice.*
7. *Reconnection will only be made after the customer has submitted satisfactory payment to the SWA billing department. Operators will not reconnect service until instructed to do so by the billing department. At least two operators must be present for reconnections when an unsafe situation exists, and if deemed necessary, operators will contact the customer's county sheriff and request assistance during reconnection. Safety officer and operator will decide if other precautions are necessary.*
8. *All staff will be made aware of threats.*

C. WATER TREATMENT PLANT PERSONNEL

1. *New employees shall complete safety orientation before working with, or near any potential safety hazards associated with their job.*
2. *When operators are working with chlorine gas, the procedures contained within each specific EPA Risk Management Program manual shall be followed.*

3. *Employees shall read all applicable Materials Safety Data Sheets or Safety Data Sheets when working with or around hazardous chemicals.*
4. *Appropriate Personal Protective Equipment (PPE) shall be worn at all times.*
5. *When working at a Water Treatment Plant (WTP) Lab, Safety Manual guidelines shall be followed.*
6. *When working alone at a WTP, the security panic button shall be worn. A cell phone for 911 call activation shall be an acceptable substitute for the panic button.*
7. *Each person has the responsibility for his/her own safety.*

3.5. OFF-THE-JOB SAFETY

Off-the-job safety is significant to the success of any safety program. Historically, for every injury occurring on the job, approximately seven occur away from the work environment. Therefore, the SWA will implement an effective off-the-job safety program. On-the-job safety activities will incorporate off-the-job examples and demonstrations, so that employees can relate the safety rules at work to their other activities, and carry over their safe behavior at home.

3.6. SAFETY COMMITTEES

A. SAFETY COMMITTEE

If asked to serve on the Safety Committee, do so willingly and with the desire to improve the safety program. Your input as a member of the Safety Committee is highly valued and is very necessary for the Safety Committee to function effectively.

Productive, functional safety committees have a clearly-defined purpose and structure, include either direct or indirect participation by senior management, and help maintain a high level of safety program awareness and visibility. The SWA will maintain and support a Labor/Management Safety Committee.

The functions of the Safety Committee will be:

1. *To serve as liaison between workers and management in matters pertaining to safety.*
2. *To discuss and recommend safety policies to management.*
3. *To investigate and report all serious or unusual accidents.*

Safety Committee meetings will be held regularly and employees will not lose pay when attending to Safety Committee duties. Refer to Appendix I.

B. SAFETY MEETINGS

Attendance at all safety meetings is mandatory. Your attendance and participation in safety meetings is essential to learning and understanding the necessity for safe working conditions and practices.

Safety meetings are a visible measure of organizational commitment to the safety program. Whether they are formal or informal and at whatever level in the organization they occur, meetings should be regular, planned, and structured.

Safety meetings will be conducted regularly for all personnel. An outline of subject matter content and signatures of all attendees will be maintained. Content of these safety meetings will be pertinent to the particular work environment.

Small group safety meetings, often called "tailgate" or "tool box" meetings, will be conducted frequently for craft employees to plan the day's or week's work so that it can be done safely to discuss specific accidents or to review safety instructions. These meetings should be short and a record of attendees and subject matter will be maintained.

3.7. SAFETY AUDITS

Management support is essential for the success of a safety program. Management support can be demonstrated by conducting a safety audit. Safety auditing by management is essentially a business review of the effectiveness of the safety effort. Basically, a good audit program forces us to define our objectives and then measure our efforts against them. All safety work is measurable.

Therefore, SWA will conduct annual safety audits within all departments.

3.8. STAFF CALL IN POLICY

When staff works alone after regular working hours, it is important that someone knows where staff is working and when they are expected to return. In the event of a serious accident, it might be some time before someone would know it. Therefore, staff must follow this call in policy so that appropriate follow up activities can take place when a worker fails to return.

Staff who expect to be working alone away from the office after regular working hours must call in to the office to report an expectation of a late return and to provide an estimated time of return. Office staff will then note on the message board when someone is expected late. The on-call worker will then be able to follow up to ensure the late worker returns. When it is the on-call worker who will be late, the office staff must give notice to a co-worker of the late worker who must then follow up to ensure that the on-call worker returned.

SECTION 4. GENERAL POLICIES

4.1. COMPLIANCE WITH REGULATIONS, STANDARDS, AND CODES

In addition to standards and requirements set forth herein, SWA will comply with applicable provisions of federal, state, and municipal safety, health, and sanitation statutes and codes. Occupational Safety and Health Standard for General Industry and Construction Industry are available for review and are located in the Risk Management Coordinator's office.

4.2. CLOTHING

Employees are expected to wear appropriate attire and are required to wear clothing which will afford sufficient protection for all types of weather and working conditions. Loose fitting clothing, jewelry, and other objects subject to snagging shall not be worn where that potential exists.

4.3. SWA DRUG-FREE WORKPLACE POLICY

Drug and alcohol abuse and use in the workplace are subjects of immediate concern in our society. These problems are extremely complex and there are no easy solutions. Users of drugs and alcohol may impair the well-being of employees, the public at large, and result in damage to SWA property. Therefore, it is the policy of the SWA that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance and the presence of drugs or alcohol in

an employee's bloodstream in the workplace is prohibited. Any employee violating this policy will be subject to discipline up to and including immediate termination.

The SWA does not differentiate between drug users, drug pushers, or sellers. Any employee who unlawfully gives or in any way transfers a controlled substance to another person or sells manufactures, or unlawfully uses a controlled substance while on the job, in the workplace, or at a site at which the SWA's work is performed will be subject to discipline up to and including termination.

The term "controlled substance" means any drug listed in 21 U.S.C.812 or other federal regulations. Generally, these drugs have a high potential for abuse. Such drugs include, but are not limited to, heroin, marijuana, cocaine, meth, PCP, crack, and alcohol. They also include "legal drugs" which may or may not be prescribed by a physician.

Each employee is required to inform SWA immediately after he/she is convicted for violation of any federal, state, or local criminal drug or alcohol statute where such violation occurred in the workplace. A conviction means a finding of guilt, including a plea of guilty or of nolo contendere, or the imposition of the sentence by a judge or jury in any federal, state, or county court.

If an employee is convicted of violating any criminal drug or alcohol statute while in the workplace, he/she will be subject to discipline up to and including immediate termination. Alternatively, the employee may be required at his/her own expense to successfully complete a drug abuse program sponsored by an approved private or governmental institution. SWA's operation is noted when making a determination as to the course of action it takes relative to the affected employee. As a condition of further employment, all employees are required to abide by this policy.

SOUTHWEST WATER AUTHORITY (SWA)
Drug-Free Workplace Acknowledgment

I _____, an employee of the Southwest Water Authority (SWA), hereby certify that I have received a copy of SWA's policy regarding the maintenance of a drug-free workplace. I realize that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited at my workplace and violation of this policy can subject me to discipline up to and including immediate termination. I realize that as a condition of employment, I must abide by the terms of this policy and will notify my supervisor of any criminal drug conviction for a violation occurring in the workplace immediately after such conviction. I further realize that federal law may mandate that SWA's Manager/CEO communicate this conviction to any appropriate agencies, and I hereby waive any and all claims that may arise for conveying this information to the said agencies.

Employee Signature

Date

4.4. RETURN-TO-WORK POLICY

Once a worker is injured, the key is to return the worker to the job as soon as possible. Injured workers often may perform temporary, modified work while recovering. This is the first step toward their eventual return to their original job and offers several other direct benefits.

DIRECT BENEFITS OF A PROGRAM

SWA benefits in several ways by establishing a return-to-work program.

- 1. SWA will receive production for the wages paid. (When a worker is home drawing time-loss benefits, there is no production.)*
- 2. SWA can avoid the replacement and training costs of hiring new workers.*
- 3. SWA may be able to identify cross-training opportunities when offering modified work to an injured worker.*
- 4. SWA can significantly reduce temporary disability payments, one of the most expensive components in Workforce Safety & Insurance.*
- 5. Injured workers experience faster recoveries when back at work, psychologically as well as physically.*
- 6. Medical costs can be reduced.*
- 7. SWA will have control, direction, and positive resolution of the claim.*
- 8. Legal costs can be reduced.*
- 9. The number of fraudulent claims will be reduced.*
- 10. SWA will promote better morale among all workers.*
- 11. Awareness of safe work practices and injury prevention will increase among all workers.*
- 12. Negative financial impact on the injured worker will be reduced.*
- 13. The injured worker will maintain social contact with fellow employees, which encourages a faster return to the job.*

Everybody wins with a return-to-work program. SWA wins by retaining the use of valuable, trained employees while minimizing Workforce Safety & Insurance costs. Employees win by returning to their regular job and avoiding the negative effects of a long-term absence.

ESTABLISHMENT OF A RETURN-TO WORK-PROGRAM

- SWA shall cover all aspects of on-the-job accidents, injuries (including near misses), and diseases in the SWA policy.*
- When workers are hurt, they shall report the injury to their supervisor as soon as reasonably possible.*
- Workers, Human Resources, and supervisors shall complete the Workforce Safety & Insurance First Report of Injury form promptly. Except where serious injuries requiring*

emergency transportation occur, the accident investigation should be completed as soon as reasonably possible, but no longer than seven days.

- *The SWA policy shall include a procedure for employees to keep SWA informed of their recovery and current medical status. SWA shall make sure that its expectations are clearly conveyed and that employees know what their responsibilities are.*
- *Human Resources shall be designated to be responsible for accurate records and timely contacts with injured workers. It is very important to a successful program to respond quickly in this process.*
- *Injured workers shall be contacted as soon as possible at the hospital or at home through telephone calls or personal visits. Regular contact shall be made to express genuine concern for the employee's health and speedy recovery.*
- *The worker shall be reassured that SWA is concerned and that everything possible will be done to make work available for him/her. The worker's progress will be assessed on a regular basis, making necessary adjustments to ensure a positive and successful return to regular duties.*
- *With the attending physician's approval, temporary, modified, or light-duty work shall be provided for the injured worker to perform while recovering.*

PROVIDING TEMPORARY MODIFIED WORK

Flexibility is the key to providing temporary jobs that workers can perform while recovering from an injury.

- *If physical limitations are unknown, the attending physician shall be contacted to obtain the worker's physical capacities as soon as possible.*
 - *Inform the attending physician that work will be modified to accommodate the worker's current and changing limitations. You'll need the attending physician's written approval before the worker can be released to return to work.*

TRANSITIONAL JOB OFFER

Employee _____ Department _____

Address _____ Date ____/____/____

Your physician, _____, has released you to return to work with the following restrictions:

We would like you to return to work effective ____/____/____, Your duties will include: _____

We have work available _____ days per week, _____ hours per day, and the rate of pay will be _____. Your medical provider has indicated that they believe that this position is physically appropriate for you at this time. The restrictions, as recommended by your physician were reviewed and it is understood that you are to perform only duties within the guidelines and will obtain assistance as needed for duties not within these recommendations.

You understand that you may be reassigned to another department if duties are not found within the doctor's recommendations. You also understand that you are to notify your immediate supervisor if you are experiencing any problems in the performance of any duties within your restrictions, and your supervisor will contact the Safety Officer. You are responsible for notifying your supervisor of any time off or modifications to your work schedule. If you are working in any other department, you will inform the immediate supervisor of that department of modifications to your work schedule. We are obligated to inform injured employees that failure to accept a modified work position that is approved by a medical provider may result in termination of wage loss benefits.

Please return this form to your employer by ____/____/____, indicating whether you will be returning to work.

_____ I accept the position.

_____ I do not accept the position.

Employees Signature _____ Date ____/____/____

Human Resource Representative _____ Date ____/____/____

SECTION 5. SAFE OPERATING PROCEDURES

5.1. PERSONAL PROTECTIVE EQUIPMENT

Personal protective equipment (PPE) for eyes, face, head, and extremities, protective clothing, respiratory devices, and protective shields and barriers shall be provided wholly or in part by SWA. The PPE shall be used and maintained in a sanitary and reliable condition at all times. Reference the appropriate Material Safety Data Sheet (MSDS) or Safety Data Sheets (SDS) for required PPE when handling hazardous substances.

A. EYE AND FACE PROTECTION

Protective eye and face equipment is required where there is a reasonable probability of injury that can be prevented by such equipment. Suitable eye protection will be provided and shall be used where machines or operations present the hazard of flying objects, glare, chemicals, liquids, injurious radiation, or a combination of these hazards. The SWA will provide non-prescription approved safety glasses with side shields goggles, or face shields appropriate for the hazard. Employees requiring prescription safety glasses will be reimbursed 50% of the cost of the glasses and frames. Safety glasses are required to be worn in designated areas as determined by the supervisor. Offices and vehicles equipped with enclosed cabs are exempt.

B. RESPIRATORY PROTECTION

Respirators will be provided and shall be used when it is necessary to protect employees from air contaminated with harmful dust, fogs, fumes, mists, gases, smoke, sprays, or vapors. Before respirators are used, the employee shall be trained on the purpose of the respirator, the limitations of the respirator, the selection, care, and use of the respirator, and how to fit test the respirator.

1. RESPIRATORS

A respirator is defined as a device to protect the wearer from the inhalation of irrespirable (unfit for breathing) atmospheres, such as air that has become contaminated with harmful dust, fogs, fumes, mists, gases, smokes, sprays, or vapors.

This section has been developed to provide guidance in the selection, care, use, inspection, maintenance, and storage of respiratory protection devices.

2. SELECTION

In selecting respirators, due consideration as to the hazards being guarded against is of prime importance, but this determination should not be a problem. The supplier should be able to provide the required type.

Generally speaking for our employee usage, the protection need falls into four (4) categories. The first would be to alleviate nuisance, such as a dusty atmosphere. The second would be to provide protection from long range or repeated exposures, i.e., paint spraying. The third would be for short exposures of a more toxic nature, such as an ammonia or chlorine leak. The fourth would be one of an oxygen deficient atmosphere. This occurs in confined spaces, such as tanks and other closed spaces. Therefore, all closed spaces must be considered suspect and not entered until it is determined that sufficient oxygen is present.

3. TRAINING- GENERAL

The users of respirators must be trained in their proper use and their limitations. The training should cover the following:

- *Discussion of the contaminate against which the wearer is to be protected, including information on their physical properties, possible concentrations, or changes, mode of physiological action, toxicity, and means of detection.*
- *Discussion of the reasons for using the respirator.*
- *Description of its construction, principles, and limitations.*
- *Instruction in procedures for assuring that it is in proper working condition.*
- *Instruction in fitting the respirator properly and checking for the adequacy of fit.*
- *Discussion of the importance of careful reading of labels on the respirator and on its container and of the manufacturer's instructions for its use and care.*

An important by product of training is the sense of confidence that the trainee should develop in his/her ability to use the respirator properly. Therefore, if something suspicious should happen to the respirator or to the atmospheric conditions, the trainee would likely act rationally rather than panic.

4. PARTICULATE REMOVING RESPIRATORS

The particulate removing (mechanical filter) respirator is the simplest type, yet there have been many instances of misuse because of inadequate training. These misuses have included such practices as wearing the respirator upside down, wearing it without filters or without exhalation valve, and discarding the entire respirator because the filter "plugged up." Trained persons would not have committed those blunders.

Since the main field of use for particulate removing respirators is for respiratory protection against contaminants that have no immediate unpleasant effects, the worker usually must be convinced that it is necessary to wear the respirator.

5. GENERAL INSTRUCTION FOR RESPIRATOR USE AND CARE

Instruct the trainee how to check the respirator to be sure that it is in good wearing condition. Then allow the trainee to actually check a respirator as follows:

- *Check the exhalation and inhalation valves to see that they are in place and not misshapen, and that no dirt or lint is on the valve or valve seating surfaces.*
- *Check the body of the face piece to see that the face contacting periphery is clean and has not been unduly softened by body oils, distorted, or hardened.*
- *Check for the presence and condition of gaskets and special spacers, if any.*
- *Check to see that the filter designed for intended use is present and is properly assembled with the respirator.*
- *Replace missing parts and repair or replace damaged or defective parts.*

Instruct the trainee how to wear the respirator properly. Since the most important part of this phase of training is to fit the respirator to the face, show the trainee how to test for proper face fit, then remove the respirator from his/her face, and have the trainee go through the procedure several times until confident that the respirator is worn properly. Stress the importance of maintaining a proper face fit. A convenient means for testing the face fit is to close off the exhalation valve and exhale gently into the face piece. The face fit is satisfactory if a slight positive pressure can be built up in the face piece without any evidence of outward leakage of air at the periphery.

Instruct in the need to change the filter and the procedure for changing it. Train in the proper maintenance of the respirator, particularly if a centralized system for respirator maintenance is not used.

C. OCCUPATIONAL HEAD PROTECTION

Helmets for the protection of heads of employees from impact, and penetration from falling and flying objects, and from limited electrical shock, will be provided by the employer and shall be worn by the employee at all times on the job site when working in areas where there is a potential for injury to the head from falling objects and when near exposed electrical conductors, as mandated by OSHA Standard 1910.135. Office facilities and other supervisory designated safe areas are exempt.

D. OCCUPATIONAL FOOT PROTECTION

Employees engaged in work where there is a danger of foot injuries due to falling or rolling objects, objects piercing the sole, or exposed to electrical or chemical hazards shall wear approved safety shoes. The SWA will reimburse the employee 50% of the cost of the safety footwear. Canvas or soft-side shoes are acceptable on the job site under certain conditions as determined by the supervisor at that site. OSHA standard 1910.136 shall be used as the criteria for approving safety shoes.

E. HEARING PROTECTION

Employees shall wear approved hearing protection in the areas deemed by SWA to have noise levels above the accepted standards.

When employees are subjected to noise exceeding that listed in Table G-16 of OSHA Standard 1910.95, feasible administrative or engineering controls shall be utilized. If such controls fail to reduce the noise to an acceptable level, PPE will be provided and used to reduce noise levels of Table G-16.

If it is found that the employees are exposed to noise above the acceptable standards, SWA has implemented a continuing, effective hearing conservation program as mandated by OSHA Standard 1910.95. The program includes the following elements:

- 1. Monitoring of noise levels.*
- 2. Employee notification of the monitoring.*
- 3. Observation of monitoring.*
- 4. Audiometric testing program.*
- 5. Supply hearing protectors.*

6. *Training program.*

7. *Record keeping.*

F. FIRE PROTECTION

1. *All portable fire extinguishers shall be mounted, located, and identified so that they are readily accessible without subjecting the employees to possible injury. Know the location of fire extinguishers, their use, and how they operate. Employees will be trained in the proper use of fire extinguishers.*

2. *Fire extinguishers will be maintained in a fully charged and operable condition and kept in their designated places at all times except during use.*

3. *Portable fire extinguishers shall be visually inspected monthly. Hydrostatic testing of all portable fire extinguishers shall be done at the intervals listed in Table L-1 of the OSHA General Industry standard 1910.157(f) or as required by the local fire department.*

4. *Oily rags shall be stored in closed containers.*

5. *Yard areas shall be kept free of weeds and any waste that may be subjected to burning.*

5.2. MATERIALS HANDLING

A. FORKLIFTS

1. *Only trained and authorized employees shall be permitted to operate a forklift.*

2. *Forklifts shall not be driven up to anyone standing in front of a bench or other fixed object.*

3. *No person shall be allowed to stand or pass under the elevated portion of any forklift, whether loaded or empty.*

4. *No riders shall be permitted on any area of the forklift.*

5. *Employee's arms and legs are prohibited from being placed between the uprights of the mast or outside the running lines of the forklift.*

6. *When a forklift is left unattended, load engaging means shall be fully lowered, controls shall be neutralized, power shall be shut off, and brakes set. Wheels shall be blocked if the forklift is parked on an incline.*

7. *Brakes shall be set and wheel blocks shall be in place to prevent movement of trucks or trailers while loading or unloading.*

8. *Forklifts used for lifting personnel shall be equipped with a safety platform specifically designed for the purpose and firmly secured to the lifting carriage and/or forks. Safety harnesses and lanyards shall be used by employees on safety platform.*

9. *Under all travel conditions, the forklift shall be operated at a speed that will permit it to be brought to a stop in a safe manner.*

10. *Grades shall be ascended or descended with the load upgrade.*
11. *Stunt driving and horseplay shall not be permitted.*
12. *Only loads within the rated capacity of the forklift shall be handled.*
13. *If at any time a forklift is found to be in need of repair, defective, or in any way unsafe, the forklift shall be taken out of service until it has been repaired by authorized personnel.*
14. *Forklifts shall be examined before use for any condition adversely affecting the safety of the vehicle.*
15. *Forklifts shall be kept in a clean condition, free of excess oil and grease.*

B. TRUCK CRANE

1. *Only trained and authorized personnel shall be permitted to operate and/or service a crane.*
2. *"Frequent" and "periodic" inspections shall be performed in accordance with the manufacturer's specifications. Written, dated, and signed inspection reports and records shall be made monthly on the crane hooks and ropes. Records shall be kept readily available. OSHA 1910.180 (d)(6)*
3. *A thorough inspection of all running ropes shall be made at least once a month and a full written, dated, and signed report shall be kept on file where readily available. OSHA 1910.180(g)*
4. *No crane shall be loaded beyond the rated load.*
5. *The hoist rope shall not be wrapped around the load. The load shall be attached to the hook by means of slings or other approved devices.*
6. *Before moving a load, the crane must be level, and where necessary, blocked properly. The load must be well secured and properly balanced in the sling or lifting device before it is lifted more than a few inches.*
7. *Before starting to hoist a load, make sure the hoist rope is not kinked and the hook is over the load in such a manner as to prevent swinging.*
8. *During hoisting, care shall be taken that: there is not sudden acceleration or deceleration of the moving load; the load does not contact any obstructions; the load shall not be dragged sideways; no hoisting, lowering, swinging, or traveling loads over people; outriggers are used when necessary; and neither the load nor the boom shall be lowered below the point where less than two full wraps of rope remain on their respective drums.*
9. *When carrying a load in transit, the boom shall be carried in line with the direction of motion and a tag or restraint line shall be used when rotation of the load is hazardous. The swing area shall be roped off to prevent workers from being struck by the crane's rotational movements.*

10. *While holding a load, the operator is not permitted to leave his/her position at the controls while load is suspended. No persons shall be permitted to stand or pass under a load on the hook.*
11. *Tools, oil cans, waste, extra fuses, and other necessary articles shall be stored in the tool box and shall not be permitted to lie loose in or about the cab.*
12. *A carbon dioxide, dry chemical, or equivalent fire extinguisher shall be kept in the cab or vicinity of the crane and all personnel shall be made familiar with the use and care of the fire extinguishers provided.*
13. *Any overhead wire shall be considered to be an energized line unless and until the person or electrical utility owning such line indicates that it is not an energized line and/or proper protective devices have been installed.*
14. *A preventive maintenance program based on the crane manufacturer's recommendations shall be established.*

C. EARTHMOVING EQUIPMENT

The rules apply to the following types of earthmoving equipment: scrapers, loaders, crawler or wheel tractors, bulldozers, off-highway trucks, graders, agricultural and industrial tractors, and similar equipment.

1. *Seat belts shall be provided and used when operating any of the above equipment.*
2. *Pneumatic-tired earthmoving haulage equipment, whose maximum speed exceeds 15 mph, shall be equipped with fenders on all wheels.*
3. *All of the above vehicles must be equipped with rollover protective structures.*
4. *All of the above vehicles shall be equipped with a horn, which shall be operated as needed when the vehicle is moving in either direction. The horn shall be maintained in an operative condition.*
5. *Earthmoving equipment, which has an obstructed view to the rear and is to be used in reverse gear, shall have in operation a reverse signal alarm distinguishable from the surrounding noise level or shall have an employee signal that it is safe to back up.*

5.3. EXCAVATION WORK

All employees working in or near any excavations, defined as "any man-made cut, cavity, trench, or depression in an earth surface, formed by earth removal" shall abide by the following rules:

1. *A competent person, meaning one who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them, shall be present at all excavation work being performed.*
2. *All surface encumbrances that are located so as to create a hazard to employees shall be removed or supported, as necessary to safeguard employees.*

3. *A One Call locate request shall be placed and the estimated location of utility installations, such as sewer, telephone , fuel, electric, water lines, or any other underground installations that reasonably may be expected to be encountered during excavation work, shall be determined prior to opening an excavation.*
4. *A stairway, ladder, ramp, or other safe means of egress shall be located in trench excavations that are four feet or more in depth so as to require no more than 25 feet of lateral travel for employees.*
5. *Employees exposed to public vehicular traffic shall be provided with, and shall wear, warning vests or other suitable garments marked with or made of reflector or high-visibility material.*
6. *No employee shall be permitted underneath loads handled by lifting or digging equipment.*
7. *Employees shall not be exposed to harmful levels of atmospheric contaminants such as oxygen deficient atmospheres, atmospheres containing flammable gas, and atmospheres containing other harmful gases.*
8. *Employees shall not work in excavations in which there is accumulated water, or in excavations in which water is accumulating, unless adequate precautions have been taken to protect employees against the hazards posed by water accumulation.*
9. *All excavated or other material shall be kept at least two feet from the edge of excavations or retaining devices shall be used to prevent excavated or other material and equipment from rolling into excavations.*
10. *Excavations more than five feet in depth, or excavations less than five feet that show indications of a potential cave-in, in which employees must work in, shall be either shored or sloped in accordance with OSHA Construction Standard 1926.652.*
11. *Daily inspections of excavations, the adjacent areas, and the protective systems shall be made by a competent person for evidence of a situation that could result in possible cave-ins or other hazardous conditions.*

5.4 WORKING IN CONFINED SPACES

SWA has implemented practices and procedures to protect employees from the hazards of entry into permit-required confined spaces as mandated by OSHA Standard 1910.146. A confined space is defined as a space that:

1. *Is large enough and so configured that an employee can bodily enter and perform assigned work; and*
2. *Has limited or restricted means for entry or exit; and*
3. *Is not designed for continuous employee occupancy.*

A permit-required confined space is defined as a confined space, as defined above, that has one or more of the following characteristics:

1. *Contains or has a potential to contain a hazardous atmosphere;*
2. *Contains a material that has the potential for engulfing an entrant;*

3. *Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section; or*
4. *Contains any other recognized serious safety or health hazard.*

SWA will evaluate the workplace to determine if any spaces are permit-required confined spaces. If it is determined that there are permit-required confined spaces, SWA will implement a Permit-required Confined Space Program as defined in the OSHA Standard 1910.146. All employees required to enter the permit-required spaces will receive the appropriate training as required by this standard. The confined space program for SWA is addressed in detail in Appendix IV of this manual.

5.5. HAZARD COMMUNICATION

SWA has implemented a Written Hazard Communication Program to provide information to employees about the hazardous chemicals to which they are exposed. The chemicals include any that are labeled either as a warning, caution, or danger. The program includes labels and other forms of warning, MSDS and SDS and information and training. Refer to Haz-Com, Appendix II. (Attached)

All employees exposed to the chemicals as listed in the program shall comply with all requirements of the written program.

5.6. HANDLING CHEMICALS

SWA has practices and procedures to protect employees from hazards associated with the handling of chemicals. In its operations, SWA uses a variety of chemicals ranging from non-hazardous to extremely hazardous substances. Chemicals may be found in all departments of SWA and their presence shall be made known to all employees.

1. *All chemicals shall be handled in accordance with the Hazardous Communication Program.*
2. *Only properly trained SWA employees shall handle hazardous chemicals.*
3. *Chemicals such as chlorine and hydrochloric acid are considered extremely hazardous substances. Only those SWA employees properly trained in the handling and emergency response of these chemicals shall be in or near the chemical use or storage area/room.*
4. *Chlorine leak emergency response for chlorine stored and used at the SWA facilities shall be handled in accordance with the appropriate Environmental Protection Agency (EPA) required Risk Management Program (RMP) (40 CFR part 68).*
5. *Certain chemicals used in the laboratories of the SWA water treatment plants may be very hazardous to health if not properly handled. Employees working with lab chemicals shall do so in accordance with the Haz-Com Program and the Lab Safety Manual.*

Copies of the RMP for the Water Treatment Plants (WTP) and the Dodge Pumping Station (DPS) are available at the WTP's, the SWA O&M Center, and with specific SWA personnel. A copy of the RMP for the DPS is also available in the WTP service trucks.

5.7. WATER TREATMENT PLANT LAB SAFETY

A. AWARENESS

Your knowledge of laboratory procedures and ability to recognize hazards and appropriate responses will help to diminish your risks in the lab. MSDS/SDS sheets are available for all chemicals before using them. Typical water quality testing in the WTP lab does not involve dealing with extremely dangerous chemicals. This is not to say that hazards do not exist. Personal Protective Equipment (PPE) such as safety eyewear and gloves, along with safe lab practices can reduce the chances of exposure to these hazards.

B. GENERAL GUIDELINES

- 1. Conduct yourself in a responsible manner at all times in the laboratory.*
- 2. Follow all written and verbal instructions carefully. If you do not understand a procedure, ask a certified operator for assistance.*
- 3. Do not eat food or drink beverages in the lab. Do not use laboratory glassware as containers for food or beverages.*
- 4. Perform only the testing procedures authorized. Never do anything in the lab that is not called for in the laboratory procedures.*
- 5. Be prepared for your work in the lab. Study, observe, and understand testing procedures before you begin.*
- 6. Practice good housekeeping. Clean and wipe dry all work surface (including the sink) and testing equipment at the end of testing. Return all equipment clean and in working order to the proper storage area.*
- 7. Keep aisles clear. Push lab chair under desk when not in use.*
- 8. Know the locations and operating procedures of all safety equipment including the first aid kit, eye wash station, safety shower, fire extinguisher, and fume hood.*
- 9. Always work in a well-ventilated area. Use fume hood with volatile substances. Never place your head into the fume hood.*
- 10. Dispose of all chemical waste properly. Never mix chemicals in sink drains.*
- 11. Keep hands away from face, eyes, mouth and body while using chemicals.*
- 12. Use caution when dealing with sharp objects or broken glassware.*
- 13. Report any and all safety concerns to the safety director.*

C. CLOTHING

- 1. Safety eyewear should be worn any time chemical or reagents are being used. Rubber gloves are available and their use is strongly encouraged when handling chemicals.*
- 2. Beware of loose or baggy clothing or dangling jewelry that may pose a hazard.*
- 3. Proper footwear is required. Shoes should completely cover the foot.*

D. ACCIDENTS AND INJURIES

1. *Report any accidents (spills, breakage, etc.) or injury (cut, burn, etc.) to the supervisor immediately, no matter how trivial.*
2. *If a chemical should splash in your eyes or on your skin, immediately flush with running water. Use clear water from the lab sink or eyewash station.*

E. HANDLING CHEMICALS

1. *All chemicals in the lab are to be considered dangerous. Do not touch, taste, or smell any chemicals unless specifically instructed to.*
2. *Check the label on the chemical bottles twice before removing any of the contents.*
3. *Never use mouth suction to fill a pipet. Use rubber bulb or pipet pump.*
4. *When transferring reagents from one container to another, hold the containers away from your body.*
5. *Acids must be handled with extreme care. Always add acid to water, never water to acid. Swirl or stir the solution and be careful of the heat produced.*
6. *Keep all chemicals properly labeled and stored.*
7. *Take great care when transferring acids and other chemicals from one part of the laboratory to another. Hold them securely and walk carefully.*

F. HANDLING GLASSWARE AND EQUIPMENT

1. *Use caution when heating glassware (odor testing, etc.) Do not use any glassware if chipped or cracked. Do not use dirty glassware.*
2. *Never look into a container that is being heated.*
3. *Do not immerse hot glassware in cold water; it may shatter.*
4. *When removing an electrical plug from its socket, grasp the plug, not the electrical cord. Hands must be completely dry before touching any electrical switch, plug or outlet.*
5. *Report damaged electrical equipment immediately. Look for things such as frayed cord, exposed wires, and loose connections. Do not use damaged electrical equipment.*
6. *If and when you do not understand how to use a piece of equipment, ask for help.*

5.8. CONTROL OF HAZARDOUS ENERGY (LOCKOUT/TAGOUT)

All employees shall comply with SWA's Energy Control Program. The purpose of the program is to ensure that before an employee performs any servicing or maintenance on a machine or equipment where the unexpected energizing start up or release of stored energy could occur and cause injury, the machine or equipment is isolated and rendered inoperative. The program includes the following requirements:

1. *Identify all powered equipment that require this program.*

2. *Identify energy sources and isolation devices.*
3. *Develop energy control procedures.*
4. *Acquire lockout/tag-out devices.*
5. *Conduct mandatory employee training.*
6. *Monitor the program.*

5.9. WELDING, CUTTING, AND BRAZING

1. *Periodically check the condition of cylinders, cylinder valves, couplings, regulators, hoses, and apparatuses shall be kept free from oily or greasy substances. Oxygen cylinders or apparatuses shall not be handled with oily hands or gloves.*
2. *Cylinders shall not be dropped, or permitted to strike each other violently and shall be handled carefully.*
3. *Valve protection caps shall not be used for lifting cylinders.*
4. *Cylinders not having fixed hand wheels shall have keys, handles, or nonadjustable wrenches on valve stems while these cylinders are in service.*
5. *Cylinder valves shall be closed when work is finished. All regulators shall be close before they cylinder valve is closed. All pressure should then be released.*
6. *Cylinders shall never be used as rollers or supports, whether full or empty.*
7. *Before connecting a regulator to a cylinder valve, the valve shall be opened slightly and closed immediately.*
8. *Before a regulator is removed from a cylinder valve, the cylinder valve shall be closed and the gas released from the regulator.*
9. *Always open cylinder valves slowly, standing to the side of the regulator.*
10. *All cylinders shall be stored valve end up and tied off.*
11. *Oxygen cylinders in storage shall be separated from fuel-gas cylinders or combustible materials a minimum distance of 20 feet or by a noncombustible barrier at least five feet high having a fire-resistance rating of at least one-half hour.*
12. *Cylinders must always be operated in a vertical position. Never use an oxygen/acetylene welder or cutter with the tanks lying down.*

5.10. ELECTRICAL

1. *Each disconnecting means for motors and appliances shall be legibly marked to indicate its purpose. Sufficient access and working space shall be provided and maintained around all electric disconnect boxes.*
2. *All equipment connected by cord and plug shall be grounded. Equipment included in this requirement are hand-held motor-operated tools, hedge clippers, lawn mowers, snow*

blowers, and portable hand lamps. Listed or labeled portable tools and appliances protected by an approved system of double insulation, or its equivalent, need not be grounded.

- 3. The use of flexible cords, and cables shall not be used as a substitute for fixed wiring where run through holes in walls, ceiling or floors, where run through doorways, windows, or similar openings, where attached to building surfaces, or where concealed behind walls, ceilings, or floors.*
- 4. All surface-mounted electrical boxes shall be securely fastened to the wall surface. All switches and outlets installed in electrical boxes shall have plates covering them.*
- 5. All 120-volt receptacle outlets used on construction sites shall have approved ground-fault circuit interrupters for protection of employees or an assured equipment grounding conductor program.*
- 6. Electrical circuits for lighting and hand tools used in wet areas where there is danger of electrical shock shall be protected by approved ground-fault circuit interrupters.*
- 7. All extension cords used on the work site shall be a 3-wire, grounded type and in good condition.*
- 8. Employees shall not work in such proximity to an electric circuit that they may contact it, unless they are protected against electric shock by de-energizing the circuit and grounding it, or guarding it by effective insulation or other means.*
- 9. Before drilling, auguring, or material excavating operations are started, all underground power lines shall be located, flagged and/or marked.*
- 10. All electrical wiring shall meet the standards of the agency having jurisdiction.*

5.11. HAND AND POWER TOOLS

- 1. Hand tools shall be kept in good working condition and used only for the purpose for which they were designed. They shall be inspected before use. Wrenches, including adjustable pipe, end, and socket wrenches, shall not be used when jaws are sprung to the point that slippage occurs. Impact tools, such as drift pins, wedges, and chisels, shall be kept free of mushroomed heads.*
- 2. All electric-powered shop and hand tools will be doubled insulated or effectively grounded.*
- 3. All hand-held power tools shall be equipped with a constant pressure switch or control that will shut off the power when the pressure is released.*
- 4. Pneumatic tools will be inspected and maintained in safe operating condition. A tool retainer shall be installed on each tool which, without such a retainer, may eject the tool.*
- 5. All portable abrasive wheels shall be equipped with safety guards.*
- 6. Only employees who have been trained in the operation of the particular tool in use shall be allowed to operate an explosive-actuated fastening tool. Operators and assistants using these tools shall wear approved eye, head, and face protection. The explosive-actuated fastening tool shall be so designed that it cannot be fired unless it is equipped with protective guards.*

7. *Floor stand and bench mounted abrasive wheels, used for external grinding, shall be provided with safety guards and work rests. Work rests shall be kept at a distance not to exceed 1/8 inch from the surface of the wheel. All abrasive wheels shall be closely inspected and ring-tested before mounting to ensure that they are free from cracks or defects.*
8. *All employees using abrasive wheels shall wear approved eye and face protection.*

5.12. ROPES, SLINGS, CHAINS, AND ACCESSORIES

1. *All wire rope shall be inspected before each use for signs of excessive wear, corrosion, or other defects. The safe working load recommended by the manufacturer shall be followed. Protruding ends of strands in splices on wire rope slings and bridles shall be covered or blunted. Wire rope shall not be secured by knots, except on haul back lines on scrapers. Eyes in wire rope bridles, slings, or bull wires shall not be formed by wire rope clips or knots. When U-bolt wire rope clips are used to form eyes, the U-bolt shall be applied so that the "U" section is in contact with the dead end of the rope.*
2. *Each day before being used, slings and all fastenings and attachments shall be inspected for damage or defects. Whenever any sling is used, the following practices shall be observed: slings that are defective shall not be used; slings shall not be shortened with knots or bolts or other makeshift devices; sling legs shall not be kinked; slings shall be securely attached to their loads; slings shall be padded or protected from the sharp edges of their loads; hands or fingers shall not be placed between the sling and its load while the sling is being tightened around the load and a sling shall not be pulled from under a load; when the load is resting on the sling.*
3. *Welded alloy steel chain slings shall have permanently affixed durable identification stating size, grade, rated capacity, and sling manufacturer. Job or shop hooks and links, or makeshift fasteners, formed from bolts, rods, etc., or other such attachments shall not be used.*

5.13. WORKING OVER OR NEAR WATER

Employees working over or near water, where the danger of drowning exists, shall be provided with and shall use a U.S. Coast Guard- approved life jacket or buoyant work vest. Ring buoys with at least 90 feet of line shall be provided and readily available for emergency rescue operations. Distance between ring buoys shall not exceed 200 feet. When working on any frozen body of water, the strength of the ice must be taken into consideration.

5.14. WORKING NEAR VEHICULAR TRAFFIC

1. *When operations are such that signs, signals, and barricades do not provide the necessary protection on or adjacent to a highway or street, flagmen or other appropriate traffic controls shall be provided.*
2. *Hand signaling of flagman shall be by use of red flags at least 18 inches square or sign paddles, and in periods of darkness, red lights.*
3. *Flagmen shall be provided with and shall wear an ANSI 107.2004 approved warning garment while flagging. Warning garments worn at night shall be of a reflectorized material.*
4. *Barricades shall conform to the American National Standards Institute D6.1-1971 Manual on Uniform Traffic Control Devices.*

5.15. JACKS

1. *Do not load jacks beyond their rated capacity.*
2. *Jacks shall be inspected before and after each use*
3. *Jacks leaking hydraulic fluid shall be removed from service.*
4. *Jacks shall be periodically lubricated according to the manufacturer's recommendation.*
5. *Jacks shall not be thrown or dropped on floors.*
6. *Jacks shall be placed only on clean and level surfaces.*
7. *Jacks placed on floors shall not exceed the load capacity of the floor at any time during the lift.*
8. *Substantial hardwood blocking, at least twice the size of the jack base, shall be used under all jacks set on an earthen surface.*
9. *Metal to metal contact shall not be permitted between the jack head and the load (except with floor jacks that are designed to prevent load shifting). A minimum of two inch hardwood stock larger than the jack head shall be used between the jack and contact surface.*
10. *Wood or metal "extenders" shall not be used to increase jack height. Hardwood blocking shall be used under the jack base.*
11. *All lifts shall be vertical with the jack centered under the load.*
12. *Employees shall ensure the unobstructed swing of jack handles before pressure is applied.*
13. *Employees operating jack handles shall stand to one side.*
14. *After raising loads, they shall be supported by substantial metal or wooden horses or blocking.*
15. *When several jacks are used on heavy objects, they shall be raised simultaneously a little at a time to keep the load level.*

5.16. GASOLINE HANDLING AND USE

1. *Gasoline shall never be used for cleaning purposes.*
2. *Gasoline shall not be transported in other than approved containers.*
3. *Gasoline shall not be poured or handled around open or unprotected flames, electrical equipment, areas where sparks or static electricity may be present, or in unventilated places.*
4. *Gasoline shall not be stored in open, plastic, or glass containers; in unventilated places; near sources of fire; near electrical equipment; or near combustible materials, such as textiles, cardboard boxes, paper, etc.*
5. *Gasoline shall not be siphoned by mouth suction from tanks or containers.*
6. *Gasoline shall not be used in starting of a diesel engine.*

5.17. PORTABLE LADDERS

1. *All ladders must be maintained in good condition, with joints between steps and side rails tight, all hardware and fittings securely attached, and removable parts operating freely without binding or undue play.*
2. *Non-slip safety feet must be provided on each ladder, including each metal and rung ladder.*
3. *Ladder rungs must be clean and free of grease and oil.*
4. *A ladder must not be placed in front of a door opening toward the ladder unless the door is blocked open, locked, or guarded.*
5. *Ladders must not be placed on boxes, barrels, or other unstable bases to obtain additional height.*
6. *Employees must face the ladder and must use both hands when ascending and descending.*
7. *Employees are prohibited from using ladders that are broken, have missing steps, rungs, or cleats, have broken side rails or other faulty equipment, or that do not have non-slip safety feet.*
8. *Employees must not use the top two steps of ordinary stepladders as a step.*
9. *When a portable ladder is used to gain access to elevated platforms, roofs, etc., the ladder must always extend at least three feet above the elevated surface.*
10. *When a portable rung or cleat type ladder is used, the base must be placed so that slipping will not occur, or it must be leashed or otherwise held in place.*
11. *All portable metal ladders must be legibly marked with signs reading "CAUTION" "Do Not Use Around Electrical Equipment" or equivalent wording.*
12. *Do not exceed the load bearing weight capacity stated on portable ladders.*
13. *Employees are prohibited from using ladders as guys, braces, skids, gin poles, or for other than their intended purposes.*
14. *Employees must only adjust extension ladders while standing at a base (not while standing on the ladder or from a position above the ladder).*
15. *Ladders must be inspected for damage prior to every use.*
16. *Rungs of ladders must be uniformly spaced at 12 inches, center to center.*
17. *Tools and equipment, other than tools securely fastened to a tool belt, must be raised to or lowered from an area where used by means of a rope attached to a container.*
18. *When using extension ladders, place at a 4 to 1 vertical to horizontal alignment.*

5.18. FIXED LADDERS

1. *All fixed ladders must be maintained in good condition, securely fixed, with joints between steps and side rails tight and all hardware and fittings securely attached.*

2. *Side rails must extend a minimum of three feet above upper landing.*
3. *Ladder rungs must be clean and free of grease and oil.*
4. *Employees must face the ladder and must use both hands when ascending and descending.*
5. *Employees are prohibited from using ladders that are broken, have missing steps or rungs, have broken side rails or other faulty equipment, or that are not securely fixed.*
6. *Do not exceed the load bearing weight capacity stated on fixed ladders, if so stated.*
7. *Ladders must be inspected for damage prior to every use.*
8. *Rungs of ladders must be uniformly spaced.*
9. *Tools and equipment, other than tools securely fastened to a tool belt, must be raised to or lowered from an area where used by means of a rope attached to a container.*

5.19. ELEVATED TANKS

1. *Two maintenance staff are required to be present whenever work is done on top of any elevated tank.*
2. *Safety belts, ropes, or harnesses must be used when working at the top of any tank.*

5.20. WORKING IN TEMPERATURE EXTREMES

- A. *Hot weather conditions- Employees exposed to hot environments or direct sunshine (especially with high humidity) places them at risk from heat disorders such as heat rash, fainting, heat cramps, heat exhaustion, and heat stroke. SWA will provide periodic training for operations and maintenance personnel which will allow them to recognize the signs and symptoms of heat-induced illnesses and what to do to help themselves and/or a fellow employee.*

Supervisors will allow employees to adjust work schedule to:

1. *Build up tolerance to the heat and work activity (may take about two weeks).*
2. *Perform heaviest work in the coolest part of the day and work in pairs when deemed necessary.*
3. *Take frequent short breaks in cool, shaded areas.*

All employees are encouraged to:

1. *Replace fluids lost through sweat by drinking sport type drinks or plenty of cool water (one small cup every 15-20 minutes).*
2. *Wear light, loose fitting, breathable (like cotton) clothing.*
3. *Avoid eating large meals before working in hot environments.*

- B. *Cold weather conditions- Employees exposed to low temperatures, high/cool winds, dampness, and cold water may suffer health problems such as trench foot, frostbite, and hypothermia. SWA will provide periodic training for full-time operations and maintenance*

personnel which will allow them to recognize the signs and symptoms of cold-induced disorders and what to do to help themselves and/or a fellow employee.

Supervisors will allow employees to adjust work schedule to:

- 1. Allow a period of adjustment to the cold before embarking on a full work schedule.*
- 2. Permit employees to set their own pace, take breaks as needed, and work in pairs when deemed necessary.*
- 3. Perform outdoor activities during warmest hours of the day whenever possible.*

All employees are encouraged to:

- 1. Wear adequate clothing and dress in layers.*
- 2. Remain hydrated by drinking warm sweet beverages (sugar water, sport type drinks). Avoid drinks with caffeine (coffee, tea, hot chocolate).*
- 3. Avoid exhaustion or fatigue.*

5.21. MOTOR VEHICLE OPERATIONS

A. GENERAL

Only those employees who are specifically authorized and who possess a valid driver's license or permit according to Federal and State Motor Carrier regulations shall operate vehicles on company business.

Employees who operate SWA or personal vehicles for business purposes are required to complete and approved Defensive Driving Course and refresher classes at minimum three year intervals.

Drivers and passengers shall comply with all rules and regulations concerning use and operation of SWA vehicles as outlined in the SWA Employee Policy Manual.

B. INSPECTION OF EQUIPMENT

Prior to operation of SWA vehicles, drivers shall perform the following pre-trip inspections:

- Brake operation, including parking brake*
- Horn Operation*
- Mirror adjustments*
- Operation of all lights, including: brake, back up, clearance, emergency hazard, head, instruments, tail, and turn signal*
- Seat and shoulder belts*
- Tire air pressure*
- Windshield/windows cleanliness and visibility*

Motor vehicle drivers shall ensure that a vehicle inspection is performed each month and a "Vehicle Inspection Report" form is completed and placed in the file for that vehicle.

Motor vehicle drivers shall ensure that assigned vehicles are serviced and inspected at the intervals noted on the "Motor Vehicle Service/Inspection Requirements" schedule.

Any vehicle with mechanical problems shall be withdrawn from service until the problems have been corrected.

C. OPERATION

Seat belts should be worn at all times by all drivers and passengers within SWA vehicles.

The driver shall drive at safe speeds no greater than that allowed by law. Traffic, road, and weather conditions shall be given consideration in deciding the safe speed within the legal limit at which the vehicle shall be operated.

The driver of a motor vehicle shall clearly signal his intention of turning, passing, or stopping.

The driver of a vehicle shall be courteous toward other drivers and pedestrians. Drivers shall yield the right-of-way in all instances necessary to avoid an accident.

The driver shall stay a safe distance behind when following another vehicle so that they can safely stop the vehicle in the clear distance ahead.

Drivers shall exercise added caution when driving through residential and school zones.

Stay alert and drive defensively. When driving, scan the traffic around you to determine the possible intent of other drivers.

While refueling, ignition systems shall be turned off and no smoking is allowed.

5.22. OFF-HIGHWAY VEHICLES

A. GENERAL

This section addresses the use of Off-Highway Vehicles (OHVs), including All-Terrain Vehicles (ATVs) and Utility-Terrain Vehicles (UTVs). The use of OHVs shall be carefully supervised to reduce personal injuries and keep property damage to a minimum. OHV operators must be licensed to drive a motor vehicle and briefed on the safe operation of the vehicle they will be operating.

B. DEFINITIONS

- 1. OHV. Off-Highway Vehicle including all-terrain vehicles, utility-terrain vehicles, and snowmobiles.*
- 2. ATV. All-Terrain Vehicle, defined as a motorized off-highway vehicle, 50 inches or less in width, traveling on four or more low pressure tires, having a single seat that is straddled by the operator and a handlebar for steering control.*
- 3. UTV. Utility-Terrain Vehicle, defined as a motorized vehicle designed for off-highway use, capable of maneuvering over uneven terrain, designed with side by side seats,*

seatbelts, steering wheel, four or more low pressure tires, and a Rollover Protection System (ROPS).

C. PERSONAL PROTECTIVE EQUIPMENT

At a minimum, the following personal protective equipment and field equipment shall be provided by SWA and used by all ATV/UTV operators and UTV passengers:

- 1. ATV operators, shall wear a full or three-quarter face shield motorcycle helmet with chin strap properly secured. Motorcycle helmets shall meet requirements of the Department of Transportation (DOT), ANSI Z90.1 standard.*
- 2. Eye Protection for ATV/UTV operators shall consist of a helmet face shield, safety glasses, goggles, or sunglasses that meet the ANSI 87.1 standard. Eye protection is not required for the operators or passengers of UTVs equipped with original equipment or equal windshield to protect the face from branches, flying debris, insects, etc.*
- 3. Personal communications device, defined as a two-way radio, cellular phone, or satellite phone.*

D. OPERATIONAL REQUIREMENTS

- 1. Do not carry passengers on ATVs.*
- 2. Carry no more passengers in a UTV than the number of seats installed by the manufacturer. The operator and each passenger must have their own fully functional seat belt and it must be fastened and properly adjusted at all times when the vehicle is in motion.*
- 3. Do not drive recklessly or at excessive speed, or engage in horseplay.*
- 4. Use caution when entering areas containing water. Do not enter deep or swift moving water. Possible hazards include an unstable stream bottom due to mud, sand, or boulders; water depth may not be consistent through the entire route of travel; stream width or water turbidity may prevent a complete view of the bottom or submerged obstacles across the route of travel; water depth and current may overflow air intake and stall the engine; current may be forceful enough to cause the operator to lose control.*

E. CARGO

- 1. When carrying equipment, equalize the load to maintain balance, stability and center of gravity. Never exceed the manufacturer's maximum carrying capacity for axles or cargo racks as specified in the owner's manual.*
- 2. All tools or equipment transported on ATV/UTVs shall be securely attached to the vehicle to prevent loose cargo from falling under the wheels, striking the rider or vehicle, or causing a sudden shift in center of gravity. Secure equipment as close to the center of the machine as possible. This will help keep the center of gravity of the combined weight of the machine, rider and cargo centered within the machine's footprint. Do not attach equipment in a manner that would interfere with an emergency dismount from the ATV.*

3. *When using an ATV/UTV to tow a trailer and/or equipment, do not exceed the maximum manufacturers towing capacity specified in the vehicle owner's manual.*

F. *LOADING/UNLOADING AND TRANSPORT PROCEDURES*

Loading/unloading injuries are common and likely to be severe. For this reason all required ATV/UTV Personal Protective Equipment (PPE) must be worn while loading or unloading ATV/UTVs to or from vehicles. This also applies to winching operations, even though the rider is dismounted. Standard PPE includes helmet and eye protection. The recommended method of transporting ATVs is via trailer. Trailer beds are typically closer to the ground than pickup beds, significantly decreasing the loading angle. If operational reasons make it necessary to transport an ATV via pickup, the ATV may be loaded/unloaded either by driving it up or down an approved ramp, onto or off of the pickup bed, or by winching it up or down the ramp with a winch mounted on either the ATV or the truck. UTVs must be transported on an appropriately rated trailer.

1. *LOADING RAMPS REQUIREMENTS*

- *Loading ramps for ATVs may be plastic, aluminum or steel. If aluminum or steel, they must be welded construction. Plastic ramps may be used if commercially designed and manufactured specifically for ATV loading. Ramps may be one or two pieces, rigid or folding. One piece is preferred and should be used whenever available. Hinges must be factory installed. Ramp surfaces should have closely spaced cross members or mesh construction with a high traction surface. Plastic ramps must have traction blocks molded into the drive surface. Under no circumstances will wooden ramps be used. ATV loading ramps must be rated to support the weight of the machine and operator, and a minimum rated capacity of 1,200 pounds (600 pounds each for two-piece ramps).*
- *Trailer ramps for UTVs must have a minimum rated capacity of 1,500 pounds (750 pounds each for two-piece ramps) and be of sufficient length to reduce the ramp angle to a slope that is safe for the model of UTV. Refer to the owner's manual for slope guidance specific to the UTV model being loaded.*
- *Regardless of the minimum ramp capacities stated above, it is the operator's responsibility to ensure that the ramp they are using is adequately rated to support the combined weight of the ATV/UTV, the rider, and any cargo that can't be removed from the machine for loading.*
- *One piece, bi- or tri-fold ATV ramps must be a minimum of 46 inches wide when extended for loading. One piece ramps must be wider than the distance between the ATV's tires as measured from the outside of the left tire to the outside of the right tire.*
- *For two piece ATV ramps, each ramp must be a minimum of 10 inches wide. Ramp length must be a minimum of 71 inches long when extended for loading; however, because reducing ramp angle increases the level of safety while loading, 84 inches is the strongly recommended length.*
- *All ramps must have chains, cables, or straps to reliably secure the ramps to the vehicle tailgate. Use of ramp chains or straps during loading/unloading is*

mandatory. When in position, the chains or straps must be taut with no slack or sag.

- The ramp angle from the vehicle or trailer to the ground has the largest influence on risk when loading or unloading an ATV/UTV. If the ramp angle is reduced, all other conditions remain the same, risk is reduced. The truck or trailer should be positioned to take advantage of any terrain features that will help reduce the ramp angle.*
- Loading ramps should be positioned so the ends in contact with the ground are level or at the same height. Uneven ramps may cause the ATV/UTV to tip over sideways during loading/unloading.*

2. LOADING PROCEDURES AND TECHNIQUES

- ATV racks or UTV utility beds should be unloaded before transporting. Any heavy cargo must be removed and or spray tanks emptied. If heavy cargo or tanks cannot be removed, sandbags or other heavy objects should be secured to the front to balance the weight. The only safe method of loading an ATV that has a loaded spray tank or other heavy load on the back is to winch the rider-less ATV into the bed of the pickup. Winch operators should be fully aware that there are serious hazards associated with winching operations.*
- When preparing to drive an ATV into the bed of a vehicle or onto a trailer, the operator should be leaning well forward to help keep the ATV balanced, with feet positioned on the ATV's footrests.*
- The operator should apply the throttle smoothly and climb the ramp slowly in low gear and at low speed. Too much or sudden increases in throttle will cause the ATV/UTV to be harder to control and may cause it to over-turn or strike the front of the vehicle bed/trailer.*

3. TRANSPORT

- Only tie-down straps shall be used for securing an ATV/UTV for transport; ropes, chains, cables, or bungee cords are not acceptable. Tie-down straps shall be in good condition and free of frays or splices, and shall be manufacturer rated with a minimum working load limit of 400 pounds for ATVs and 800 pounds for UTVs. Only straps with ratchet action or cam action buckles may be used to secure ATVs. Only tie-down straps with ratchet action buckles may be used to secure UTVs. A minimum of two-tie down straps will be used to secure the ATV/UTV to the vehicle or trailer; one to secure the front, and one to secure the rear.*
- For Transport, ATVs/UTVs with manual transmissions should be left in first gear; those with automatic transmissions should be in the "Park" position. The ignition key should be turned off and removed, the parking brake set, the run/stop switch in the stop (or off) position, and the fuel lever turned to the off position.*
- Transport vehicles should be equipped with rear window protectors (headache racks) if possible.*

4. UNLOADING PROCEDURES AND TECHNIQUES

- *The safest ways to unload an ATV are rider-less methods, either through use of a winch, or to push it down the ramps in neutral and allow it to roll down on its own. This should only be done after carefully assessing the ground slope and potential obstacles that the ATV will encounter when it exits the end of the ramp.*
- *If riding down, the operator should lean forward, apply only enough throttle to start the ATV down the ramps, and then allow the ATV to roll backwards using light pressure on all the brakes to control speed; never suddenly apply hard braking when descending a ramp.*
- *UTV operators remain seated with seat belts fastened and properly adjusted when loading and unloading UTVs on a trailer. Injuries are more likely to be serious in an overturned UTV if the operator is thrown from the machine. Operators should not attempt to bail out of an overturning UTV, because of the high risk of being crushed or struck by the UTV or the unit's ROPS.*

SECTION 6. CLAIMS MANAGEMENT PROGRAM

SWA has established a Claims Management Program which includes the following:

1. *Train all new employees on the Claims Management Procedures during Safety Orientation training. If procedures change, all employees shall be retrained.*
2. *Notify and report any injury to your immediate supervisor as soon as reasonably possible. If the Supervisor is not immediately available, notify a Safety Officer. Complete and "Incident Report" for all job related injuries/accidents/illnesses that result in a personal injury whether or not medical treatment is required.*
3. *Human Resources shall monitor injured employees from the time of the injury.*
4. *The injured employee's supervisor shall confirm that the employee was working at the time of the accident/injury.*
5. *Assure that the Loss Prevention Department of the Workforce Safety & Insurance be notified within twenty-four hours of a fatality or a serious injury.*
6. *Human Resources is designated to manage all Workforce Safety & Insurance claims.*
7. *Train all employees on procedures necessary to file for benefits, the nature of the benefits, and other Workforce Safety & Insurance programs.*
8. *The Return-to Work policy as outlined in Section 4.4.*

SECTION 1 - Completion of this section is required			
Claim number	Worker's (First name)	(Last name)	Social Security number*
Date of birth	Gender <input type="checkbox"/> Female <input type="checkbox"/> Male	Marital status <input type="checkbox"/> Single <input type="checkbox"/> Married	Worker's telephone number
Worker's physical address (Street address)			
City		State	ZIP code
Worker's mailing address, if different than physical address (Street address, PO Box number)			
City		State	ZIP code
Date of injury	Time of injury <input type="checkbox"/> AM <input type="checkbox"/> PM	Nature of injury or illness (broken left leg, carpal tunnel left wrist, etc.)	
Body parts injured (Example: 2 nd /middle finger, shoulder, ankle, etc.)			<input type="checkbox"/> Left <input type="checkbox"/> Right <input type="checkbox"/> NA
How did the injury happen?			
Has this claim been filed in another state? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, which state?			
Where did the injury happen? (City)		(County)	(State)
Treating doctor's name			Date of first treatment <input type="checkbox"/> NA
Clinic/hospital name (If you have received treatment in more than one location, please provide the name of clinic/hospital, treating doctor(s), address and telephone number of all locations on page two or separate sheet of paper.)			
Clinic/hospital mailing address (Street address, PO Box number)			Clinic/hospital telephone number
City		State	ZIP Code
Employer's name			Employer's telephone number
Employer's mailing address		City	State ZIP code
What is the worker's job?		Date hired (Month) (Year)	Last day worked in ND prior to injury
SECTION 2 - Worker completion			
Date employer notified	Person you notified	Before this injury, have you had any problems, injuries, or treatment to the injured body parts? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you missed or will you miss 5 or more consecutive days of work due to the injury? OR Has a doctor taken you off work for 5 or more consecutive days? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Witness to the injury (First name)	(Last name)	Telephone number	
SECTION 3 - Release of information/fraud warning/signature			
Release of information			
I understand and agree that North Dakota law determines all my rights and obligations to and from WSI. I authorize any medical provider or facility, any insurance company, including workers' compensation relating to work injuries, any law enforcement or military agency, any government benefit agency including the Social Security Administration, and any educational agency or institution to release to WSI, its agents and attorneys, any and all information or records, including all prior records as well as those pertaining to mental health, alcohol, or drug abuse, and HIV/AIDS/AIDS-related illness. I authorize healthcare providers to respond to WSI regarding my injury, including request for conclusions and opinions not otherwise contained within existing medical records. (Continued on page 2)			

FIRST REPORT OF INJURY (cont'd)**Page 2 of 2****SFN 2828 (11/2017)**

Claim number	Worker's (First name)	(Last name)
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In addition, I authorize any education agency or institution to release to WSI any and all "educational records" as defined by 20 U.S.S 21 Sec. 1232g. This authorization continues while I have any claim open or pending before WSI. WSI is exempt from HIPAA regulations. I authorize WSI to release any information or records about my claim to third parties or their insurers for the purpose of resolving claims against third parties. I authorize the release of any medical information related to my claim to my employer.

Fraud warning

Any person claiming benefits or compensation from WSI who files a false claim, or makes a false statement, or fails to notify WSI as to the receipt of income or an increase in income from employment, in connection with any claim or application for workers' compensation benefits will forfeit any future benefits and may be guilty of a felony which is punishable by imprisonment, substantial fines, or both. These criminal penalties are applicable to all persons dealing with WSI, including injured workers, employers, medical providers, and attorneys.

Signature

By signing this form, I acknowledge that I have read and understand the release of information and fraud warning. I understand that falsifying this claim or making a false statement regarding this claim may be a felony, punishable by substantial fines and imprisonment. I authorize the release of information and agree that statements in this form are true and accurate.

Worker's signature**Date signed**

In addition to myself, I authorize WSI to release information on my claim to (please print)

First name

Last name

Relationship

SECTION 4 - Employer completion

Employer's account number	Rate class	Is worker a corporate officer, owner, or family member? <input type="checkbox"/> Yes <input type="checkbox"/> No
Employer's name	Mailing address (Street address, PO Box number)	
City	State	ZIP code
Has the worker missed or will they miss 5 or more consecutive days of work due to the injury? OR Has a doctor taken the worker off work for 5 or more consecutive days? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Date employer notified	Person notified	Before this injury, are you aware of the worker having any problems, injuries, or treatment to the injured body part? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Do you have a Designated Medical Provider (DMP)? <input type="checkbox"/> Yes <input type="checkbox"/> No	Did the worker add another medical provider? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, which provider?	Do you question this claim? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain in section 5.
Employer's signature	Title	Date signed

SECTION 5 - Additional information or comments

* In compliance with the Federal Privacy Act of 1974, disclosure of the Social Security number on this form is mandatory pursuant to N.D.C.C. § 65-05-02. The Social Security number is used for identification and verification purposes. Failure to provide this information may result in a delay in processing your request.

To report an instance of fraud, contact the ND Fraud and Safety Hotline at 800-243-3331

SECTION 7. ESSENTIAL JOB FUNCTIONS & AMERICANS WITH DISABILITIES ACT

All employers with 15 or more employees must comply with the American With Disabilities Act of 1990 (ADA) by July 26, 1994. It is a management decision that the compliance with ADA will be a Human Resources responsibility and, therefore, is not covered in this Safety Plan. ADA is mentioned here only to avoid duplication of efforts within the organization.

Both the ADA and the Workforce Safety & Insurance require the identification and preparation of the “essential job functions” of a particular job task in order to be in compliance with certain regulations. Although the application of this information may be different, the definition of “essential job function” is the same in both organizations.

“Essential Job Function- the basic job duties that an employee must be able to perform with or without reasonable accommodations”.

In order to qualify for the Workforce Safety & Insurance Risk Management Program, essential job functions may be completed by job category. For example, only one essential job function needs to be prepared for front end loader operators, no matter how many may be employed.

For detailed information about the American With Disabilities Act of 1990, contact:

*Office of Vocational Rehabilitation
1237 W. Divide Ave
Bismarck, ND 58501
(701) 328-8000*

Job titles for SWA are listed in Appendix VI. Job Descriptions with Essential Functions are available from the Human Resources Representative.

SECTION 8. ERGONOMICS PROGRAM

According to Webster, ergonomics is “an applied science concerned with the characteristics of people that need to be considered in designing and arranging things that they use in order that people and things will interact most effectively and safely—also called human engineering.”

According to OSHA, ergonomics is “the study of the design of requirements of work in relation to the physical and psychological capabilities and limitations of people; that is, ergonomics seeks to fit the job to the person rather than the person to the job. The aim of the discipline is to prevent the development of occupational disorders and to reduce the potential for fatigue, error, or unsafe acts through the evaluation and design of facilities, environments, job tasks, tools, equipment, processes, and training methods to match the capabilities of specific workers.”

Because of our concern for our employees, the management of the SWA is committed to reducing our employees’ exposure to ergonomic hazards.

All supervisors will regularly and routinely review job tasks searching for methods to reduce the risk of ergonomic injuries and make recommendations to management. It is the desire of management to correct ergonomic problems as they arise through engineering controls or work practice modifications. Clearly, it is management’s intent to fit the job to the worker rather than fitting the worker to the job.

All supervisors and all employees performing job tasks that contain an ergonomic risk shall be trained about the specific risks and about early warning signs of injury. Additionally, training will

include information instructing employees to recognize ergonomic hazards and how to avoid the hazards. Training will also include a directive to all employees that they should report all suspected uncorrected ergonomic hazards to their supervisor for referral to the safety committee for evaluation.

8.1. DEFINITIONS:

CUMULATIVE TRAUMA DISORDERS (CTD): Health disorders arising from repeated bio-mechanical stress due to ergonomic hazards.

1. Involves, but is not limited to: damage to tendons, tendon sheaths, synovia lubrication of the tendon sheaths and the related bones, muscles and nerves of the hand, wrists, elbows, shoulders, neck, and back.
2. Includes, but is not limited to: carpal tunnel syndrome, tennis elbow, tendinitis, tenosynovitis, and lower back pain.

ERGONOMIC HAZARDS: Workplace conditions posting bio-mechanical stress to the soft tissue of a worker.

1. Include, but are not limited to: faulty work station layout, improper work methods, improper tools and/or excessive tool vibrations.
2. Problems of job design include, but are not limited to: various characteristics of work processes, posture, and force required, repetition rates, and work-rest schedules.

RISK FACTORS: Conditions of a job, process, or task that contribute to the possibility of developing cumulative trauma disorders. These various different conditions may well be cumulative and/or synergistic in nature and include, but are not limited to:

1. Force required.
2. Incorrect posture.
3. Repetitiveness of the job duties.

8.2. ERGONOMIC WORK STATION CHECKLIST

This checklist is intended as a guide in evaluating workplaces for ergonomic concerns.

1. Is work surface set at the proper height for the employee?
2. It is possible to adjust the height and the inclination of the work surface?
3. Is it possible to add mechanical aids and equipment to reduce or eliminate the ergonomic risk?
4. Does the employee enjoy a full range of movement while performing the work task?
5. Does the work place design minimize or eliminate:
 - A. Twisting at the waist?
 - B. Reaching above the shoulder?
 - C. Bending at the waist?

- D. Extension of the arms?
 - E. Elevation of the elbows?
 - F. Static muscle loading?
 - G. Bending or twisting of the wrist?
6. Are arm rests and foot rests provided and used?
 7. Are employees able to change posture?
 8. Are employees subjected to pressure from sharp edges on the working surfaces?
 9. Is the floor surface clean and level?
 10. Are padded floor mats provided where necessary?
 11. Are chairs, stools, desks, computers, etc., adjusted and adjustable so the task can be fitted to the employee?
 12. Is the workplace temperature comfortable?
 13. Can the employee see all necessary aspects of the work from a comfortable position?
 14. Are all tools and equipment used in performing the tasks routinely maintained and serviced?
 15. Are employees subjected to excessive vibrations from mechanical processes?
 16. Are employees aware of and practice work-rest schedules?

SECTION 9. SELF INSPECTION OR HAZARD RECOGNITION PROGRAM

The SWA will provide for regular and periodic inspections of work sites, materials, equipment and unsafe actions, by competent employees. Detailed written inspection records shall be maintained, reviewed, and signed by management.

The documentation of inspections made must include measures taken to correct the unsafe conditions and/or acts found in the inspection.

In order for management to maintain visible support of the safety program, a member of the management team shall accompany the inspection team periodically.

The Corrective Action Report found on the following page Inspection Reports shall be used as a record of scheduled inspections or routine daily surveillance. Examples of these inspection checklists can be found in Appendix V.

SECTION 10. TRAINING PROGRAM

SWA will provide safety orientation training for all new employees immediately upon the start of their employment. The training must be documented and the following topics will be covered:

- Claims Management Procedures
- Ergonomic Hazards
- General Safety Rules
- Safe Operating Procedures:
 - Blood Borne Pathogens

- Fire and Evacuation
- Hazard Communication

ALL employees will receive training on the mandated topics listed below in their first year of employment and refresher training on a periodic basis thereafter:

- Defensive Driving
- First Aid and CPR

Employees will also receive training specific to their job descriptions to meet OSHA requirements and additional training if work procedures are added or changed and/or when new equipment is introduced in the workplace.

Documentation of all safety training must be done and must include the date of the training, topics covered, the name of the person conducting the training, and the participant's acknowledgement of attendance.

SECTION 11. RISK MANAGEMENT COORDINATOR

SWA shall designate a Risk Management Coordinator. The Risk Management Coordinator, with the Manager/CEO's approval, may assign duties as necessary. The responsibilities of the coordinator shall include the following:

1. *Act as a liaison between management and employees, with advice and guidance being given in workplace safety issues.*
2. *Properly maintain reports.*
3. *Acquire knowledge of current federal, state, local, and industry standards that apply to the employer.*
4. *Conduct a training program.*
5. *Develop and implement the risk management program.*
6. *Identify unsafe conditions and practices.*
7. *Investigate and report accidents.*
8. *Conduct safety meetings.*
9. *Keep statistics and analysis.*
10. *Serve as a member of the Safety Committee.*

SECTION 12. DESIGNATED MEDICAL PROVIDER

SWA will have prearranged medical care for injured workers. The name of the medical care provider will be posted and well publicized by SWA. An injured worker will be encouraged, but cannot be required, to have care by this provider.

Initial treatment often sets the tone for the case. Therefore, SWA will use doctors and clinics familiar with the work of SWA. Normally, the employer's designated provider will treat the employer's injured employee; however, there may be circumstances where this is not possible.

SWA will establish a relationship with the provider and Workforce Safety & Insurance that will allow full reports to be given after treatment that determine:

- Nature and extent of injury
- Estimated course recovery; and
- Estimated return to work date and plan.

Names and addresses of the Designated Medical Providers for the SWA:

****All employees must sign an "Injury Reporting Requirement and Designated Medical Provider (DMP) Statement" form designating their medical provider. This form will be located in the employee's personnel file at SWA.**

Sanford Occupational Health Clinic	
1531 W. Villard St., Suite A Dickinson, ND 58601 701-225-7575 888-323-2688	2603 E. Bismarck Expressway Bismarck, ND 58501 701-323-5222 866-310-5222
Beach Medical Clinic	Elgin Clinic
95 2nd Street SW Beach, ND 58621 701-872-3777	603 N Main Street Elgin, ND 58533 701-584-3010
Sakakawea Hazen Clinic	West River Health Clinic- Hettinger
517 8th Ave NE Hazen, ND 58621 701-748-2256	1000 E. Hwy 12 Hettinger, ND 58639 701-567-4561
West River Health Services-Mott	West River Health Clinic- New England
420 Pacific Avenue Mott, ND 58646 701-824-2391	820 2nd Ave. West New England, ND 58647 701-579-4507

**Injury Reporting Requirement and Designated Medical Provider
(DMP) Statement**

Employees who are injured on the job are required to notify their employer of the injury. Injuries should be reported as soon as possible but no later than seven (7) days after an incident, in accordance with North Dakota State Law. Notification may be either verbal or written.

Southwest Water Authority (SWA) employees are required to report all injuries to their immediate supervisor as soon as reasonably possible.

I have been informed that the law requires that I notify my employer within seven (7) days after an incident, or when the general nature of the injury becomes apparent. I understand that failure to report within the 7-day period may affect my ability to receive benefits from Workforce Safety and Insurance (WSI).

Print Name _____ Date _____

Signature _____

Workforce Safety & Insurance allows employers to designate a specific health care provider to treat work-related injuries and illnesses. The Primary designated medical provider (DMP) for SWA employees will be the

Sanford Occupational Health Clinic in Dickinson or Bismarck. Due to the large geographical area encompassed by SWA, additional secondary designated medical provider have been identified as follows:

West River Health Centers in Hettinger, Mott and New England

Elgin Community Clinic in Elgin

Sakakawea Hazen Clinic in Hazen

Beach Medical Clinic in Beach

All employees are strongly urged to utilize the primary DMP whenever possible.

In the event of a work-related injury or illness, if you desire to be treated by a provider other than those listed, you must contact SWA's Human Resources representative and provide that information **in writing**, prior to the occurrence of a work-related injury or illness. Failure to treat with a DMP for non-emergent care could result in non-payment of medical or other benefits from WSI.

I acknowledge that the Designated Medical Providers for SWA employees who need treatment for a work-related injury or illness are those clinics listed above.

Print Name _____ Date _____

Signature _____

This form will be located in your personnel file.

SECTION 13. EMERGENCY PLANS

SWA shall designate and assign on-site responsibility for handling possible emergencies. SWA will provide, and keep in readiness, equipment designed to handle such emergencies that could be expected to occur. Some examples of such equipment would be respirators, lifelines, spill clean-up equipment, etc. Training will be provided for supervisors and personnel assigned to tasks that could possibly face on-the-job emergencies such as: personal injury accidents, fire, flooding, range fires, dangerous weather conditions, etc.

Emergency plans and fire protection plans shall be developed for all buildings under the direct control of the SWA and shall include personal protection and/or evacuation plans for violent weather conditions. (OSHA General Standard 1910.38, OSHA Construction Standards 1926.23, or 1926 as applicable)

Systems will be in place to alert persons likely to be exposed to dangerous conditions and to alert and summon appropriate emergency equipment and personnel. Emergency telephone numbers for ambulance, First Aid and medical services, hospital, fire, and police will be conspicuously posted in all work areas. Emergency evacuation plan maps shall be posted in common exit hallways. All exits and emergency shelter locations shall be clearly marked on the evacuation plan map.

Job supervisors for remote job sites shall be responsible for making sure that the emergency telephone numbers for the appropriate area are available at the job site. Employee protection plans that would take effect in the event of violent weather shall be explained to all employees. All emergency telephone numbers shall be conspicuously posted and easily available to all employees. Further-more, telephone or radio communications shall be available at each work site in the event an emergency situation develops.

The safety of employees, the public, or property will not be jeopardized due to the urgency to resume operations. Emergency situations will not relieve SWA or its employees from the responsibility to comply with the health and safety provisions in the Safety and Health Program.

APPENDIX I

YOU ARE THE SAFETY AND HEALTH COMMITTEE

- *SWA Safety Committee Charter*
- *Why Me?*
- *What Do I Do?*
- *Why Did It Happen*
- *Let's Talk*
- *A Matter of Attitude*
- *Meetings Are Important*
- *Handling Complaints*
- *You Hold a Position of Trust*

**Southwest Water Authority
Safety Committee Charter**

STATEMENT OF PURPOSE

- *Maintain a safety and health program that protects SWA employees, directors, customers, and the public.*
- *Review and oversee SWA safety and health policies, programs, and practices that affect or could affect employees, directors, customers, and the public.*
- *Ensure compliance with the requirements prescribed by the Occupational Safety and Health Administration, Environmental Protection Agency, State of North Dakota, North Dakota Workforce Safety & Insurance, or other governing agency.*
- *Assist with hazard identification, communication, evaluation, and control as well as emergency planning.*

COMMITTEE MEMBERSHIP

- *The Safety Committee is composed of at least three members, including the Safety Officers representing the administrative, water distribution, and water treatment departments.*
- *Committee composition shall include labor and management. Management representation shall not exceed labor representation.*
- *Members shall serve a continuous term of at least one year.*

COMMITTEE MEETINGS

- *The Safety Committee shall meet at least monthly and additionally as deemed appropriate or necessary.*
- *A majority of the members shall constitute a quorum.*
- *The members designate a Chairman and a Secretary by majority vote of the full membership.*
- *The Chairman shall develop a written agenda for each meeting.*
- *The minutes of each meeting shall be taken by the Secretary and kept for one year.*

DUTIES AND RESPONSIBILITIES

- *Oversee and review regulatory, environmental, and safety and health issues and concerns which affect or could affect SWA.*
- *Review results of safety walk-through surveys to identify hazards and appropriate control measures.*
- *Provide evaluations and recommendation for hazardous conditions. Track and assist with specific actions.*
- *Review accident investigation reports and safety concerns reports to ensure that all causes have been identified and corrected.*

- *Conduct annual performance evaluations of SWA's safety and health program.*

Approved by: _____ *Date:* _____
Manager/CEO

Approved by: _____ *Date:* _____
Safety Committee Chairperson

WHY ME?

Safety and health are matters of great concern. For that reason, all parties should have the opportunity of sharing in the work of discovering workplace hazards and planning for their elimination.

Management must make its best effort to detect and correct unsafe conditions and unsafe practices. Employees, however, are in an especially good position to observe such hazards. Without employee representation and participation in recognizing and reporting hazards, perhaps the greatest source of discovering them would be lost.

Employees should, therefore, support safety and health committees. Those who serve on the committees should have a strong desire to prevent accidents and occupational disease.

This appendix is for all joint safety and health committee members- new members as well as those with years of experience. If experienced, you may notice some new ideas, based on the experience of others; if new, the appendix should help you understand the job you are facing and shorten your breaking-in time.

You have a right to feel proud of your designation as a safety and health representative. Safety and health committee work is important to everyone. For example, if you report a hazardous condition, this might result in saving someone from an injury, a very rewarding experience.

But, because you don't see the accidents that don't occur, those that have been prevented as a result of the work you and the other committee members have done, you may wonder what good you are doing. Never doubt the importance of your work. You never know just what accidents or illnesses would have occurred if you have not been working at preventing them.

Always remember- safety never just happens. If a job is safe, it is because somebody is working to make it safe. As a member of a joint safety and health committee, you are working on it!

You should take pride and never lose faith in the importance of what you are doing. You and the other committee members are really ON GUARD to discover and report hazards that might cause injuries and illnesses.

Safety and health committee work is stimulating, offering opportunities to know other people and other jobs differing from your own. Accident prevention is an interesting activity. There is no greater purpose, no greater endeavor, than to be actively working to protect people from illness and injury.

WHAT DO I DO?

When you begin a new job, you want to know what is expected of you – what you should do and what you should not do. As a committee member, you won't be policing, you won't be bossing, and you won't be working alone. Other committee members who have been on the job long enough to learn the ropes will assist you. You should seek and receive advice from them.

It is necessary that these questions of yours be answered by someone with experience at your place of employment. The duties of a committee may vary at different workplaces; therefore, it is important to learn from the start the limit of the duties and responsibilities of the safety and health committees. Each joint committee should define the scope of its own operation

The rest of this appendix deals with each of these duties in detail.

- 1. Review results of safety walk-through inspections to identify hazards and appropriate control measures. (Individual members should observe and report, and if responsible, correct hazards to health and safety in their own departments.)*
- 2. Review circumstances and causes of an accident and recommend corrective measures.*

3. *When appropriate, talk to fellow employees about safety and health. Always listen to suggestions that employees make and report them to the committee.*
4. *Attempt to influence attitudes toward safety and health in a positive direction.*
5. *Meet with the committee at regular times to discuss the work of the committee and the safety and health program of the employer and to make recommendations to management. Pursue the study of safety and attend occupational health talks, view films, and participate in other educational activities in committee meetings. This information will also be useful at other meetings attended by committee members where they might be called upon to make a report on their activities. (Several of these activities are described on the following pages.)*
6. *Assist in establishing a procedure for employees to make comments/complaints concerning potential safety and health hazards.*

WHY DID IT HAPPEN?

Some joint committees become involved in the important job of investigating accidents to determine causative factors. When this is the case, it is very often referred to a small subcommittee with equal representation from management and employees. After an accident, it is important that the investigation be made as soon as possible, before the equipment or machinery involved is moved or adjusted, other than to remove any injured employees. The committee must proceed with tact and only concern itself with gathering accurate information to make a complete review of the circumstances.

The main purpose of an accident investigation and review is to determine the cause and to find out how to prevent similar accidents in the future. It is not to find fault and place blame.

Some of the information needed about an accident is:

1. *What was the employee doing?*
2. *How was the employee injured?*
3. *Was an unsafe or hazardous condition present?*
4. *What were the environmental conditions of the work site (heat, cold, noise, ventilation, lighting, etc.)?*
5. *Were all guards in place and functioning properly?*
6. *Was all necessary protective equipment supplied, in good condition, and properly used?*
7. *Were proper job procedures being followed?*
8. *Was an existing safety rule violated?*
9. *To what degree was the employee being supervised and was the employee properly instructed in the safe way to perform this task?*

To obtain this information, the committee members should visit the location of the accident, talk to the injured employee if possible, and talk to all others who have first-hand knowledge of the job and the accident circumstances. They should then meet to discuss their findings and make their recommendations. They should keep in mind the primary purpose of their recommendation is to prevent future accidents. They should be careful not to make accusations.

Copies of their report should go to all joint safety and health committee members for discussion at their next meeting. Copies also should be sent to the employer and to the employee representative, if applicable.

REMEMBER.....
DETERMINE THE CAUSE, NOT THE BLAME.

LET'S TALK

Sometimes you may be requested to discuss the joint committee's program for safety and health with a new employee.

A friendly talk with new employees can help them to get off to a good start and give them a good feeling about the importance the joint committee places on their safety and health.

If you are an employee representative of the safety and health committee, you may voluntarily talk to another employee about safety precautions. However, it is strictly a personal matter to be undertaken if you know the person well enough so your remarks will be well received.

It is not a part of your job as an employee representative to criticize or to take another employee to task for safety violations. To do so not only might cause resentment, but also could make others unsympathetic to the program.

Tact, good humor, and mature judgment are valuable assets to the committee member. Many enemies have been made for safety and health by well-meaning but overzealous committee members acting on their own.

Always listen to suggestions employees make regarding safety and health matters and report these promptly to the committee.

A MATTER OF ATTITUDE

It is generally recognized that attitudes can affect safety performance. Unfortunately, we can make the mistake of believing that negative employee attitudes are the most likely causative factors in many accidents. As a result, we may overlook the real causative factors.

But the effect of negative attitudes shouldn't be overlooked. The following are examples of statements which are sometimes made that could reflect attitudes and damage the overall effectiveness of a safety and health program:

- *"Safety is just a matter of chance. I'll get it when my number is up."*
- *"It's necessary to take chances if we're going to get anything done."*
- *"If I'm tough and strong I can take chances and get away with it."*
- *"The employer doesn't care about safety."*
- *"Other workers will think I'm a sissy if I'm always careful."*

These "attitudes about accidents" can easily be overemphasized, avoiding the real causative factors. Such faultfinding certainly will not change attitudes. If attitudes for safety are to be changed, place the emphasis on the proper areas. Thoughts should be in positive directions. Some examples of these are:

- *"Accidents have causes. They can be prevented."*
- *"Accidents cause injuries. Employees who are injured suffer; employers also suffer losses due to accidents. Safe work is efficient work."*
- *"Both employees and employers truly care about safety and health."*
- *"My fellow employees will respect me if I show good judgment and work safely."*

- *“Working safely is a mark of skill.”*

There are many other positive attitudes for safety and health. Occasionally, at a committee meeting it would be good practice to get those present to see how many safe attitudes they can write down and then share with the group.

If we accept positive safety attitudes, they will rub off on the people we associate with and become a part of our daily conversation.

Attitudes grow, and like anything that grows, they flourish best in a favorable environment. Therefore, if we create a good environment for safety and health ideas, everyone is more likely to accept them.

Attitudes also are influenced by example. If we set an example of working safely and working for safety and health, others will be influenced by what they see. Particularly, new employees are influenced by the behavior of veteran workers and others who they look up to as leaders.

Good safety attitudes will grow if people take part in discussion about how accidents can be prevented. It is natural for people on the job to talk about accidents. Sound ideas tend to drive out unsound superstitious beliefs. Safety committee members should talk reasonably when they talk about accidents and safety.

MEETINGS ARE IMPORTANT

Safety and health committee meetings are held for two purposes: to learn more about safety and health through talks, films, and demonstrations and to discuss matters of safety and health importance. Both purposes are important.

The educational meetings allow members to learn about successful safety and health methods in other places and industries. The committee chairman or a program committee usually arrange educational programs. Many good films are available. Committee members may recommend technical experts as speakers. Often an outside speaker can be brought in. Meetings should last as long as there is business to be undertaken. Safety is not served if time is wasted or if the members become bored.

The business meetings of the committee are educational, but their main purpose is to attend to specific safety and health matters. One important item of business should be a review of recommendations the committee has made and report on the action being taken. If recommendations are not followed, the committee should be told why, whether corrections are to be delayed, and when they will be carried out. A definite abatement program should be established.

Sometimes a major proposal affecting the safety and health program may be considered. The committee's recommendation in such cases is important. On a subject of this nature, opinions may be divided and a debate may be spirited. All members are equally interested in the prevention of accidents, but there may be a disagreement about how well a specific measure will work out. Each member should try to understand the positions of the others. When a decision is reached by the committee that recommendation should be sent to management, each member of the committee, and to all concerned parties.

In still another case, a committee may feel that some of its recommendations are being held up and members are impatient to bring them to the attention of top management. While strong viewpoints may be expressed, the committee, as a responsible and respected group, should gather facts and prepare a careful report for management with copies to each committee member and all concerned parties.

HANDLING COMPLAINTS

The committee should attempt to establish a formal procedure for employees to file complaints concerning potential safety and health hazards. That procedure should include a written response from the employer to the employee and the employee representative.

Copies of these complaints and responses should be furnished to the committee for discussion at their meetings.

YOU HOLD A POSITION OF TRUST

This appendix has been chiefly concerned with information and advice about how to do the work of a joint safety and health committee. There is more to be learned than the mere mechanics of the job, and you will become increasingly aware of this every time you attend a meeting or review an inspection. You will appreciate more and more just what a safety and health committee member is and what your relationship is to the people you work with and the people you work for.

You Hold a Position of Trust

Supervisors trust you to inform them of unsafe conditions that arise from day to day operations, and to add helpful eyes and fresh viewpoint to the vigilance that accident prevention demands. They trust you to talk to others about safety and attitudes.

The employees trust you to think of their safety, to recommend safeguards, and warn of hazards. They trust you to assist in conveying their concerns about safety.

Although the information and recommendations contained in this publication have been compiled from sources believed to be reliable, the SWA makes no guarantee as to, and assumes no responsibility for, the correctness, sufficiency, or completeness of such information or recommendations. Other or additional safety measures may be required under particular circumstances.

APPENDIX II

WRITTEN HAZARD COMMUNICATION PROGRAM

- ***Purpose***
- ***List of Hazardous Chemicals***
- ***Labeling or Other Forms of Warning***
- ***Material Safety Data Sheet or Safety Data Sheet***
- ***Controls***
- ***Training***
- ***Record Keeping***
- ***Personal Protective & Communications Equipment***
- ***Spill Control***
- ***Vendor/Contractor Hazard Communication Documentation***

PURPOSE

The primary purpose of this Written Hazard Communication Program is to inform you, the employee, how SWA plans to meet chemical identification requirement, container labeling of hazardous chemicals, providing Material Safety Data Sheets (MSDS) or Safety Data Sheets (SDS), and program training.

This program will also inform you on:

- *Location of the hazardous chemical lists in your workplace.*
- *Procedures used to inform you on hazards you may encounter in non-routine tasks.*
- *Procedures used to inform vendors of hazardous chemicals their employees may be exposed to and for vendors to inform the SWA of hazardous chemicals they bring in.*

The Safety Officers are responsible for the Hazard Communication Program.

LIST OF HAZARDOUS CHEMICALS

A list of hazardous chemicals used, produced, or stored at the SWA facilities is available from the Safety Officers.

This list will be updated whenever a new chemical is introduced and reviewed annually.

LABELING OR OTHER FORMS OF WARNING

Hazardous chemicals will be identified by one of the methods described below. If more information is required, a MSDS/SDS is available (see following MSDS or SDS section).

The Safety Officers are in charge of the labeling portion of this program. As part of the chemical survey, all illegible labels will be replaced. If an illegible or unlabeled container is found, please notify the Safety Officers.

Methods of identification or warning:

GHS Pictograms

GHS pictograms consist of a symbol on a white background framed within a red border and represents a distinct hazard(s). The pictogram on the label is determined by the chemical hazard classification.

Purchased Chemicals

Containers will be labeled by manufacturer. If a container is received unmarked, the container will not be issued or dispensed until it has been labeled.

Portable Containers

When a chemical is transferred from the original container to another, it will be appropriately labeled. The only exception is when the chemical will be used exclusively by the employee making the transfer and with his/her shift. Labels applied at this facility will have at least the chemical identified and hazardous warning or identification.

MATERIAL SAFETY DATA SHEETS OR SAFETY DATA SHEETS

Material Safety Data Sheet (MSDS) or Safety Data Sheets (SDS) will be obtained from chemical suppliers as part of the purchase agreement. The name of the MSDS or SDS will be the same as what is listed on the chemical inventory list.

CONTROLS

1. *If non-routine work must be performed using hazardous chemicals or the non-routine work may create hazardous chemicals, employees will be apprised of the situation by:*
 - a. *Safety meeting(s).*
 - b. *Trip to the actual area.*
 - c. *Information covered will include identification of hazardous chemicals and review of MSDS or SDS.*
2. *Vendors that perform work at SWA may be exposed to and/or may bring hazardous chemicals to our work environment. During a pre-work meeting or equivalent, the MSDS or SDS on each hazardous chemical that the vendor is to use will be obtained. Employees in that work area will be apprised of new developments and each MSDS or SDS reviewed. If the vendor's work area contains hazardous chemicals, the coordinator will be given a copy of the appropriate MSDS or SDS, have our program explained, and will sign a release form. (A copy is included at the end of this appendix.)*
3. *Procurement has been instructed, when ordering new chemicals, that a MSDS or SDS must accompany shipment. The purchase order shall have a notation if a MSDS or SDS was requested.*
4. *In addition to the training given to all employees or specific training when new hazardous chemicals are introduced:*
 - a. *New employees.* *As part of the orientation program, all new employees will receive training as outlined in the Training Section.*
 - b. *Transferred employees.* *Whenever an employee is transferred to a position or work area that has hazardous chemicals different from those in which the employee is already trained, training will be provided.*
 - c. *New hazardous chemicals.* *Whenever an updated or new MSDS or SDS is received for a hazardous chemical, the Safety Officers will determine if additional training is required. Employees purchasing new chemicals locally shall inform the Safety Officer.*

TRAINING

Employees will be provided information and training on hazardous chemicals in their work area at the time of initial assignment or whenever a new hazard is introduced into their work area.

The Safety Officers are responsible for the training portion of this program.

Employees at SWA will be advised and informed of the existence of required standards, the locations of the written program, the locations of the hazardous chemical lists, and the locations of the MSDS/SDS by the Safety Officers.

Employees exposed to hazardous chemicals in their work area will be trained on each chemical or group of common chemicals. This training will consist of classroom training using the MSDS/SDS as the primary teaching aid. Also, the labeling system used will be explained and examples shown. How to handle the chemical and how to detect its presence will be stressed.

Personal Protective Equipment (PPE) required by an MSDS/SDS will be explained and shown during classroom training.

Each employee attending training will sign and date a form with the chemicals discussed listed.

RECORD KEEPING

Material Safety Data Sheets (MSDS) or Safety Data Sheets (SDS)

- A. Master files for distribution are kept in the O&M Headquarters. Master files for water treatment are kept at the water treatment plants. The water treatment plant chemical feed room, Dodge Pump Station and Intake Pump station will have MSDS/SDS posted for chemicals used in that area. Lists and MSDS/SDS specific to the location are maintained at the raw water pumping stations (Intake, Dodge, and Richardton), the Ray Christensen pump station, Jung Lake pump station, and the satellite offices at Elgin, Reeder and Sentinel Butte.*
- B. Each department Safety Officer will have on file MSDS/SDS for that department and must be make them easily accessible to all employees.*
- C. Company MSDS/SDS requests will be documented whether by telephone, written, or e-mail.*

Employee Training

- A. Employee sign-off sheets will be kept in the SWA office building, the SWA shop, and the water treatment plant offices.*

PERSONAL PROTECTIVE & COMMUNICATIONS EQUIPMENT

The use of personal protective equipment (PPE) is to reduce employee exposure to hazards when engineering and administrative controls are not feasible or effective to reduce these risks to an acceptable level. SWA shall provide its employees with the necessary safety equipment to perform his/her job safely. Required footwear and prescription safety glasses shall be provided at a 50% cost share by the SWA.

Following is a list of PPE provided by SWA for each department. The list identifies the PPE and its location. After a PPE is used, the equipment shall be returned to its original location, cleaned/decontaminated, and any necessary maintenance performed. Any damage or lost PPE shall be reported immediately to the Department Safety Officer.

DISTRIBUTION DEPARTMENT-SAFETY EQUIPMENT		
Personal Protective Equipment	Facility/Vehicle	Location
<i>Air quality monitors (4-channel)</i>	<i>Vehicle</i>	<i>Distribution Service Trucks</i>
<i>Cold and Flu Station</i>	<i>O&M Center</i>	<i>Reception Area</i>
<i>Full Body Harness and Lanyard (3 sets)</i>	<i>Jung Lake Tank</i>	
<i>Full Body Harness and Lanyard</i>	<i>Vehicle</i>	<i>Operations Specialist Truck</i>
<i>Lockout /Tag-Out Kits</i>	<i>Vehicle</i>	<i>Distribution Service Trucks</i>
<i>Portable Confined Space Exhauster/Blower</i>	<i>O&M Center</i>	<i>Shop Area</i>
<i>Portable Confined Space Exhauster/Blower</i>	<i>Elgin, Reeder Satellite Office</i>	<i>Shop Area</i>
<i>Portable Confined Space Exhauster/Blower</i>	<i>Sentinel Butte Satellite Office</i>	<i>Shop Area</i>
<i>Sound Decibel Meter</i>	<i>O&M Center</i>	<i>Distribution Manager Office</i>
<i>Trench Boxes (2)</i>	<i>O&M Center</i>	<i>Yard</i>
<i>Ventilation Fans (Fixed)</i>	<i>Dodge Pump Station</i>	<i>Northwest Vault</i>
<i>Ventilation Fans (Fixed)</i>	<i>O&M Center</i>	<i>Shop Area</i>
<i>Ventilation Fans (Fixed)</i>	<i>Dodge and Richardton Pump Stations</i>	<i>Station Pipe Sumps</i>
<i>Ventilation Fans (Fixed)</i>	<i>Throughout Distribution System</i>	<i>All Pre-Fabricated Steel Vaults</i>
<i>Ventilation Fans (Fixed)</i>	<i>Zap, Dickinson, New England Reservoirs</i>	<i>Concrete Control Vaults</i>
<i>Ventilation Fans (Fixed)</i>	<i>Davis Buttes, Fairfield Reservoirs</i>	<i>Concrete Control Vaults</i>
<i>Ventilation Fans (Fixed)</i>	<i>Dodge Pump Station</i>	<i>Water Depot Control Vault</i>
<i>Ventilation Fans (Fixed)</i>	<i>Dodge Pump Station</i>	<i>Remote Air Chambers</i>
<i>Ventilation Fans (Fixed)</i>	<i>Ray Christenson Pump Station</i>	<i>East Under-Drain Manhole</i>
Personal Protective Equipment	Facility/Vehicle	Location
<i>Ear Plugs</i>	<i>O&M Center</i>	<i>Shop Area</i>
<i>Face Shield</i>	<i>O&M Center</i>	<i>Shop Area</i>
<i>Goggles, Rubber Apron</i>	<i>Dodge Pump Station, Intake</i>	<i>Main Building</i>
<i>Hard Hats</i>	<i>Distribution Staff</i>	<i>Personal Issue</i>
<i>Nitrile Gloves, Goggles, Particular Masks</i>	<i>O&M Center</i>	<i>Master File Room</i>
<i>Tyvek Coveralls</i>	<i>O&M Center</i>	<i>Master File Room</i>
<i>Welding goggles, Helmet, Leather Gloves</i>	<i>O&M Center</i>	<i>Shop Area</i>
<i>Work Boots, Safety Glasses</i>	<i>Distribution Staff</i>	<i>Personal Issue</i>

DISTRIBUTION DEPARTMENT-SAFETY EQUIPMENT - CONTINUED		
Communications Equipment	Facility/ Vehicle	Location
Cell Phones	Distribution Staff	Personal Issue
Chlorine Gas Detection Monitor	Dodge Pump Station	Main Building West Wall
Hand Held Two-Way Radios	O&M Center	Telephone Cabinet
SCADA System	O&M Center	Telemetry Room
Security System	O&M Center	Shop Area
Wind Sock	Dodge Pump Station	On Pole 60' NE of the Building
Emergency Rescue Equipment	Facility/Vehicle	Location
9 Foot Tripod	O&M Center	Shop Area, Center Storage Rack
Retrieval Winch With 85 Foot Cable	O&M Center	Shop Area, Under Work Bench
OMND WATER TREATMENT PLANT SAFETY EQUIPMENT		
Personal Protective Equipment	Facility/Vehicle	Location
Air Quality Monitor (4-Gas)	WTP	Control Room
Air Quality Monitor (Chlorine)	WTP	Control Room
Spill Kit (30 Gallon)	WTP	Basement Chemical Area
Lockout/ Tag-Out Kit	WTP	Control Room
Chlorine Container Repair Kit "B"	WTP	Control Room
Cold and Flu Station	WTP	Control Room
Cold and Flu Station	WTP	Control Room
First Aid Kits	WTP/Vehicle	Control Room/Basement
Ventilation Fans	WTP	Chemical Room
Ventilation Fans	WTP	Caustic Soda Room
Ventilation Fans	WTP	Ammonia Room
Ventilation Fans	WTP	Fluoride Room
Ventilation Fans	WTP	Basement Chemical Area
Ventilation Fans	WTP	Chlorine Room
Hard Hats	WTP	Personal Issue
Face Shields	WTP	Chemical Room
Face Shields	WTP	Caustic Soda Room
Face Shields	WTP	Chlorine Room
Nitrile Gloves	WTP	Lab

OMND WATER TREATMENT PLANT SAFETY EQUIPMENT- CONTINUED

<i>Personal Protective Equipment</i>	<i>Facility/Vehicle</i>	<i>Location</i>
Goggles	WTP	Control Room
Goggles	WTP	Chlorine Room
Particulate Masks	WTP	Control Room
Half Mask Respirators	WTP	Control Room
Half Mask Respirators	WTP	Caustic Soda Room
Half Mask Respirators	WTP	Chlorine Room
Full Face Respirators	WTP	Chemical Room
Full Face Respirators	WTP	Basement Chemical Area
Cartridge Filters	WTP	Control Room
Ear Plugs	WTP	Control Room
Ear Plugs	WTP	Basement Bottom Steps
Ear Plugs	WTP	High Service Pump Room
Ear Plugs	Vehicle	Center Console
Ear Muffs	WTP	Control Room
Disposable Latex Gloves	WTP	Lab
Chemical Aprons	WTP	Caustic Soda Room
Chemical Aprons	WTP	Basement Chemical Area
Safety Glasses	WTP	Control Room
Safety Glasses	Vehicle	Center Console
Safety Glasses	WTP	Basement Chemical Area
Rubber Boots	WTP	Personal Issue
Cell Phone	WTP	On Call Person
Chlorine Gas Detection Monitor	WTP	Chlorine Room
Chlorine Gas Detection Monitor	WTP	Control Room
Chlorine Gas Detection Monitor	WTP	Chlorine Panel
<i>Communications Equipment</i>	<i>Facility/Vehicle</i>	<i>Location</i>
Two-Way Personal Radio	WTP	Control Room
SCADA System	WTP	Control Room
Windsock	WTP	112' NE of NE Side of Building

OMND WATER TREATMENT PLANT SAFETY EQUIPMENT- CONTINUED		
Emergency Rescue Equipment	Facility/Vehicle	Location
<i>DBI Advanced Basic Hoist</i>	<i>WTP</i>	<i>Main Floor</i>
<i>Winch, Personnel W/60' SS</i>	<i>WTP</i>	<i>Main Floor</i>
<i>2 Full Body Vest Style Harness</i>	<i>WTP</i>	<i>Control Room Storage</i>
<i>Allegro Air Blower</i>	<i>WTP</i>	<i>Control Room Storage</i>

SPILL CONTROL

The Water Treatment Plant Safety Officer is responsible for WTP employee training in spill containment and the use of spill control equipment. The Spill Kits shall contain the required equipment. Spill control equipment shall be cleaned, decontaminated, and restocked after its use. Following is a list of the spill control equipment and its location.

OMND SPILL CONTROL EQUIPMENT		
Spill Control Equipment	Facility/Vehicle	Location
<i>Spill Kit</i>	<i>WTP</i>	<i>Loading Dock Room</i>
<i>Spill Kit</i>	<i>Dodge Pumping Station</i>	<i>Ammonia Building</i>
<i>Floor Dry</i>	<i>WTP</i>	<i>Old Carbon Room</i>
<i>Soda Ash</i>	<i>WTP</i>	<i>Old Carbon Room</i>
<i>Chlorine Container Repair Kit "B"</i>	<i>WTP</i>	<i>Loading Dock Room</i>
<i>Chlorine Container Repair Kit "B"</i>	<i>Dodge Pumping Station</i>	<i>Ammonia Building</i>
<i>Large Absorbent Pads</i>	<i>WTP</i>	<i>CO2/Recarb Room</i>
<i>Sewer Drain Cover Mats</i>	<i>WTP</i>	<i>Air Compressor Room</i>
<i>300 Gallon Poly Containers</i>	<i>WTP</i>	<i>Basement</i>

DICKINSON WATER TREATMENT PLANT SAFETY EQUIPMENT (DWTP)		
Personal Protective Equipment	Facility/Vehicle	Location
<i>Air Quality Monitor (4-Gas)</i>	<i>DWTP</i>	<i>Control Room, Desk Drawer</i>
<i>Air Quality Monitor (Chlorine)</i>	<i>DWTP</i>	<i>Control Room, Desk Drawer</i>
<i>Chlorine Container Repair Kit "B"</i>	<i>DWTP</i>	<i>Loading Dock Room</i>
<i>Chlorine Container Repair Kit "B"</i>	<i>Dodge Pumping Station</i>	<i>Ammonia Building</i>
<i>Cold and Flu Station</i>	<i>DWTP</i>	<i>Control Room</i>
<i>Full Body Harness (2 Sets) & Lanyard</i>	<i>DWTP</i>	<i>CO2/Recarb Room</i>
<i>Fume Hood</i>	<i>DWTP</i>	<i>Lab</i>
<i>Lockout/Tag-Out Center</i>	<i>DWTP</i>	<i>Office</i>

DICKINSON WATER TREATMENT PLANT SAFETY EQUIPMENT (DWTP)- CONTINUED

Personal Protective Equipment	Facility/Vehicle	Location
<i>Lockout/Tag-Out Kit</i>	<i>Vehicle</i>	<i>Service Pickup</i>
<i>Portable Confined Space Exhauster</i>	<i>DWTP</i>	<i>CO2/Recarb Room</i>
<i>Portable Confined Space Blower</i>	<i>DWTP</i>	<i>CO2/Recarb Room</i>
<i>Spill Kit</i>	<i>DWTP</i>	<i>Loading Dock Room</i>
<i>Spill Kit</i>	<i>Dodge Pumping Station</i>	<i>Ammonia Building</i>
<i>Ventilation Fans</i>	<i>DWTP</i>	<i>Chlorine Room</i>
<i>Ventilation Fans</i>	<i>DWTP</i>	<i>CO2/Recarb Room</i>
<i>Ventilation Fans</i>	<i>DWTP</i>	<i>Tool Room</i>
<i>Ventilation Fans</i>	<i>Dodge Pumping Station</i>	<i>Main Building, NW Vault</i>
<i>Ventilation Fans</i>	<i>Dodge Pumping Station</i>	<i>Chlorine Building</i>
<i>Ventilation Fans</i>	<i>Dodge Pumping Station</i>	<i>Ammonia Building</i>
Personal Protective Clothing	Facility/Vehicle	Location
<i>Chlorine Respirators (Half Face)</i>	<i>DWTP</i>	<i>Chemical Room</i>
<i>Chlorine Respirators (Half Face)</i>	<i>DWTP</i>	<i>Service Truck</i>
<i>Chlorine Respirators (Full Face)</i>	<i>DWTP</i>	<i>Chemical Room</i>
<i>Chlorine Respirators (Full Face)</i>	<i>DWTP</i>	<i>Service Truck</i>
<i>Chlorine Respirators (Full Face)</i>	<i>Dodge Pumping Station</i>	<i>Ammonia Building</i>
<i>Disposable Latex Gloves</i>	<i>DWTP/SWTP</i>	<i>Lab</i>
<i>Ear Plugs</i>	<i>DWTP</i>	<i>Tool Room</i>
<i>Face Shields</i>	<i>DWTP</i>	<i>Chemical Room, 105 Slaker</i>
<i>Face Shields</i>	<i>DWTP</i>	<i>Chemical Room, 106 Slaker</i>
<i>Face Shields</i>	<i>DWTP</i>	<i>Tool Room</i>
<i>Face Shields</i>	<i>Dodge Pumping Station</i>	<i>Chlorine Room</i>
<i>Goggles</i>	<i>Dodge Pumping Station</i>	<i>Main Building</i>
<i>Goggles</i>	<i>Dodge Pumping Station</i>	<i>Chlorine Building</i>
<i>Goggles</i>	<i>Intake</i>	<i>South Wall</i>
<i>Goggles, Safety Glasses, Nitrile Glove</i>	<i>Water Treatment Staff</i>	<i>Personal Issue</i>
<i>Lab Coats</i>	<i>DWTP</i>	<i>South Wall</i>
<i>Painting Respirators (Disposable)</i>	<i>Water Treatment Staff</i>	<i>Personal Issue</i>

DICKINSON WATER TREATMENT PLANT SAFETY EQUIPMENT (DWTP)- CONTINUED

Personal Protective Clothing	Facility/Vehicle	Location
<i>Painting Respirators(Half Face)</i>	<i>Water Treatment Staff</i>	<i>Personal Issue</i>
<i>Particulate Masks, Disposable</i>	<i>DWTP</i>	<i>Tool Room</i>
<i>Particulate Masks, Disposable</i>	<i>DWTP</i>	<i>Lime Room Entrance</i>
<i>Rubber Aprons</i>	<i>Dodge Pumping Station</i>	<i>Main Building</i>
<i>Rubber Aprons</i>	<i>Dodge Pumping Station</i>	<i>Chlorine Building</i>
<i>Rubber Aprons</i>	<i>Intake</i>	<i>South Wall</i>
<i>SCBA'S</i>	<i>DWTP</i>	<i>Chemical Room</i>
<i>SCBA'S</i>	<i>Dodge Pumping Station</i>	<i>Ammonia Building</i>
<i>Welding goggles, Helmet, Leather</i>	<i>DWTP</i>	<i>Tool Room</i>
<i>Wetsuits, Rubber Boots, Hard Hats</i>	<i>Water Treatment Staff</i>	<i>Personal Issue</i>
Communications Equipment	Facility/Vehicle	Location
<i>Cell Phones</i>	<i>DWTP</i>	<i>On-Call Operator</i>
<i>Cell Phones</i>	<i>DWTP</i>	<i>Service Truck</i>
<i>Chlorine Detection Beacon</i>	<i>DWTP/SWTP</i>	<i>Chemical & Chlorine Rooms</i>
<i>Chlorine Detection Monitor</i>	<i>Dodge Pumping Station</i>	<i>Main Building</i>
<i>Chlorine Detection Monitor</i>	<i>Dodge Pumping Station</i>	<i>Chlorine Building</i>
<i>Handheld Two-Way Radios</i>	<i>DWTP</i>	<i>Control Room, Desk Drawer</i>
<i>SCADA System</i>	<i>DWTP/SWTP</i>	<i>Control Room</i>
<i>Security System</i>	<i>DWTP</i>	<i>Control Room</i>
<i>Windsock</i>	<i>Dodge Pumping Station</i>	<i>On Pole 60' NE of Building</i>
<i>Windsock</i>	<i>DWTP</i>	<i>On The Roof</i>
Emergency Rescue Equipment	Facility/Vehicle	Location
<i>7 Foot Tripod</i>	<i>DWTP</i>	<i>CO2/Recarb Room</i>
<i>Retrieval Winch with 60' Cable</i>	<i>DWTP</i>	<i>CO2/Recarb Room</i>

SPILL CONTROL

The Water Treatment Plant Safety Officer is responsible for WTP employee training in spill containment and the use of spill control equipment. The Spill Kits shall contain the required equipment. Spill control equipment shall be cleaned, decontaminated, and restocked after its use. Following is a list of the spill control equipment and its location.

DICKINSON WATER TREATMENT PLANT(DWTP)- CONTINUED

SPILL CONTROL EQUIPMENT

<i>Spill Control Equipment</i>	<i>Facility/Vehicle</i>	<i>Location</i>
Spill Kit	DWTP/SWTP	Loading Dock Room
Spill Kit	Dodge Pumping Station	Ammonia Building
Floor Dry	DWTP	Old Carbon Room
Soda Ash	DWTP	Old Carbon Room
Chlorine Container Repair Kit "B"	DWTP	Loading Dock Room
Chlorine Container Repair Kit "B"	Dodge Pumping Station	Ammonia Building
Large Absorbent Pads	DWTP	CO2/Recarb Room
Sewer Drain Cover Mats	DWTP	CO2/Recarb Room
300 Gallon Poly Containers	DWTP	Basement

SOUTHWEST WATER TREATMENT PLANT(SWTP)

<i>Personal Protective Clothing</i>	<i>Facility/Vehicle</i>	<i>Location</i>
Goggles	Water Treatment Staff	Personal Issue
Safety Glasses	Water Treatment Staff	Personal Issue
Nitrile Glove	Water Treatment Staff	Personal Issue
Painting Respirators (Disposable)	Water Treatment Staff	Personal Issue
Painting Respirators(Half Face)	Water Treatment Staff	Personal Issue
Particulate Masks, Disposable	SWTP	Control Room
Chlorine Respirators (4)	SWTP	Lab
Chlorine Detection Monitor	SWTP	Cl2 Room
<i>Personal Protective Clothing</i>	<i>Facility/Vehicle</i>	<i>Location</i>
Chlorine Scrubber	SWTP	Cl2 Room
Welding goggles, Helmet, Leather	DWTP	Tool Room
Wetsuits, Rubber Boots, Hard Hats	Water Treatment Staff	Personal Issue
<i>Emergency Rescue Equipment</i>	<i>Facility/Vehicle</i>	<i>Location</i>
7 Foot Tripod	DWTP	CO2/Recarb Room
Retrieval Winch with 60' Cable	DWTP	CO2/Recarb Room

SOUTHWEST WATER TREATMENT PLANT(SWTP)- CONTINUED

Communications Equipment	Facility/Vehicle	Location
Cell Phones	SWTP	On-Call Operator
Cell Phones	SWTP	Service Truck
Chlorine Detection Beacon	SWTP	Cl2 Room
SCADA System	SWTP	Control Room
Handheld Two-Way Radios	DWTP	Control Room, Desk Drawer
Handheld Two-Way Radios	DWTP	Control Room, Desk Drawer
Security System	DWTP	Control Room
Windsock	DWTP	On The Roof

SPILL CONTROL

The Water Treatment Plant Safety Officer is responsible for WTP employee training in spill containment and the use of spill control equipment. The Spill Kits shall contain the required equipment. Spill control equipment shall be cleaned, decontaminated, and restocked after its use. Following is a list of the spill control equipment and its location.

SPILL CONTROL EQUIPMENT		
Spill Control Equipment	Facility/Vehicle	Location
Spill Kit	SWTP	Loading Dock Room
Floor Dry	DWTP	Old Carbon Room
Soda Ash	DWTP	Old Carbon Room
Chlorine Container Repair Kit "B"	DWTP	Loading Dock Room
Chlorine Container Repair Kit "B"	Dodge Pumping Station	Ammonia Building
Large Absorbent Pads	DWTP	CO2/Recarb Room
Sewer Drain Cover Mats	DWTP	CO2/Recarb Room
300 Gallon Poly Containers	DWTP	Basement

Southwest Water Authority
4665 2nd Street SW
Dickinson, ND 58601
701-225-0241

Vendor/Contractor
Hazard Communication Documentation

The Southwest Water Authority (SWA) will inform vendors or outside contractors of the potential chemical hazards that may be encountered during the course of their work at a SWA facility. Vendor/Contractor will be given access to the SWA's Written Hazard Communication Program, Hazardous Chemical Inventory List, and the MSDS/SDS for these chemicals.

Per the OSHA Hazard Communication Standard, the Vendor/Contractor shall provide SWA with a chemical inventory list and MSDS/SDS of the materials to be introduced into the work area in the course of their work at any SWA facility. Vendor/Contractor must also provide information on the location of the chemical use and storage area. The Vendor/Contractor will also be responsible for the removal of unused portions of chemicals, or their waste produced, from SWA property.

_____, (Name) the representative for _____
_____, (Vendor/Contractor), was instructed on potential chemical
hazards that may be encountered during the course of work at SWA's _____
_____, (Facility) in the _____
_____, (Area).

(Description of Observed Hazards and Conditions)

_____, (Name) the representative for SWA, was provided
with a chemical list, storage and use areas, and MSDS/SDS by the above stated Vendor/Contractor for
chemicals introduced into the above stated facility. The information will be attached to this document.

Signed by SWA Representative

Date

Signed by Vendor/Contractor

Date

APPENDIX III

THE LOSS REPORTING PROCESS

- ***Quick Tips***
- ***Reporting Incidents and Accidents***
- ***Reporting Claims***
- ***Reporting Lawsuits & Claims Against Purchased Insurances***
- ***Insured Losses***
- ***Managing Claims***
- ***Reporting Forms***
- ***Accident Investigation Plan***

QUICK TIPS

When any accident or incident occurs:

- *Take care of injured parties*
- *Report serious injury or damage within 24 hours*
- *Report all other events as soon as reasonably possible*
- *Complete all appropriate forms:*
 - *Incident Report, First Report of Injury Form; Notice of Loss Report; Safety Concern Report*

REPORTING INCIDENTS AND ACCIDENTS

Promptly reporting potential liability arising from someone having or claiming to have been injured or to have had damage to their property is critical. Doing so will protect SWA's interests and contain costs. Late or inaccurate reporting could jeopardize the defense of a claim or lawsuit.

WHEN AN INCIDENT OCCURS

All incidents involving the general public must be reported to the departmental Safety Officer, no matter how insignificant they seem. The report must be sent to the Manager/CEO, Human Resources, and the Safety Officer.

CLAIMANT'S ROLE

Claimants from the general public should be instructed that a report of the incident will be filed and they will be contacted.

REPORTING CLAIMS

A person bringing a claim against SWA or an SWA employee for injury must be informed that they must make the claim in writing to the SWA Manager/CEO. The claim generally must be filed within 180 days of when the alleged injury was discovered or reasonably should have been discovered.

REPORTING LAWSUITS AND CLAIMS AGAINST PURCHASED INSURANCES

LAWSUITS

An SWA employee served with any legal documents making him/her a party to a lawsuit must immediately contact the SWA Manager/CEO, and his/her supervisor, forwarding to each a copy of all documents received. Prompt action is necessary because attorneys have a limited time in which to prepare and file an answer on the employee's behalf.

INSURED LOSSES

BOND AND CRIME LOSSES

Claims arising from bond or crime losses should be reported as soon as they are discovered to the SWA Manager/CEO and the State Bonding Fund.

PROPERTY AND MISCELLANEOUS PROPERTY FLOATER LOSSES

Claims involving damage to SWA owned property should be reported as soon as they are discovered to SWA Human Resources, the North Dakota Fire and Tornado Fund (or other insurance carrier), and the SWA Manager/CEO.

SWA FLEET SERVICES VEHICLES

Accidents involving SWA Fleet Services vehicles must always be reported and should always be investigated by the proper law enforcement authorities.

In the event of an accident:

- 1. Call the local sheriff's department or police. All accidents involving personal injury, death, or extensive property damage must be reported as soon as possible.*
- 2. Complete an Incident Report and a Notice of Loss report in detail.*

Prevention of motor vehicle accidents is a department responsibility. If an employee has an accident, the department should determine whether or not the accident was preventable. All preventable accidents should be reviewed and action should be taken to prevent a recurrence.

MANAGING CLAIMS

The claims process does not end when the claim has been reported. Managing the claim is a critical activity that may involve employees, supervisors, managers, and directors, as well as safety officers, claims adjusters, attorneys, and others.

MAKING STATEMENTS

Following an accident or incident that results in a claim, the involved employee may be contacted by a number of people seeking information. The employee should give statements only to the SWA departmental Safety Officer, Risk Management Coordinator, or SWA Manager/CEO, law enforcement authorities, adjusters, and attorneys for the SWA. If the employee is not sure whom to talk to, he/she should contact the SWA Manager/CEO before making a statement or discussing the case with anyone.

When discussing the claim, the employee should give only the facts, not his/her opinion. Liability or fault should not be admitted. The employee must be careful about what is said and ask for a copy of his/her statement if it has been recorded or written.

DO NOT TALK TO:

- People assisting or working on behalf of claimant. They do not have the employee's interest at heart, the employee may not know all the facts at the time, and speaking with them may cause a misunderstanding.*
- The media or the general public.*

Such requests for information must be referred to the SWA Manager/CEO.

Do not put anything in writing after the incident other than what is required for the Incident Report, investigation materials, and other items approved by the departmental Safety Officer or Risk Management Coordinator. Written materials created before the incident (plans, specifications, etc.) should not be disclosed without the knowledge and consent of the department Safety Officer or Risk Management Coordinator.

COLLECTING EVIDENCE

An employee involved in or witness to an accident may be in a position to help collect evidence that will be needed to manage any claim arising from the incident.

The kinds of information that should be collected include:

- The names and roles of the people at the scene.
- The equipment, vehicles, or other property involved in the incident, their placement, and their condition, inside and outside.
- Weather conditions and visibility.
- The state of the general environment, including road surface, placement of signs, and so on.

The employee may want to record some of this information in the form of a diagram or take photos or a video if he/she has access to the appropriate equipment.

Two important things to remember in collecting evidence are:

- *Stick to the facts. Do not speculate about fault or cause.*
- *Think safety first. The employee should not endanger himself/herself or others.*

The information collected should be given to the Safety Committee. The information should be held by the Safety Committee until directed otherwise by the SWA Manager/CEO.

REPORTING FORMS

Copies of the following reports are included in Sections 2 and 6 for information purposes and to help employees become familiar with the reporting process in the event of an incident. Reporting forms are available from SWA Safety Officer, Risk Management Coordinator, and Human Resources.

Section 2

- *Incident Report*
- *Notice of Loss Report*
- *Safety Concern Report*

Section 6

- *North Dakota Workforce Safety & Insurance- First Report of Injury Instructions*
- *North Dakota Workforce Safety & Insurance-First Report of Injury*

ACCIDENT INVESTIGATION PLAN

PURPOSE

This Accident Investigation Plan prescribes methods and practices for investigation incidents where fatalities or injuries requiring medical attention have occurred. This Plan augments Section 2.2 (Accident Procedure Guidelines) of the SWA Safety and Health Policy Manual by providing an investigative team to perform an in-depth investigation. Team members varied work locations and schedules in relation to the SWA business area may delay the start of the investigation for several hours. Therefore, the team does not bear first response responsibilities, and it is imperative that SWA personnel at the scene of an accident follow the Accident Procedure Guidelines of Section 2.2 until the team's arrival.

This plan also formalizes SWA's compliance with the OSHA reporting requirements of Title 29 of the Code of Federal Regulations (CFR) 1904.39.

ADMINISTRATIVE DUTIES

The Safety Committee is responsible for developing and maintaining this written Accident Investigation Plan and has full authority to make necessary decisions to ensure its success.

The Risk Management Coordinator shall administer or oversee this plan and lead the required investigations.

ACCIDENT INVESTIGATION TEAM

SWA has organized an Accident Investigation Team so that the team members may become familiar with the accident investigation procedures before an accident occurs. The team consists of the Risk Management Coordinator and the Safety Officers from the Administrative, Water Distribution, and Water Treatment Departments.

Team duties include being in charge of the investigation, gathering physical evidence, taking notes and photographs, interviewing witnesses and victims, preparing report forms, and preparing the final report.

The Risk Management Coordinator is the team chairperson and is responsible for controlling the scope of team activities by identifying which lines of investigation should be pursued, referred to another group for study, or deferred; assigning tasks and establishing timetables; ensuring that no potentially useful data source is overlooked; and keeping site management advised of the progress of the investigation.

Other employees, such as supervisors from the area where an accident occurred or maintenance personnel, may be selected to be part of specific accident investigations.

ACCIDENT INVESTIGATION KIT

In order to collect accident data, those investigating the accident will need some basic equipment to help them perform their duties. In order for this equipment to be readily available, SWA has assembled the equipment into a kit that contains the following items:

<i>Barricade tape</i>	<i>Notebooks</i>	<i>Photography equipment</i>	<i>Clipboards</i>
<i>Large envelopes</i>	<i>Tags</i>	<i>Reporting forms</i>	<i>Nitrile gloves</i>
<i>Pencils</i>	<i>Pens</i>	<i>100' Tape measure</i>	

The kit is kept in the Risk Management Coordinator's office. After an accident investigation, the Risk Management Coordinator is responsible for replenishing the kit.

INITIAL RESPONSE

Upon notification that an accident has occurred, ascertain the location and nature of the incident, identify personnel on site, and determine what authorities or individuals have been contacted. If applicable, instruct those on site to control the scene to ensure no further danger, tend to the injured until emergency medical personnel arrive, and preserve the scene for the proper authorities and the investigative team.

As little time as possible should be lost between the moment of an accident and the beginning of the investigation. In this way, the team is most likely to be able to observe the conditions as they were at the time, prevent disturbance of evidence, and identify witnesses. The tools that members of the investigating team may need should be immediately available so that no time is wasted.

INVESTIGATION STEPS AND PROCEDURES

Before the investigation begins, it is important to remember to keep an open mind; preconceived notions may result in some wrong paths being followed while leaving significant facts uncovered. All possible causes should be considered. Make notes of ideas as they occur, but conclusions should not be drawn until all the information has been gathered and analyzed.

A. PHYSICAL EVIDENCE

Before attempting to gather information, examine the site for a quick overview, taking steps preserve evidence and identify all witnesses. Physical evidence is subject to rapid change or obliteration and should therefore be the first recorded. Check items such as:

- *Positions of injured workers*
- *Equipment being used*
- *Safety devices being used*
- *Position of appropriate guards*
- *Position of controls of machinery*
- *Damage to equipment*
- *Housekeeping of the area*
- *Weather conditions*
- *Lighting levels*
- *Noise levels*
- *Time of day*
- *Chemicals in the area*

Take photographs before anything is moved, both of the general area and specific items. Sketches of the accident scene based on measurements taken may be helpful in subsequent analysis and will clarify any written reports. Even if photographs are taken and sketches are made, written notes about the location of these items should be prepared.

B. EYEWITNESS ACCOUNTS

Every effort should be made to interview witnesses. They may be the primary source of information. This probably the hardest task as witnesses may be under severe emotional stress or afraid to be completely open for fear of recrimination.

Witnesses should be kept apart and interviewed as soon as possible after the accident. If witnesses have an opportunity to discuss the event among themselves, individual perceptions may be lost in the normal process of accepting a consensus view.

Witnesses should be interviewed alone, rather than in a group. The interviews may be at the scene, where it is easier to establish the positions of each person involved and to obtain a description of the events, or it may be in a quiet office setting where there will be fewer distractions. The decision will depend on the nature of the accident and the mental state of the witnesses.

C. INTERVIEWING

The purpose of the interview is to establish an understanding with the witness and to obtain his/her own words describing the event. Do's and Don'ts include:

DO...

- *Put the witness at ease*
- *Emphasize the real reason for the investigation, which is to determine what happened and why*
- *Let the witness talk, and listen attentively*
- *Confirm that you have the statement correct*
- *Try to sense any underlying feelings of the witness*
- *Make short notes or ask someone else on the team to take them during the interview*

- *Ask if it is okay to record the interview, if you are planning on doing so*
- *Close on a positive note*

DO NOT

- *Intimidate the witness*
- *Interrupt*
- *Prompt*
- *Ask leading questions*
- *Show your own emotions*
- *Jump to conclusions*

Ask open-ended questions that cannot be answered by simply “yes” or “no”. The actual questions will naturally vary with each accident, but there are some general questions that should be asked each time:

- *Where were you at the time of the accident?*
- *What were you doing at the time?*
- *What did you see and hear?*
- *What were the environmental conditions (weather, light, noise, etc.) at the time?*
- *What was (were) the injured worker(s) doing at the time?*
- *In your opinion, what caused the accident?*
- *How might similar accidents be prevented in the future?*

Asking questions is a straightforward approach to establish what happened. Care must be taken to assess the credibility of any statements made in the interviews. Answers to a first few questions will generally show how well the witness could actually observe what happened.

ANALYSIS AND CONCLUSIONS

At this stage of the investigation, most of the facts about what happened and how it happened should be known. The key question now is, “Why did it happen?” Even with an open mind to all the possibilities, there may still be gaps in understanding the sequence of events that resulted in the accident. Some witnesses may need to be re-interviewed to fill these knowledge gaps.

To complete the analysis, write down a step-by-step account of what happened, listing all possible causes at each step. These are conclusions and each should be checked to see if:

- *It is supported by evidence*
- *The evidence is direct (physical or documentary) or based on eyewitness accounts, or*
- *The evidence is based on assumption*

This list serves as a final check on discrepancies that should be explained or eliminated.

RECOMMENDATIONS

The final step is to come up with a set of well-considered recommendations designed to prevent recurrences of similar accidents. These should be based on knowledge of the work processes involved and the overall situation in our organization. Recommendations should:

- *Be specific*
- *Be constructive*
- *Get at root causes*
- *Identify contributing factors*

Recommendations should never advise disciplining a person or persons who may have been at fault. This would be counter-productive to the real purpose of the investigation and would jeopardize the chances for a free flow of information in future accident investigations.

REPORTING FATALITIES AND MULTIPLE HOSPITALIZATION INCIDENTS TO OSHA

Within eight (8) hours after the death of any employee from a work-related incident or the in-patient hospitalization of three or more employees as a result of a work-related incident, the facility/multiple hospitalization must be orally reported by telephone or in person to the area Office of Occupational Safety and Health Administration (OSHA) that is nearest to the site of the incident. The nearest office to SWA is located at 1640 Capital Ave. E., Bismarck, ND, and the telephone number is 701-250-4521. You may also use the OSHA toll-free central telephone number, 800-321-6742. If the area office is closed, the fatality or multiple hospitalizations must be reported using the 800 number.

The following information must be provided to OSHA for each fatality or multiple hospitalization incident:

- *The establishment name*
- *The location of the incident*
- *The time of the incident*
- *The number of fatalities or hospitalized employees*
- *The names of any injured employees*
- *SWA contact person and telephone number, and*
- *A brief description of the incident.*

Fatalities or multiple hospitalization incidents resulting from motor vehicle accidents on a public street or highway, or incidents that occur on a commercial or public transportation system do not have to be reported to OSHA. However, these must be recorded on the OSHA injury and illness forms.

A fatality caused by a heart attack at work must be reported. The director of the local OSHA area office will decide whether to investigate the incident, depending on the circumstances of the heart attack. If a reportable incident does not come to the attention of SWA right away, it must be reported within eight (8) hours of the time the incident is reported by any of our agents or employees.

SOUTHWEST WATER AUTHORITY ACCIDENT INVESTIGATION – EMPLOYEE STATEMENT

EMPLOYEE: _____ DEPARTMENT: _____

ACCIDENT LOCATIONS: _____

ACCIDENT DATE: _____ ACCIDENT TIME: _____

REPORT DATE: _____ REPORT TIME: _____

To the employee involved in the accident: Briefly explain in your own words the circumstances that led to the accident. Also include your involvement in the accident. Your comments are important to help determine the cause of the accident and correct any unsafe conditions. Thank you.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

I have written the above statement and certify that it is true to the best of my knowledge

Employee Signature: Date: _____ Date: _____

Reviewed by

Investigator Signature: _____ Date: _____

Accident Report No.: _____

SOUTHWEST WATER AUTHORITY ACCIDENT INVESTIGATION – WITNESS STATEMENT

EMPLOYEE(S) INVOLVED : _____

EQUIPMENT/MACHINERY INVOLVED: _____

ACCIDENT LOCATION: _____

ACCIDENT DATE: _____ ACCIDENT TIME: _____ STATEMENT DATE: _____ STATEMENT TIME: _____

WITNESS NAME: _____ TELEPHONE: _____

WITNESS ADDRESS: _____

To the employee involved in the accident: Briefly explain in your own words the circumstances that led to the accident. Also include your involvement in the accident. Your comments are important to help determine the cause of the accident and correct any unsafe conditions. Thank you.

I have written the above statement and certify that it is true to the best of my knowledge

Employee Signature: _____ Date: _____

Reviewed by

Investigator Signature: _____ Date: _____

Accident Report No.: _____

SOUTHWEST WATER AUTHORITY ACCIDENT INVESTIGATION PICTURES

ACCIDENT LOCATION: _____

EMPLOYEE(S) INVOLVED : _____

EQUIPMENT/MACHINERY INVOLVED: _____

ACCIDENT DATE: _____ ACCIDENT TIME: _____

PICTURES TAKEN BY: EMPLOYEE: _____

SWA INVESTIGATOR: _____

OTHER: _____

PICTURES AND DESCRIPTIONS

- | | |
|-----------|-----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |
| 7. _____ | 8. _____ |
| 9. _____ | 10. _____ |
| 11. _____ | 12. _____ |
| 13. _____ | 14. _____ |
| 15. _____ | 16. _____ |
| 17. _____ | 18. _____ |
| 19. _____ | 20. _____ |
| 21. _____ | 22. _____ |
| 23. _____ | 24. _____ |

ACCIDENT REPORT NO.: _____

WORK-RELATED INCIDENT REPORT FOR OSHA

Complete the following information for verification of compliance with OSHA regulations.

Establishment Name : Southwest Water Authority

Location Of Incident: _____

Date of Incident: _____ Time of Incident: _____ a.m./p.m.

Number of Fatalities: _____ Number of Hospitalized Employees: _____

Names of Injured Employees:

Contact Person: _____ Telephone Number: _____

Brief Description of Incident:

Date of Report to OSHA: _____ Time of Report: _____ a.m./p.m.

Reported to: _____ (Name of OSHA Representative)

Reported (check one): In Person _____ By Telephone _____

Reported by: _____ (Authorized SWA Representative)

SOUTHWEST WATER AUTHORITY ACCIDENT RECORD – CONTACT

ACCIDENT DATE & TIME: _____ ACCIDENT REPORT NO: _____

EMPLOYEE : _____ DEPARTMENT: _____

SUPERVISOR: _____ ACCIDENT LOCATION: _____

EQUIPMENT/MACHINERY INVOLVED: _____

Complete names, telephone numbers, and notification dates of persons needed to be contacted regarding this accident. This information can be used as a reference for ongoing communication with the parties involved. Include additional contacts as needed.

CONTACT	NAME	TELEPHONE	DATE NOTIFIED	BY
<i>Authorities</i>				
<i>Employee's Family</i>				
<i>Witnesses</i>				
<i>Hospital/Clinic</i>				
<i>Workforce Safety & Insurance</i>				
<i>Insurance Company</i>				

<i>Insurance-Other</i>				
<i>Emergency Services</i>				
<i>Attorney-Company</i>				
<i>Attorney-Other</i>				
<i>Government Agencies</i>				
<i>State</i>				
<i>Federal</i>				
<i>Equipment Repair Shop</i>				
<i>Additional Contacts</i>				
<i>Comments:</i>				

SOUTHWEST WATER AUTHORITY ACCIDENT INVESTIGATION - EMPLOYEE INTERVIEW

EMPLOYEE : _____ ACCIDENT REPORT NO: _____

ACCIDENT LOCATION: _____

ACCIDENT DATE: _____ TIME: _____ REPORT DATE: _____ REPORT TIME: _____

SECTION 1 - TASK

Was a safe work procedure used?

Had conditions changed to make the normal procedure unsafe?

Were the appropriate tools and materials available?

Was the equipment involved designed for the task?

Should another type of equipment be used for the task performed?

Were safety devices working properly?

Was "lockout/tag out" used when necessary?

SECTION 2 – EQUIPMENT AND MATERIAL

Was there an equipment failure? If yes, please explain.

Was the machinery poorly designed?

Was this machine equipped with guards?

Were the guards functioning properly?

Has the machine been maintained?

Were hazardous substances involved?

Were they clearly identified?

Should personal protective equipment (PPE) have been used?

Was the PPE used?

SECTION 3 – ENVIRONMENT

What were the weather conditions?

Was poor housekeeping a problem?

Was it too hot or too cold?

Was noise a problem?

Was there adequate light?

Were toxic or hazardous gases, dusts, or fumes present?

SECTION 4 – PERSONNEL

Were workers experienced in the work being done?

Had they been adequately trained? Documented?

Can they physically do the work?

What was the status of their health?

Were they tired?

Were they under stress (work or personal)?

SECTION 5 – MANAGEMENT

Were safety rules communicated to and understood by all employees?

Were written procedures available?

Were they being enforced?

Was there adequate supervision?

Had hazards been previously identified?

Had procedures been developed to overcome them?

Were unsafe conditions corrected?

Was regular maintenance of equipment carried out?

Were regular safety inspections carried out?

Where was the supervisor at the time of the accident?

What was the supervisor doing at the time of the accident?

What did you see? Hear?

In your opinion, what caused the accident?

How might similar accidents be prevented in the future?

SOUTHWEST WATER AUTHORITY ACCIDENT INVESTIGATION CHECKLIST

Accident Report No: _____ Date: _____

Accident Location: _____

TASKS TO BE PERFORMED	TASK COMPLETION CHECK OFF		
	X	TIME	BY
1. Verify that personnel at the scene have taken steps to:			
A. Control the accident scene to ensure no further danger to personnel and equipment.			
B. Tend to the injured and, if appropriate, called 911.			
C. Identify and preserve data and evidence.			
2. Assemble Accident Investigation Team and deploy to the scene with investigation kit.			
3. Examine the site for quick overview. Take notes and make diagrams of applicable items such as positions of injured workers, equipment that was in use, safety devices that were in use, positions of equipment and personnel guards, damages to equipment, housekeeping of the area, weather conditions, lighting and noise levels.			
4. Take photographs of the general area and specific items before anything is moved. Record picture numbers on Accident Investigations Pictures form for future reference.			
5. Identify and interview witnesses and request them to provide a written Witness Statement on the provided form.			
6. Interview employees who were involved or who witnessed the accident. Have them complete the Employee Statement form.			
7. Ensure all appropriate contacts are made.			
8. Complete Incident Investigation Form to determine root cause(s). Provide recommendations for prevention of future occurrences.			

APPENDIX IV

CONFINED SPACE ENTRY PROGRAM

FOR SOUTHWEST WATER AUTHORITY

- *Definitions*
- *Responsibilities*
- *Hazard Evaluation*
- *Entry Team Duties*
- *Permit-Required Confined Space Decision Flow Chart*
- *Confined Space Entry Permit*

POLICY

Southwest Water Authority (SWA) and its associated workplaces have confined spaces that, due to various chemical and physical properties, may cause death or serious injury to employees who may enter them. This Confined Space Entry Program is developed and established to identify, evaluate, and control such spaces and to detail procedures and responsibilities for entering and working within confined spaces.

The purpose of this program is to inform employees that SWA is complying with the OSHA Confined Space Standard 1910.146. Confined spaces that do not meet the definition of a permit space are not covered by the standard.

Adherence to the policies and directives contained in this program is mandatory for all supervisors and employees of SWA.

DEFINITIONS

- 1. Confined Space: A space that is large enough to be entered; has limited means of entry and exit; and is not designed for continuous employee occupancy.*
- 2. Permit-required confined space: A confined space that has one or more of the following characteristics:*
 - Contains or has a potential to contain a hazardous atmosphere;*
 - Contains a material such as grain or sawdust that has the potential for engulfing an entrant;*
 - Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section; or*
 - Contains any other recognized serious safety or health hazard.*

RESPONSIBILITIES

EMPLOYER:

- Evaluate the workplace and identify permit-required confined spaces.*
- Inform exposed employees of the existence, location of, and the danger posed by the permit space by posting danger signs or by any other equally effective means.*
- Provide and document training for entrants, attendants, and entry supervisors.*
- Provide all specified equipment required for entry in a permit-required confined space at no cost to the employees, maintain the equipment properly, and ensure that employees use the equipment properly.*
- Inform a subcontractors of the permit space entry program and hazards that may be encountered.*
- Reclassify, if necessary, a non-permit confined space as a permit space when there are changes in use of configuration.*

EMPLOYEES:

- *Will not enter any permit-required confined space unless specifically authorized by an entry supervisor and only in full accordance with this program and the OSHA standard.*
- *Attend and complete any scheduled training required by his/her supervisor and this program.*
- *When selected as an entrant, attendant, or entry supervisor, perform those duties as outlined in this program.*

HAZARD EVALUATION

The safety committee has identified the following types of confined spaces that may have to be entered by SWA employees:

1. *Water storage reservoirs and tanks*
2. *Reinforced concrete manholes with closed tops*
3. *Pre-fabricated steel vaults*
4. *Clearwells*
5. *Silos*
6. *Surge tanks/air chambers*

These structures are of various lengths and depths and are located at various water treatment and distribution facility sites. Due to the large number of these structures, no attempt will be made to list them individually. Each will be tested as they are encountered in routine maintenance or inspection, and if any meet the criteria of a permit required, they will be recorded and cataloged. The OSHA permit-required confined space decision flow chart contained in this Appendix shall be utilized to determine if a confined space requires a permit for entry. Entry of any confined space where hazards cannot be eliminated or if the space cannot be maintained in a safe condition by continuous ventilation shall be by permit only.

PROCEDURES

CONFINED SPACE ENTRY

The SWA has developed procedures to be followed before and during entry of the identified confined spaces. If any SWA employee must enter a confined space that is not described above, they should bring it to the attention of the SWA before entry is attempted.

1. *Before entering any confined space, check the inner area for atmospheric hazards by suspending an air quality monitor in the confined space. As all SWA confined spaces are water related, gases that will be tested are: oxygen, carbon monoxide, hydrogen sulfide, combustible gases, and where applicable, chlorine.*
2. *If initial sampling indicated the space is unsafe to enter, ventilation shall be applied. If ventilation clears the problem, entry is allowable only if continuous ventilation is provided.*
3. *If the initial sampling indicated the space is safe to enter, a monitor with visual and audible*

alarm features will be kept in the confined space for the duration of the occupancy.

- 4. Should the monitor alarm during occupancy, exit the confined space **immediately**, begin ventilation and retest for gases in three minutes. If the problem has cleared, continuous ventilation must be provided for the duration of reentry occupancy.*
- 5. Notify the safety committee or a safety officer of any instance where hazardous gases are encountered in any confined space.*

PERMIT-REQUIRED CONFINED SPACE ENTRY

Only trained and qualified employees will be authorized as permit space entrants, attendants, or entry supervisors. No employee shall enter a permit space without having a properly completed entry permit signed by an entry supervisor. Equipment required for permit-required confined space entry includes equipment required for testing and monitoring, ventilating, communications between the entrant and attendant, and for summoning rescue; personal protective equipment, lighting, barriers/shields for openings; means of ingress and egress; and any other equipment necessary for safe entry and rescue.

Entry permit procedures are outlined below:

- 1. Entrants will obtain an entry permit from the Risk Management Coordinator prior to entry of the space.*
- 2. The entrant will accomplish all pre-permit actions required for entering the space, such as atmospheric testing, hazard control/elimination actions, have all required equipment on hand, provide for attendant and rescue services, etc.*
- 3. Complete all items on the permit.*
- 4. The entry will be authorized and the permit will be signed only by an authorized entry supervisor. If any item on the permit is checked as not yet completed or available, the permit will not be signed.*
- 5. Entry may proceed. A copy of the entry permit will be placed outside the confined until the permit has been cancelled by the entry supervisor upon completion of the work, or when any prohibited condition arises. Permits cannot just expire, they must be cancelled. Cancelled permits must be kept on file for at least one year.*

ENTRY TEAM DUTIES

ENTRANT:

- Know the hazards that may be faced, including the mode, signs or symptoms, and consequences of the exposure.*
- Properly use equipment as required.*
- Communicate with the attendant as necessary to enable the attendant to monitor entrant status and to alert entrants of the need to evacuate the space.*
- Alert the attendant whenever the entrant recognizes any warning sign or symptom of exposure to a dangerous situation, or detects a prohibited condition.*
- Exit from the permit space as quickly as possible whenever:*

- a. *An order to evacuate is given by the attendant or the entry supervisor, or an evacuation alarm is activated.*
- b. *The entrant recognizes any warning sign or symptom of exposure to a dangerous situation, or detects a prohibited condition.*

ATTENDANT:

- *Know the hazards that may be faced during entry, including the mode, signs or symptoms, and consequences of the exposure.*
- *Is aware of possible behavioral effects of hazard exposure.*
- *Continuously maintain an accurate count and identity of authorized entrants.*
- *Remain outside the permit space during entry operations until relieved by another attendant.*
- *Communicate with entrants as necessary to monitor entrant status and to alert entrants of the need to evacuate.*
- *Monitor activities inside and outside space to determine if it is safe for entrants to remain in space and order evacuation when necessary.*
- *Summon rescue and emergency services when assistance for emergency exit from permit space is necessary.*
- *Take the following actions when unauthorized persons approach or enter a permit space while entry is underway:*
 - a. *Warn them to stay away or exit immediately if they have entered.*
 - b. *Inform the entrants and entry supervisor if unauthorized persons enter the permit space.*
 - c. *Perform no duties that might interfere with their primary duty to monitor and protect authorized entrants.*

ENTRY SUPERVISOR:

- *Know the hazards that may be faced during entry, including the mode, signs or symptoms, and consequences of the exposure.*
- *Verify that acceptable conditions for entry exist before endorsing the permit and allowing entry to begin.*
- *Terminate the entry and cancel the permit when entry operations are complete or a prohibited condition arises.*
- *Verify that rescue services are available and the means for summoning them are operable.*
- *Remove unauthorized individuals who enter or who attempt to enter the permit space.*

- Determine, whenever responsible and at appropriate intervals, that acceptable entry conditions are maintained.

RESCUE AND EMERGENCY SERVICES

Employees will not enter a permit space for rescue unless they have been specifically trained and are equipped for such rescue. Non-entry rescue is the preferred method for rescue of personnel from a permit-required space. To facilitate non-entry rescue, retrieval systems or methods shall be used whenever an authorized entrant enters a permit space, unless the retrieval equipment would increase overall risk of entry or would not be value to any rescue. Retrieval system requirements are:

- 1. Each entrant shall use a chest or full body harness with a retrieval line attached at the center of the back near shoulder level, or other appropriate point.*
- 2. Other end of retrieval line shall be attached to a mechanical device or fixed point outside of permit space enabling immediate use. A mechanical device will be used to retrieve personnel from vertical type permit spaces more than five feet deep.*
- 3. If injured entrant is exposed to any substance with a required MSDS/SDS or similar document, that MSDS/SDS or document will be made available to the medical facility treating entrant.*

If rescue should become necessary, the attendant will:

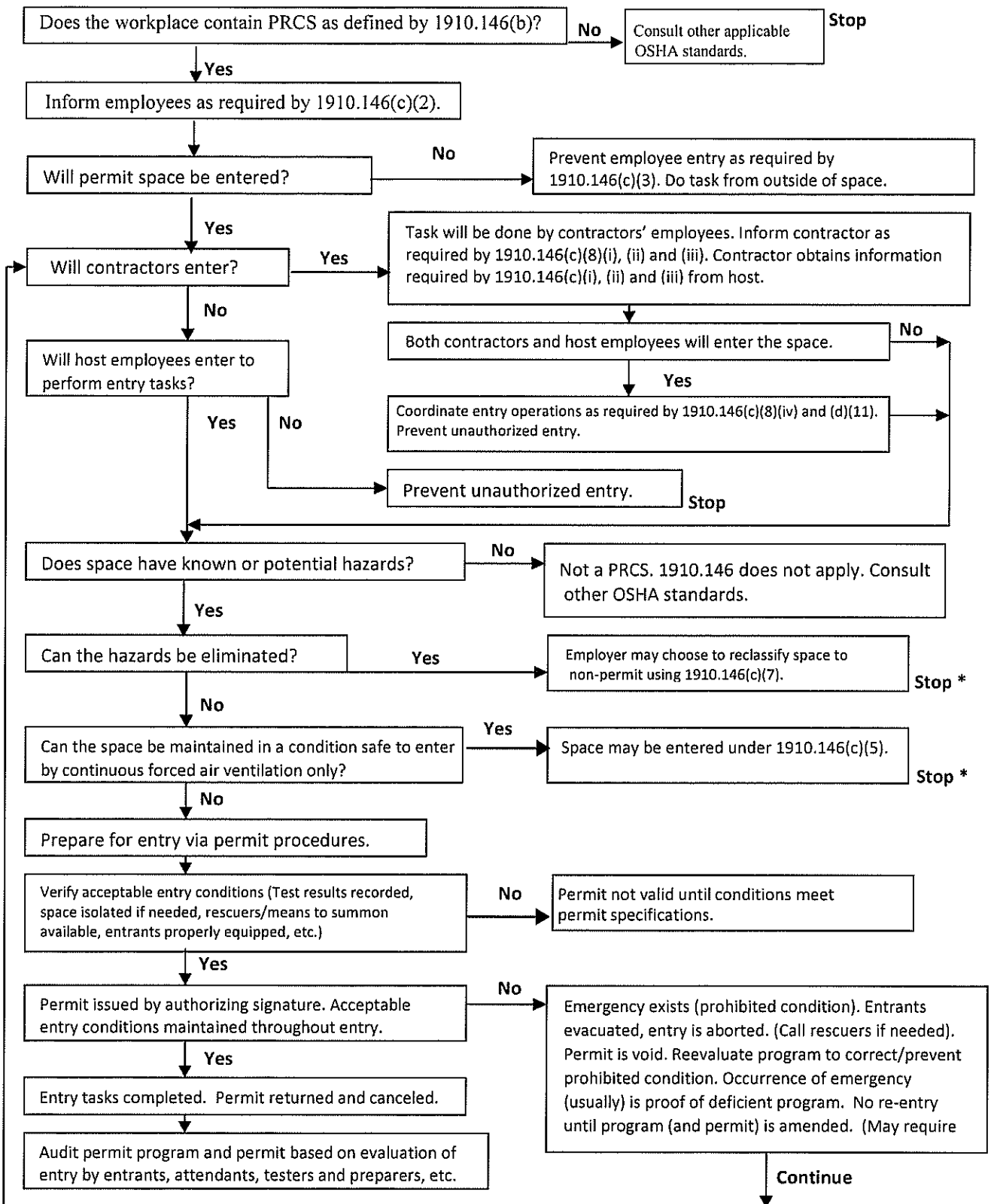
- 1. Notify and summon the rescue team/service.*
- 2. Attempt non-entry rescue procedures to the extent possible by the circumstances.*
- 3. Monitor the situation and be ready to give rescuers information on how many victims and their status, what hazards, chemical types, concentrations, etc., are present.*

Only designated personnel will enter permit spaces for rescue purposes. Each designated rescue team member will be trained on:

- 1. Use of personal protective and rescue equipment necessary for making the rescue from the permit space.*
- 2. Performance of assigned rescue duties and also that training required of authorized entrants.*
- 3. Basic first-aid and CPR. At least one member of the rescue team will hold current certification in first-aid and CPR.*

Each rescue team member will practice making permit space rescues at least once every 12 months, by means of simulated rescue operations and in spaces representative of the types of permit spaces from which rescue is to be performed.

Permit – Required Confined Space Decision Flow Chart



*Spaces may have to be evacuated and re-evaluated if hazards arise during entry.

Confined Space Entry Permit

Date and Time Issued: _____ Date and Time Cancelled: _____
Job site/Space I.D.: _____ Job Supervisor: _____
Equipment to be worked on: _____ Work to be performed: _____
Entrants: _____
Attendants: _____
Stand-by Personnel: _____

1. Atmospheric Checks (Pre Entry): Time _____
Oxygen _____ %
Explosive _____ % LEL
Toxic _____ PPM

2. Tester's signature _____

3. Source Isolation (Pre Entry):	N/A	Yes	No
Pumps or lines blinded, disconnected, or blocked	()	()	()

4. Ventilation Modification:			
Mechanical	()	()	()
Natural Ventilation only	()	()	()

5. Atmospheric check after isolation and ventilation:

Time _____
Oxygen _____ > 19.5% / < 23.5%
Explosive _____ %LEL < 10%
Toxic _____ PPM < 10PPM H₂S

Tester's signature _____

6. Communication procedures: _____

7. Rescue procedures: _____

8. Entry, Standby, and backup persons: Yes No

Successfully completed required training () ()

Is it current? () ()

9. Equipment:

N/A Yes No

Direct reading gas monitor tested? () () ()

Safety harnesses and lifelines for entry and standby persons? () () ()

Hoisting equipment? () () ()

Powered communications? () () ()

SCBA's for entry and standby persons? () () ()

Protective clothing? () () ()

All electric equipment listed Class I, Division I, Group D and non-sparking tools? () () ()

10. Periodic Atmospheric tests:

Time_____ Oxygen_____ % Explosive_____ % Toxic_____ PPM

Time_____ Oxygen_____ % Explosive_____ % Toxic_____ PPM

Time_____ Oxygen_____ % Explosive_____ % Toxic_____ PPM

Time_____ Oxygen_____ % Explosive_____ % Toxic_____ PPM

We have reviewed the work authorized by this permit and the information contained here-in. Written instructions and safety procedures have been received and are understood. Entry cannot be approved if any items are marked in the "No" column. This permit is not valid unless all appropriate items are completed.

Permit Prepared By: (Supervisor) _____

Approved By: (Risk Management Coordinator) _____

Reviewed By: (Confined space Operations Personnel) _____

This permit is to be kept at the job site for the duration of the confined space entry. Return to the Risk Management Coordinator following job completion.

APPENDIX V

GUIDELINES FOR SELF-INSPECTION CHECKLISTS CHECKLISTS AND DEPARTMENTAL INSPECTION REPORTS

SELF-INSPECTION CHECKLISTS

The following checklists are by no means all-inclusive. You should review them annually in preparation for an inspection. They are meant to create an awareness, not to channelize your focus.

EMPLOYER POSTING

- *Is the required OSHA workplace poster displayed in a prominent location where all employees are likely to see it?*
- *Are emergency telephone numbers posted where they can be readily found in case of an emergency?*
- *Where employees may be exposed to any toxic substances or harmful physical agents, has appropriate information concerning employee access to medical and exposure records, and "MSDS/SDS", etc., been posted or otherwise made readily available to affected employees?*
- *Are signs concerning exiting from buildings, room capacities, floor loading, and exposures to x-ray, microwave, or other harmful radiation or substances posted where appropriate?*
- *Is the Summary of Occupational Illnesses and Injuries posted in the month of February?*

RECORD KEEPING

- *Are all occupational injury or illnesses, except minor injuries requiring only first aid, being recorded as required on the OSHA 200 log?*
- *Are employee medical records and records of employee exposure to hazardous substances or harmful physical agents up-to-date?*
- *Have arrangements been made to maintain required records for the legal period of time for each specific type record? (Some records must be maintained for at least 40 years.)*
- *Are operating permits and records up-to-date for such items as elevators, air pressure tanks, liquefied petroleum gas tanks, etc.?*

SAFETY AND HEALTH PROGRAM

- *Do you have an active safety and health program in operation?*
- *Is one person clearly responsible for the overall activities of the safety and health program?*
- *Do you have a safety committee or group made up of management and labor representatives that meet regularly and report in writing on its activities?*
- *Do you have a working procedure for handling in-house employee complaints regarding safety and health?*
- *Are you keeping your employees advised of the successful efforts and accomplishments you and/or your safety committee have made in assuring they will have a workplace that is safe and healthful?*

MEDICAL SERVICES AND FIRST AID

- *Do you require each employee to have a pre-employment physical examination?*
- *Is there a hospital, clinic, or infirmary for medical care in proximity of your workplace?*

- *If medical and first aid facilities are not in proximity of your workplace, is at least one employee on each shift currently qualified to render first aid?*
- *Are medical personnel readily available for advice and consultation on matters of employees' health?*
- *Are emergency phone numbers posted?*
- *Are first aid kits easily accessible to each work area, with necessary supplies available, periodically inspected, and replenished as needed?*
- *Have first aid kits supplies been approved by a physician, indicating that they are adequate for a particular area or operation?*
- *Are means provided for quick drenching or flushing of the eyes and body in areas where corrosive liquids or materials are handled?*

FIRE PROTECTION

- *Is your local fire department well acquainted with your facilities, its locations, and specific hazards?*
- *If you have a fire alarm system, is it certified as required?*
- *If you have a fire alarm system, is it tested at least annually?*
- *If you have interior stand pipes and valves, are they inspected regularly?*
- *If you have outside private fire hydrants, are they flushed at least once a year and on a routine preventive maintenance schedule?*
- *Are fire doors and shutters in good operating condition?*
- *Are fire doors and shutters unobstructed and protected against obstructions, including their counterweights?*
- *Are fire doors and shutter fusible links in place?*
- *Are automatic sprinkler system water control valves, air and water pressure checked weekly/periodically as required?*
- *Is the maintenance of automatic sprinkler systems assigned to responsible person(s) or to a sprinkler contractor?*
- *Are sprinkler heads protected by metal guards when exposed to physical damage?*
- *Is proper clearance maintained below sprinkler heads?*
- *Are portable fire extinguishers provided in adequate number and type?*
- *Are fire extinguishers mounted in readily accessible locations?*
- *Are fire extinguishers recharged regularly and noted on the inspection tab?*
- *Are employees periodically instructed in the use of extinguishers and fire protection procedures?*

PERSONAL PROTECTIVE EQUIPMENT

- *Are protective goggles or face shields provided and worn where there is danger of flying particles or corrosive materials?*
- *Are approved safety glasses required to be worn at all times in areas where there is a risk of eye injuries such as punctures, abrasions, contusions, or burns?*
- *Are employees who need corrective lenses glasses or contacts in working environment having harmful exposures, required to wear only approved safety glasses, protective goggles, or use other medically approved precautionary procedures?*
- *Are protective gloves, aprons, shields, or other means provided against cuts, corrosive liquids, and chemicals?*
- *Are hard hats provided and worn where danger of falling objects exists?*
- *Are hard hats inspected periodically for damage to the shell and suspension system?*
- *Is appropriate foot protection required where there is the risk of foot injuries from hot, corrosive, poisonous substances, falling objects, crushing, or penetrating actions?*
- *Are approved respirators provided for regular or emergency use where needed?*
- *Is all protective equipment maintained in a sanitary condition and ready for use?*
- *Do you have eye wash facilities and quick Drench Shower within the work area where employees are exposed to injurious corrosive materials?*
- *Where special equipment is needed for electrical workers, is it available?*
- *Where lunches are eaten on the premises, are they eaten in areas where there is no exposure to toxic materials or other health hazards?*
- *Is protection against the effects of occupational noise exposure provided when sound levels exceed those of the OSHA noise standard?*
- *Are adequate work procedures, protective clothing and equipment provided and used when cleaning up spilled toxic or otherwise hazardous materials or liquids?*

GENERAL WORK ENVIRONMENT

- *Are all work sites clean and orderly?*
- *Are work surfaces kept dry or appropriate means taken to ensure the surfaces are slip-resistant?*
- *Are all spilled materials or liquids cleaned up immediately?*
- *Is combustible scrap, debris, and waste stored safely and removed from the worksite promptly?*
- *Are accumulations of combustible dust routinely removed from elevated surfaces, including the overhead structure of buildings, etc.?*
- *Is combustible dust cleaned up with a vacuum system to prevent the dust going into suspension?*

- *Is metallic or conductive dust prevented from entering or accumulating on or around electrical enclosures or equipment?*
- *Are covered metal waste cans used for oily and paint-soaked waste?*
- *Is oil and gas fired devices equipped with flame failure controls that will prevent flow of fuel if pilots or main burners are not working?*
- *Are paint spray booths, dip tanks, etc., cleaned regularly?*
- *Are the minimum number of toilets and washing facilities provided?*
- *Are all toilets and washing facilities clean and sanitary?*
- *Are all work areas adequately illuminated?*
- *Are pits and floor openings covered or otherwise guarded?*

WALKWAYS

- *Are aisles and passageways kept clear?*
- *Are aisles and walkways appropriately marked?*
- *Are wet surfaces covered with non-slip materials?*
- *Are holes in the floor, sidewalk, or other walking surfaces repaired properly, covered or otherwise made safe?*
- *Is there safe clearance for walking in aisles where motorized or mechanical handling equipment is operating?*
- *Are materials or equipment stored in such a way that sharp objects will not interfere with the walkway?*
- *Are spilled materials cleaned up immediately?*
- *Are changes of direction or elevations readily identifiable?*
- *Are aisles or walkways that pass near moving or operating machinery, welding operations, or similar operations arranged so employees will not be subjected to potential hazards?*
- *Is adequate head room provided for the entire length of any aisle or walkway?*
- *Are standard guardrails provided wherever aisle or walkway surfaces are elevated more than 30 inches above any adjacent floor or the ground?*
- *Are bridges provided over conveyors and similar hazards?*

FLOOR AND WALL OPENINGS

- *Are floor openings guarded by a cover, guardrail, or equivalent on all sides (except at entrance to stairways or ladders)?*

- *Are toe boards installed around the edges of permanent floor openings (where persons may pass below the opening)?*
- *Are skylight screens of such construction and mounting that they will withstand a load of at least 200 pounds?*
- *Is the glass in the windows, doors, glass walls, etc., which are subject to human impact of sufficient thickness and type for the condition of use?*
- *Are grates, or similar type covers, over floor openings such as floor drains of such design that foot traffic or rolling equipment will not be affected by the grate spacing?*
- *Are unused portions of service pits and pits not actually in use either covered or protected by guardrails or equivalent?*
- *Are manhole covers, trench covers, and similar covers, plus their supports, designed to carry a truck rear axle load at least 20,000 pounds when located in roadways and subject to vehicle traffic?*
- *Are floor or wall openings in fire resistive construction provided with doors or covers compatible with the fire rating of the structure and provided with self-closing features when appropriate?*

STAIRS AND STAIRWAYS

- *Are standard stair rails or handrails on all stairways having four or more risers?*
- *Are all stairways at least 22 inches wide?*
- *Do stairs have at least a 6 feet 6 inches overhead clearance?*
- *Do stairs angle no more than 50 and no less than 30 degrees?*
- *Are stairs of hollow-pan type treads and landings filled to noising level with solid material?*
- *Are step risers on stairs and stairways designed or provided with a surface that renders them slip resistant?*
- *Are stairway handrails located between 30 and 34 inches above the leading edge of stair trends?*
- *Do stairway handrails have at least 1½ inches of clearance between the handrails and the wall or surface they are mounted on?*
- *Are stairway handrails capable of withstanding a load of 200 pounds, applied in any direction?*
- *Where stairs or stairway exit directly into any area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees stepping into the path of traffic?*
- *Do stairway landings have a dimension measured in the direction of travel, at least equal to the width of the stairway?*
- *Is the vertical distance between stairway landings limited to 12 feet or less?*

ELEVATED AREAS

- *Are signs posted, when appropriate, showing the elevated surface load capacity?*

- *Are surfaces elevated more than 30 inches above the floor or ground provided with standard guardrails?*
- *Are all elevated surfaces (beneath which people or machinery could be exposed to falling objects) provided with standard 4-inch toe boards?*
- *Is a permanent means of access and egress provided to elevated storage and work surfaces?*
- *Is required headroom provided when necessary?*
- *Is material on elevated surfaces piled, stacked, or racked in a manner to prevent it from tipping, falling, collapsing, rolling, or spreading?*
- *Are dock boards or bridge plates used when transferring materials between docks and trucks or rail cars?*

EXITING OR EGRESS

- *Are all exits marked with an exit sign and illuminated by a reliable light source?*
- *Are the directions to exits, when not immediately apparent marked with visible signs?*
- *Are doors, passageways, or stairways, that are neither exits nor access to exits and which could be mistaken for exits, appropriately marked "NOT AN EXIT," "TO BASEMENT," "STOREROOM," etc.?*
- *Are exit signs provided with the word "EXIT" in lettering at least 5 inches high and the stroke of the lettering at least ½-inch wide?*
- *Are exit doors side-hinged?*
- *Are all exits kept free of obstructions?*
- *Are at least two means of egress provided from elevated platforms, pits, or rooms, where the absence of a second exit would increase the risk of injury from hot, poisonous, corrosive, suffocating, flammable, or explosive substances?*
- *Are there sufficient exits to permit prompt escape in case of emergency?*
- *Are special precautions taken to protect employees during construction and repair operations?*
- *Is the number of exits from each floor of a building and from the building itself, appropriate for the building occupancy load?*
- *Are exit stairways, which are required to be separated from other parts of a building, enclosed by at least two-hour fire-resistive construction in buildings more than four stories in height and not less than one-hour fire-resistive constructive elsewhere?*
- *Where ramps are used as part of required exiting from a building, is the ramp slope limited to one foot vertical and 12 feet horizontal?*
- *Where exiting will be through frameless glass doors, glass exit doors, storm doors, etc., are the doors fully tempered and meet the safety requirements for human impact?*

EXIT DOORS

- *Are doors which are required to serve as exits designed and constructed so that the way of exit travel is obvious and direct?*
- *Are windows, which could be mistaken for exit doors, made inaccessible by means of barriers or railings?*
- *Are exit doors openable from the direction of exit travel without the use of a key or any special knowledge or effort when the building is occupied?*
- *Is a revolving, sliding, or overhead door prohibited from serving as a required exit door?*
- *Where panic hardware is installed on a required exit door, will it allow the door to open by applying a force of 15 pounds or less in the direction of the exit traffic?*
- *Are doors on cold storage rooms provided with an inside release mechanism which will release the latch and open the door even if it's padlocked or otherwise locked on the outside?*
- *Are adequate barriers and warnings provided to prevent employees stepping into the path of traffic where exit doors open directly onto any street, alley, or other area where vehicles may be/are operated?*
- *Are doors that swing in both directions and are locked between rooms where there is frequent traffic provided with viewing panels in each door?*

PORTABLE LADDERS

- *Are all ladders maintained in good condition, joints between steps and side rails tight, all hardware and fittings securely attached and moveable parts operating freely without binding or undue play?*
- *Are non-slip safety feet provided on each metal or rung ladder?*
- *Are ladder rungs and steps free of grease and oil?*
- *Is it prohibited to place a ladder in front of doors opening toward the ladder except when the door is blocked open, locked, or guarded?*
- *Is it prohibited to place ladders on boxes, barrels, or other unstable bases to obtain additional height?*
- *Are employees instructed to face the ladder when ascending or descending?*
- *Are employees prohibited from using ladders that are broken, missing steps, rungs, or cleats, broken side rails or other faulty equipment?*
- *Are employees instructed not to use the top step of ordinary stepladders as a step?*
- *When portable rung ladders are used to gain access to elevated platforms, roofs, etc., does the ladder always extend at least 3 feet above the elevated surface?*
- *Is it required that when portable rung or cleat type ladders are used, the base is placed so that slipping will not occur or it is lashed or otherwise held in place?*

- *Are portable metal ladders legibly marked with signs reading "CAUTION – Do Not Use Around Electrical Equipment" or equivalent wording?*
- *Are employees prohibited from using ladders as guides, braces, skids, gin poles, or for other than their intended purposes?*
- *Are employees instructed to only adjust extension ladders while standing at a base (not while standing on the ladder or from a position above the ladder)?*
- *Are metal ladders inspected for damage?*
- *Are the rungs of ladders uniformly spaced at 12 inches, center to center?*

HAND TOOLS AND EQUIPMENT

- *Are all tools and equipment (both company and employee-owned) used by employees at their workplace in good condition?*
- *Are hand tools such as chisels, punches, etc., which develop mushroomed heads during use, reconditioned or replaced as necessary?*
- *Are broken or fractured handles on hammers, axes, and similar equipment replaced promptly?*
- *Are worn or bent wrenches replaced regularly?*
- *Are appropriate handles used on files and similar tools?*
- *Are employees made aware of the hazards caused by faulty or improperly used hand tools?*
- *Are appropriate safety glasses, face shields, etc., worn while using hand tools or equipment which might produce flying materials or be subject to breakage?*
- *Are jacks checked periodically to ensure they are in good operating condition?*
- *Are tool handles wedged tightly in the head of all tools?*
- *Are tool cutting edges kept sharp so the tool will move smoothly without binding or skipping?*
- *Are tools stored in a dry, secure location where they won't be tampered with?*
- *Is eye and face protection worn when driving hardened or tempered spuds or nails?*

PORTABLE (POWER OPERATED) TOOLS AND EQUIPMENT

- *Are grinders, saws, and similar equipment provided with appropriate safety guards?*
- *Are power tools used with the correct shields, guard or attachment recommended by the manufacturer?*
- *Are portable circular saws equipped with a guard or attachment recommended by the manufacturer?*
- *Are portable circular saws equipped with guards above and below the base shoe?*
- *Are circular saw guards checked to ensure they are not wedged up, thus leaving the lower portion of the blade unguarded?*

- *Are rotating or moving parts of equipment guarded to prevent physical contact?*
- *Are all cord-connected, electrically-operated tools and equipment effectively grounded or of the approved double insulated type?*
- *Are effective guards in place over belts, pulleys, chains, sprockets, and on equipment such as concrete mixers, air compressors, etc?*
- *Are portable fans provided with full guards or screens having openings one-half inch or less?*
- *Is hoisting equipment available and used for lifting heavy objects, and are hoists ratings and characteristics appropriate for the task?*
- *Are grounded-fault circuit interrupters provided on all temporary electrical 15 and 20 ampere circuits used during periods of construction?*
- *Are pneumatic and hydraulic hoses on power-operated tools checked regularly for deterioration or damage?*

ABRASIVE WHEEL EQUIPMENT-GRINDERS

- *Is the work rest used and kept adjusted to within one-eighth inch of the wheel?*
- *Is the adjustable tongue on the top side of the grinder used and kept adjusted to within one-fourth inch of the wheel?*
- *Do side guards cover the spindle, nut and flange and 75 percent of the wheel diameter?*
- *Are bench and pedestal grinders permanently mounted?*
- *Are goggles or face shields always worn when grinding?*
- *Is the maximum RPM rating of each abrasive wheel compatible with the RPM rating of the grinder motor?*
- *Are fixed or permanently mounted grinders connected to their electrical supply system with metallic conduit or other permanent wiring method?*
- *Does each grinder have an individual on and off control switch?*
- *Is each electrically operated grinder effectively grounded?*
- *Before new abrasive wheels are mounted, are they visually inspected and ring tested?*
- *Are dust collectors and powered exhausts provided on grinders used in operations that produce large amount of dust?*
- *Are splash guards mounted on grinders that use coolant to prevent the coolant reaching employees?*
- *Is cleanliness maintained around grinders?*

POWDER ACTUATED TOOLS

- *Are employees who operate powder-actuated tools trained in their use and carry a valid operator's card?*

- *Is each powder-actuated tool stored in its own locked container when not being used?*
- *Is a sign at least 7 inches by 10 inches with bold face type reading "POWDER-ACTUATED TOOL IN USE" conspicuously posted when the tool is being used?*
- *Are powdered-actuated tools left unloaded until they are actually ready to be used?*
- *Are powder-actuated tools inspected for obstructions or defects each day before use?*
- *Do powder-actuated tool operators have and use appropriate personal protective equipment such as hard hats, safety goggles, safety shoes, and ear protectors?*

MACHINE GUARDING

- *Is there a training program to instruct employees on safe methods of machine operation?*
- *Is there adequate supervision to ensure that employees are following safe machine operating procedures?*
- *Is there a regular program of safety inspection of machinery and equipment?*
- *Is all machinery and equipment kept clean and properly maintained?*
- *Is sufficient clearance provided around and between machines to allow for safe operations, set up and servicing, material handling, and waste removal?*
- *Is the equipment and machinery securely placed and anchored when necessary to prevent tipping or other movement that could result in personal injury?*
- *Is there a power shut-off switch within reach of the operator's position at each machine?*
- *Can electric power to each machine be locked out for maintenance, repair or security?*
- *Are the noncurrent-carrying metal parts of electrically operated machines bonded and grounded?*
- *Are foot-operated switches guarded or arranged to prevent accidental actuation by personnel of falling objects?*
- *Are manually operated valves and switches controlling the operation of equipment and machines clearly identified and readily accessible?*
- *Are all pulleys and belts that are within 7 feet of the floor or working level properly guarded?*
- *Are all moving chains and gears properly guarded?*
- *Are splash guards mounted on machines that use coolant to prevent the coolant from reaching employees?*
- *Are methods provided to protect the operator and other employees in the machine area from hazards created at the point of operation, ingoing nip points, rotating parts, flying chips, and sparks?*
- *Are machinery guards secure and so arranged that they do not offer a hazard in their use?*
- *If special hand tools are used for placing and removing material, do they protect the operator's hands?*

- *Are revolving drums, barrels, and containers required to be guarded by an enclosure that is interlocked with the drive mechanism so that revolution cannot occur unless the guard enclosures is in place?*
- *Do arbors and mandrels have firm and secure bearings and are they free from play?*
- *Are provisions made to prevent machines from automatically starting when power is restored after a power failure or shutdown?*
- *Are machines constructed so as to be free from excessive vibration when the largest size tool is mounted and run at full speed?*
- *If machinery is cleaned with compressed air, is air pressure controlled and personal protective equipment or other safeguards utilized to protect operators and other workers from eye and body injury?*
- *Are fan blades protected with a guard having openings no larger than one-half inch, when operating within 7 feet of the floor?*
- *Are saws used for ripping equipped with anti-kickback devices and spreaders?*
- *Are radial arm saws so arranged that the cutting head will gently return to the back of the table when released?*

LOCKOUT BLOCK-OUT PROCEDURES

- *Is all machinery or equipment capable of movement required to be de-energized, disengaged and blocked or locked-out during cleaning, servicing, adjusting, or setting up operations, whenever required?*
- *Where the power disconnecting means for equipment does not also disconnect the electrical control circuit:*

Are the appropriate electrical enclosures identified?

Are means provided to ensure the control circuit can also be disconnected and locked-out?

- *Is the locking-out of control circuits in lieu of locking-out main power disconnects prohibited?*
- *Are all equipment control valve handles provided with a means for locking-out?*
- *Does the locking-out procedure require that stored energy mechanical, hydraulic, air etc. be released or blocked before equipment is locked-out for repairs?*
- *Are appropriate employees provided with individually keyed personal safety locks?*
- *Are employees required to keep personal control of their key(s) while they have safety locks in use?*
- *Is it required that only the employee exposed to the hazard place or remove the safety lock?*
- *Is it required that employees check the safety of the lock-out by attempting a start-up after making sure no one is exposed?*
- *Are employees instructed to always push the control circuit stop button prior to re-energizing the main power switch?*

- *Is there a means provided to identify any or all employees who are working on locked-out equipment by their locks or accompanying tags?*
- *Are a sufficient number of accident preventive signs or tags and safety padlocks provided for any reasonably foreseeable repair emergency?*
- *When machine operations, configuration, or size requires the operator to leave his/her control station to install tools or perform other operations, and that part of the machine could move if accidentally activated, is such element required to be separately locked- or blocked-out?*
- *In the event that equipment or lines cannot be shut down, locked-out, and tagged, is a safe job procedure established and rigidly followed?*

WELDING, CUTTING, AND BRAZING

- *Are only authorized and trained personnel permitted to use welding, cutting, or brazing equipment?*
- *Does each operator have a copy of the appropriate operating instructions and are they directed to follow them?*
- *Are compressed gas cylinders regularly examined for obvious signs of defects, deep rusting, or leakage?*
- *Is care used in handling and storage of cylinders, safety valves, relief valves, etc., to prevent damage?*
- *Are precautions taken to prevent the mixture of air or oxygen with flammable gases, except at a burner or in a standard torch?*
- *Are only approved apparatus (torches, regulators, pressure-reducing valves, acetylene generators, manifolds) used?*
- *Are cylinders kept away from sources of heat?*
- *Are the cylinders kept away from elevators, stairs, or gangways?*
- *Is it prohibited to use cylinders as rollers or supports?*
- *Are empty cylinders appropriately marked and their valves closed?*
- *Are signs reading: "DANGER-NO SMOKING, MATCHES, OR OPEN LIGHTS", or equivalent, posted?*
- *Are cylinders, cylinder valves, couplings, regulators, hoses, and apparatus kept free of oily or greasy substances?*
- *Is care taken not to drop or strike cylinders?*
- *Unless secured on special trucks, are regulators removed and valve-protection caps put in place before moving cylinders?*
- *Do cylinders without fixed hand wheels have keys, handles, or non-adjustable wrenches on stem valves when in service?*
- *Are liquefied gases stored and shipped valve-end up with valve covers in place?*

- *Are provisions made to never crack a fuel-gas cylinder valve near sources of ignition?*
- *Before a regulator is removed, is the valve closed and gas released from the regulator?*
- *Is red used to identify the acetylene (and other fuel-gas) hose, green for oxygen hose, and black for inert gas and air hose?*
- *Are pressure-reducing regulators set only for the gas and pressures for which they are intended?*
- *Is open circuit (No Load) voltage of arc welding and cutting machines as low as possible and not in excess of the recommended limits?*
- *Under wet conditions, are automatic controls for reducing no load voltage used?*
- *Is grounding of the machine frame and safety ground connections of portable machines checked periodically?*
- *Are electrodes removed from the holders when not in use?*
- *Is it required that electric power to the welder be shut off when no one is in attendance?*
- *Is suitable fire extinguishing equipment available for immediate use?*
- *Is the welder forbidden to coil or loop welding electrode cable around his body?*
- *Are wet machines thoroughly dried and tested before being used?*
- *Are work and electrode lead cables frequently inspected for wear and damage and replace when needed?*
- *Do means for connecting cable lengths have adequate insulation?*
- *When the object to be welded cannot be moved and fire hazards cannot be removed, are shields used to confine heat, sparks, and slag?*
- *Are fire watchers assigned when welding or cutting is performed in locations where a serious fire might develop?*
- *Are combustible floors kept wet, covered by damp sand, or protected by fire-resistant shields?*
- *When floor are wet down, are personnel protected from possible electrical shock?*
- *When welding is done on metal walls, are precautions taken to protect combustibles on the other side?*
- *Before hot work begins, are used drums, barrels, tanks, and other containers so thoroughly cleaned that no substances remain that could explode, ignite, or produce toxic vapors?*
- *Is it required that eye protection, helmets, hand shields, and goggles meet appropriate standards?*
- *Are employees exposed to the hazards created by welding, cutting, or brazing operations protected with personal protective equipment and clothing?*
- *Is a check made for adequate ventilation in and where welding or cutting is performed?*

- *When working in confined places, are environmental monitoring devices used?*
- *Have tests been taken and means provided for quick removal of welders in case of an emergency?*

COMPRESSOR AND COMPRESSED AIR

- *Are compressors equipped with pressure relief valves and pressure gauges?*
- *Are compressor air intakes installed and equipped so as to ensure that only clean, uncontaminated air enters the compressor?*
- *Are air filters installed on the compressor intake?*
- *Are compressors operated and lubricated in accordance with the manufacturer's recommendations?*
- *Are safety devices on compressed air systems checked frequently?*
- *Before any repair work is done on the pressure system of a compressor, are the pressures bled off and the system locked-out?*
- *Are signs posted to warn of the automatic starting feature of the compressors?*
- *Is the belt drive system totally enclosed to provide protection for the front, back, top and sides?*
- *Is it strictly prohibited to direct compressed air towards a person?*
- *Are employees prohibited from using highly compressed air for cleaning purposes?*
- *If compressed air is used for cleaning off clothing, is the pressure reduced to less than 10 psi?*
- *When using compressed air for cleaning, do employees wear protective chip guarding and personal protective equipment?*
- *Are safety chains or other suitable locking devices used at couplings of high pressure hose lines where a connection failure would create a hazard?*
- *Before compressed air is used to empty containers of liquid, is the safe working pressure of the container checked?*
- *When compressed air is used with abrasive blast cleaning equipment, is the operating valve a type that must be held open manually?*
- *When compressed air is used to inflate auto tires, is a clip-on chuck and an in-line regulator preset to 40 psi required?*
- *Is it prohibited to use compressed air to clean up or move combustible dust if such action could cause the dust to be suspended in the air and cause a fire or explosion hazard?*

COMPRESSOR/AIR RECEIVERS

- *Is every receiver equipped with a pressure gauge and with one or more automatic, spring-loaded safety valves?*

- *Is the total relieving capacity of the safety valve capable of preventing pressure in the receiver from exceeding the maximum allowable working pressure of the receiver by more than 10 percent?*
- *Is every air receiver provided with a drain pipe and valve at the lowest point for the removal of accumulated oil and water?*
- *Are compressed air receivers periodically drained of moisture and oil?*
- *Are all safety valves tested frequently and at regular intervals to determine whether they are in good operating condition?*
- *Is there a current operating permit used by the Division of Occupational Safety and Health?*
- *Is the inlet of air receivers and piping systems kept free of accumulated oil and carbonaceous materials?*

COMPRESSED GAS CYLINDERS

- *Are cylinders with a water weight capacity more than 30 pounds equipped with means of connecting a valve protector device or with a collar or recess to protect the valve?*
- *Are cylinders legibly marked to clearly identify the gas contained?*
- *Are compressed gas cylinders stored in areas which are protected from external heat sources such as flame impingement, intense radiant heat, electric arcs, or high temperature lines?*
- *Are cylinders located or stored in areas where they will not be damaged by passing or falling objects or subjects to tampering by unauthorized persons?*
- *Are cylinders located or stored in areas where they will not be damaged by passing or falling objects or subjects to tampering by unauthorized persons?*
- *Are cylinders stored or transported in a manner to prevent them creating a hazard by tipping, falling, or rolling?*
- *Are cylinders containing liquefied fuel gas stored or transported in a position so that the safety relief device is always in direct contact with the vapor space in the cylinder?*
- *Are valve protectors always placed on cylinders when the cylinders are not in use or connected for use?*
- *Are all valves closed off before a cylinder is moved, when the cylinder is empty, and at the completion of each job?*
- *Are low pressure fuel-gas cylinders checked periodically for corrosion, general distortion, cracks, or any other defect that might indicate a weakness or render it unfit for service?*
- *Does the periodic check of low pressure fuel-gas cylinders, include a close inspection of the cylinders' bottom?*

HOIST AND AUXILIARY EQUIPMENT

- *Is each overhead electric hoist equipped with a limit device to stop the hook travel at its highest and lowest point of safe travel?*

- *Will each hoist automatically stop and hold any load up to 125 percent of its rated load if its actuating force is removed?*
- *Is that rated load of each hoist legibly marked and visible to the operator?*
- *Are stops provided at the safe limits of travel for trolley hoist?*
- *Are the controls of hoist plainly marked and indicate the direction of travel or motion?*
- *Is each cage-controlled hoist equipped with an effective warning device?*
- *Are close-fitting guards or other suitable devices installed on hoist to assure hoist ropes will be maintained in the sheave grooves?*
- *Are all hoist chains or ropes of sufficient length to handle the full range of movement of the application while still maintaining two full wraps on the drum at all times?*
- *Are nip points or contact points between hoist ropes, and sheaves, which are permanently located within seven feet of the floor, ground or working platform, guarded?*
- *Is it prohibited to use the hoist rope or chain wrapped around the load as a substitute for a sling?*
- *Is the operator instructed to avoid carrying loads over people?*

INDUSTRIAL TRUCKS- FORKLIFTS

- *Are only employees who have been trained in the proper use of hoists allowed to operate them?*
- *Are only trained personnel allowed to operate industrial trucks?*
- *Is substantial overhead protective equipment provided on high lift rider equipment?*
- *Is the required lift truck operating rules posted and enforced?*
- *Is directional lighting provided on each industrial truck that operated in an area with less than 2 foot candles per square foot of general lighting?*
- *Does each industrial truck have a warning horn, whistle, gong, or other device which can be clearly heard above the normal noise in the areas where operated?*
- *Are the brakes on each industrial truck capable of bringing the vehicle to a complete and safe stop when fully loaded?*
- *Will the industrial trucks' parking brake effectively prevent the vehicle from moving when unattended?*
- *Are industrial trucks operating in areas where flammable gases, vapors, combustible dust, or ignitable fibers may be present in the atmosphere approved for locations?*
- *Are motorized hand and hand/rider trucks so designed that the brakes are applied, and power to the drive motor shuts off when the operator releases his or her grip on the device that controls the travel?*
- *Are industrial trucks with internal combustion engine, operated in buildings or enclosed areas, carefully checked to ensure such operations do not cause harmful concentration of dangerous gases or fumes?*

SPRAYING OPERATIONS

- *Is adequate ventilation assured before spray operations are started?*
- *Is mechanical ventilation provided during spraying operations, is it so arranged that it will not circulate the contaminated air?*
- *Is the spray area at least 20 feet from flames, operating electrical motors, and other ignition sources?*
- *When mechanical ventilation is provided during spraying operations, is it so arranged that it will not circulate the contaminated air?*
- *Are portable lamps used to illuminate spray areas suitable for use in hazardous locations?*
- *Is approved respiratory equipment provided and used when appropriate during spraying operations?*
- *Do solvents used for cleaning have a flash point to 100°F or more?*
- *Are fire control sprinkler heads kept clean?*
- *Are "NO SMOKING" signs posted in spray areas, paint rooms, paint booths, and paint storage areas?*
- *Is the spray area kept clean of combustible residue?*
- *Are spray booth floors and baffles noncombustible and easily cleaned?*
- *Is infrared drying apparatus kept out of the spray area during spraying operations?*
- *Is the spray booth completely ventilated before using the drying apparatus?*
- *Is the electric drying apparatus properly grounded?*
- *Are lighting fixtures for spray booths located outside of the booth and the interior lighted through sealed clear panels?*
- *Are the electric motors for exhaust fans placed outside booths or ducts? Belts and pulleys inside the booth fully enclosed?*
- *Do ducts have access doors to allow cleaning?*
- *Do all drying spaces have adequate ventilation?*

ENTERING CONFINED SPACES

- *Are confined spaces thoroughly emptied of any corrosive or hazardous substances, such as acids or caustics, before entry?*
- *Are all lines to a confined space, containing inert, toxic, flammable, or corrosive materials, and valve off and blanked or disconnected and separated before entry?*
- *Is it required that all impellers, agitators, or other moving equipment inside confined spaces be locked-out if they present a hazard?*
- *Is either natural or mechanical ventilation provided prior to confined space entry?*

- *Are appropriate atmospheric tests performed to check for oxygen deficiency, toxic substances, and explosive concentrations in the confined space before entry?*
- *Is adequate illumination provided for the work to be performed in the confined space?*
- *Is the atmosphere inside the confined space frequently tested or continuously monitored during conduct of work?*
- *Is there an assigned safety standby employee outside of the confined space, when required, whose sole responsibility is to watch the work in progress, sound an alarm if necessary, and render assistance?*
- *Is the standby employee appropriately trained and equipped to handle an emergency?*
- *Is the standby employee or other employees prohibited from entering the confined space without lifelines and respiratory equipment if there is any question as to the cause of an emergency?*
- *Is approved respiratory equipment required if the atmosphere inside the confined space cannot be made acceptable?*
- *Is all portable electrical equipment used inside confined spaces either grounded and insulated, or equipped with ground fault protection?*
- *Before gas welding or burning is started in a confined space are hoses checked for leaks, compressed gas bottles forbidden inside of the confined space, torches lighted only outside of the confined area, and the confined area tested for an explosive atmosphere each time before a lighted torch is to be taken into the confined space?*
- *If employees will be using oxygen-consuming equipment such as salamanders, torches, furnaces, etc., in a confined space, is sufficient air provided to ensure combustion without reducing the oxygen concentration of the atmosphere below 19.5 percent by volume?*
- *Whenever combustion-type equipment is used in a confined space, are provisions made to ensure the exhaust gases are vented outside of the enclosure?*
- *Is each confined space checked for decaying vegetation or animal matter which may produce methane?*
- *Is the confined space checked for possible industrial waste which could contain toxic properties?*
- *If the confined space is below the ground and near areas where motor vehicles will be operating, is it possible for vehicle exhaust or carbon monoxide to enter the space?*

ENVIRONMENTAL CONTROLS

- *Are all work areas properly illuminated?*
- *Are employees instructed in proper first aid and other emergency procedures?*
- *Are hazardous substances identified which may cause harm by inhalation, ingestion, skin absorption, or contact?*
- *Are employees aware of the hazards involved with the various chemicals they may be exposed to in their work environment, such as ammonia, chlorine, epoxies, caustics, etc.?*

- *Is employee exposure to chemicals in the workplace kept within acceptable levels?*
- *Can a less harmful method or procedure be used?*
- *Is the work area's ventilation system appropriate for the work being performed?*
- *Are spray painting operations done in spray rooms or booths equipped with an appropriate exhaust system?*
- *Is employee exposure to welding fumes controlled by ventilation, use of respirators, exposure time, or other means?*
- *Are welders and other workers nearby provided with flash shields during welding operations?*
- *If forklifts and other vehicles are used in buildings or other enclosed areas, are the carbon monoxide levels kept below maximum acceptable concentration?*
- *Has there been a determination that noise levels in the facilities are within acceptable levels?*
- *Are steps being taken to use engineering controls to reduce excessive noise levels?*
- *Are proper precautions being taken when handling asbestos and other fibrous materials?*
- *Are caution labels and signs used to warn of asbestos?*
- *Are wet methods used, when practical, to prevent the emission of airborne asbestos fibers, silica dust, and similar hazardous materials?*
- *Is vacuuming with appropriate equipment used whenever possible, rather than blowing or sweeping dust?*
- *Are grinders, saws, and other machines that produce respirable dusts vented to an industrial collector or central exhaust system?*
- *Are all local exhaust ventilation systems designed and operating properly, such as air flow and volume necessary for the application, ducts not plugged, or belts slipping?*
- *Is personal protective equipment provided, used, and maintained wherever required?*
- *Are there written standard operating procedures for the selection and use of respirators where needed?*
- *Are restrooms and washrooms kept clean and sanitary?*
- *Is all water provided for drinking, washing, and cooking potable?*
- *Are all outlets for water not suitable for drinking clearly identified?*
- *Are employees' physical capacities assessed before being assigned to jobs requiring heavy work?*
- *Are employees instructed in the proper manner of lifting heavy objects?*
- *Where heat is a problem, have all fixed work areas been provided with spot cooling or air conditioning?*

- *Are employees screened before assignment to areas of high heat to determine if their health condition might make them more susceptible to having an adverse reaction?*
- *Are employees working on streets and roadways, where they are exposed to the hazards of traffic, required to wear bright colored (traffic orange) warning vests?*
- *Are exhaust stacks and air intakes so located that contaminated air will not be re-circulated within a building or other enclosed area?*
- *Is equipment producing ultra-violet radiation properly shielded?*

FLAMMABLE AND COMBUSTIBLE MATERIALS

- *Are combustible scrap, debris, and waste materials (oily rags, etc.) stored in covered metal receptacles and removed from the work site promptly?*
- *Is proper storage practiced to minimize the risk of fire including spontaneous combustion?*
- *Are approved containers and tanks used for the storage and handling of flammable and combustible liquids?*
- *Are all connections on drums and combustible liquid piping, vapor, and liquid tight?*
- *Are all flammable liquids kept in closed containers when not in use (e.g. parts cleaning tanks, pans, etc.)?*
- *Are bulk drums of flammable liquids grounded and bonded to containers during dispensing?*
- *Do storage rooms for flammable and combustible liquids have explosion-proof lights?*
- *Do storage rooms for flammable and combustible liquids have mechanical or gravity ventilation?*
- *Is liquefied petroleum gas stored, handled, and used in accordance with safe practices and standards?*
- *Are "NO SMOKING" signs posted on liquefied petroleum gas tanks?*
- *Are liquefied petroleum storage tanks guarded to prevent damage from vehicles?*
- *Are all solvent wastes and flammable liquids kept in resistant, covered containers until they are removed from the work site?*
- *Is vacuuming used whenever possible, rather than blowing or sweeping combustible dust?*
- *Are firm separators placed between containers of combustibles or flammables, when stacked one upon another, to assure their support and stability?*
- *Are fuel gas cylinders and oxygen cylinders separated by distance, fire resistant barriers, etc., while in storage?*
- *Are fire extinguishers selected and provided for the types of materials in areas where they are to be used?*
 1. *Class A: Ordinary combustible material fires.*
 2. *Class B: Flammable liquid, gas or grease fires.*

3. Class C: Energized-electrical equipment fires.

- Are appropriate fire extinguishers mounted within 75 feet of outside areas containing flammable liquids and within 10 feet of any inside storage area for such materials?*
- Are all extinguishers free from obstructions or blockage?*
- Are all extinguishers serviced, maintained, and tagged at intervals not to exceed one year?*
- Are all extinguishers fully charged and in their designated places?*
- Where sprinkler systems are permanently installed, are the nozzle heads so directed or arranged that water will not be sprayed into operating electrical switchboards and equipment?*
- Is a "NO SMOKING" rule enforced in areas involving storage and use of hazardous materials?*

HAZARDOUS CHEMICAL EXPOSURE

- Are employees trained in the safe handling practices of hazardous chemicals such as acids, caustics, etc.?*
- Are employees aware of the potential hazards involving various chemicals stored or used in the workplace, such as acids, bases, caustics, epoxies, phenols, etc.?*
- Is employee exposure to chemicals kept within acceptable levels?*
- Are eye wash fountains and safety showers provided in areas where corrosive chemicals are handled?*
- Are all containers, such as vats, storage tanks, etc., labeled as to their contents, e.g., "CAUSTICS"?*
- Are all employees required to use personal protective clothing and equipment when handling chemicals (gloves, eye protection, respirators, etc.)?*
- Are flammable or toxic chemicals kept in closed containers when not in use?*
- Are chemical piping systems clearly marked as to their content?*
- Are adequate means readily available for neutralizing or disposing of spills or overflows properly and safely where corrosive liquids are frequently handled in open containers or drawn from storage vessels or pipelines?*
- Have standard operating procedures been established and are they being followed when cleaning up chemicals spills?*
- Are respirators stored in a convenient, clean, and sanitary location where needed for emergency use?*
- Are respirators intended for emergency use adequate for the various uses for which they may be needed?*
- Are employees prohibited from eating in areas where hazardous chemicals are present?*
- Is personal protective equipment provided, used and maintained whenever necessary?*

- *Are there written standard operating procedures for the selection and use of respirators where needed?*
- *If you have a respirator protection program, are your employees instructed on the correct usage and limitations of the respirators? Are the respirators NIOSH approved for this particular application? Are they regularly inspected, cleaned, sanitized, and maintained?*
- *If hazardous substances are used in your processes, do you have a medical or biological monitoring system in operation?*
- *Are you familiar with the Threshold Limit Values or Permissible Exposure Limits of airborne contaminants and physical agents used in your workplace?*
- *Have control procedures been instituted for hazardous materials, where appropriate, such as respirators, ventilation systems, handling practices, etc.?*
- *Whenever possible, are hazardous substances handled in properly designed and exhausted booths or similar locations?*
- *Do you use general dilution or local exhaust ventilation systems to control dusts, vapors, gasses, fumes, smoke, solvents, or mists which may be generated in you workplace?*
- *Is ventilation equipment provided for removal of contaminants from such operations as: production grinding, buffing, spray painting, and/or vapor decreasing, and is it operating properly?*
- *Do employees complain about dizziness, headaches, nausea, irritation, or other factors of discomfort when they use solvents or other chemicals?*
- *Is there a dermatitis problem? Do employees complain about dryness, irritation, or sensitization of the skin?*
- *Have you considered the use of an industrial hygienist or environmental health specialist to evaluate your operation?*
- *If internal combustion engines are used, is carbon monoxide kept within acceptable levels?*
- *Is vacuuming used rather than blowing or sweeping dusts whenever possible for clean-up?*
- *Are materials which give off toxic asphyxiate, suffocating, or anesthetic fumes, stored in remote or isolated locations when not in use?*

HAZARDOUS SUBSTANCES COMMUNICATION

- *Is there a list of hazardous substances used in your workplace?*
- *Is there a written hazard communication program dealing with Material Safety Data Sheets (MSDS)/Safety Data Sheets (SDS), labeling, and employee training?*
- *Is each container for a hazardous substance (i.e., vats, bottles, storage tanks, etc.) labeled with product identity and a hazard warning (communication of the specific health hazards and physical hazards)?*
- *Is there a MSDS or SDS readily available for each hazardous substance used?*

- *Is there an employee training program for hazardous substances?*

Does this program include the following:

1. *An explanation of what an MSDS or SDS is and how to use and obtain one?*
2. *MSDS or SDS contents for each hazardous substance or class of substances?*
3. *Explanation of "Right to Know"?*
4. *Identification of where an employee can see the employer's written hazard communication program and where hazardous substances are present in their work areas?*
5. *Details of the hazard communication program, including how to use the labeling system and MSDS or SDS?*

ELECTRICAL

- *Do you specify compliance with OSHA for all contract electrical work?*
- *Are all employees required to report as soon as practicable any obvious hazard to life or property observed in connection with electrical equipment or lines?*
- *Are all employees instructed to make preliminary inspections and/or appropriate tests to determine what conditions exist before starting work on electrical equipment or lines?*
- *When electrical equipment or lines are to be serviced, maintained, or adjusted, are necessary switches opened, locked-out, and tagged whenever possible?*
- *Are portable electrical tools and equipment grounded or of the double insulated type?*
- *Are electrical appliances such as vacuum cleaners, polishers, vending machines, etc., grounded?*
- *Do extension cords being used have a grounding conductor?*
- *Are multiple plug adaptors prohibited?*
- *Are ground-fault circuit interrupters installed on each temporary 15 or 20 ampere, 120 volt AC circuit at locations where construction, demolition, modifications, alterations, or excavations, are being performed?*
- *Are all temporary circuits protected by suitable disconnecting switches or plug connectors at the junction with permanent switching?*
- *Do you have electrical installations in hazardous dust or vapor areas? If so, do they meet the National Electrical Code (NEC) for hazardous locations?*
- *Is exposed wiring and cords with frayed or deteriorated insulation repaired or replaced promptly?*
- *Are flexible cords and cables free of splices or taps?*
- *Are clamps or other securing means provided on flexible cords or cables at plugs, receptacles, tools equipment, etc., and is the cord jacket securely held in place?*
- *Are all cords, cable and raceway connections intact and secure?*

- *In wet or damp locations, are electrical tools and equipment appropriate for the use or location or otherwise protected?*
- *Is the location of the electrical power lines and cables (overhead, underground, under floor, other side of walls, etc.,) determined before digging, drilling or similar work is begun?*
- *Are metal measuring tapes, ropes, handlines, or similar devices with metallic thread woven into the fabric prohibited where they could come in contact with energized parts of equipment, fixtures, or circuit conductors?*
- *Is the use of metal ladder prohibited in areas where the ladder or the person using the ladder could come in contact with energized parts of equipment, fixtures, or circuit conductors?*
- *Are all disconnecting switches and circuit breakers labeled to indicate their use or equipment served?*
- *Are disconnecting means always opened before fuses are replaced?*
- *Do all interior wiring systems include provisions for grounding metal parts of electrical raceways, equipment, and enclosures?*
- *Is sufficient access and working space provided and maintained around all electrical equipment to permit ready and safe operations and maintenance?*
- *Are all unused openings (including conduit knockouts) in electrical enclosures and fittings closed with appropriate covers, plugs, or plates?*
- *Are electrical enclosures such as switches, receptacles, junction boxes, etc., provided with tight-fitting covers or plates?*
- *Are disconnecting switches for electrical motors in excess of two horsepower capable of opening the circuit when the motor is in a stalled condition, without exploding? (Switches must be horsepower related equal to or in excess of the motor horsepower rating.)*
- *Is low voltage protection provided in the control device of motors driving machines or equipment which could cause probable injury from inadvertent starting?*
- *Is each motor disconnecting switch or circuit breaker located within sight of the motor control device?*
- *Is each motor located within sight of its controller or the controller disconnecting means capable of being locked in the open position or is a separate disconnecting means installed in the circuit within sight of the motor?*
- *Is the controller for each motor in excess of two horsepower, rated in horsepower equal to or in excess of the rating of the motor it serves?*
- *Are employees who regularly work on or around energized electrical equipment or line instructed in the cardio-pulmonary resuscitation (CPR) and First Aid methods?*
- *Are employees prohibited from working alone on energized lines or equipment over 600 volts?*

NOISE

- *Are there areas in the workplace where continuous noise levels exceed 85dBA?*

- *Is there an ongoing preventive health program to educate employees in: safe levels of noise; exposures; effects of noise on their health; and the use of personal protection?*
- *Have work areas where noise levels make voice communication between employees difficult been identified and posted?*
- *Are noise levels being measured using a sound level meter or an octave band analyzer and records being kept?*
- *Have engineering controls been used to reduce excessive noise levels? Where engineering controls are determined to not be feasible, are administrative controls (i.e. worker rotation) being used to minimize individual employee exposure to noise?*
- *Is approved hearing protective equipment (noise attenuating devices) available to every employee working in noisy areas?*
- *Have you tried isolating noisy machinery from the rest of your operation?*
- *If you use ear protectors, are employees properly fitted and instructed in their use?*
- *Are employees in high noise areas given periodic audiometric testing to ensure that you have an effective hearing protection system?*

FUELING

- *Is it prohibited to fuel an internal combustion engine with a flammable liquid while the engine is running?*
- *Are fueling operations done in such a manner that likelihood of spillage will be minimal?*
- *When spillage occurs during fueling operations, is the spilled fuel washed away completely, evaporated, or other measures taken to control vapors before restarting the engine?*
- *Are fuel tank caps replaced and secured before restarting the engine?*
- *In fueling operations, is there always metal contact between the container and the fuel tank?*
- *Are fueling hoses of a type designed to handle the specific type of fuel?*
- *Is it prohibited to handle or transfer gasoline in open containers?*
- *Are open lights, open flames, sparking or arcing equipment prohibited near fueling or transfer of fuel operations?*
- *Is smoking prohibited in the vicinity of fueling operations?*
- *Are fueling operators prohibited in building or other enclosed areas that are not specifically ventilated for this purpose?*
- *Where fueling or transfer of fuel is done through a gravity flow system, are the nozzles of the self-closing type?*

IDENTIFICATION OF PIPING SYSTEMS

- *When non-potable water piped through a facility, are outlets or taps posted to alert employees that it is unsafe and not be used for drinking, washing, or other personal use?*
- *When hazardous substances are transported through above ground piping, is each pipeline identified at points where confusion could introduce hazards to employees?*
- *When pipelines are identified by color painting, are all visible parts of the line so identified?*
- *When pipelines are identified by color painting bands or tapes, is the color code posted at all locations where confusion could introduce hazards to employees?*
- *When the contents of pipelines are identified by name or name abbreviation, is the information readily visible on the pipe near each valve, or connection?*
- *When pipelines are identified by color painting or painted bands or tape, is the color code posted at all locations where confusion could introduce hazards to employees?*
- *When the contents of pipelines are identified by name or name abbreviation, is the information readily visible on the pipe near each valve or outlet?*
- *When pipelines carrying hazardous substances are identified by tags, are the tags constructed of durable materials, the message carried clearly and permanently distinguishable and are tags installed at each valve or outlet?*
- *When pipelines are heated by electricity, steam, or other external source, are suitable warning signs or tags placed at unions, valves, or other serviceable parts of the system?*

MATERIAL HANDLING

- *Is there safe clearance for equipment through aisles and doorways?*
- *Are aisle ways designated, permanently marked, and kept clear to allow unhindered passage?*
- *Are motorized vehicles and mechanized equipment inspected daily or prior to use?*
- *Are vehicles shut off and brakes set prior to loading or unloading?*
- *Are containers of combustibles or flammables, when stacked while being moved, always separated by tonnage sufficient to provide stability?*
- *Are dock boards (bridge plates) used when loading or unloading operations are taking place between vehicles and docks?*
- *Are trucks and trailers secured from movement during loading and unloading operations?*
- *Are dock plates and loading ramps constructed and maintained with sufficient strength to support imposed loading?*
- *Are hand trucks maintained in safe operating condition?*
- *Are chutes and gravity roller sections firmly placed or secured to prevent displacement?*
- *At the delivery end of the rollers or chutes, are provisions made to brake the movement of the handled materials?*

- *Are pallets usually inspected before being loaded or moved?*
- *Are hooks with safety latches or other arrangements used when hoisting materials so that slings or load attachments won't accidentally slip off the hoist hooks?*
- *Are securing chains, ropes, chokers, or slings adequate for the job to be performed?*
- *When hoisting material or equipment, are provisions made to ensure no one will be passing under the suspended loads?*
- *Are MSDS or SDS available to employees handling hazardous substances?*

TRANSPORTING EMPLOYEES AND MATERIALS

- *Do employees who operate vehicles on public thoroughfares have valid operator's licenses?*
- *When seven or more employees are regularly transported in a van, bus, or truck, is the operator's license appropriate for the class of vehicle being driven?*
- *Is each van, bus, or truck used regularly to transport employees equipped with an adequate number of seats?*
- *When employees are transported by truck, are provisions provided to prevent their falling from the vehicle?*
- *Are vehicles used to transport employees, equipped with lamps, brakes, horns, mirrors, windshields, and turn signals in good repair?*
- *Are transport vehicles provided with handrails, steps, stirrups, or similar devices, so placed and arranged that employees can safely mount or dismount?*
- *Is employee transport vehicles equipped at all times with at least two reflective type flares?*
- *Is a full charged fire extinguisher, in good condition, with at least 4 B:C rating, maintained in each employee transport vehicle?*
- *When cutting tools or tools with sharp edges are carried in passenger compartments of employee transport vehicles, are they placed in closed boxes or containers which are secured in place?*
- *Are employees prohibited from riding on top of any load which can shift, topple, or otherwise become unstable?*

CONTROL OF HARMFUL SUBSTANCES BY VENTILATION

- *Is the volume and velocity of air in each exhaust system sufficient to gather the dusts, fumes, mists, vapors, or gases to be controlled and to convey them to a suitable point of disposal?*
- *Are exhaust inlets, ducts, and plenums designed, constructed, and supported to prevent collapse or failure of any part of the system?*
- *Are clean-out ports or doors provided at intervals not to exceed 12 feet in all horizontal runs of exhaust ducts?*

- *Where two or more different type of operations are being controlled through the same exhaust system, will the combination of substances being controlled constitute a fire, explosion, or chemical reaction hazard in the duct?*
- *Is adequate makeup air provided to areas where exhaust systems are operating?*
- *Is the source point for makeup air located so that only clean, fresh air, which is free of contaminants, will enter the work environment?*
- *Where two or more ventilation systems are servicing a work area, is their operation such that one will not offset the functions of the other?*

SANITIZING EQUIPMENT AND CLOTHING

- *Is personal protective clothing or equipment that employees are required to wear or use of a type capable of being cleaned easily and disinfected?*
- *Are employees prohibited from interchanging personal protective clothing or equipment, unless it has been properly cleaned?*
- *Are machines and equipment, which process, handle, or apply materials that could be injurious to employees, cleaned and/or decontaminated before being overhauled or placed in storage?*
- *Are employees prohibited from smoking or eating in any areas where contaminants that could be injurious if ingested are present?*
- *When employees are required to change from street clothing into protective clothing, is a clean change room with separate storage facility for street and protective clothing provided?*
- *Are employees required to shower and wash their hair as soon as possible after a known contact has occurred with a carcinogen?*
- *When equipment, material, or other items are taken into or removed from a carcinogen regulated area, is it done in a manner that will contaminate non-regulated areas or the external environment?*

TIRE INFLATION

- *Where tires are mounted and/or inflated on drop center wheel, is a safe practice procedure posted and enforced?*
- *Where tires are mounted and/or inflated on wheels with split rims and/or retainer rings, is a safe practice procedure posted and enforced?*
- *Does each tire inflation hose have a clip-on chuck with at least 24 inches of hose between the chuck and an in-line hand valve or gauge?*
- *Does the tire inflation control valve automatically shut off the air flow when the valve is released?*
- *Is a tire restraining device such as a cage, rack or other effective means used while inflating tires mounted on split rims or rims using retainer rings?*
- *Are employees strictly forbidden from taking a position directly over or in front of a tire while it's being inflated?*

APPENDIX VI

ESSENTIAL JOB FUNCTIONS FOR SWA

- **Accounting Support**
- **Accountant/Assistant Office Administrator**
- **Administrative Assistant**
- **Administrative Offices Safety Officer**
- **Assistant Chief Water Distribution Operator**
- **Assistant Operations Specialist**
- **Assistant Water Distribution Manager**
- **Chief Financial Officer/Office Administrator**
- **Chief Water Distribution Operator**
- **Customer Service Representative**
- **Distribution Maintenance Worker**
- **Distribution O&M Safety Officer**
- **Executive Assistant**
- **Information Technology Specialist**
- **Maintenance Electrician**
- **Manager/CEO**
- **Marketing Manager**
- **Master Maintenance Electrician**
- **Operations Specialist**
- **Sign-up & Easement Assistant**
- **Water Distribution Maintenance Worker II**
- **Water Distribution Manager**
- **Water Distribution Operator I**
- **Water Distribution Operator II**
- **Water Distribution Operator III**
- **Water Treatment Plant & Distribution Maintenance Worker II**
- **Water Treatment Plant Manager**
- **Water Treatment Plant Operator I**
- **Water Treatment Plant Operator II**
- **Water Treatment Plant Operator III**
- **Water Treatment Plant Operator IV- Lab Tech**
- **Water Treatment Plant Operator IV**
- **Water Treatment Plant Safety Officer**

Copies of the job descriptions are available from the Human Resource Representative.