HIOSH HANDBOOK
for Small Businesses

- Management Leadership
- Workplace Analysis
- Hazard Elimination & Control Training

About This Booklet

The Hawaii Occupational Safety and Health Division (HIOSH), a division of the State Department of Labor and Industrial Relations, is providing this booklet to owners, proprietors, and managers of small businesses. For a copy of this publication, contact the Consultation and Training Branch, (808) 586-9100. If you are on the neighbor islands, you may use the following toll-free numbers:

Hawaii:	974-4000 + 6-9135
Maui:	984-2400 + 6-9135
Kauai:	274-3141 + 6-9135
Molokai/Lanai:	1-800-468-4644 + 6-9135

Small Business owners may find this handbook useful for meeting the legal requirements imposed by, and under, the authority of the Hawaii Occupational Safety and Health Law, Chapter 396 — Hawaii Revised Statutes and achieving voluntary compliance prior to an inspection performed pursuant to the Law.

This handbook is based on the OSHA Small Business Handbook, the entire text of which is available on OSHA's website at http://www.osha.gov/Publications/osha2209.pdf. Other material included are from the HIOSH standards and other requirements in effect at the time of publication, and upon generally accepted principles and best practices within the job safety and health field.

This booklet is not intended to be a legal interpretation of the provisions of the Occupational Safety and Health Act of 1970 or the Hawaii Occupational Safety and Health Law, nor is it intended to place any additional requirements on employers or employees.

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Find more information at the Hawaii Occupational Safety and Health Division (HIOSH) website at http://labor.hawaii.gov/hiosh.

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I. Introduction

A Profit and Loss Statement

There is excitement and a sense of pride in growing and developing your own business. Part of this challenge is managing risk. To be successful, you need good management tools, the ability to communicate well with your employees and the knowledge to make the right decisions to operate a sustainable business. A key part of any successful business is a safe and healthy work environment. HIOSH Consultation and Training strives to be an invaluable resource for Hawaii businesses and workers alike.

Each year, thousands of workers suffer injuries and illnesses from hazardous conditions at work. However, most small businesses rarely experience a serious accident. Those that have will tell you that it is too late to do anything once a serious accident happens. They have learned that ***prevention*** is the only real way to avoid this loss.

The key to a successful small business is in the prevention of hazardous and unsafe conditions. Reducing all losses is a goal that business owners share with HIOSH. Although how to achieve this target may be seen in different ways, it is our common bond. With the help of the Consultation and Training Branch, small business owners will not only learn useful information pertaining to safety and health, they will protect their employees from work-related injuries and illnesses, thereby reducing employer insurance and workers' compensation costs, improving employee morale and boosting productivity.

Call the Consultation and Training Branch at (808) 586-9100 for a free on-site consultation.

We know that you place a high value on the safety and welfare of your employees. Many Hawaii businesses employ family members and friends creating a very personal interest in the well-being of their workforce. The size of your workgroup and workplace tends to promote closeness and concern for one another that small businesses value. Employees are considered as colleagues and coworkers as family.

Once you have committed to setting goals to improve your safety and health programs, we at HIOSH want to work with you to prevent any losses. One of our services at the Consultation and Training Branch is a free on-site consultation (see the benefits to your business on page 52 of this publication). Our consultants will access your worksite for any hazardous conditions and make changes and recommendations based on their findings and your needs as a small business. This service is at no cost to the employer and is offered to small businesses in high hazard industries by calling (808) 586-9100.

Employers who operate an effective injury and illness prevention management system and meet other criteria can participate in HIOSH's Safety and Health Achievement Recognition Program (HI-SHARP). Acceptance into HI-SHARP will showcase your company for your worksite safety and health achievements as well as exempt your worksite from programmed inspections during the period that your certification is valid. In the HI-SHARP program, you will work with a HIOSH consultant to achieve and maintain this prestigious certification. Please see page 53 for additional information on this program.

The Hawaii Voluntary Protection Program (HVPP) recognizes companies with effective injury and illness prevention programs dedicated to the continual identification and elimination of hazards that goes above and beyond the HIOSH and OSHA standards.

Efficient injury and illness prevention programs and practices will help you to avoid possible losses in the future.

Developing a Profitable Strategy for Handling Hazards At Work

People often confuse the idea of "accidents" with the notion of fate. While natural disasters like hurricanes, earthquakes and tsunamis cannot be prevented, they can be anticipated and actions can be taken to minimize losses. On the other hand, workplace accidents are totally preventable.

A serious fire or death of an employee can result in serious loss to a company's bottom line and, in some cases, can force a business to close its doors. Fortunately, there are many proactive ways to prevent such losses which do not require major costs or reconstruction of a business.

Using good business sense to apply recognized prevention principles is one easy way to begin this process. Examples such as worker exposure to unguarded machinery, improper use of forklifts and other heavy equipment, falls from high places and failure to use personal protective equipment (PPE) are just a few areas that can be addressed for little to no cost to the employer. Not all dangers at your worksite depend on an accident to cause harm. Worker exposure to toxic chemicals or harmful levels of noise or radiation may happen in conjunction with routine work as well as by accident. You may not realize the extent of the exposure to you and your employees or the harm that may result. The effect may not appear immediately but it may be fatal in the long run.

To be proactive, an employer can look for signs of a potential accident before it actually becomes one. Once you know the cause of accidents, it is possible to prevent them. You may need some basic facts and perhaps some help from others who have the knowledge to assist you in certain areas. You will also need a plan – a plan for preventing accidents.

Your prevention plan should include ways in which you prevent your employees from exposure to hazards as well as common workplace accidents. Whether you call it a safety and health program, accident prevention plan, or an injury and illness prevention plan, it should cover all the potential hazardous conditions in and around your small business.

It is not difficult to develop such a plan. You will need to focus on the types of accidents and safety and health hazard exposures which may occur in your workplace. Every person, every business and every workplace is different. Therefore, your safety and health program will be unique to your workforce and your jobsite. It is important that your program reflect ***your own way*** of doing business.

While the details may vary, there are four basic elements that can be found in workplaces with a good injury and illness prevention program. These are:

1. **Management Commitment and Employee Involvement.**
   The manager or management team leads the way by setting policy, assigning and supporting responsibility, setting an example and involving employees.
2. **Worksite Analysis.**
   The worksite is continually analyzed to identify all existing and potential hazards.
3. **Hazard Prevention and Control.**
   Methods to prevent or control existing or potential hazards are put in place and maintained.
4. **Training for Employees, Supervisors and Managers.**
   Managers, supervisors and employees are trained to understand and deal with worksite hazards.

Regardless of the size of your business, you can use each of these elements to prevent workplace accidents and possible injuries and illnesses. If you already have a program in place, reviewing it in relation to these elements may help to improve what you have.

Using the four point approach to safety and health protection in your business may help you to improve efficiency, reduce insurance claims and costs, raise employee morale and boost work productivity. Developing a health and safety protection plan does not have to be expensive and generally does not require additional employees, especially in smaller businesses. Safety and health can be integrated into your other business functions with modest effort on your part. The key to success of this plan is to see it as a part of your business operation and have it reflected in your daily operations. As you implement the plan and incorporate it into your business culture, safety and health awareness will become second nature to you and your employees.

II. A Four-Point Workplace Program

The Four-Point Workplace Program described here is based upon:

1. HIOSH Safety and Health Program standards (§12-60-2 and §12-110-2), which require every employer to provide safe workplaces and practices by elimination or reduction of existing or potential hazards.

2. The Safety and Health Management Guidelines issued by OSHA on January 26, 1989 represents OSHA's policy on what every worksite should have in place to protect workers from occupational hazards.

3. A Safety and Health Management System is a requirement of the HI-SHARP and the HVPP.

4. HI-SHARP and HVPP were designed to recognize and promote effective safety and health management as the best means of ensuring safe and healthful workplaces in Hawaii, whether a small business or a larger one.

HIOSH's experience in the HI-SHARP and the HVPP has demonstrated that there is a fundamental relationship between effective management of worker safety and health protection and a low incidence and severity of employee injuries. Such management also correlates with the elimination or significant reduction of employee exposure to toxic substances and other hazardous conditions.

Using The Four-Point Program

As you go through the following sections, we encourage you to use the Action Plan form which can be removed from the back of this publication. Jot down the actions that you wish to take to help make your workplace safer and more healthful for your employees. Noting those actions as you go along will make it much easier for you to assemble the total plan you need.

Writing down the actions you wish to take will make it easier to create a plan.

Management Leadership

As the manager of a small business, you have a vision, which covers your organization's core values and mission. Your employees are keenly aware of your attitude toward job safety and health. You are their leader and what is important to you is important to them. Clearly showing your personal concern for employee safety and health and the priority you place on it in your workplace is important. Moreover, the size of your company means you have close contact with your employees, a specific acquaintance with the problems of the whole business, and usually a low employee turnover rate. You have probably developed a personal relationship with your employees, resulting in loyalty and making it easier to get your employees' cooperation.

Here are some actions to take:

~ Post your own policy on the importance of worker safety and health next to the HIOSH workplace poster where all employees can see it.

~ Hold meetings with all your employees on a regular basis to communicate your policy to them and to discuss your objectives for safety and health.

~ Get personally involved in the activities that are part of your safety and health program. For example, personally review all inspection and accident reports to ensure follow-up when needed.

~ Ensure that you and your managers follow all safety requirements that employees must follow, even if you are only in their area briefly. If, for instance, you require safety glasses and/or safety shoes in an area, wear them yourself when you are in that area.

~ Encourage employees to be part of the program. Have them do inspections, help select safety equipment, conduct safety training, or help investigate accidents.

~ Make sure everyone understands their assignments and responsibilities for every part of your safety and health program. Assign safety and health responsibilities in the same way you assign production responsibilities. The more people involved with the safety program, the better it works. After you make assignments, do a check to ensure your directions were followed. Recognize and reward those who do well and correct those who don't. Institute an accountability system where all personnel will be held accountable for not following work rules.

~ Give those with safety and health responsibility enough people, time, training, money and authority to get the job done.

~ Set aside time, at least annually, to review what you have accomplished against what you set as your objectives and decide if you need new objectives or program revisions to get where you want to be.

Workplace Analysis

Be informed of workplace hazards that could hurt your workers. Workplace hazard analysis is a procedure that helps you to identify hazards and keep your workers safe. If you need help in getting started, call the Consultation and Training Branch (808-586-9100) for this help. Once you get everything set up, you and your employees will be able to continue the process yourselves.

Here are some actions to take:

- Request a consultation visit from the Consultation and Training Branch covering both safety and health to get a full survey of the hazards which exist in your workplace and those which could develop. You can also contract for such service from expert private consultants and/or your workers' compensation insurance carrier if you prefer.
- Establish a way to get professional advice when you make changes to ensure that the changes are not introducing new hazards into the workplace. Find ways to keep current on newly recognized hazards in your industry. The OSHA website at www.osha.gov is a valuable resource.
- Look carefully at each job periodically, taking it apart step-by-step to see if there are any hidden hazards in the equipment or procedures and taking appropriate action. This process is called a **Job Hazard Analysis.**
- Set up a self-inspection system to make sure that your hazard controls are working and to evaluate any new hazards. You can use the checklist in Section IV of this booklet as a starting point. Add and subtract items until it matches your situation. The Consulation and Training Branch can assist you with this.
- Encourage your employees to inform management when they see things that look harmful to them. Take action on their suggestions. Consider an incentive program to recognize and reward their active participation.

- Learn how to do a thorough investigation when things go wrong and someone gets sick or hurt. Knowing what happened will help find ways to prevent recurrences. Extensive information can be found on OSHA's website under "Accident Investigation" in the index.
- Review several years of injury and illness experience to identify patterns that can help you make improvements to your safety and health program. Periodically review past experience to ensure that identified issues are being effectively controlled and determine if any new patterns are developing.

Hazard Prevention and Control

Once you identify existing and potential hazards, you are ready to implement a system that will eliminate or control those hazards. The Consulation and Training Branch can help you do this. Whenever possible, hazards should be eliminated. Sometimes that can be done through substitution of a less toxic material or engineering controls. If you cannot eliminate hazards, systems should be established to control them.

Here are some actions to take:

By involving your employees, you build their confidence and help achieve goals faster.

- Set up safe work procedures, based on the analysis of hazards in your employees' jobs. Make sure that the employees understand the procedures and follow them. It is a good idea to involve employees in the analysis that results in those procedures. This is a behavior-based approach to hazard prevention.
- Be ready, if necessary, to enforce the rules for safe work procedures by asking your employees to help you set up a disciplinary system that will be fair and understood by everyone.
- Where necessary, protect your employees by providing them with PPE and ensure your employees know why they need the equipment, how to use it, and how to maintain it.
- Provide for regular equipment inspections and maintenance to prevent breakdowns that can create hazards. Ensure that preventive and regular maintenance are tracked to completion.
- Plan for emergencies, including fire, workplace violence, and natural disasters. Drill everyone periodically so that everyone will know what to do even under stressful conditions.
- Ask the Consultation and Training Branch to help you develop a medical program that fits your worksite and, if appropriate, involve nearby doctors and emergency facilities by inviting them to visit the worksite and help you plan the best way to avoid injuries and illnesses during emergency situations.
- If there are medical emergencies or health problems connected to your workplace, be prepared to seek medical help to treat the illnesses and correct their causes. To fulfill the above requirements, consider the following:
    - Have an emergency medical procedure in place for handling injuries, transporting ill or injured workers, and notifying medical facilities. Posting emergency phone numbers near phones and in common areas is a good idea.

- Survey medical facilities near your place of business and make arrangements for them to handle routine and emergency cases. Cooperative agreements may be possible with nearby establishments that have medical personnel on-site.
- Ensure that your procedure for reporting injuries and illnesses is understood by all employees.
- Perform routine walkthroughs of the worksite to identify hazards and to track identified hazards until they are corrected.
- If there is no infirmary, clinic or hospital in near proximity to your worksite, a person or persons must be adequately trained and available to render first-aid. Adequate first-aid supplies must be readily available for emergency use. Arrangements for first-aid training can be made through the American Red Cross, your insurance carrier, local safety organizations and others.
- Consider retaining a local doctor or an occupational health nurse on a part-time or as-needed basis to advise you in medical and first-aid planning and medical case management.
- Check battery charging stations, maintenance operations, laboratories, heating and ventilation operations and any areas where corrosive materials are used to make sure you have the required eyewash facilities and showers.

Training for Employees, Supervisors and Managers

An effective accident prevention program requires proper job performance from everyone in the workplace. As an owner or manager, you must ensure that all employees know about the materials and equipment they work with, what known hazards are in the operation, and how to control the hazards.

Each employee needs to know the following:

- No employee is expected to undertake a job until he or she has received job instructions on how to do it properly and has been authorized to perform that job.
- No employee should undertake a job that appears unsafe.

You may be able to combine safety and health training with other training that you do, depending upon the kinds of hazards that you have. If the training is effective, everyone will know what they need to know to keep themselves and their fellow workers safe and healthy.

Here are some actions to take:

- Ask your consultant to review your training programs and recommend changes or additional training for your worksite. The consultant may be able to do some training while he or she is there.
- Make sure you have trained your employees on every hazard that they could be exposed to and how to protect themselves. Verify that they really understand what you taught them.
- Pay particular attention to your new employees and to old employees who are moving to new jobs. Since they are unfamiliar with the operations, they are more likely to get hurt.

- Train your supervisors to recognize all the hazards that their subordinates may encounter and how to reinforce training with quick reminders and refreshers or disciplinary action, if necessary. Verify that supervisors know what is expected of them.
- Make sure that your top management staff understand all of their safety and health responsibilities and how to hold subordinate supervisory employees accountable for theirs.

Documenting Your Activities

Document your activities in all elements of the Four-Point Workplace Program. Essential records, including those legally required for workers' compensation, insurance audits and government inspections must be maintained as long as the actual need exists. Some standards (such as forklifts, lead, asbestos, fall protection, scaffolds, etc.) also require that training records be kept. Keeping records of your activities such as policy statements, training for management and employees, safety and health meetings, information distributed to employees' equipment or facility inspections, accidents and near misses and medical arrangements, is greatly encouraged.

Maintaining essential records will also demonstrate sound business management as supporting proof for credit applications, for showing "good faith" in reducing any proposed penalties from HIOSH inspections, for insurance audits and others, and aid efficient review of your current safety and health activities for better control of your operations and to plan improvements.

Safety and Health Recordkeeping

Records of sales, profits and losses are essential to all successful businesses. They enable the owner or manager to learn from experience and to make corrections for future operations. Records of accidents, related injuries, illnesses and property losses can serve the same purpose if they are used the same way. HIOSH recordkeeping is required to retain factual information about accidents that have occurred to help determine the causes so that control procedures can be instituted to prevent a recurrence.

Injury/Illness Records

If you never have more than 10 employees throughout the year or if your business establishment is one of the exempted Standard Industrial Classifications (SICs), you are not required to keep injury and illness records. You can verify this by reviewing HIOSH recordkeeping requirements or calling the HIOSH Consultation and Training Branch.

Regardless of the number of employees you have or your SIC, you may be selected by the State Department of Labor and Industrial Relations to maintain records as part of an annual sample survey. You will receive a letter directly from the department with instructions if you are selected.

Recordkeeping requirements under HIOSH require a minimum of paperwork. These records will provide you with one measure for evaluating the success of your safety and health activities. Success would generally mean a lack or reduced number of injuries and illnesses during a calendar year.

There are five important steps required for employers who must keep injury/illness records:

1. Obtain a report on every work-related injury or illness.

2. Record each case on the OSHA Form 300 according to the instructions provided.

3. Prepare a supplementary record of occupational injuries and illnesses for recordable cases either on the OSHA Form 301 or on workers' compensation reports, such as the WC-1, giving the same information.

4. Every year, prepare the annual summary (OSHA Form 300A), post it no later than February 1, and keep it posted until April 30. A good place to post the OSHA 300A is next to the HIOSH workplace poster.

5. Retain these records for at least five years.

Periodically review the records to see where injuries are occurring. Look for any patterns or repeat situations. These records can help you to identify those high-risk areas that require your immediate attention.

Basic HIOSH records include only injuries and illnesses, so you might consider expanding your own system to include all incidents, including those where no injury or illness resulted if you believe such information would assist you in identifying unsafe conditions and/or procedures. Safety councils, insurance carriers and others can assist you in starting such a system.

Injury/illness recordkeeping makes sense and we recommend this practice to all employers.

Obtain a report on every work-related injury or illness.

Exposure Records and Others

The injury/illness records may not be the only records you will need to maintain. Certain HIOSH standards that deal with toxic substances and hazardous exposures require records on employee exposures, physical examinations, employment records, etc.

As you work on identifying hazards, you will be able to determine if these requirements apply to your workplace. Use the records in conjunction with your control procedures and with your self-inspection activities. They are more than bookkeeping.

III. Starting Your Voluntary Activity

You can use this basic action plan to get started on your program. The action plan described in this section provides the most direct route to getting yourself organized to complete the Four-Point Program outlined in the previous sections.

Decide to Start Now

The time to start your safety and health program is now. You can address the practical concerns of putting these elements together and coming up with a program to suit *your* workplace.

If you took notes for your action plan as you went through the preceding description of the Four-Point Program, you should now be ready to decide exactly what you want to accomplish and to determine what steps are necessary to achieve your goals. Then, you will plan out how and when each step will be done and who will do it.

Your plan should consider your company's immediate needs and provide for ongoing long-term worker protection. Once your plan is designed, it is important to follow through and use it in the workplace. You will then have a program to anticipate, identify and eliminate conditions or practices that could result in injuries and illnesses.

If you have difficulty in deciding where to begin, a phone call to the Consultation and Training Branch will get you the assistance you need. A consultant can survey your workplace for hazards. Then, if you request it, the consultant will work with you to develop a plan, or to make improvements to your existing programs, and to establish procedures for assuring that your programs stay effective.

Whether you choose to work with a consultant or to develop your program yourself, many publications are available from the Consultation and Training Branch and on the OSHA website (www.osha.gov) that spell out in greater detail the steps you can take to create an effective safety and health program for your workplace. The rewards for your effort will be a workplace with a high level of efficiency, productivity and a low level of loss and injury.

Designating Responsibility

You must decide on the most appropriate person to coordinate your safety and health program. Who can ensure that the program will become an integral part of the business? In many cases, it will be you, the owner. Sometimes it will be the plant manager or a key supervisor. It could even be an engineer, personnel specialist or other staff member.

Whoever you choose should be as committed to workplace safety and health as you are, be allowed to have the time to develop and coordinate the program, and be willing to take on the responsibility and accountability that goes with operating an effective program. The person will need your full cooperation and support, although the ultimate responsibility for safety and health in your workplace rests on you.

Get Some Help on the Details

Become familiar with HIOSH's operational procedures and services. Visit the HIOSH homepage (http://labor.hawaii.gov/hiosh/) or call the Consultation and Training Branch at (808) 586-9100 or email them at dlir.hiosh@hawaii.gov.

Some basic publications are:

~ **HIOSH workplace poster (It's the law) —**You must have the poster displayed in your workplace. You may obtain copies of the poster at HIOSH's website.

~ **Standards** that apply to your operations — You need these standards for reference material in your business. These are the regulations HIOSH uses when inspecting for compliance with the Hawaii Occupational Safety and Health Law. These standards are the baseline for your own inspections. Both sets can be either referenced or printed from the respective websites: http://www.osha.gov and http://labor.hawaii.gov/hiosh and are useful in determining what specific changes need to be made when hazards are identified. Most businesses come under HIOSH's General Industry Standards. However, if you are involved with construction operations, you will need HIOSH's Construction Industry standards that apply to that classification. **(Maritime operations are under federal OSHA jurisdiction.)**

~ **Recordkeeping forms**. If you have 11 or more employees, you are required to record and maintain OSHA logs. These forms are similar to forms you have been keeping for workers' compensation and other records. Forms can be downloaded and printed from the HIOSH and OSHA websites.

~ **Chapter 396, Hawaii Revised Statutes**, Occupational Safety and Health Law. You may want this for your own information and reference in the future. Download and print the Law from the HIOSH website.

Clean Up Your Place of Business

Poor housekeeping is a major contributor to low morale and sloppy work in general even if it is not usually the cause of major accidents. Most safety action programs start with an intensive clean-up campaign in all areas of business. Get rid of unnecessary items, provide proper waste containers, store flammables properly, make sure exits are not blocked, mark aisles and passageways, provide adequate lighting, etc. Get everyone involved and impress upon employees that you want to make your workplace safer, more healthful and more efficient.

Start Gathering Specific Facts About Your Situation

Before you make any changes in your safety and health operations, you will want to gather as much information as possible about the current conditions at your workplace and about business practices that are already part of your safety and health program. This information can help you identify any workplace problems and establish what is involved in solving them.

Someone responsible for the safety and health program should conduct this workplace assessment. The assessment can also be conducted in coordination with a professional safety and health consultant. It consists of two major activities.

1. The first is a comprehensive safety and health survey of your entire facility, designed to identify any existing or potential safety and health hazards. This initial survey should focus on evaluating workplace conditions with respect to safety and health regulations and generally recognized safe and healthful work practices. It should include checking on the use of any hazardous materials, observing employee work habits and practices, and discussing safety and health problems with employees. See Section IV, Self-Inspection Checklists, to help you get a start on creating this initial survey.

2. The second major activity is an assessment of your existing safety and health program to identify areas that may be working well and those that may need improvement. You will want to gather as much information as you can that relates to the safety and health management of your workplace. You should include the following in this review:

- **Safety and Health Activities.** Examine current and ongoing activities as well as those tried previously, as it applies to company policy statements, rules (both work and safety), guidelines for proper work practices and procedures and records of training programs.

- **Equipment.** Create a list of your main equipment, principle operations and locations of each. Special attention should be given to inspection schedules, maintenance activities and plant and office layouts.

- **Employees' Capabilities.** Arrange an alphabetical list of all employees showing their date of hire, job positions, experience and training. Special attention should be given to new employees and employees with disabilities.

- **Accident and Injury/Illness History.** Examine your first-aid cases, workers' compensation insurance premiums and payments and workers' compensation indemnifications, if any. Review any losses. Determine how your insurance rate compares with others in your industry. Special attention should be given to recurring accidents and recurring types of injuries.

Using facts that you have gathered, determine if there are key problem areas that can be identified. Look for things such as interruptions in your normal operations, employees taking extra leave, excess damaged products, etc. General assistance in this kind of problem identification can often be obtained from insurance carriers, local safety associations, State and county business development agencies, your major suppliers or even a competitor.

If there is a major problem, determine how to solve it. Once a problem is identified, you can work on the corrective action or a plan for controlling the problem. Take immediate action at this point and make a record of what you have done. Even if you have not found a major problem at this point, do not stop here. Now is the time to develop a comprehensive safety and health program that will help you avoid major problems in the future.

Establish Your Four-Point Safety and Health Program

The success of any workplace safety and health program depends on careful planning. This means that you have taken time to plan what you want to accomplish. You may even have a general idea of what it will take to accomplish your goals. Based on that, you can design a step-by-step process that will take you from the proposal to a fully effective safety and health program.

The most effective way to create the safest possible working environment is to institute the Four-Point Program discussed in Section II of this handbook. Use the guidance presented in Section II to help you develop your program.

Establish your **Management Leadership** and **Involve Your Employees.**

No safety and health program will work without management's leadership and commitment as well as employees' active involvement. You should have already taken the first step by designating the person who will be responsible for your program.

No program will work without management commitment and employee involvement.

Involve your employees as widely as possible with the program from the beginning. They are the people most in contact with safety and health hazards at your worksite and may have constructive input for your safety and health program. The ultimate success of your program will depend upon employee support—support that will be more forthcoming for a program in which they had meaningful input.

Make sure your program assigns responsibility and accountability to all employees in your organization. A good safety and health program makes it clear that each and every employee, from you through the supervisory levels to the line worker, is responsible for his or her part of the program. You will make their safety and health duties clear and each of them will be held accountable for his or her safety and health related duties.

Refer to the recommended actions to take in Section II. These will help start your program on the right track. You will be building the foundation for a successful safety and health program.

Establish and regularly conduct your **Workplace Analysis.** You cannot have a successful safety and health program if it has not identified all existing and potential hazards in your workplace. This is an ongoing process that includes routine self-inspections to maintain awareness of hazards and whether or not they are under control.

Create a system and procedures necessary to **Eliminate and Control Hazards** that have been identified through your worksite analysis. These control procedures will be your basic means for preventing accidents. HIOSH standards can be of great assistance to you since they address controls in order of effectiveness and preference. Where no standard exists, creative problem solving and consultant resources should help you create effective controls. The basic formula HIOSH follows is in order of preference:

- **Eliminating hazards** from machines, methods, materials or the organizational structure.

- **Controlling hazards** by limiting exposure or minimizing them at their sources.
- **Training personnel** to be aware of hazards and to follow safe work procedures to avoid and prevent potential injury or illness.
- **Personal Protective Equipment should be provided and used** for protecting employees against hazards.

Establish and provide ongoing training for employees, supervisors and managers. This should ensure that everyone at your worksite will know about the hazards that exist and will know how to control them. These points are crucial if you want to establish a safe and healthy workplace for you and your employees. They also work together to reinforce each other, thereby making it more difficult for accidents to occur and for work-related health problems to develop.

Develop and Implement Your Action Plan

Develop an action plan to help you build your safety and health program around the four points discussed above. It can serve as a "road map" to get your program from where it is now to where you want it to be. It tells you what has to be done, the logical order in which to do it, who is responsible and perhaps most important, where you want to be when you complete it. It is a specific description of problems and solutions but it is not ironclad—it can and should be changed to correspond with changes in the workplace.

A good action plan has two parts:

1. A list of the major changes or improvements that are needed to make your safety and health program effective. Assign each item a priority and a target date for completion, and identify the person who will monitor or direct each action.
2. A specific plan on how to implement each major change or improvement. Here, you would draft your objectives, the steps required to fulfill those objectives, who would be assigned to complete it and a time frame of completion.

A worksheet that may help you design an overall plan and describe specific action steps appears at the end of this section.

Once the plan has been established, you must begin putting it into action. Start with the item that has been assigned the highest priority. Check to make sure that item is realistic and manageable. Then address the steps you have written out for that item. This detailed description of the steps required will help you keep track of the development that is taking place. Keep in mind that you can work on more than one item at a time. The priorities may change as other needs are identified or as your company's resources change.

Open communication with your employees is crucial to the success of your efforts. Their cooperation depends on understanding what the safety and health program is all about, why it is important to them, and how it affects their work. The more you involve them in the changes, the smoother your transition will be.

Open communication with your employees is crucial to success.

By putting your action plan into operation at your workplace, you will have taken a major step toward having an effective safety and health program. Remember, a safety and health program is a plan put into practice. You can keep your program on track by periodically checking its progress and by calling on a HIOSH consultant (808-586-9100) when you need assistance.

Any good management system requires a periodic review to make sure that the system is operating as intended. Periodically means semi-annually or annually. You should examine carefully each critical component in your safety and health program to determine what is working well and what changes is needed. Your consultant can assist you in this area as well. When you identify improvements that should be made, you have the basis for new safety and health objectives for the following year. Developing new action plans for those improvements will help you to continue to progress towards an effective safety and health program. Consequently, it will reduce your safety and health risks and increase efficiency and profitability.

Remember, however, that it is also important to document your activities. The only way you can evaluate the success of your program is to have the documentation available to tell you what you have done, to assess how it has worked, and to provide you with guidance on how you can make it work even better.

Technical assistance may be available to you as a small business owner or manager through your insurance carrier, your fellow business associates, suppliers of your durable equipment and raw materials, safety organizations and many local, State and federal agencies, including, but not limited to, the Hawaii Small Business Development Center and HIOSH. You may even find help in the yellow pages of your telephone directory, which will give you the names of many companies and organizations who specialize in goods and services related to safety, health and fire prevention (refer to Section V under “Multiple Sources of Help”).

Establishing a quality safety and health program at your place of business will take some time and involve some resources. However, you should be pleasantly surprised with the results. You will have motivated employees because they will know you are committed to their safety and health while on the job. You will probably save money through increased productivity and reduced workers’ compensation insurance costs. You will find greater respect in your community. The rewards you receive will surely exceed the cost of your investment in safety and health protection.

IV. Self-Inspection

The most widely accepted way to identify hazards is to conduct safety and health inspections. The only way you can be certain of the actual situation is for you to look at it from time to time.

Make a Self-Inspection of Your Business

Begin a program of self-inspection in your workplace. Self-inspection is a must in identifying where hazards exist and whether they are under control. Later in this section, you will find checklists designed to give you an indication of where you should begin to make your business safer and more healthful for all of your employees. These checklists are by no means all-inclusive. You may wish to add to them or delete portions that do not apply to your business. Consider carefully each item as you come to it and then make your decision.

Do not inspect for items that obviously have no application to your business. Make sure you or your designee see each item. Leave nothing to memory or chance. Write down what you see or don't see. Ask yourself what you should do about it. When you have completed the checklist, add this material to your injury information, your employee information and your process and equipment information. You will now possess more information that will help you determine what problems exist. Then, using the HIOSH standards in your problem solving process, it will be much easier for you to determine the action needed to solve these problems.

Technical assistance in self-inspection may be available to you through your insurance carrier, safety organizations and many local, State, and federal agencies, including HIOSH. Additional checklists are available from the Internet, trade associations, insurance companies, and other similar service organizations (refer to Section V under "Multiple Sources of Help").

Self-Inspection Scope

The scope of your self-inspection should include the following:

Processing, Receiving, Shipping and Storage - equipment, job planning, layout, heights, floor loads, projection of materials, materials-handling and storage methods.

Building and Grounds Conditions - floors, walls, ceilings, exits, stairs, walkways, ramps, platforms, driveways, aisles.

Housekeeping Program - waste disposal, tools, objects, materials, leakage and spillage, cleaning methods, schedules, work areas, remote areas, storage areas.

Electricity - equipment, switches, breakers, fuses, switch-boxes, junction boxes, special fixtures, circuits, insulation, extension cords, tools, motors, grounding, NEC compliance.

Lighting - type, intensity, controls, conditions, diffusion, location, glare and shadow control.

Heating and Ventilation - type, effectiveness, temperature, humidity, controls, natural and artificial ventilation and exhausting.

Machinery - points of operations, flywheels, gears, shafts, pulleys, keyways, belts, couplings, sprockets, chains, frames, controls, lighting for tools and equipment, brakes, exhausting, feeding, oiling, adjusting, maintenance, lockout, grounding, work space, location, purchasing standards.

Personnel - training, experience, methods of checking machines before use, type clothing, PPE, use of guards, tool storage, work practices, methods of cleaning, servicing, or adjusting machinery.

Hand and Power Tools - purchasing standards, inspection, storage, repair, types, maintenance, grounding use and handling.

Chemicals - storage, handling, transportation, spills, disposal, amounts used, toxicity or other harmful effects, warning signs, supervision, training, protective clothing and equipment.

Fire Prevention - extinguishers, alarms, sprinklers, smoking rules, exits, personnel assigned separation of flammable materials and dangerous operations, explosion-proof fixtures in hazardous locations, waste disposal, training.

Maintenance - regularity, effectiveness, training of personnel, materials and equipment used, records maintained, specific methods of locking out machinery, general methods.

Personal Protective Equipment - type**,** size, maintenance, repair, storage, assignment of responsibility, purchasing methods, standards observed, training in care and use, rules of use, methods of assignment, medical evaluation.

Self-Inspection Checklists

These checklists are by no means all inclusive. You should add to them or delete portions of items that do not apply to your operations; however, carefully consider each item as you come to it and then make your decision. You should refer to the HIOSH standards for complete and specific standards that may apply to your work situation.

EMPLOYER POSTING

- ❍ Is the required HIOSH 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 "Safety Data Sheets" been posted or otherwise made readily available to affected employees?
- ❍ Are signs concerning exiting from buildings, room capacities, floor loading, biohazards, and exposures to x-ray, microwave, or other harmful radiation or other substances posted where appropriate?
- ❍ Is the OSHA Form 300A (Summary of Occupational Illnesses and Injuries), posted from February 1 to April 30?

RECORDKEEPING

- Are recordable injuries and/or illnesses being recorded as required on the OSHA 300 log?
- Are employees' medical records and records of employee exposure to hazardous substances or harmful physical agents up-to-date and in compliance with current HIOSH standards?
- Are employee-training records kept and accessible for review by employees, when required by HIOSH standards?
- 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 updated for such items as elevators, air pressure tanks, and liquefied petroleum gas tanks, etc.?

SAFETY AND HEALTH PROGRAM

- Do you have an active safety and health program in operation that deals with general safety and health program elements as well as the management of hazards specific to your worksite?
- 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 who 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 effort and accomplishments you and/or your safety committee have made in assuring they will have a workplace that is safe and healthful?
- Have you considered incentives for employees or workgroups who have excelled in reducing workplace injury/illnesses?

MEDICAL SERVICES AND FIRST-AID

- 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 readily available to render first-aid?
- Are first-aid kit supplies, when required, adequate for a particular area or operation?
- Are first-aid kits easily accessible to each work area? Are supplies periodically inspected and replenished as needed so that adequate supplies are always available?
- Have first-aid kit supplies been approved by a physician as being appropriate for the area and operations?
- Are means provided for quick drenching or flushing of the eyes and body in areas where corrosive liquids or materials are handled?

- Have all employees who are expected to respond to medical emergencies as part of their work: (1) received first-aid training; (2) had hepatitis B vaccination made available to them; (3) had appropriate training on procedures to protect them from bloodborne pathogens, including universal precautions; and (4) understood how to use appropriate PPE to protect against exposure to bloodborne diseases?[1]

[1] Pursuant to an OSHA memorandum of July 1, 1992, employees who render first-aid only as a collateral duty do not have to be offered pre-exposure hepatitis B vaccine only if the employer puts the following requirements into his/her exposure control plan and implements them: (1) the employer must record all first-aid incidents involving the presence of blood or other potentially infectious materials before the end of the work shift during which the first-aid incident occurred; (2) the employer must comply with post-exposure evaluation, prophylaxis, and follow-up requirements of the standard with respect to "exposure incidents", as defined by the standard; (3) the employer must train designated first-aid providers about reporting procedure; (4) the employer must offer to initiate the hepatitis B vaccination series within 24 hours to all unvaccinated first-aid providers who have rendered assistance in any situation involving the presence of blood or other potentially infectious materials.

FIRE PROTECTION

- Is your local fire department well acquainted with your facilities, its location and specific hazards? If not, contact the Honolulu Fire Department's Fire Prevention Bureau at 723-7161 or the fire department on your island.
- If you have a fire alarm system, has it been accepted by the local fire department as required?
- If you have a fire alarm system, is it tested at least annually?
- If you have interior standpipes and valves, are they inspected regularly and tested by a certified private fire protection company every five years?
- If you have outside private fire hydrants, are they flushed at least once a year and on a routine preventative maintenance schedule in accordance with the county water requirements?
- 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 periodically? If the system has more than 100 sprinkler heads, is it monitored? (required on the island of Oahu)
- Is the maintenance of automatic sprinkler systems assigned to a certified private fire protection company and inspected as well as tested at least annually?
- Are sprinkler heads protected by metal guards when exposed to physical damage?
- Is a 24 inch clearance maintained below sprinkler heads?
- Are portable fire extinguishers provided in adequate number and type in accordance with National Fire Protection 10 — Standard for Portable Fire Extinguishers?
- Are fire extinguishers mounted in readily accessible locations? Mounted not more than 5 feet above the floor with the bottom of the extinguisher located no less than 4 inches above the floor?

- Are fire extinguishers annually re-inspected and tagged by a certified private fire protection company?
- Are employees periodically instructed in the use of extinguishers (P.A.S.S.) and fire protection procedures?

PERSONAL PROTECTIVE EQUIPMENT AND CLOTHING

- Has the workplace been evaluated to determine if there is a need for personal protective gear and, if there is a need, that the PPE offers sufficient protection from the hazard(s) present in the workplace?
- Is the PPE properly fitted?
- Are employees trained on what PPE is necessary for a task, when to use it and how to adjust it?
- Are protective goggles or face shields provided and worn where there is any danger of flying particles or corrosive material?
- 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 environments 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 and required where employees could be cut or where there is reasonably anticipated exposure to corrosive liquids, chemicals, blood, or other potentially infectious materials? See 1910.1030(b) (Refer to §12-60-50(a)) for the definition of "other potentially infectious materials."
- Are hard hats provided and worn where danger of falling objects exist?
- 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, and 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 a 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 food or beverages are consumed on the premises, are they consumed in areas where there is no exposure to toxic material, blood, or other potentially infectious materials?
- Is protection against the effects of occupational noise exposure provided when sound levels exceed those of the HIOSH noise standard?

- Are adequate work procedures, protective clothing and equipment provided and used when cleaning up spilled toxic or otherwise hazardous materials or liquids?
- Are there appropriate procedures in place for disposing of or decontaminating PPE contaminated with blood or other potentially infectious materials?

GENERAL WORK ENVIRONMENT

- Are all worksites clean, sanitary, and orderly?
- Are work surfaces kept dry or appropriate means taken to assure the surfaces are slip-resistant?
- Are all spilled hazardous materials or liquids, including blood and other potentially infectious materials, cleaned up immediately and according to proper procedures?
- Is combustible scrap, debris and waste stored safely and removed from the worksite promptly?
- Is all regulated waste, as defined in the HIOSH bloodborne pathogens standard §12-60-50(a), discarded according to federal, State, and local regulations?
- 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 from 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?
- Are all 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?
- Have all confined spaces been evaluated for compliance with 29 CFR 1910.146?

WALKWAYS

- Are aisles and passageways kept clear?
- Are aisles and walkways marked as appropriate?

- Are wet surfaces covered with non-slip materials?
- Are holes in the floor, sidewalk or other walking surface 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 headroom provided for the entire length of any aisle or walkway?
- Are standard guardrails provided wherever aisle or walkway surfaces are elevated more than 4 feet 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, a guardrail, or equivalent on all sides (except at entrance to stairways or ladders)?
- Are toeboards installed around the edges of permanent floor opening (where persons may pass below the opening)?
- Are skylight screens or other covers of such construction and mounting that they will withstand a load of at least twice the weight of employees, equipment, and materials that may be imposed?
- 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 twice the maximum axle load 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 a self-closing feature when appropriated?

STAIRS AND STAIRWAYS

- Are standard stair rails or handrails provided on all stairways having four or more risers?
- Are all stairways at least 22 inches wide?
- Do stairs have landing platforms not less than 30 inches in the direction of travel and extend 22 inches in width at every 12 feet or less of vertical rise?
- Do stairs angle no more than 50 and no less than 30 degrees?
- Are stairs of hollow-pan type treads and landings filled to the top edge of the pan with solid material?
- Are step risers on stairs uniform from top to bottom?
- Are steps 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 treads?
- Do stairway handrails have at least 3 inches of clearance between the handrails and the wall or surface they are mounted on?
- Where doors or gates open directly on a stairway, is there a platform provided so the swing of the door does not reduce the width of the platform to less than 20 inches?
- Are stairway handrails capable of withstanding a load of 200 pounds applied in any direction at any point on the rail?
- Where stairs or stairways 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 of stairways that will not be a permanent part of the structure on which construction work is performed?

ELEVATED SURFACES

- Are signs posted, when appropriate, showing the elevated surface load capacity?
- Are work surfaces elevated more than 4 feet above the floor or ground provided with standard guardrails (6 feet for construction work)?
- Are all elevated surfaces (beneath which people or machinery could be exposed to falling objects) provided with standard toeboards?
- Are approved means of access and egress provided to elevated storage and work surfaces?
- Is required headroom provided where 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 6 inches high and the stroke of the lettering at least 3/4-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?
- Are the number of exits from each floor of a building and the number of exits 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 2-hour fire-resistive construction in buildings more than four stories in height, and not less than 1-hour fire-resistive constructive elsewhere?
- Where ramps are used as part of required exiting from a building, is the ramp slope limited to 1 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 operable 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?
- Where exit doors open directly onto any street, alley or other area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees stepping into the path of traffic?
- Are doors that swing in both directions and are located between rooms where there is frequent traffic provided with viewing panels in each door?

PORTABLE LADDERS

- Have employees been told that they must keep one hand on the ladder at all times even if they are working while standing on the ladder?
- 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 ladder?
- 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 so placed that slipping will not occur, or is it 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 guys, 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. used while using hand tools or equipment which might produce flying materials or be subject to breakage?
- Are jacks checked periodically to assure 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 used 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 shield, 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 assure 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, on equipment such as concrete mixers, air compressors, etc.?

- Are precautions taken when using fuel-powered tools in enclosed spaces?
- Are portable fans provided with full guards or screens having openings 1/2 inch or less?
- Is hoisting equipment available and used for lifting heavy objects, and are hoist ratings and characteristics appropriate for the task?
- Are ground-fault circuit interrupters provided on all temporary electrical 15-ampere 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 1/8 inch of the wheel?
- Is the adjustable tongue on the topside of the grinder used and kept adjusted to within 1/4 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 amounts of dust?
- Are splashguards mounted on grinders that use coolant to prevent the coolant reaching the employees?
- Is cleanliness maintained around grinders?

POWDER ACTUATED HAND TOOLS

- Are employees who operate powder-actuated tools trained in their use?
- Are loaded powder-actuated tools attended at all times?
- Are powder-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 PPE 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?
- Are 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 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 easy 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 or falling objects?
- Are manually operated valves and switches controlling the operation of equipment and machines clearly identified and readily accessible?
- Are all emergency stop buttons colored red?
- 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 splashguards mounted on machines that use metal working fluids to prevent the fluids or aerosols 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 hand?
- 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, so guarded?
- 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 PPE 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 1/2 inch when operating within 7 feet of the floor?
- Are the appropriate electrical enclosures identified?
- Is means provided to assure the control circuit can also be disconnected and locked out?
- Are radial arm saws guarded so that the guard will automatically adjust itself to the thickness of the stock and remain in contact with the stock?

LOCKOUT TAGOUT PROCEDURES

- Is all machinery or equipment capable of movement required to be de-energized or 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?
  - Is means provided to assure 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 lockout 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 lockout 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 or 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 on handling and storage of cylinders, safety valves, relief valves, etc., to prevent damage?
- Are oxygen cylinders in storage separated from fuel-gas cylinders or combustible materials (especially oil or grease), a minimum distance of 20 feet or by a noncombustible barrier at least 5 feet high having a fire-resistance rating of at least one-half hour?
- 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 OPENLIGHTS, or the 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 used 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 replaced 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 firewatchers 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 floors 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 is begun, 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 PPE 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 tests taken and means provided for quick removal of welders in case of emergency?

COMPRESSORS 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 of compressed air systems checked frequently?
- Before any repair work is done on the pressure system of a compressor, is the pressure 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, is the pressure reduced to less than 30 psi?
- When using compressed air for cleaning, do employees wear protective chip guarding and PPE?
- 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?
- 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?

COMPRESSED 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 or 3 psi, whichever is greater?
- Is every air receiver over 5 cubic feet in volume provided with a drainpipe 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 for compressed air receivers, 5 cubic feet or more in volume, issued by the Boiler and Elevator Branch of HIOSH?
- Is the inlet of air receivers and piping systems kept free of accumulated oil and carbonaceous materials?

COMPRESSED GAS CYLINDERS

- Are cylinders with water weight capacity over 30 pounds equipped with means for 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 subject to tampering by unauthorized persons?
- Are cylinders stored or transported in a manner to prevent them from 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 the 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 to 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 7 feet of the floor, ground or working platform, guarded?
- Is it prohibited to use chains or rope slings that are kinked or twisted?
- 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?
- Are only employees who have been trained in the proper use of hoists allowed to operate them?

INDUSTRIAL TRUCKS – FORKLIFTS

- Are only trained personnel allowed to operate industrial trucks?
- Is substantial overhead protective equipment provided on high lift rider equipment?
- Are the required lift truck operating rules posted and enforced?
- Is directional lighting provided on each industrial truck that operates 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 or vapors, or combustible dust or ignitable fibers may be present in the atmosphere, approved for such 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?
- Are powered industrial trucks being safely operated?

SPRAYING OPERATIONS

- Is adequate ventilation assured before spray operations are started?
- Is mechanical ventilation provided when spraying operations are done in enclosed area?
- When mechanical ventilation is provided during spraying operations, is it so arranged that it will not circulate the contaminated air?
- Is the spray area free of hot surfaces?
- Is the spray area at least 20 feet from flames, sparks, operating electrical motors and other ignition sources?
- Are portable lamps used to illuminate spray areas suitable for use in a hazardous location?
- Is approved respiratory equipment provided and used when appropriate during spraying operations?
- Are solvents, detergents, or cleaner intended for that purpose?
- 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 booths constructed of metal, masonry, or other substantial noncombustible material?
- 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?
- Are 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 valved 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, explosive concentrations and toxic substances 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?
- Has the standby employee been trained and equipped to adequately deal with emergencies?
- Is the standby employee or any other employees prohibited from entering the confined space without lifelines and respiratory equipment if there are any questions about the cause of the 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 assure 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 vehicles 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, blood, and other potentially infectious materials identified, which may cause harm by inhalation, ingestion, or 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 employees' exposure to chemicals in the workplace kept within acceptable levels?
- Can a less harmful method or product 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 hazardous substances (e.g., asbestos) and biohazards (e.g., bloodbome pathogens)?
- Are wet methods used, when practicable, to prevent the emission of airborne asbestos fibers, silica dust and similar hazardous materials?
- Are engineering controls examined and maintained or replaced on a scheduled basis?
- 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 airflow and volume necessary for the application, ducts not plugged or belts slipping?
- Is PPE 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 prevention of ergonomic-related injuries?
- 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 recirculated within a building or other enclosed area?
- Is equipment producing ultra-violet radiation properly shielded?
- Are universal precautions observed where occupational exposure to blood or other potentially infectious materials can occur and in all instances where differentiation of types of body fluids or potentially infectious materials is difficult or impossible?

FLAMMABLE AND COMBUSTIBLE MATERIALS

- Are combustible scrap, debris and waste material (oily rags, etc.) stored in covered metal receptacles and removed from the worksite 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 bounded 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 stands guarded to prevent damage from vehicles?
- Are all solvent waste and flammable liquids kept in fire resistant, covered containers until they are removed from the worksite?
- 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?
  Class A Ordinary combustible material fires.
  Class B Flammable liquid, gas or grease fires.
  Class C Energized-electrical equipment fires.
- Are appropriate fire extinguishers mounted within 50 feet of areas containing flammable liquids?
- Are 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 switch boards and equipment?
- Are "NO SMOKING" signs posted where appropriate in areas where flammable or combustible materials are used or stored?
- Are safety cans used for dispensing flammable or combustible liquids at a point of use?
- Are all spills of flammable or combustible liquids cleaned up promptly?
- Are storage tanks adequately vented to prevent the development of excessive vacuum or pressure as a result of filling, emptying, or atmosphere temperature changes?
- Are storage tanks equipped with emergency venting that will relieve excessive internal pressure caused by fire exposure?
- Are "NO SMOKING" rules 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 suitable facilities, i.e., 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?
- Where corrosive liquids are frequently handled in open containers or drawn from storage vessels or pipelines, are adequate means readily available for neutralizing or disposing of spills or overflows properly and safely?
- Have standard operating procedures been established and are they being followed when cleaning up chemical spills?
- Where needed for emergency use, are respirators stored in a convenient, clean, and sanitary location?
- 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 PPE 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 National Institute for Occupational Safety and Health (NIOSH) approved for this particular application? Are they regularly inspected and 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 (TLVs) or Permissible Exposure Limits (PELs) 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, gases, fumes, smoke, solvents or mists which may be generated in your workplace?
- Is ventilation equipment provided for removal of contaminants from such operations as production grinding, buffing, spray painting, and/or vapor degreasing, 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 asphyxiant, suffocating or anesthetic fumes stored in remote or isolated locations when not in use?

HAZARD COMMUNICATION PROGRAM

- ❍ Is there a list of hazardous substances used in your workplace?
- ❍ Is there a current written exposure control plan for occupational exposure to bloodbome pathogens and other potentially infectious materials, where applicable?
- ❍ Is there a written hazard communication program dealing with 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 hazard warning (communication of the specific health hazards and physical hazards)?
- ❍ Is there a SDS readily available for each hazardous substance used?
- ❍ Is there an employee-training program for hazardous substances which includes:
  - An explanation of what a SDS is and how to use and obtain one.
  - SDS contents for each hazardous substance or class of substances.
  - Explanation of "Right to Know".
  - Identification of where an employee can see the employer's written hazard communication program and where hazardous substances are present in their work areas.
  - The physical and health hazards of substances in the work area and specific protective measures to be used.
  - Details of the hazard communication program, including how to use the labeling system and SDSs.

BLOODBORNE PATHOGENS

- ❍ Does the employee-training program on the bloodbome pathogens standard contain the following elements:
  - an accessible copy of the standard and an explanation of its contents;
  - a general explanation of the epidemiology and symptoms of bloodbome diseases;
  - an explanation of the modes of transmission of bloodbome pathogens;
  - an explanation of the employer's exposure control plan and the means by which employees can obtain a copy of the written plan;
  - an explanation of the appropriate methods for recognizing tasks and the other activities that may involve exposure to blood and other potentially infectious materials;
  - an explanation of the use and limitations of methods that will prevent or reduce exposure, including appropriate engineering controls, work practices, and PPE;
  - information on the types, proper use, location, removal, handling, decontamination, and disposal of PPE;

- an explanation of the basis for selection of PPE;
- information on the hepatitis B vaccine;
- information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials;
- an explanation of the procedure to follow if an exposure incident occurs, including the methods of reporting the incident and the medical follow-up that will be made available;
- information on post exposure evaluations and follow up; and
- an explanation of signs, labels, and color coding?

❍ Are employees trained in the following:

- How to recognize tasks that might result in occupational exposure?
- How to use work practice and engineering controls and PPE and to know their limitations?
- How to obtain information on the types, selection, proper use, location, removal, handling, decontamination, and disposal of PPE?
- Who to contact and what to do in an emergency?

ELECTRICAL

❍ Do you specify compliance with HIOSH for all contract electrical work?

❍ Are all employees required to report as soon as practicable any obvious hazards to life or property observed in connection with electrical equipment or lines?

❍ Are 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 refrigerators, vacuum cleaners, polishers, vending machines, etc., grounded?

❍ Do extension cords being used have a grounding conductor?

❍ Are adapters, which interrupt the continuity of the equipment grounding connection, prohibited?

❍ Are ground-fault circuit interrupters installed on each temporary 15-ampere 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 wiring?

❍ 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 to 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 cord, 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 projected?
- Is the location of 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 or circuit conductors?
- Is the use of metal ladders prohibited in areas where 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?
- Do all interior wiring systems include provisions for grounding metal parts of electrical raceways, equipment and enclosures?
- Are all electrical raceways and enclosures securely fastened in place?
- Are all energized parts of electrical circuits and equipment guarded against accidental contact by approved cabinets or enclosures?
- 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?
- Are all electrical raceways and enclosures securely fastened in place?
- Are all energized parts of electrical circuits and equipment guarded against contact by approved enclosures?
- Is sufficient access and working space provided and maintained about 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?
- Is the horsepower rating of the disconnecting switches and/or the controllers for electrical motors, in excess of two horsepower, rated at or above the motor horsepower rating?

- Is low voltage protection provided in the control device of motor driving machines or equipment which could cause injury from inadvertent starts?
- 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?
- Are employees who regularly work on or around energized electrical equipment or lines instructed in the cardiopulmonary resuscitation (CPR) 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 85 dBA?
- 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 starting 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, or sparking, or arcing equipment prohibited near fueling or transfers of fuel operations?
- Is smoking prohibited in the vicinity of the fueling operations?
- Are fueling operators prohibited in building or other enclosed areas that are not specifically vented 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 is piped through a facility, are outlets or taps posted to alert employees that it is unsafe and not to 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 painted bands or tapes, are the bands or tapes located at reasonable intervals and at each outlet, valve or connection?
- When pipelines are identified by color, 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 of 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 aisleways 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 dunnage 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 equipped with sideboards of sufficient height to prevent the materials being handled from falling off?
- 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 material so that slings or load attachments won't accidentally slip off the hoist hooks?
- Are securing chains, ropes, and chokers or slings adequate for the job to be performed?
- When hoisting material or equipment, are provisions made to assure no one will be passing under the suspended loads?
- Are SDSs 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?
- Are employee transport vehicles equipped at all times with at least two reflective type warning signs or 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 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 types 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 contaminates, will enter the work environment?
- Where two or more ventilation systems are serving 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 area where contaminates 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 known contact has occurred with a carcinogen?
- When equipment, materials, 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 single-piece wheels, 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 and gauge?
- Does the tire inflation control valve automatically shutoff the airflow 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?

Did you fill out all sections of the checklist that are applicable to your workplace?

V. Assistance and Resources

Free On-Site Consultation

Using a free consultation service largely funded by the U. S. Occupational Safety and Health Administration (OSHA), employers can find out about potential hazards at their worksites, improve their injury and illness prevention management systems, and even qualify for up to two years or more exemption from routine HIOSH inspections if the requirements for voluntary compliance programs such as VPP and SHARP are met.

The HIOSH Consultation and Training Branch is made up of professional staff that can provide consultation and training services according to your company's needs. Most consultations take place on-site, though limited services away from the worksite are also available.

Primarily targeted for small businesses, this safety and health consultation program is completely separate from the HIOSH inspection effort. No citations are issued and there are no fees, charges or penalties. Your only obligation will be to commit yourself to correcting serious job safety and health hazards in a timely manner — a commitment which you are expected to make prior to the actual visit.

Everything is confidential. Your name, your company's name, and any information you provide about your workplace, plus any unsafe or unhealthful working conditions that the consultant uncovers, will not be reported to the HIOSH inspection staff unless you refuse to correct serious hazards.

Getting Started:

- Since consultation is a voluntary activity, you must request it.
- Consultant will discuss your specific needs.
- Consultant will set up a visit date based on the priority assigned to your request, your work schedule and the time needed for the consultant to prepare adequately to serve you.
- Although a complete review of your company's safety and health situation is encouraged, you may request a visit limited to one or more specific problems.
- Consultant will conduct an opening conference with you to briefly review his or her role and the obligation you incur as an employer.

Walkthrough:

Together, you and the consultant will examine conditions in your workplace. HIOSH strongly encourages maximum employee participation in the walkthrough. Better informed and more alert employees can more easily work with you to identify and correct potential injury and illness hazards in your workplace. Talking with employees during the walkthrough helps the consultant identify and judge the nature and extent of specific hazards.

The consultant will:

- Study your entire workplace or the specific operations you designate and discuss the applicable HIOSH standards.
- Identify other safety and health risks which might not be cited under HIOSH standards, but which may pose safety or health risks to your employees.
- Suggest and even provide, if applicable, other measures (e.g., self-inspection and safety/health training) you and your employees can apply to prevent future hazardous situations.

A comprehensive consultation also includes:

- Appraisal of all mechanical and environmental hazards and physical work practices.
- Appraisal of the present job injury and illness prevention program or the establishment of one.
- Conference with management findings.
- Written report of recommendations and agreements.
- Training and assistance with implementing recommendations.

Closing Conference:

- Consultant will review detailed findings with you.
- You will learn not only what you need to improve, but also what you are doing right.

- If the consultant identifies "serious hazards", you and the consultant are required to develop and agree to a reasonable plan to fix that hazard.

In rare instances, the consultant may find an "imminent danger" hazard during the walkthrough. If so, you must take immediate action to protect all employees. If the consultant identifies "serious hazards", you and the consultant are required to develop and agree to a reasonable plan to fix that hazard.

Abatement and Follow-through:

Following the closing conference, the consultant will send you a written report explaining the findings and confirming any abatement periods agreed upon. Consultants may also contact you from time to time to check your progress. You, of course, may always contact them for assistance.

HIOSH requires hazard abatement so that each consultation visit achieves its objective —effective employee protection. If you fail to eliminate or control identified serious hazards (or an imminent danger) according to the plan and within the limits agreed upon or an agreed upon extension, the situation must be referred from consultation to a HIOSH enforcement branch for appropriate action. This is uncommon since most employers are interested in preventing accidents.

Benefits:

- Knowledge of your workplace hazards and ways to eliminate them can improve your own operations and the management of your business.
- You will get professional advice and assistance on the correction of workplace hazards.
- On-site training and assistance will be provided by the consultant to you and your employees.
- Consultant can help you establish or strengthen an employee injury and illness prevention program, making safety and health activities routine considerations rather than crisis-oriented responses.

The On-site Consultants WILL:

- Help you recognize hazards in your workplace.
- Suggest general approaches or options for solving a safety or health problem.
- Identify kinds of help available if you need further assistance.
- Provide you with a written report summarizing findings.
- Assist you to develop or maintain an effective injury and illness prevention program.
- Provide training and education for you and your employees.

Call a consultant at (808) 586-9100 to help you identify the hazards in your workplace.

The On-site Consultants WILL NOT:

- Issue citations or propose penalties for violations of HIOSH standards.
- Report possible violations to HIOSH enforcement staff.

For more information concerning consultation assistance, please call the Consultation and Training Branch at (808) 586-9135.

Recognition and Exemption Programs

SHARP (Safety & Health Achievement Recognition Program)

If you are a small business that has developed an effective written workplace safety and health program with an injury/illness rate below the National and State of Hawaii rates, had no fatalities or major incidents in three years, and are willing to work with the HIOSH Consultation and Training Branch, the Hawaii Safety and Health Achievement Recognition Program (HI-SHARP) is for you. The HI-SHARP recognizes companies who have developed an effective written safety and health program and are open to working with HIOSH consultants to maintain an exemplary level of injury and illness prevention management program.

Section 12-60-50 (General Industry) and Section 12-110-50 (Construction), Hawaii Administrative Rules (HAR) require all companies in the State of Hawaii to develop a safety and health program. Companies with 25 or more employees are required to have the safety and health program in writing.

SHARP Qualifications	Benefits
Injury and illness rates below the National and State of Hawaii rates for your industry.	Inspection exemption from programmed inspections for up to 2 years.
Request a free on-site consultation.	Recognition from the State and peers.
Have an effective injury and illness prevention program.	Continued assistance from the HIOSH Consultation and Training Branch.
Score as a minimum 2 (Largely in Place) on required items on the OSHA form 33, Safety and Health Program Assessment.	Lower workers' compensation costs, less injuries and illnesses, greater productivity.

HVPP (Hawaii Voluntary Protection Program)

The Hawaii Voluntary Protection Program (HVPP) is a compliance evaluation program. HVPP recognizes larger companies that have the available resources and have gone beyond the HIOSH and OSHA standards. Companies that maintain outstanding occupational safety and health management

system, promote worker protection, require active employee involvement and management commitment. HVPP companies serve as models of excellence, share best practices, and are willing to mentor companies seeking to achieve HVPP status.

VPP Qualifications	Benefits
Injury and illness rates, both total and lost workday incident rates, below the National and State of Hawaii rates for your industry.	Inspection exemption from programmed inspections for up to 5 years.
Effective written injury and illness prevention program with the available resources to continue to improve the program.	Recognition from the State and peers. Join the VPP Participants Association which works toward achievement levels beyond the HIOSH and OSHA standards through networking and best practices.
No fatalities or major incidents for three years including the year of application.	Lower workers' compensation costs, less injuries and illnesses, greater productivity.

Multiple Sources of Help

Workers' Compensation Carriers and Other Insurance Companies

Many workers' compensation carriers as well as many liability and fire insurance companies conduct periodic inspections and visits to evaluate safety and health hazards. Managers of small and medium-sized businesses need to know what services are available from these sources. Contact your carrier and see what it has to offer.

Trade Associations and Employer Groups

Because of the increase in job safety and health awareness resulting from HIOSH activities, many trade associations and employer groups have put a new emphasis on safety and health matters to better serve their members. If you are a member of such a group, find out how it is assisting its members. If you are not a member, find out if these groups are circulating their materials to nonmembers, as many do.

Trade Unions and Employee Groups

If your employees are organized, set up some communications as you do in normal labor relations to get coordinated action on hazards in your business. Safety and health is one area where advanced planning will produce action on common goals. Many trade unions have safety and health expertise that they are willing to share.

Safety and Health Organizations

American Society of Safety Engineers (ASSE), Hawaii Chapter

The national organization of ASSE and the local chapter have a range of information and services available. You can contact ASSE Hawaii Chapter at:

ASSE, Hawaii Chapter
P.O. Box 1354
Honolulu, HI 96807-1354
http://hawaii.asse.org

American Industrial Hygiene Association (AIHA), Hawaii Section

You can contact the local section at:

AIHA Hawaii Local Section
P.O. Box 814
Honolulu, HI 96808
www.aihahawaii.org
https://www.aiha.org/LocalSections/html/hawaii/default.htm

For Specific Medical Consultations

Talk to your doctors, clinics, or health service providers and see if one of them will advise you on workplace medical or occupational health matters on a consulting basis. Some of the larger health system organizations have occupational safety and health programs and services available to the public.

You can contact the Red Cross (or check the yellow pages) for assistance in first-aid training:

American Red Cross Hawaii State Chapter
4155 Diamond Head Road
Honolulu, HI 96816
http://www.redcross.org/hi/honolulu

Additional Safety and Health Resources

Your Local Libraries

If you do not have a computer, many libraries in the Hawaii State Public Library and University Library systems have computers available for use by the public.

Your Local Educational Institutions

Training and education are available from several educational institutions.

Honolulu Community College, Occupational and Environmental Safety Management Program offers both a certificate and an associate degree (www.honolulu.hawaii.edu/oesm) Phone: (808) 845-9211.

Leeward Community College, Office of Continuing Education and Training offers Commercial Driver's License (CDL), forklift and other driver training programs (http://www.ocewd.org/transportation.htm) Phone: (808) 455-0477.

University of California, San Diego, the OSHA Training Institute Region IX Education Center, has held some courses in Hawaii. Course information and schedule are available on their website at http://osha.ucsd.edu or by calling toll free (800) 358-9206.

Injuries and Illnesses and Workers' Compensation Data

Hawaii injuries and illnesses survey summary data (incidence rates and number of nonfatal injuries and illnesses, by industry and case type) can be found on the U. S. Department of Labor Bureau of Labor Statistics website at www.bls.gov/iif/oshstate.htm. You can use this data to compare your company's rate to those of other Hawaii businesses in the same industry.

Information on Hawaii's workplace injuries and illnesses is reported to the Disability Compensation Division of the State Department of Labor and Industrial Relations. Data (processed cases, cases with cost, costs, and days lost) is available Statewide and by counties in various categories at http://labor.hawaii.gov/rs/ in the Workers' Compensation Data Book. Publications are available at no cost while supplies last. To obtain copies, contact:

State Department of Labor and Industrial Relations
Research and Statistics Office
830 Punchbowl St. #304
Honolulu, HI 96813
Phone: (808) 586-8999
Fax: (808) 586-9022
http://labor.hawaii.gov/rs/

Government Publications and Information

The Occupational Safety and Health Administration (OSHA) website at www.osha.gov includes standards, directives, news releases, frequently asked questions, fact sheets, and publications (some can be downloaded and some purchased). In addition, several e-Tools, which are software programs and compliance assistance tools, are available to walk you through safety and health issues and common problems to find solutions for your workplace.

Some publications can also be requested from:

U.S. Department of Labor
OSHA Publications Office
P.O. Box 37535
Washington, D.C. 20013-7535
Phone: (202) 219-4667
Fax: (202) 219-9266

For a complete listing of available OSHA publications and audiovisual programs, visit https://www.osha.gov/Publications/osha2019.html.

The National Institute for Occupational Safety and Health (NIOSH), part of the U. S. Centers for Disease Control and Prevention, provides public access to their services, publications and information resources through its toll-free telephone number (1-800-356-4674) and their website at http://www.cdc.gov/niosh.

State-Operated Compliance Program

The Federal Occupational Safety and Health (OSH) Act encourages each state to assume the fullest responsibility for the administration and enforcement of occupational safety and health programs.

For example, federal law permits any state to assert jurisdiction, under state law, over any occupational safety and health standard not covered by a federal standard. In addition, any state may assume responsibility for the development and enforcement of its own occupational safety and health standards for those areas now covered by federal standards. However, the state must first submit a plan for approval by the U. S. Department of Labor's Occupational Safety and Health Administration (OSHA).

Hawaii has submitted such a plan. In developing the Hawaii OSH standards, Hawaii adopted the existing federal standards or developed its own standards. Hawaii also issues its own HIOSH poster. As a non-federal employer, you are covered by State plan operations and must comply with HIOSH standards and regulations.

HIOSH has standards for General, Administrative, and Legal Provisions, General Industry, Construction and Health. Other standards relating to Boilers and Pressure Vessels and Elevators and Related Systems are also available. Applicability of standards depends on the functions of your business. The Consultation and Training Branch staff can assist you in determining which standards apply to your business.

The General Duty Clause provides that each employer shall furnish to each of his employees employment and a place of employment which are free from recognized hazards that are causing or are likely to cause death or serious physical harm to his employees.

A recognized hazard is a danger recognized by the employer's industry or industry in general, by the employer, or by common knowledge.

After you have obtained a copy of the current standards, a process of elimination can easily identify those chapters that apply to your business. Read the introduction to the chapters. Then analyze the possible hazards mentioned in terms of your workplace, your equipment, your materials and your employees.

For information on voluntary compliance with HIOSH standards, recordkeeping requirements or on obtaining the HIOSH poster, contact the Consultation and Training Branch at (808) 586-9100 or visit the HIOSH website at http://labor.hawaii.gov/hiosh.

Examples of Model Policy Statements

"The Occupational Safety and Health Act of 1970 clearly states our common goal of safe and healthful working conditions. The safety and health of our employees continues to be the first consideration in the operation of this business."

"Safety and health in our business must be part of every operation. Without question it is every employee's responsibility at all levels."

"It is the intent of this company to comply with all laws. To do this, we must constantly be aware of conditions in all work areas that can produce injuries. No employee is required to work at a job he or she knows is not safe or healthful. Your cooperation in detecting hazards and, in turn, controlling them is a condition of your employment. Inform your supervisor immediately of any situation beyond your ability or authority to correct."

"The personal safety and health of each employee of this company is of primary importance."

"The prevention of occupational-induced injuries and illnesses is of such consequence that it will be given precedence over operating productivity whenever necessary. To the greatest degree possible, management will provide all mechanical and physical facilities required for personal safety and health in keeping with the highest standards."

"We will maintain a safety and health program conforming to the best practices of organizations of this type. To be successful, such a program must embody the proper attitude toward injury and illness prevention on the part of supervisors and employees. It also requires cooperation in all safety and health matters, not only between supervisor and employee, but also between each employee and his or her coworkers. Only through such a cooperative effort can a safety program in the best interest of all be established and preserved."

"Our objective is a safety and health program that will reduce the number of injuries and illnesses to an absolute minimum, not merely in keeping with, but surpassing the best experience of operations similar to ours. Our goal is zero accidents and injuries."

"Our safety and health program will include:

- Providing mechanical and physical safeguards to the maximum extent possible.
- Conducting a program of safety and health inspections to find and eliminate unsafe working conditions or practices, to control health hazards, and to comply fully with the safety and health standards for every job.
- Training all employees in good safety and health practices.
- Providing necessary PPE and instructions for its use and care.
- Developing and enforcing safety and health rules and requiring that employees cooperate with these rules as a condition of employment.
- Investigating, promptly and thoroughly, every accident to find out what caused it and to correct the problem so that it won't happen again.
- Setting up a system of recognition and awards for outstanding safety service or performance."

"We recognize that the responsibility for safety and health are shared:

- The employer accepts the responsibility for leadership of the safety and health program, for its effectiveness and improvement, and for providing the safeguards required to ensure safe conditions.

- Supervisors are responsible for developing the proper attitudes toward safety and health in themselves and in those they supervise and for ensuring that all operations are performed with the utmost regard for the safety and health of all personnel involved, including themselves.
- Employees are responsible for wholehearted, genuine operation with all aspects of the safety and health programs including compliance with all rules and regulations and for continuously practicing safety while performing their duties."

Financing Workplace Improvement

The Small Business Administration (SBA) is authorized to make loans to assist businesses to meet HIOSH standards. Because SBA's definition of a "small business" varies from industry to industry, it is advisable to contact your local SBA field office (look in the Federal Government section in your phonebook) and ask whether you qualify.

If you have not been inspected by HIOSH now is the time to seek consultation to learn whether your workplace will require any improvements and how much the improvements are going to cost. Calling the Consultation and Training Branch at (808) 586-9135 can do this. Staff can assist you in assessing what improvements are needed and which standards relate to the condition(s) to be corrected.

A helpful hint, if you decide to apply for an SBA loan: experience indicates that most delays in processing SBA loans are due to applications which either do not (1) adequately describe each workplace condition to be corrected and identify one or more HIOSH standard(s) applicable to the condition to be corrected or (2) provide a reasonable estimate of the cost of correcting each condition.

In most cases, safety hazards can be corrected without financial assistance. Health hazards may be more costly to correct. The age and condition of the building and equipment are major factors to be considered.

The Hawaii Small Business Development Center Network, with centers in Hilo (933-0776), Kauai (241-3148), Maui (875-5990), and Oahu (945-1430), provide prospective and existing small businesses with business and economic development assistance to promote growth, expansion, innovation, increased productivity and management improvement. The assistance is offered through counseling, training, research advocacy and other resources and activities.

A free electronic newsletter, with updates on small business issues, events and available resources, is available by emailing the Hawaii Business Research Library at http://hisbdc.org/BusinessResearchLibrary.aspx, or calling (808) 875-5990.

Interest rate information on SBA loans may be obtained from any SBA office. They fluctuate but are generally lower than you can obtain elsewhere.

In addition, you may wish to consult your own bank. It pays to shop around for loans.

You may also check with your accountant during tax season if safety and health improvements can be expended or depreciated.

Injury and Illness Prevention Program (**Sample**)

Company Name

Please customize this injury and illness prevention program according to your workplace. Your written program can only be effective if it is put into practice.

About this Sample Injury and Illness Prevention Program

This sample program for general industry is based on the Sample Accident Prevention Program developed by the Washington Industrial Safety and Health Act (WISHA) Services Division, State of Washington, Department of Labor and Industries (http://www.lni.wa.gov).

You may follow this outline; however, it is provided as an EXAMPLE ONLY and may include information that does not apply to your business or may not contain something that does apply to your business. You want an Injury and Illness Prevention Program that matches your actual operations and the potential hazards that may be encountered by your employees. We suggest that you include a table of contents to your written program for ease of use.

This program must be implemented in order to be effective in practice. It also needs to be updated as changes occur in your business (new equipment, new processes, etc.) and in regulations and standards.

If you are using the electronic version on the HIOSH website (http://labor.hawaii.gov/hiosh), please read through the document and add or delete information as needed to make it job site specific. You also have the option of pressing the "F11" key to scroll through the document and enter information into certain fields that need to be customized to your specific business and/or location.

Injury and Illness Prevention Program

Management Commitment

Safety Policy

(Customize by adding your company name here) places a high value on the safety of its employees. (Customize by adding your company name here) is committed to providing a safe workplace for all employees and has developed this program for injury prevention to involve management, supervisors, and employees in identifying and eliminating hazards that may develop during our work process.

It is the basic safety policy of this company that no task is so important that an employee must violate a safety rule or take a risk of injury or illness in order to get the job done.

Employees are required to comply with all company safety rules and are encouraged to actively participate in identifying ways to make our company a safer place to work.

Supervisors are responsible for the safety of their employees and as a part of their daily duties must check the workplace for unsafe conditions, watch employees for unsafe actions and take prompt action to eliminate any hazards.

Management will do its part by devoting the resources necessary to form a safety committee composed of management and elected employees. We will develop a system for identifying and correcting hazards. We will plan for foreseeable emergencies. We will provide initial and ongoing training for employees and supervisors. And, we will establish a disciplinary policy to insure that company safety policies are followed.

Safety is a team effort — Let us all work together to keep this a safe and healthy workplace.

(Customize by adding any additional policy items that you may have and/or deleting any that do not apply to your company.)

Safety and Health Responsibilities

Manager Responsibilities

1. Ensure that a company-wide safety committee is formed and is carrying out its responsibilities as described in the program.
2. Ensure that sufficient time, supervisor support and funds are budgeted for safety equipment and training.
3. Ensure that sufficient employee time, supervisor support, and funds are budgeted for safety equipment and training.
4. Evaluate supervisors each year to make sure they are carrying out their responsibilities as described in this program.
5. Ensure that incidents are fully investigated and corrective action taken to prevent the hazardous conditions or behaviors from happening.
6. Ensure that a record of injuries and illnesses is maintained and posted as described in this program.
7. Set a good example by following established safety rules and attending required training.
8. Report unsafe practices or conditions to the supervisor of the area where the hazard was observed.

(Customize by adding any additional management responsibilities that you may have and/or deleting any that do not apply to your company.)

Supervisor Responsibilities

1. Ensure that each employee you supervise has received an initial orientation before beginning work and that employees are competent or received training on safe operation of equipment or tasks before starting work on that equipment or project.
2. Ensure that each employee receives required PPE before starting work on a project requiring PPE.
3. Do a daily walk-around safety-check of the work area. Promptly correct any hazards you find.
4. Observe the employees you supervise working. Promptly correct any unsafe behavior. Provide training and take corrective action as necessary. Document employee evaluations.

5. Insist that employees observe and obey every rule, regulation, and order necessary to the safe conduct of the work and take such action necessary to obtain compliance.

6. Set a good example for employees by following safety rules and attending required training.

7. Investigate all incidents in your area and report your findings to management.

8. Talk to management about changes to work practices or equipment that will improve employee safety.

(Customize by adding any additional supervisor responsibilities that you may have and/or deleting any that do not apply to your company.)

Employee Responsibilities

1. Follow safety rules described in this program, HIOSH safety standards and training you receive.

2. Report unsafe conditions or actions to your supervisor or safety committee representative promptly.

3. Promptly report all injuries to your supervisor regardless of how serious they are.

4. Promptly report all near-miss incidents to your supervisor.

5. Always use PPE in good working condition where it is required.

6. Do not remove or defeat any safety device or safeguard provided for employee protection.

7. Encourage coworkers by your words and example to use safe work practices on the job.

8. Make suggestions to your supervisor, safety committee representative or management about changes you believe will improve employee safety.

(Customize by adding any additional employee responsibilities that you may have and/or deleting any that do not apply to your company.)

Employee Participation

Safety Committee

We have formed a safety committee to help employees and management work together to identify safety problems, develop solutions, review incident reports and evaluate the effectiveness of our safety program. The committee is made up of management-designated representatives and one employee-elected representative each from the office, factory and outside sales divisions of our company.

- Employees in each division will elect from among themselves a representative to be on the committee. If there is only one volunteer or nomination, the employees will approve the person by voice vote at a short meeting called for that purpose. If there is more than one volunteer or nomination, a secret paper ballot will be used to elect the representative.

- Elected representatives will serve for one year before being reelected or replaced. If there is a vacancy, then an election will be held before the next scheduled meeting to fill the balance of the term.
- In addition to the employee-elected representatives, management will designate no more than three representatives but a minimum of one who will serve until replaced by management.
- A chairperson will be selected by majority vote of the committee members each year. If there is a vacancy, the same method will be used to select a replacement.
- In addition to the committee responsibilities explained above, duties of safety committee members include:
    - A monthly self-inspection of the area they represent;
    - Communicating with the employees they represent on safety issues and
    - Encouraging safe work practices among coworkers.
- The regularly scheduled meeting time is 7:30 am for one hour on the first Thursday of each month at the employee lunchroom. This may be changed by vote of the committee.
- A committee member will be designated each month to keep minutes on the attached minutes form. A copy will be posted on the employee bulletin board after each meeting. After being posted for one month, the minutes will be filed for one year. The minutes form contains the basic monthly meeting agenda.

(Customize by adding any additional safety committee information that you may have and/or deleting any that do not apply to your company.)

Employee Safety Meetings

All employees are required to attend a monthly safety meeting held on the first Thursday of each month in the lunchroom. This meeting is to help identify safety problems, develop solutions, review incidents reports, provide training and evaluate the effectiveness of our safety program. Minutes will be kept on the attached minutes form. Meeting minutes will be kept on file for one year.

(Customize by adding any additional Employee Safety Meeting information that you may have and/or deleting any that do not apply to your company.)

Hazard Recognition

Recordkeeping and Review

Employees are required to report any injury or work-related illness to their immediate supervisor regardless of how serious. Minor injuries such as cuts and scrapes can be entered on the minor injury log posted (Customize by adding location of Minor Injury Log). The employee must use an "Employee's Injury/Illness Report Form" to report more serious injuries.

The supervisor will:

- Investigate a serious injury or illness using procedures in the "Incident Investigation" section below.
- Complete an "Incident Investigation Report" form.
- Give the "Employee's Report" and the "Incident Investigation Report" to (Add the name or title of the person to whom this information will be given.).

(Add the name or title of the responsible person) will:

- Determine from the Employee's Report, Incident Investigation Report, and any workers' compensation claim form associated with the incident, whether it must be recorded on the OSHA Form 300 (Log of Work-Related Injuries and Illnesses) according to the instructions for that form.
- Enter a recordable incident within seven calendar days after you receive information about a case.
- If the injury is not recorded on the OSHA log, add it to a separate incident report log which is used to record non-OSHA recordable injuries and near misses.
- Each month before the scheduled safety committee meeting, make any new injury reports and investigations available to the safety committee for review, along with an updated OSHA and incident report log.

The safety committee will review the log for trends and may decide to conduct a separate investigation of any incident.

(Add the name or title of the responsible person) will post a signed copy of the OSHA Form 300A (Summary of Work-Related Injuries and Illnesses) for the previous year on the safety bulletin board from February 1 to April 30. The logs and the summaries will be kept on file for at least 5 years. Any employee can view an OSHA log upon request at any time during the year.

(Customize by adding any additional Hazard Recognition policies that you may have and/or deleting any that do not apply to your company.)

Incident Investigation

Incident Investigation Procedure

If an employee dies while working or is not expected to survive, or when three or more employees are admitted to a hospital as a result of a work-related incident, or when there is property damage exceeding $25,000, (Customize by adding the name or title of person responsible for reporting to HIOSH) will contact HIOSH within 8 hours after becoming aware of the incident. If there is a work-related in-patient hospitalization, amputation or loss of an eye, (Customize by adding the name or title of person responsible for reporting to HIOSH) will contact HIOSH within 24 hours after becoming aware of the incident.

On Oahu, the telephone number is 586-9102. Toll free numbers are available from the neighbor islands (Kauai — 274-3141, Maui — 984-2400, Hawaii — 974-4000, Molokai/Lanai — 1-800-468-4644). (Add the name or title of the responsible person) must contact HIOSH with the correct information. When the HIOSH office is closed, notification can be left on the answering machine. (Add the name or title of the responsible person) must report: employer name, location and time of incident, number of employees involved, the extent of injuries or illnesses, a brief description of what happened and the name and phone number of a contact person.

DO NOT DISTURB the scene except to aid in rescue or make the scene safe. Whenever there is an incident that results in death or serious injuries that have immediate symptoms, a preliminary investigation will be conducted by the immediate supervisor of the injured person(s), a person designated by management, an employee representative of the safety committee, and any other persons whose expertise would help the investigation.

The investigation team will take written statements from witnesses, photograph the incident scene and equipment involved. The team will also document as soon as possible after the incident, the condition of equipment and anything else in the work area that may be relevant. The team will make a written "Incident Investigation Report" of its findings. The report will include a sequence of events leading up to the incident, conclusions about the incident and any recommendations to prevent a similar incident in the future. The safety committee will review the report at its next regularly scheduled meeting.

When a supervisor becomes aware of an employee injury where the injury was not serious enough to warrant a team investigation as described above, the supervisor will write an "Incident Investigation Report" to accompany the "Employee's Injury/Illness Report Form" and forward them to (Add the name or title of the responsible person).

Whenever there is an incident that did not but could have resulted in serious injury to an employee (a near-miss), the incident will be investigated by the supervisor or a team depending on the seriousness of the injury that would have occurred. The "Incident Investigation Report" form will be used to investigate the near-miss. The form will be clearly marked to indicate that it was a near-miss and that no actual injury occurred. The report will be forwarded to the bookkeeper to record on the incident log.

An "Incident Investigation Checklist" form can be found in the Injury and Illness Prevention Program Guide to help the supervisor carry out his/her responsibilities as described above.

(Customize by adding any additional Incident Investigation policies that you may have and/or delete any that do not apply to your company.)

Safety Inspection Procedure

(Customize by adding your company name here) is committed to aggressively identifying hazardous conditions and practices that are likely to result in injury or illness to employees. We will take prompt action to eliminate any hazards we find. In addition to reviewing injury records and investigating incidents for their causes, management and the safety committee will regularly check the workplace for hazards as described below:

Annual Site Survey – Once a year, an inspection team made up of members of the safety committee will do a wall-to-wall walk through inspection of the entire worksite. They will write down any safety hazards or potential hazards they find. The results of this inspection will be used to eliminate or control obvious hazards, target specific work areas for more intensive investigation, and assist in revising the checklists used during regular monthly safety inspections and as part of the annual review of the effectiveness of our injury and illness prevention program.

Periodic Change Survey –We will assign a supervisor or form a team to look at any changes we make to identify safety issues. Changes include new equipment, changes to production processes or a change to the building structure. A team is made up of maintenance, production, and safety committee representatives. It examines the changed conditions and makes recommendations to eliminate or control any hazards that were or may be created as a result of the change.

Monthly Safety Inspection – Each month, before the regularly scheduled safety committee meeting, safety committee representatives will inspect their areas for hazards using the standard safety inspection checklist. They will talk to coworkers about their safety concerns. Committee members will report any hazards or concerns to the whole committee for consideration. The results of the area inspection and any action taken will be posted in the affected area. Occasionally, committee representatives may agree to inspect each other's area rather than their own. This brings a fresh pair of eyes to look for hazards.

Job Hazard Analysis – As a part of our ongoing safety program, we will use a "Job Hazard Analysis" form to look at each type of job task our employees do. The supervisor of that job task or a member of the safety committee will do this analysis. We will change how the job is done as needed to eliminate or control any hazards. We will also check to see if the employee needs to use PPE while doing the job. Employees will be trained in the revised operation and to use any required PPE. The results will be reported to the safety committee. Each job task will be analyzed at least once every two years, whenever there is a change in how the task is done or if there is a serious injury while doing the task.

(Customize by adding any additional safety self-inspection policies that you may have and/or deleting any that do not apply to your company.)

Hazard Prevention and Control

Eliminating Workplace Hazards

(Customize by adding your company name here) is committed to eliminating or controlling workplace hazards that could cause injury or illness to our employees. We will meet the requirements of State safety standards where there are specific rules about a hazard or potential hazard in our workplace. Whenever possible, we will design our facilities and equipment to eliminate employee exposure to hazards. Where these engineering controls are not possible, we will write work rules that effectively prevent employee exposure to the hazard. When the above methods of control are not possible or are not fully effective, we will require employees to use PPE such as safety glasses, hearing protection, foot protection, etc.

Basic Safety Rules

The following basic safety rules have been established to help make our company a safe and efficient place to work. These rules are in addition to safety rules that must be followed when doing particular jobs or operating certain equipment. Those rules are listed elsewhere in this program. Failure to comply with these rules will result in disciplinary action.

- Never do anything that is unsafe in order to get the job done. If a job is unsafe, report it to your supervisor or safety committee representative. We will find a safer way to do that job.
- Do not remove or disable any safety device! Keep guards in place at all times when operating machinery.
- Never operate a piece of equipment unless you have been trained and are authorized.
- Loose or frayed clothing, jewelry, rings, etc., must not be worn around moving machinery or other places where they can get caught.
- Machinery shall not be repaired or adjusted while in operation.
- Keep faces of hammers in good condition to avoid flying nails and bruised fingers.
- Files shall be equipped with handles; never use a file as a punch or pry.
- Do not use a screwdriver as a chisel.
- Do not lift or lower portable electric tools by the power cords; use a rope. Do not leave the cords of these tools where cars or trucks will run over them.
- Do not throw material, tools or other objects from heights (whether structures or buildings) until proper precautions are taken to protect others from falling objects.
- Wash thoroughly after handling injurious or poisonous substances.
- Gasoline shall not be used for cleaning purposes.
- When using a ladder, arrange work so that you are able to face the ladder and use both hands while climbing.
- Use your PPE whenever it is required.
- Obey all safety warning signs.
- Working under the influence of alcohol or illegal drugs or using them at work is prohibited.
- Do not bring firearms or explosives onto company property.
- Smoking is only permitted outside the building away from any entry or ventilation intake.
- Horseplay, running and fighting are prohibited.

- Clean up spills immediately. Replace all tools and supplies after use. Do not allow scraps to accumulate where they will become a hazard. Good housekeeping helps prevent injuries.

(Customize by adding any additional safety policies that you may have and/or deleting any that do not apply to your company.)

Job Related Safety Rules

We have established safety rules and PPE requirements based upon a hazard assessment for each task listed below:

Work in or pass through any production area, such as the Machine shop or Paint shop	
Required PPE	Safety glasses. Prior to use, check for broken or missing components.
Work Rules	▪ Walk within marked aisles. ▪ Do not distract or talk with employees when they are using a machine.

Work with Bench Grinders: Machine shop	
Required PPE	Eye protection (full-face shield with safety glasses under the shield).
Work Rules	▪ Ensure that the rating for RPMs for the wheel is the same as or higher than the operating RPM of the grinder. ▪ Check that the upper wheel (tongue) guard has a gap of no more than 1/4 inch. ▪ Check that there is a gap between the tool rest and the wheel of no more than 1/8 inch. ▪ Check that the wheel edge is not excessively grooved. Dress the wheel if necessary. ▪ Do not grind on the face of the wheel.

Work with Ladders: All locations	
Required PPE	The job hazard analysis will specify the PPE required. If a personal fall arrest system is required, the fall protection plan instructions will be described elsewhere in this program.
Work Rules	▪ Before you use a ladder, check it for defects such as loose joints, grease on steps, or missing rubber feet. ▪ Do not paint a ladder! You may hide a defect. ▪ Do not use a ladder as a brace, workbench or for any other purpose than climbing.

Work Rules (Continued)	▪ At least one hand must be on the ladder at all times. Do not carry objects up or down a ladder if it will prevent you from using both hands to climb. Similarly, do not work from a ladder if the work requires you to use both hands. ▪ Always face the ladder when climbing up or down. ▪ If you must place a ladder at a doorway, barricade the door to prevent its use and post a sign. ▪ Only one person is allowed on a ladder at a time. ▪ Always keep both feet on the ladder rungs except while climbing. Do not step sideways from an unsecured ladder onto another object. ▪ If you use a ladder to get to a roof or platform, the ladder must extend at least 3 feet above the landing and be secured at the top and bottom. ▪ Do not lean a step ladder against a wall and use it as a single ladder. Always unfold the ladder and lock the spreaders. ▪ Do not stand on the top step of a step ladder. Set a single or extension ladder with the base 1/4 of the working ladder length away from the support.

(The above rules are included as an example only. You must customize this program by adding any additional job-specific safety rules that you may have and/or deleting any that do not apply to your company. Be sure to include the job description, location, work rules, and PPE required.)

Back injury claims are painful for the worker and expensive for the company. Lift safely!

Lifting Tasks: All locations	
Required PPE	▪ Leather gloves — for sharp objects or surfaces. ▪ Steel toe safety shoes in production and shipping areas must be in good condition and be marked “ANSI Z41 C - 75”.
Work Rules	▪ Do not lift on slippery surfaces. ▪ Test the load before doing the lift. ▪ Get help if the load is too heavy or awkward to lift alone. ▪ Break the load down into smaller components if possible to provide a comfortable lift. ▪ Do not overexert! ▪ Make sure you have a good handhold on the load. ▪ Do not jerk the load or speed up. Lift the load in a smooth and controlled manner.

Work Rules (Continued)	▪ Do not twist while lifting (especially with a heavy load). Turn and take a step. ▪ Keep the load close to the body. Walk as close as possible to the load. Pull the load towards you before lifting if necessary. ▪ Avoid long forward reaches to lift over an obstruction. ▪ Do not bend backwards to lift or place items above your shoulder. Use a step stool or platform. ▪ Do not lift while in an awkward position. ▪ Use a mechanical device such as a forklift, hoist, hand truck or elevated table whenever possible to do the lift or to bring the load up between the knees and waist before you lift.

The signatures below document that the employee received training on how to lift safely.

Employee: _____

Training Date: _____

Trainer: _____

(The above rules are included as an example only. Customize this program by adding any additional job-specific safety rules that you may have and/or deleting any that do not apply to your company. Include the job description, location, work rules, and PPE required.)

Disciplinary Policy

Employees are expected to use good judgment when doing their work and to follow established safety rules. We have established a disciplinary policy to provide appropriate consequences for failure to follow safety rules. This policy is designed not so much to punish as to bring unacceptable behavior to the employee's attention in a way that the employee will be motivated to make corrections. The following consequences apply to the violation of the same rule or the same unacceptable behavior:

First Instance - verbal warning, notation in employee file and instruction on proper actions.
Second Instance - one day suspension, written reprimand and instruction on proper actions.
Third Instance - one week suspension, written reprimand and instruction on proper actions.
Fourth Instance - termination of employment.

An employee may be subject to immediate termination when a safety violation places the employee or coworkers at risk of permanent disability or death.

(The above rules are included as an example only. You must customize this program by adding any disciplinary rules that you may have and/or deleting any that do not apply to your company.)

Equipment Maintenance

The following departments have machinery and equipment that must be inspected or serviced on a routine basis. A checklist/record to document the maintenance items will be maintained and kept on file for the life of the equipment.

Machine Shop		
Equipment	Interval	Location of Record
Ederer 20 ton crane	Daily	Maintenance file cabinet
Omaha press brake	Weekly	Folder attached to press

Vehicles		
Equipment	Interval	Location of Record
1986 Toyota Forklift A68710*	Daily	File cabinet in garage
1992 Ford Taurus LST385	Monthly	Vehicle glove box

*Forklifts are required to be examined daily prior to being placed into service or after each shift if used on a round-the-clock basis.

(The above rules are included as an example only. You must customize this section by adding any equipment maintenance rules that you may have and/or deleting any that do not apply to your company. Be sure to include the equipment, location, and other pertinent information.)

Emergency Planning -- What will we do in an emergency?

In Case of Fire

An evacuation map for the building is posted (Customize by adding location, if this applies to your company). It shows the location of exits, fire extinguishers, first-aid kits and where to assemble outside (Customize by adding meeting location for your location). A copy of the map is attached to this program. All employees will receive training on how to use fire extinguishers as part of their initial orientation. A fire evacuation drill will be conducted once a year during the first week of April.

(Customize by adding fire drill and fire extinguisher training information as it pertains to your business.)

- If you discover a fire: Tell another person immediately. Call or have them call 911 and a supervisor.
- If the fire is small (such as a wastebasket fire) and there is minimal smoke, you may try to put it out with a fire extinguisher.
- If the fire grows or there is thick smoke, do not continue to fight the fire.
- Tell other employees in the area to evacuate.
- Go to the designated assembly point outside the building. (north parking lot)
- If you are a supervisor notified of a fire in your area: Tell your employees to evacuate to the designated assembly location. Check that all employees have been evacuated from your area.

- Verify that 911 has been called.
- Determine if the fire has been extinguished. If the fire has grown or there is thick smoke, evacuate any employees trying to fight the fire.
- Tell supervisors in other areas to evacuate the building.
- Go to the designated assembly point and check that all your employees are accounted for. If an employee is missing, do not re-enter the building! Notify the responding fire personnel that an employee is missing and may be in the building.

(Customize the above rules by adding procedures in case of fire as it pertains to your business.)

In Case of Earthquake

Hawaii is subject to earthquakes. There will be no advance warning. The shock will be your only warning. Because there are power lines over the north parking lot, the south parking lot is the designated assembly location for earthquake evacuation. We have bolted tall, narrow storage racks to the floors and/or walls to prevent them from tipping over. A wrench is available at the rear entrance to turn off the gas shutoff outside the building. All supervisors will be trained in the gas shutoff procedure. An earthquake drill will be conducted each year during the first week of September. In the event of an earthquake:

(Customize by adding earthquake drill and evacuation information as it pertains to your business.)

If you are inside a building:

- Drop beside a desk or table, sofa or bed (NOT UNDER), cover your head and hold on. Stay away from windows, heavy cabinets, bookcases or glass dividers.
- When the shaking stops, (Customize by adding name or title of responsible person) are to check for damage and available evacuation routes, then begin an evacuation of their area to the designated assembly location. (Customize by adding meeting location for your location.)
- Evacuation should proceed as quickly as possible since there may be aftershocks.
- (The designated person name) account for each employee as quickly as possible.
- First-aid certified employees should check for injuries and help evacuate injured employees.
- Do not attempt to move seriously injured persons unless they are in immediate danger of further injury.
- If a gas odor is in the building, tell a supervisor to turn off the gas at the main. Open windows.
- Supervisors and first-aid employees must not re-enter the building once evacuation is complete.
- Do not approach or touch downed power lines or objects touched by downed power lines.
- Do not use the phone except for emergency use.
- Turn on a radio and listen for public safety instructions.

If you are outside: Stand away from buildings, trees, telephone and electric lines.

If you are on the road: Drive away from underpasses/overpasses. Stop in a safe area. Stay in the vehicle. (Customize by adding any additional rules and deleting any that do not apply to your business.)

If an injury occurs:

- A first-aid kit is kept (Customize by adding the location of first-aid supplies in your business). Also, each company vehicle is equipped with a first-aid kit located in the glove box or under the driver's seat. Members of the safety committee check these kits monthly. An inventory of each kit is taped to the inside cover of the box. If you are injured, promptly report it to any supervisor. (Customize by adding any additional locations of first-aid supplies or deleting the above information if it does not apply to your business.)

- All supervisors are required to have first-aid cards. Other employees may have been certified. A list of current first-aid and CPR certified supervisors and employees is posted on the safety bulletin board along with the expiration dates of their cards. (Customize by adding the location of first-aid trained personnel in your business.)

- In case of serious injury, do not move the injured person unless absolutely necessary. Only provide assistance to the level of your training. Call for help. If there is no response, call 911.

- Aids/HIV, Hepatitis B and C are the infectious diseases of concern in blood. All blood should be assumed to be infectious. These diseases can be deadly. Employees are not required to perform first-aid as part of their job duties. In the event of a bleeding injury where first-aid is needed, use gloves if possible to prevent exposure to blood or other potentially infectious materials. The injured person can often help by applying pressure to the wound. Gloves and a mouth barrier for rescue breathing are available in the first-aid kits. If you are exposed to blood while giving first-aid, wash immediately with soap and water and report the incident to a supervisor. The appropriate follow-up procedures will be initiated, including medical evaluation, counseling, Hepatitis B vaccine and blood testing of the source person if possible. For further information, refer to HIOSH Standard §12-60-50(a) or 29 CFR 1910.1030.

Safety and Health Training and Education

Safety Training

Training is an essential part of our plan to provide a safe workplace at (Customize by adding your company name here). To insure that all employees are trained before they start a task that requires training, we have a training coordinator, (Customize by inserting the name or title of the person responsible for training in your company.). That person will verify that each employee has received an initial orientation by his or her supervisor, has received any training needed to do the job safely and that the employee file documents the training. The coordinator will make sure that an outline and materials list is available for each training course we provide.

Course	Who must attend
Basic Orientation	All employees (given by the employee's supervisor)
Safe Lifting	Any employee who lifts more than 20 pounds
Chemical Hazards (General)	All employees
Chemical Hazards (Specific)	Any employee who uses or is exposed to a particular chemical
Fire Extinguisher Safety	Any employee expected to use a fire extinguisher
Forklift Training	Employees who operate a forklift
Welding Safety	Employees who operate the arc welder
Lockout Training (Awareness)	All employees
Lockout Training (Advanced)	Employees who service equipment
Respirator Training	Employees who use a respirator

(Customize by adding additional training required in your business and deleting any of the above training that does not apply.)

Safe Lifting Training Course Outline

Required Materials:

- Safe Lifting rules from Injury and Illness Prevention Program.

Outline: 1-hour class

- Talk about injury statistics related to lifting and handling materials.
- Talk about some injuries that have occurred in our workplace.
- Go over safe lifting rules in the Injury and Illness Prevention Program.
- Demonstrate pre and post stretching exercises.
- Demonstrate techniques.
- Discuss mechanical lifting aids such as hoists and carts that are available in our workplace.
- Have employees sign their names to the training roster.

You are at the end of the Sample Injury and Illness Prevention Program. Please be sure that you have added all the required information to make it specific to your business.

Appendix A: Overall Action Plan Worksheet

Major Action Steps to be Taken	Priority (Assign each Step a Number)	Projected Completion Date	Actual Completion Date
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Description of Action to be Taken: _____

_____

_____

Specific Steps Required	Person Assigned	Projected Completion Date	Problems/ Delays Encountered	Actual Completion Date
1.				
2.				
3.				
4.				
5.				

Notes

Notes

Notes

Notes

HAWAII OCCUPATIONAL SAFETY AND HEALTH DIVISION (HIOSH)
Department of Labor and Industrial Relations
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Honolulu, Hawaii 96813

http://labor.hawaii.gov/hiosh