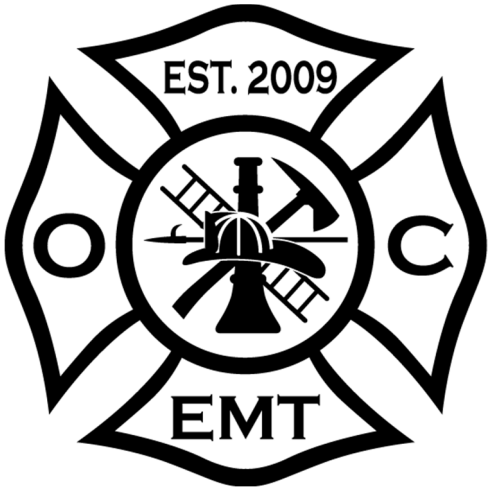
Orange County EMT
Strategic Plan



2018-2023

Institutional Statements

Mission Statement
“To provide the highest level of Emergency Medical Training and Education to persons seeking Employment, Career Development, or Personal Development in the Pre-Hospital setting, by exceeding National Standards and staying at the forefront of EMS Education.”

Vision Statement
“Through Commitment, Dedication, and Perseverance, we will become a nationally recognized Emergency Medical Training Program that specializes in all EMS certifications at the State and National levels, while always maintaining excellence within our program.”

2018 OCEMT Objectives

Objectives	Strategies	Strategies for Evaluation	Assigned	Cost	Completion
1. Obtain Program Approval for Emergency Medical Technician Paramedic	1. Receive Approval through Licensing/Accrediting Agencies a) Committee on Accreditation for EMS Professionals (CoAEMSP) b) California Bureau for Private Post Secondary Education c) Orange County Emergency Medical Services d) Council On Occupational Education	1. Attend CoAEMSP Conference 2. Submit Initial Self Study Report to CoAEMSP 3. Respond to Executive Analysis from CoAEMSP 4. Receive Letter of Review Allowing Program to Start. 5. Submit LoR and Non-Substantive Change Application to BPPE for Paramedic 6. Submit application to OCEMS with all approvals from other Agencies 7. Submit Substantive Change Application to COE	Gremel	$3,500.00	CoAEMSP Attended 6/1/17 3. N/A 4. CoAEMSP LOR Approved 2/27/17 5. BPPE Approval 4/13/17 6. OCEMS Approval 5/8/2017 7. COE Approval 8/17/2018
2. Hire Additional Staff for Paramedic Program	1. Refer to Title 22 of CA Health and Safety Code, Div 9 for Student/Instructor ratios 2. Recruit Firefighter/Paramedics with teaching experience from local Fire Departments 3. Recruit EMT's from local Fire Departments and Ambulance Companies to backfill EMT Program Vacancies 4. Promote Instructors within the Program to Administrative Positions	1. Approved by Institutional Advisory Board: Dec. 2017 2. Make Administrative Promotions for Paramedic Program: Hire Date Feb 1st, 2018 3.. Hire additional Staff for EMT and Paramedic Programs: Hire Date April 1st, 2018	Gremel Kilian Carter	Hourly Rate Hourly Rate	1. 1/20/2018 2. 3/21/2018

2019 OCEMT Objectives

Objectives	Strategies	Strategies for Evaluation	Assigned	Cost	Completion
1. Relocate to larger facility	1. Search Commercial Real-Estate listings for properties 2. Select building suiting Program needs 3. List and sell current Building 4. Escrow and lease must work in conjunction to minimize time spent occupying two properties	1. Gain approval through Institutional Advisory Board December, 2018 2. Hire Commercial Realtor prior to 12/10/2018 3. Review Market Analysis of current and future building for Feasibility Study. To be completed prior to entering escrow or signing lease 4. Accept offer if ROI is greater than 20% & escrow is 30 days or less 5. Sign lease if rent is appropriate according to Market Analysis, incorporates desired lease terms, and Tenant Improvement work is approved	Gremel Kilian	1. Realtor Fee 4% of selling price 2. Lease: $28,000.00 due at signing 3.TI Costs $30,000.00	Escrow Closed 1/28/2019 Lease Signed 1/1/2019 TI Work Completed 2/1/2019
2. Gain Approval for Change of Location	1. Submit Application for change of Location to: a) CA Bureau for Private Post- Secondary Education b) Council on Occupational Education	1. Submit application to BPPE immediately following close of escrow and signing of lease 2. Submit application to COE immediately upon receiving approval from BPPE	Gremel	$2,000.00	BPPE Initial Approval 2/25/19 BPPE Final Approval 7/9/19 COE Approval 6/13/19
3. Host CoAEMSP Accreditation Site Visit	1. Submit Self Study Report to CoAEMSP 2. Attend CoAEMSP Conference 3. Review Executive Analysis 4. Schedule Site Visit	1. Submit Self Study Nov, 2018 2. Attend Conference Jan, 2019 3. Respond to EA prior to 9/1/19 4. Host Site- Visit prior to 2020	Gremel Kilian	$3,500.00	May 2019

2020 OCEMT Objectives

Objectives	Strategies	Strategies for Evaluation	Assigned	Cost	Completion
1. Achieve Accreditation through Commission on Accreditation of Allied Health Education Programs (CAHEPP)	1. Have a successful CoAEMSP Site Visit 2. CoAEMSP recommend Program for accreditation through CAHEPP	1. CoAEMSP Accreditation Workshop: January 2019 2. Refer to CoAEMSP Site Visit Findings Report	Gremel Kilian	$3,500.00	2019
2. Apply for Hybrid Paramedic Program	1. Receive CAHEPP Accreditation 2. Submit Applications: a) CoAEMSP b) Council on Occupational Education c) CA Bureau for Private Post Secondary Education	1. 6-12 months post CoAEMSP site visit 2. Submit CoAEMSP application with 30 days of CAHEPP Accreditation 3. Submit COE application within 30 days of CoAEMSP approval 4. Submit BPPE application within 30 days of COE approval	Gremel	$2,000.00	Delayed/Covid
3. Prepare for COE Re-Affirmation in 2021	1. Host COE Site Visit for Change of Location 2. Complete COE Self Study Report	1. Respond to Site Visit Report Within 30 days 2. Attend COE Accreditation Workshop in 2020 3. Begin Self Study 18 months prior to COE expiration. January 2020	Gremel Kilian Barr	$2,500.00	Delayed Covid

2021 OCEMT Objectives

Objectives	Strategies	Strategies for Evaluation	Assigned	Cost	Completion
1. Apply for Distance Education for EMT/Paramedic Progam	1.. Submit Applications: a) BPPE b) COE c) CoAEMSP	1. 6-12 months post CoAEMSP site visit 2. Submit CoAEMSP application with 30 days of CAHEPP Accreditation 3. Submit COE application within 30 days of CoAEMSP approval 4. Submit BPPE application within 30 days of COE approval	Gremel	$2,000.00	6/1/21 BPPE COE TBD
2. Prepare for COE Re-Affirmation	1. Collect Workbooks from COE Website 2. Faculty Meeting: COE Overview 3. Assign Self-Study Components 4. Attend Workshop	1. Ensure Current Books being used 2. Provide Faculty Orientation on Self-Study 3. Assign Standards based off of employment position 4. July 2021	Gremel Kilian Barr	$2,500.00	2/1/21 7/21
3. Complete Self Study	1. Use the 2020 check sheet for criteria and standards 2. Use the 2018 Self Study Manual	1. Answer all conditions by 2/1/21 2. Answer Standards and Criteria 7/1/21 3. Revise Plans as needed 3/1/21 4. Revise Procedures as needed 3/1/21 5. Advisory Board Eval 9/1/21 6. Submit 60 days prior 8/15/21	Gremel Kilian	Payroll	8//15/21
4. Host Reaffirmation Visit	1. Complete Self-Study	1. Complete objectives above	Gremel Kilian Lynn Barr Charlie Scott Eric Gafner	Payroll	10/11/21 10/12/21 10/13/21 10/14/21

2022 OCEMT Objectives

Objectives	Strategies	Strategies for Evaluation	Assigned	Cost	Completion
1. Implement Distance Learning - EMT Program - Paramedic Program	1. Gain approval for both Programs 2. Advertise for Distance Course Winter 2021 3. Implement Courses - Paramedic March of 2022 - EMT March of 2022	1. Gain approval Nov. 2021 2. Check Enrollment numbers 2/1/22 3. Start class 3/1/22	Gremel	$3,000.00 Fees	March 2022
2. Implement Satellite Campus - Paramedic Program	1. Find Satellite Site 2. Gain approval for Satellite Campus 3. Enroll for new Campus	1. Location Prior to 2022 2. Submit application - BPPE - COE - CoAEMSP	Gremel Kilian	$3,000.00 Rent TBD	January 2022
4. Increase Completion Rate of EMT Program	1. Revise Entrance Requirements into Program 2. Entrance Exam 3. Require Cut Scores 4. Selection Process 5.. Add additional Days to Class	1. Implement Fisdap Entrance exam for 2022 2. Create Selection Process by Nov 2021 3. Put into effect Janaury 2022 4. Increase tuition to support additional days	Gremel Kilian	Payroll	January 2022

2023 OCEMT Objectives

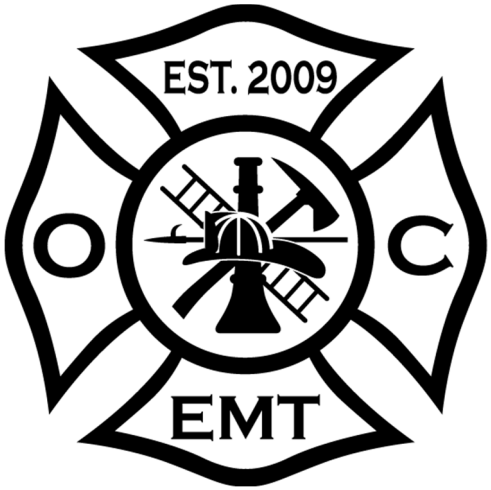
Objectives	Strategies	Strategies for Evaluation	Assigned	Cost	Completion

1. Establish Branch Campus	1. Establish an out of county Branch Campus 2. Establish an out of State Branch Campus	1. Study out of County markets for similar programs 2. Study out of State markets for similar programs	Gremel Kilian	TBD	June 2023
2. Affiliation Agreements - Out of County Hospitals - Out of County Fire Dept. - Out of State Affiliations	1. Identify out of county/state hospital affiliations 2. Identify out of state field/state affiliations	1. Identify County/State with potential needs. Initiate correspondence regarding programs and possible affiliation. 2. Document potential opportunities by June 2023	Gremel	N/A	June 2023
3. Increase Annual Paramedic Courses	1. Add one additional Paramedic Course per year for a total of four annual. 2. Add additional EMT Courses based off of approval of Distance Education	1. Evaluate duration of courses and convert to quarterly system 2. Evaluate average traditional courses and add (2) Part-Time distance courses.	Gremel Kilian	N/A	March, 2023
4. Prepare for CoAEMSP Reaffirmation	1. Review CoAEMPS Handbook of Accreditation 2. Assign Objectives to Personnel 3. Gather Data and create draft 4. Attend required workshops 5. Formulate completion date	1. Gather current resources by February 2023 2. Complete Analysis by September 2023 3. Attend required workshops prior to December 2023 4. Confirm visit by Dec. 31, 2023	Gremel Kilian	$5,000.00	Dec 31,2023

Strategic Planning Evaluation and Review

The Strategic Plan is reviewed by the faculty, administration, and institutional advisory committee and revised as necessary at least annually and is documented in the Institutional Advisory Board Minutes. The results of the evaluation of progress toward achieving the objectives are documented annually and are also recorded in the Institutional Advisory Board Minutes.

Orange County EMT
Strategic Plan



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Orange County EMT
26489 Rancho Pkwy South
Lake Forest, CA 92630

Program Outcomes Follow-Up Plan

Plan: S3-C14-18

1. Goal:
To ensure OCEMT has a systematic process ensuring Program and Institutional outcomes follow-up is systematic and continuous. This plan will be used to track all outcomes after the graduates have completed the Program and include licensure and placement.

2. Objective

a. Identification of responsibility for coordination of follow-up activities
b. Methods for collection of data on completion, placement, and licensure pass rates
c. Information collected from completers and employers is focused on program effectiveness
d. Surveys for completers and employers of completers measures the satisfaction of the education that was received
e. Comply with Standard 3: Criterion 14-18

3. References
Standard 3: Program and Institutional Outcomes Generic Version – 2020 Version

4. Plan:

Methods for collecting graduate, placement, and licensure rates is through the following methods. Completion rates will be gathered upon course completion by reconciling the original course roster and verifying who received a course completion certificate. Licensure rates are collected through the NREMT data base, who administers the licensure exams. Placement data is collected through job placement surveys distributed to the students in person, through email, over the phone, text message, or social media.

Responsibility of Follow-Up- Activities

1. Completion Data
Completion data will be collected upon completion of each Course and is the responsibility of the following personnel:

a) EMT Program: Administrative Secretary
b) Paramedic Program: Administrative Assistant

2. Licensure Data
Licensure Date is analyzed on a quarterly basis and recorded annually. Licensure date is the responsibility of the following personnel:

a) EMT Program: Program Director
b) Paramedic Program: Program Director

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3. Placement Data

Placement data is analyzed on a quarterly basis and recorded annually. Placement data is the responsibility of the following personnel:

a) EMT Program: Administrative Assistant and Administrative Secretary
b) Paramedic Program: Program Director, Clinical Coordinator, Administrative Assistant

Completer and Employer Surveys

Surveys for completers and employers of completers must contain the following;

a) Information regarding Program effectiveness
b) Level of satisfaction with the education received

Follow-Up-Plan Evaluation

a) Reviewed annually by the faculty and administration during December or January
b) Outcome information will be used to improve program outcomes
c) Revisions to the plan will be made after evaluating the outcomes
d) Completion, Licensure, and Placement data made available to the Administrative and Instructional staff annually at the faculty meeting and will be posted on the institution's website.

Orange County EMT
26489 Rancho Pkwy South
Lake Forest, CA 92630

Media Services Plan

Plan: S5-C1-9

Goal
Assure all media services are appropriate and inclusive for all methods of program delivery.

Objectives

1. Provide a plan to assure all required media services are provided for all methods of instructions utilized

2. The scope and availability of the services

3. A variety of current and relevant educational materials, such as reference book; periodicals and manuals of business, professional, technical, and industrial nature; audio-visual materials and equipment; internet access to sites with educational and reference materials appropriate to program offerings; and other materials to help fulfill the institution's purposes and support its educational programs;

4. The staff person (administrative, supervisory, or instructional" responsible for the implementation and coordination of media services;

5. Roles and responsibilities of designated staff member (s);

6. Orientation for user groups (i.e., instructors, students, and others);

7. Facilities and technical infrastructure essential for using media materials;

8. Annual budgetary support for the services; and,

9. Annual evaluation of the effectiveness of media services and utilization of the results to modify and improve media services

10. Comply with Standard 5: Criteria 1 through 9

References:
Standard 5: Learning Resources, Generic Version – 2020 Edition

Overview

OCEMT shall implement a written media plan for the sole purpose of allocating media services for our students. Media services serve critical role to deliver a high -quality educational experience for the prospective EMT and healthcare professional.

Media Services Plan

Orange County EMT
26489 Rancho Pkwy South
Lake Forest, CA 92630

The institution will utilize multi-media throughout the Programs and incorporates an online platform to reinforce didactic content that is covered during lecture. The online platform used for both Programs is Jones and Bartletts Learning Navigate Premier and FISDAP.

1. Scope and availability of Services include

Educational Materials
a) EMT: Emergency Care and Transport of the Sick and Injured 11th edition
b) Paramedic: Emergency Care in the Streets 8th edition
c) JBL Navigate Premier online platform
d) FISDAP online platform
b) NREMT Psychomotor Skills Portfolio
d) Pharmacology Sheets
e) Local Protocols Books

Staff Member Responsible for Implementation and coordination of Media Services

a) Program Director
b) Clinical Coordinator
c) Lead Instructor

Roles and Responsibilities
The Program Director and Clinical Coordinator are responsible for ensuring the media services used for each Program will help achieve the institutions mission. The Administrators are also responsible for orientating all staff with the media services.

The Lead instructor for each Program is responsible for orientating each class with the media services, ensuring it is implemented correctly into the course, and coordinating any other needs.

Facilities and Technical Infrastructure

There are two primary classrooms within the institution. One classroom is assigned to the EMT Program and the other is assigned to the Paramedic Program. The Paramedic Classroom also has five breakout room for skills training. Each classroom has the following technical infrastructure to support the media services:

1. (2) 70 inch smart televisions
2. Laptop Computer
3. Cox communication commercial WIFI and Router services
4. 2.0 and 5.0 mesh system WIFI services
5. Cable Services
6. Electrical outlets
7. Chromebook Computers
8. IPads
9. Lectern

Budget
The annual budget for support services is $10,000.00

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Evaluation

Media Services are evaluated in December during the Institutional Advisory Board Meeting and in January during the Institutions Faculty at which time the staff meets to determine the effectiveness of the plan. Modifications to media services can be made at any-time, or after the plan is reviewed if agreed upon by the instructional staff.

Orange County EMT

Health and Safety Plan

26489 Rancho Parkway South
Lake Forest California, 92630
(949) 421-3958

Revised On:
1/21/2021

Contents

POLICY STATEMENT ON SAFETY

The management of this company is very interested in working with you to provide a safe place in which to work. The prevention of accidents and injuries to our employees is the prime objective.

All company personnel are expected to take an active and constant interest in the prevention of accidents. We call upon all employees to use good common sense and in all their actions, take a second to think of the consequences to your fellow employees. We cannot overemphasize that all employees must do their part to minimize accidents.

Please show your support by demonstrating the following:

1. OBSERVING COMPANY SAFETY RULES.

2. KEEPING WORK AREAS FREE OF UNSAFE CONDITIONS.

3. AVOIDING AND ELIMINATING UNSAFE ACTS.

4. PROMPTLY REPORTING UNSAFE ACTS AND CONDITIONS.

5. REPORTING ALL ACCIDENTS IMMEDIATELY.

Accidents cause suffering and pain. We value each of you as individuals and hope you will cooperate with us in this important endeavor.

Any constructive criticism or suggestions toward improving safety on any of our jobs will be given prompt and careful consideration.

Sincerely,

Corey Gremel, Chief Administrative Officer
OCEMT
(949) 421-3958

DUTIES AND RESPONSIBILITIES

A successful Safety and Injury and Illness Prevention Program can only be achieved and maintained when there is active interest, participation, and accountability at all levels of the organization. To ensure this, the company, delegates the following safety duties to all management personnel. In some cases employees will need to perform safety duties outside their regular responsibilities to prevent accidents.

The Safety Program Administrator must plan, organize, and administer the program by establishing policy, setting goals and objectives, assigning responsibility, motivating subordinates, and monitoring results. Company management will support and maintain an ongoing Safety and Injury and Illness Prevention Program through the following:

1. Providing clear understanding and direction to all management and employees regarding the importance of safety through the development, implementation, monitoring and revision of policy and procedures.

2. Providing financial support for the Safety / Injury and Illness Prevention Program through the provision of adequate funds for the purchase of necessary safety materials, safety equipment, proper personal protective equipment, adequate time for employee safety training, and maintenance of tools and equipment.

3. Overseeing development, implementation, and maintenance of the safety manual, IIPP, and other required safety programs.

4. Maintaining a company commitment to accident prevention by expecting safe conduct on the part of all managers, supervisors, and employees.

5. Holding all levels of management and employees accountable for accident prevention and safety.

6. Reviewing all accident investigations to determine corrective action.

Managers and Supervisors play a key role in the prevention of accidents on the job. They have direct contact with the employees and know the safety requirements for various jobs. Safety responsibilities for these individuals include:

1. Enforce all safety rules in the Code of Safe Practices and ensure safe work procedures.

2. Verifying corrective action has been taken regarding safety hazards and accident investigations.

3. Conducting periodic documented inspections of the work sites to identify and correct unsafe actions and conditions that could cause accidents.

4. Act as a leader in company safety policy and setting a good example by following all safety rules.

5. Becoming familiar with local, state, and federal safety regulations. The Safety Coordinator is available for assistance.

6. Train all new and existing employees in proper safety procedures and the hazards of the job.

7. Instruct all employees, under their supervision, in safe work practices and job safety requirements.

8. Hold weekly safety meetings with employees.

9. Ensure employee proficiency when assigning work requiring specific knowledge, special operations or equipment.

10. Ascertain that all machinery, equipment, and workstations are maintained in safe working condition and operate properly.

11. Correct unsafe acts and conditions that could cause accidents.

12. Communicate with all employees about safety and accident prevention activities.

13. Correct the cause of any accident as soon as possible.

14. Ascertain that proper first aid and fire fighting equipment is maintained and used when conditions warrant its use.

15. Maintain good housekeeping conditions at all times.

16. Investigate all injuries and accidents to determine their cause and potential corrective action.

17. Ascertain that all injuries involving our employees that require medical attention are properly treated and promptly reported to the office.

The Safety Program Administrator acts as a safety resource for the company and is responsible for maintaining program records. They will also be our primary person to deal with outside agencies regarding the safety program and its contents. Additional duties include:

1. Coordination of all loss prevention activities as a representative of management. Acting as a consultant to management in the implementation and administration of the Safety Program.

2. Develop and implement loss prevention policies and procedures designed to insure compliance with the applicable rules and regulations of all federal, state, and local agencies.

3. Review all accident reports to determine cause and preventability.

4. Conduct periodic reviews of the program and job sites to evaluate performance, discuss problems and help solve them.

5. Consult with representatives of our insurance companies in order that their loss control services will support the Safety Program.

6. Review Workers' Compensation Claims. Help supply the insurance carrier with information about injured employees in order to keep loss reserves as low as possible.

Every employee is responsible for working safely, both for self-protection and for protection of fellow workers. Employees must also support all company safety efforts. Specific employee safety responsibilities include:

1. If you are unsure how to do any task safely, ask your supervisor.

2. Read and abide by all requirements of the Safety Manual.

3. Know and follow the Code of Safe Practices and all company safety policies and rules.

4. Wear all required personal protective equipment.

5. Report all accidents and injuries, no matter how minor, to your supervisor immediately.

6. Do not operate any equipment you have not been trained and authorized to use.
7. Report any safety hazards or defective equipment immediately to your supervisor.
8. Do not remove, tamper with or defeat any guard, safety device or interlock.
9. Never use any equipment with inoperative or missing guards, safety devices or interlocks.
10. Never possess, or be under the influence of, alcohol or controlled substances while on the premises.
11. Never engage in horseplay or fighting.
12. Participate in, and actively support, the company safety program.

COMPLIANCE AND ENFORCEMENT

The compliance of all employees with our Safety Manual / IIPP is mandatory and shall be considered a condition of employment.

The following programs will be utilized to ensure employee compliance with the safety program and all safety rules.

- Training programs
- Retraining
- Disciplinary action
- Optional safety incentive programs

Training Programs

The importance of safe work practices and the consequences of failing to abide by safety rules will be covered in the New Employee Safety Orientation and safety meetings. This will help ensure that all employees understand and abide by company safety policies.

Retraining

Employees that are observed performing unsafe acts or not following proper procedures or rules will be retrained by their supervisor. A Safety Contact Report may be completed by the supervisor to document the training. If multiple employees are involved, additional safety meetings will be held.

Safety Incentive Programs

Although strict adherence to safety policies and procedures is required of all employees, the company may choose to periodically provide recognition of safety-conscious employees and job sites without accidents through a safety incentive program.

Disciplinary Action:

The failure of an employee to adhere to safety policies and procedures can have a serious impact on everyone concerned. An unsafe act can threaten not only the health and well being of the employee committing the unsafe act but can also affect the safety of his/her coworkers and customers. Accordingly, any employee who violates any of the company's safety policies will be subject to disciplinary action.

Note: Failure to promptly report any on-the-job accident or injury, on the same day as occurrence, is considered a serious violation of the Company's Code of Safe Practices. Any employee who fails to immediately report a work-related accident or injury, no matter how minor shall be subject to disciplinary action.

Employees will be disciplined for infractions of safety rules and unsafe work practices that are observed, not just those that result in an injury. Often, when an injury occurs, the accident investigation will reveal that the injury was caused because the employee violated an established safety rule and/or safe work practice(s). In any disciplinary action, the supervisor should be cautious that discipline is given to the employee for safety violations, and not simply because the employee was injured on the job or filed a Workers' Compensation claim.

Violations of safety rules and the Code of Safe Practices are to be considered equal to violations of other company policy. Discipline for safety violations will be administered in a manner that is consistent with the company's system of progressive

discipline. If, after training, violations occur, disciplinary action will be taken as follows:

1. Oral warning. Document it, including date and facts on the "Safety Contact Report" form. Add any pertinent witness statements. Restate the policy and correct practice(s).

2. Written warning. Retrain as to correct procedure/practice.

3. Written warning with suspension.

4. Termination

As in all disciplinary actions, each situation is to be carefully evaluated and investigated. The particular step taken in the disciplinary process will depend on the severity of the violation, employee history, and regard to safety. Managers and supervisors should consult with the office if there is any question about whether or not disciplinary action is justified. Employees may be terminated immediately for willful or extremely serious violations. Union or contract employees are entitled to the grievance process specified by their contract.

Note: You must be consistent in the enforcement of all safety rules.

SAFETY COMMITTEE

Purpose

The purpose of the safety committee is to promote workplace safety and health by increasing the communication, education, and involvement of company personnel. The Safety Program Administrator holds permanent membership in the safety committee in order to ensure that responsibility is delegated appropriately.

Membership

The safety committee membership shall be represented by the safety program administrator, supervisory and non-supervisory employees, with non-supervisory employees being the majority. The employees on the committee will be volunteers and will serve on the committee for a two-year term (except for the safety program administrator).

Meetings

There will be one committee meeting every quarter. The dates will be determined by the members' schedules. All committee meetings and training will be conducted during working hours. All committee members will be compensated at their normal rate of pay during the meetings, committee specific training, and any other committee related duties.

Emergency Meetings

The committee may conduct an emergency meeting if the majority of the members feel that such a meeting is necessary. If an emergency meeting is called outside regular working hours, the non-salaried employees will be compensated at their overtime rate.

Recordkeeping

Complete and accurate records of the functions and proceedings of the safety committee will be maintained by the Corporate Office with copies distributed to each worksite.

Meetings will be recorded and minutes will be prepared following each committee meeting. Copies of the minutes will be kept at each worksite. These documents will be made available for inspection upon request by any employee.

Communication

All original written communications between the company and the committee, or true copies thereof, will be maintained at each jobsite and made readily available for inspection by government agencies.

The company shall issue a timely written response to all written questions and recommendations from the safety committee.

COMMUNICATION

This section establishes procedures designed to develop and maintain employee involvement and interest in the Safety Manual. These activities will also ensure effective communication between management and employees on safety related issues that is of prime importance to the company. The following are some of the safety communication methods that may be used:

1. Periodic safety meetings with employees that encourage participation and open, two-way communication.

2. New employee safety orientation and provision of the Code of Safe Practices.

3. Provision and maintenance of employee bulletin boards discussing safety issues, accidents, and general safety suggestions.

4. Written communications from management or the Safety Program Manager, including memos, postings, payroll stuffers, and newsletters.

5. Anonymous safety suggestion program.

Employees will be kept advised of highlights and changes relating to the safety program. Management shall relay changes and improvements regarding the safety program to employees, as appropriate. Employees will be involved in future developments and safety activities, by requesting their opinions and comments, as necessary.

All employee-initiated safety related suggestions shall be properly answered, either verbally or in writing, by the appropriate level of management. Unresolved issues shall be relayed to the program manager or safety committee members.

All employees are encouraged to bring any safety concerns they may have to the attention of management. The company will not discriminate against any employee for raising safety issues or concerns.

The company also has a system of anonymous notification whereby employees who wish to inform the company of workplace hazards without identifying themselves may do so by phoning or sending written notification to the main office.

CODE OF SAFE PRACTICES

OFFICE SAFETY (General)

1. Do not stand on furniture to reach high places.
2. Do not kick objects out of your pathway; pick them up or push them out of the way.
3. Do not jump from ladders or step stools.
4. Use the ladder or step stool to retrieve or store items that are located above your head.
5. Do not block your view by carrying large or bulky items; use the dolly or hand truck or get assistance from a fellow employee.
6. Do not throw matches, cigarettes or other smoking materials into trash baskets.
7. Do not tilt the chair you are sitting in. Keep all chair legs on the floor.

Doors

1. Keep doors in hallways fully open or fully closed.
2. Use the handle when closing doors.

Files

1. Open only one file cabinet drawer at a time. Close the filing cabinet drawer you are working in before opening another filing drawer in the same cabinet.
2. Put heavy files in the bottom drawers of file cabinets.
3. Use the handle when closing drawers and files.

Sharp Objects

1. Store sharp objects, such as pens, pencils, letter openers or scissors in drawers or with the tips pointing down in a container.
2. Carry pencils, scissors and other sharp objects with the tips pointing down.

Paper Cutter/Shredder

1. Put hands & fingers on the handle of the paper cutter before pressing down on the blade.
2. Keep the paper cutter handle in the closed or locked position when it is not being used.
3. Do not use paper cutting devices if the finger guard is missing.
4. Do not place your fingers in or near the feed of a paper shredder.

Staplers

1. Point the ejector slot away from yourself and bystanders when refilling staplers.
2. Keep fingers away from the ejector slot when loading or testing stapling devices.
3. Use a staple remover, not your fingers, for removing staples.

Electrical

1. Do not use frayed, cut or cracked electrical cords.
2. Do not plug multiple electrical cords into a single outlet.
3. Do not use extension or power cords that have the ground prong removed or broken off.
4. Use a cord cover or tape the cord down when running electrical cords across aisles, between desks or across entrances or exits.
5. Turn the power switch to "Off" and unplug office machines before adjusting, lubricating or cleaning them.

Fans

1. Do not use fans that have excessive vibration, frayed cords or missing guards.
2. Do not place floor type fans in walkways, aisles or doorways.

Stairs

1. Use the handrails when ascending or descending stairs or ramps.

2. Do not store or leave items on stairways.
3. Do not run on stairs or take more than one step at a time.

Ladders and Step Ladders

1. Read and follow the manufacturer's instructions label affixed to the ladder if you are unsure how to use the ladder.
2. Do not use ladders that have loose rungs, cracked side rails, missing rubber foot pads, or are otherwise visibly damaged.
3. Keep ladder rungs clean and free of grease. Remove buildup of material such as dirt or mud.
4. Do not use a metal ladder on roof tops nor within 50 feet of electrical power lines.
5. Do not place ladders in a passageway or doorway without posting warning signs or cones that detour pedestrian traffic away from the ladder. Lock the doorway that you are blocking with the ladder and post signs that will detour traffic away from your work.
6. Do not place a ladder at a blind corner or doorway without diverting foot traffic by blocking or roping off the area.
7. Allow only one person on the ladder at a time.
8. Face the ladder when climbing up or down it.
9. Maintain a three-point contact by keeping both hands and one foot or both feet and one hand on the ladder at all times when climbing up or down the ladder.
10. When performing work from a ladder, face the ladder and do not lean backward or sideways from the ladder.
11. Do not stand on tables, chairs, boxes or other improvised climbing devices to reach high places. Use the ladder or stepstool.
12. Do not stand on the top two rungs of any ladder.
13. Do not stand on a ladder that wobbles, or that leans to the left or right of center.
14. When using a ladder, extend the top of the ladder at least 3 feet above the edge of the landing.
15. Secure the ladder in place by having another employee hold the ladder if it cannot be tied to the structure.
16. Do not move a rolling ladder while someone is on it.
17. Do not place ladders on barrels, boxes, loose bricks, pails, concrete blocks or other unstable bases.
18. Do not carry items in your hands while climbing up or down a ladder.
19. Do not try to "walk" a ladder by rocking it. Climb down the ladder, and then move it.
20. Do not use a ladder as a horizontal platform.

ALL EMPLOYEES

LIFTING PROCEDURES

1. Plan the move before lifting; ensure that you have an unobstructed pathway.
2. Test the weight of the load before lifting by pushing the load along its resting surface.
3. If the load is too heavy or bulky, use lifting and carrying aids such as hand trucks, dollies, pallet jacks and carts, or get assistance from a co-worker.
4. If assistance is required to perform a lift, coordinate and communicate your movements with those of your co-worker.
5. Position your feet 6 to 12 inches apart with one foot slightly in front of the other.
6. Face the load.
7. Bend at the knees, not at the back.
8. Keep your back straight.
9. Get a firm grip on the object using your hands and fingers. Use the handles when they are present.
10. Hold the object as close to your body as possible.
11. While keeping the weight of the load in your legs, stand to an erect position.
12. Perform lifting movements smoothly and gradually; do not jerk the load.
13. If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.
14. Set down objects in the same manner as you picked them up, except in reverse.

15. Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.
16. Wear protective gloves when lifting objects that have sharp corners or jagged edges.
17. Slide materials to the end of the tailgate before attempting to lift them off a pick-up truck. Do not lift over the tailgate or walls of the truck bed.

FACULTY AND SUPPORT STAFF

AGGRESSION CONTROL PROCEDURES

1. If you perceive no immediate physical threat:
    a. Notify other staff members and have a stand-by to render assistance.
    b. State clearly who you are, what you can do to help, and what your time limits are as a staff member.
2. If you perceive the possibility of severe physical injury:
    a. Assume a non-threatening physical posture and voice tone.
    b. State in clear concise terms what you want the individual to do.
    c. State what you can do to help.
    d. Speak with authority.
    e. Make direct commands.
    f. Set a time limit. At the end of set time, seek assistance from a staff member.
3. If you are assaulted:
    a. Discontinue care; leave the area.
    b. Report assault to your supervisor.
    c. Do not return alone. Bring assistance with you.
4. Breaking up an altercation:
    a. Do not attempt to break it up alone.
    b. Call for help from staff members or call security.
    c. Stay out of the immediate area.
    d. Wait for help from at least one other person. Do not intervene alone.

CLASSROOM AND OFFICE SAFETY

1. Close desk and filing cabinet drawers slowly to prevent injuries to your fingers.
2. Open doors slowly and keep them in either a fully open or a fully closed position.
3. Do not use paper-cutting devices unless the finger guards are in place.

OFFICE

1. Do not work on any computer, typewriter, or other electrical office machines if your hands are wet, nor while standing on damp floors.
2. Never use carbon tetrachloride for typewriter cleaning.
3. Do not mount pencil sharpeners so that they protrude beyond the edges of desks or tables.
4. Do not stand on a swivel chair.
5. Do not raise the seats on swivel chairs beyond the point where your feet can touch the floor.
6. Do not compact material in the wastebasket with your hands or your feet.
7. Do not use cardboard boxes as waste receptacles.

FILE CABINETS

1. Do not leave file drawers open; always use the handles to close them.
2. Do not stack file cabinets on top of one another.
3. Open one file cabinet drawer at a time.
4. Put heavy files in the bottom drawers of file cabinets.

STORAGE AREA

1. Do not place more weight on the shelves than the rated, load limit imprinted on the label, which is located on the sides of the shelving.
2. Store heavy items on lower shelves; store items that are used often at a height between the knee and waist level.
3. Use the ladder to reach items that are above your chest level.
4. Store cartons and materials labeled "flammable" at least 18 inches from the overhead light bulbs and sprinklers.
5. After changing light bulbs, replace the screen guards.

FOOD PREPARATION AREA

- Do not use mixers, blenders and other electrical equipment if the three-pronged cord has a missing or broken prong.

KNIVES/SHARP INSTRUMENTS

1. When handling knife blades and other sharp cutting tools, direct sharp points, and edges away from you.
2. Cut in the direction away from your body when using knives.
3. Store knives in knife blocks or in sheaths after using the knives.
4. Use the knife that has been sharpened; do not use knives that have dull blades.
5. Do not use honing steels that do not have disc guards.
6. Do not attempt to catch a falling knife.
7. Use knives for the operation for which they are named.
8. When opening cartons, use the safety box cutters. Do not cut with the blade extended beyond the guard.
9. Do not use knives that have broken or loose handles.
10. Do not use knives as screwdrivers, pry bars, can openers or ice picks.
11. Do not leave knives in sinks full of water.
12. Do not pick up knives by their blades.
13. Carry knives with their tips pointed towards the floor.
14. Follow this procedure before picking up any bags that have sharp objects protruding from them: Grab the top of the bag above the tie-off, using two hands, and hold the bag away from your body.
15. Do not submerge hot glass in cold water nor submerge a cold glass in hot water.

MAINTENANCE AND REPAIR PERSONNEL

ELECTRICAL -ELECTRICIANS, CUSTODIANS, ELECTRONIC TECHNICIANS

1. When using an extension cord:
    a. Look to see that the wattage labeled on the tool, appliance, or equipment does not exceed the wattage limit labeled on the cord;
    b. Do not run the cord through doorways, holes in ceilings, walls, or floors;
    c. Never remove, bend, or modify any metal prongs on the plug of the cord;
    d. Do not use the cord under wet conditions;
    e. Do not plug one extension cord into another;
    f. Never drive over, drag, step on, or place objects on a cord, or walk on it;
    g. Always unplug the cord when you have finished using it;
    h. Do not use the cord as a permanent power source.
2. When working on live circuits, use the tools that have the blue rubber handgrips, and that have the UL approval label on the tool; these tools are insulated.
3. When doing electrical work from a ladder, do not use a metal ladder.
4. Never connect a heating unit that has a wattage label reading in excess of 1500 watts into a utility 15-amp outlet.

5. Use the fuse handling equipment when removing or installing fuses where fuse terminals are energized.
6. Post the "Electrical Hazard" safety signs or symbols, or the accident prevention tags, to warn personnel of electrical hazards.
7. Wear your protective gloves and aprons, as well as your face protection when you are working in the battery service rooms.
8. Unplug the electrical cord before making any mechanical or electrical adjustments to the machine it is connected to.
9. Visually inspect light poles, stadium poles, and court poles for decay before climbing them. Do not climb any poles that are decayed.
10. Use your safety belt when climbing poles.
11. Wear your safety glasses when you are working with the drill.
12. When working in an area that has signs posted "High Voltage Area", wear your insulated gloves. If the gloves have cracks or "pin pricks", do not use the gloves.

HANDLING MATERIALS-CUSTODIAL WORKERS, RELOCATION UNIT, LABOR AND CONSTRUCTION CREWS, PLUMBERS, CARPENTERS

1. Wipe off greasy, wet, slippery, or dirty objects before trying to handle them.
2. Prior to adjusting or changing your grip, set the object down.
3. When moving materials on hand trucks or dollies, push rather than pull.

GLASS

1. When carrying glass, carry it on the outside of your arm, with the palm of your hand facing outward and the other hand reaching across the body and grasping the glass on top.
2. Never carry a sheet of glass under your arm.
3. Keep your shirt sleeves buttoned around the wrists.
4. Protect your wrists by wearing the leather cuffs.

LOCKOUT/TAGOUT (Basic Rules) SERVICE MAINTENANCE WORKERS, CUSTODIANS,

1. Do not remove locks from equipment unless it is your own lock.
2. If you need to have an energy source tagged, do it yourself.
3. Use tag out/lock out when you are working alone, and out of visual contact of the controlling switch or valve.

LADDERS AND STEP LADDERS

1. Read and follow the manufacturer's instructions label affixed to the ladder if you are unsure how to use the ladder.
2. Do not use ladders that have loose rungs, cracked, or split side rails, missing rubber footpads, or are otherwise visibly damaged.
3. Keep ladder rungs clean and free of grease. Remove buildup of material such as dirt or mud.
4. Do not use a metal ladder on rooftops nor within 50 feet of electrical power lines.
5. Do not place ladders in a passageway or doorway without posting warning signs or cones that detour pedestrian traffic away from the ladder. Lock the doorway that you are blocking and post the sign "Detour".
6. Allow only one person on the ladder at a time.
7. Face the ladder when climbing up or down it.
8. Maintain a three-point contact by keeping both hands and one foot or both feet and one hand on the ladder at all times when climbing up or down the ladder.
9. When performing work from a ladder, face the ladder and do not lean backward or sideways from the ladder.
10. Do not stand on the top two rungs of any ladder.
11. Do not stand on a ladder that wobbles, or that leans to the left or right.
12. When using a ladder, extend the top of the ladder at least 3 feet above the edge of the landing.
13. Secure the ladder in place by having another employee hold it.
14. Do not move a rolling ladder while someone is on it.
15. Do not place ladders on barrels, boxes, loose bricks, pails, concrete blocks, or other unstable bases.
16. Do not carry items in your hands while climbing up or down a ladder.

17. Do not try to "walk" a ladder by rocking it. Climb down the ladder, and then move it.
18. Do not use a ladder as a horizontal platform.

SCAFFOLDING

1. Read and follow the manufacturer's instructions when erecting the scaffold.
2. Do not work on scaffolds outside during stormy or windy weather.
3. Do not climb on scaffolds that wobble or lean to one side.
4. Initially inspect the scaffold prior to mounting it. Do not use a scaffold if any pulley, block, hook, or fitting is visibly worn, cracked, rusted, or otherwise damaged. Do not use a scaffold if any rope is frayed, torn, or visibly damaged.
5. Do not use any scaffold tagged "Out of Service".
6. Do not use unstable objects such as barrels, boxes, loose brick or concrete blocks to support scaffolds or planks.
7. Do not work on platforms or scaffolds unless they are fully planked.
8. Do not use a scaffold unless the guardrails and all flooring are in place.
9. Level the scaffold after each move. Do not extend adjusting leg screws more than 12 inches.
10. Do not walk or work beneath a scaffold unless a wire mesh has been installed between the midrail and the toe board or planking.
11. Use your safety belts and lanyards when you are working on scaffolding at a height of 10 feet or more above ground level. Attach the lanyard to a secure member of the scaffold.
12. Do not climb the cross braces for access to the scaffold. Use a ladder.
13. Do not jump from, to, or between scaffolding.
14. Do not slide down cables, ropes or guys used for bracing.
15. Keep both feet on the decking. Do not sit or climb on the guardrails.
16. Do not lean out from the scaffold. Do not rock the scaffold.
17. Keep the scaffold free of scraps, loose tools, tangled lines and other obstructions.
18. Do not throw anything "overboard" unless a spotter is available. Use the debris chutes or lower things by hoist or by hand.
19. Do not move a mobile scaffold if anyone is on the scaffold.
20. Chock the wheels of the rolling scaffold, using the wheel blocks, and lock the wheels by using your foot to depress the wheel lock, before using the scaffold.

HAND TOOL SAFETY

1. Do not continue to work if your safety glasses become fogged. Stop work and clean the glasses until the lenses are clear and defogged.
2. Use tied off containers to keep tools from falling off scaffolds and other elevated work platforms.
3. Keep the blade of all cutting tools sharp.
4. Carry all sharp tools in a sheath or holster.
5. Tag worn, damaged, or defective tools "Out of Service" and do not use them.
6. Do not use a tool if its handle has splinters, burrs, cracks, splits or if the head of the tool is loose.
7. Do not use impact tools such as hammers, chisels, punches, or steel stakes that have mushroomed heads.
8. When handing a tool to another person, direct sharp points, and cutting edges away from yourself and the other person.
9. Do not perform "make-shift" repairs to tools.
10. Do not use "cheaters" on load binders or "boomers".
11. Do not carry tools in your hand when you are climbing. Carry tools in tool belts or hoist the tools to the work area, using a hand line.
12. Do not throw tools from one employee to another, from scaffolds nor from other elevated platforms.
13. Transport hand tools only in toolboxes or tool belts. Do not carry tools in your clothing.

FILES/RASPS

1. Do not use a file as a pry bar, hammer, screwdriver, or chisel.
2. Do not hammer on a file.

HAMMERS

1. Use the claw hammer for pulling nails.
2. Do not strike nails or other objects with the "cheek" of the hammer.
3. Do not strike a hardened steel surface, such as a cold chisel, with a claw hammer.
4. Do not strike one hammer against another hammer.
5. Do not use a hammer if your hands are oily, greasy, or wet.
6. Do not use a hammer as a wedge, a pry bar, nor to pull large spikes.
7. Use only a sledge type hammer on a striking face wrench.

PLIERS

1. Do not use pliers as a wrench or a hammer.
2. Do not attempt to force pliers by using a hammer on them.
3. Do not slip a pipe over the handles of pliers to increase leverage.
4. When you are performing electrical work, use the pliers that have the blue rubber sleeves covering the handle; these pliers are insulated.
5. Do not use pliers that are cracked, broken, or sprung.
6. When using the diagonal cutting pliers, shield the loose pieces of cut material from flying into the air by using a cloth or your gloved hand.

SCREWDRIVERS

1. Always match the size and type of screwdriver blade to fit the head of the screw.
2. Do not hold the work piece against your body while using a screwdriver.
3. Do not put your fingers near the blade of the screwdriver when tightening a screw.
4. Use an awl, drill or a nail to make a starting hole for screws.
5. Do not force a screwdriver by using a hammer or pliers on it.
6. Do not use a screwdriver as a punch, chisel, pry bar or nail puller.
7. When using the spiral ratchet screwdriver, push down firmly and slowly.
8. Do not carry a screwdriver in your pocket.
9. Do not use a screwdriver if your hands are wet, oily, or greasy.
10. Do not use a screwdriver to test the charge of a battery.

WRENCHES

1. Do not use wrenches that are bent, cracked, badly chipped or that have loose or broken handles.
2. Do not slip a pipe over a single head wrench handle for increased leverage.
3. Do not use a shim to make a wrench fit.
4. Size the adjustable wrench to fit the nut before turning the nut.
5. Use the split box wrench on flare nuts.
6. Do not use a wrench that has broken or battered points.
7. Use a hammer on striking face wrenches.
8. Discard any wrench that has spread, nicked or battered jaws or if the handle is bent.
9. Use box or socket wrenches on hexagon nuts and bolts as a first choice, and open-end wrenches as a second choice.

MACHINES/POWER TOOLS

1. When using a trencher or "ditch witch", do not begin work until you have another person on the job to assist you in spotting underground utilities.
2. Use a hair net, rubber band, cap, clamp, or other mechanism to contain long hair that could get caught in the moving parts of machinery.
3. Only adjust machinery after the power switch of the machinery has been turned to the "off" position.
4. When using a jackhammer, wear earmuffs, safety shoes, and protective gloves and goggles.

DRILLS

1. Do not use dull, cracked, or bent drill bits.
2. Wear your safety glasses or the face shield when using the drill press.

GRINDERS

1. Do not use grinding wheels that have chips, cracks, or grooves.
2. Do not use the grinding wheel if it wobbles. Tag it "Out of Service".
3. Do not try to stop the grinding wheel with your hand.

HANDSAWS

1. Keep control of saws by releasing downward pressure at the end of the stroke.
2. Do not use an adjustable blade saw such as a hacksaw, coping saw, keyhole saw, or bow saw, if the blade is not taut.
3. Do not use a saw if it has a dull saw blade.
4. Oil saw blades after each use of the saw.
5. Keep hands and fingers away from the saw blade while using the saw.
6. Do not carry a saw by the blade.
7. When using a handsaw, hold the work piece firmly against the worktable.
8. The first cut of a handsaw must be made toward you.

BOW SAWS

1. When inserting a blade in the bow saw frame, keep your hands and fingers "in the clear" before the tension lever snaps into or against the saw frame.
2. When removing the blade from the bow saw frame, remove the blade in the direction away from your body.

CROSSCUT SAWS, BAND SAWS, POWER TABLE SAWS

1. Use the teeth guard on the blade of the saw when carrying the saw to and from work.
2. Only power saw operators may use the power saws.
3. Use the push sticks when operating power table saws.

GROUNDSKEEPING PERSONNEL

GAS POWERED LAWN TOOLS

1. Read and follow the manufacturer's routine and preventive maintenance schedule posted on the workshop wall.
2. Tag damaged tools "Out of Service" to prevent accidental start up or use.
3. Only use grip locations as specified by the manufacturer as a handhold when operating the unit.
4. Do not pour fuel into the tank of a running engine.
5. Do not smoke while servicing, using, or refueling a gasoline-powered tool.
6. Do not run a gasoline engine inside the storage shed.
7. Turn the power switch of the engine to "off" when you are not cutting or trimming.
8. Allow the engine to cool before performing maintenance or refueling.
9. Stop the engine and disconnect the spark plug wire from the spark plug before cleaning, inspecting, adjusting, or repairing cutting blades or other rotating parts.
10. Allow the engine to cool before covering or storing it in the storage shed.

LAWNMOWING

1. Visually inspect the area to be mowed. Remove or mow around hazards such as tree stumps, roots, rocks, branches, sprinklers, hoses, electrical cords, light fixtures, pipes, clotheslines, or toys.
2. Only the person operating the mower is permitted to ride on a riding mower.
3. Put the riding power mower into neutral before starting it or "shutting" it "off".

4. Never by-pass the kill switch on the mower handle.
5. Do not direct the grass discharge towards bystanders.
6. Keep the mower in gear when going down slopes.
7. Turn the power switch of the mower to the "off" position before dumping the grass catcher or removing clogged grass from the chute.
8. When using a riding mower, mow up and down the slope. Do not mow across a slope.
9. To mow across a slope, use the upright mower.

EDGING

1. Do not start an edger if the blade is touching the ground.
2. Operate the edger at full blade speed.
3. When edging along roads, stay as close to the curb as possible.

LINE TRIMMING

- Before refueling the trimmer, remove it from your harness, place it on the ground, and allow the engine to cool.

BACKPACK BLOWERS

1. Do not use the blower to clean yourself.
2. Do not direct the blower toward bystanders when it is "on".

GROUNDSKEEPER

1. When riding in the bucket of the boom truck, wear your safety gloves, safety glasses, and your safety belt.
2. When moving tables for school functions, always wear your gloves, and use the flat dolly.
3. When moving furniture, do not exceed the labeled weight limits for the dolly, posted on the arm of the dolly.

PEST CONTROL PERSONNEL

PESTICIDE AND FERTILIZER APPLICATION/SPRAYING

1. Read and follow the "Material Safety Data Sheet" (MSDS) for, and the labeled instructions of, the pesticide or fertilizer you are going to use when applying weed killers, fertilizers, pesticides, or herbicides.
2. Cover open cuts and scratches by using the fluid impervious bandages before handling or applying pesticides.
3. Do not transfer pesticide or fertilizers into a container that is unmarked or does not have a label.
4. Do not store pesticides near hot lamps, in direct sunlight nor in or near other sources of heat.
5. Do not transport pesticide containers in the cab of your vehicle.
6. Do not smoke or use matches or lighters while handling or spraying pesticides or fertilizers.
7. Immediately after you have completed your work shift, ending your day's work of the application of pesticides and fertilizers, you must take a shower at the office.
8. Immediately remove clothing that has become saturated with pesticides and dispose of these clothing items by placing them in the metal container labeled "PESTICIDE CLOTHING".
9. Store pesticides on the metal shelves in the area posted "PESTICIDE STORAGE".
10. Only mix chemicals in the area posted "CHEMICAL MIXING AREA". Rinse containers three times, with water, after using the containers.

RELOCATION PERSONNEL

1. When using the hydraulic lift, do not enter or leave the lift until you have looked to ensure that the gate is all the way up.
2. If you are operating the lift gate on the truck, stand clear of the gate in case of gate failure.
3. Do not exceed the labeled weight capacity of the gate, posted on the front of the gate.

4. If the truck you are about to load or unload is parked on an incline, use the wheel blocks to chock the wheels, before loading the truck.
5. Do not operate the lift gate if there is not a minimum of three people to assist you.
6. Do not load or unload the truck until the lift is flush and "square" with the loading dock.

CUSTODIAL PERSONNEL

1. Wear your safety gloves when emptying trash containers.
2. Do not compact the trash using your hands or feet; use the "trash-mashing" tool for this purpose.
3. When handling trash, do not sling the bag over your shoulder or hang it by your side.
4. When stripping the floor:
    - Move slowly.
    - "Strip" small amounts of the area at a time.
    - Avoid standing on slippery areas.
5. Read and follow the Material Safety Data Sheet of the chemicals you will be using, before mixing any chemicals.
6. Wear your protective gloves when you are using cleaning chemicals.
7. While working in the school lab, do not handle any lab chemicals.

GROUNDSKEEPERS, MAINTENANCE SUPPORT, RELOCATION UNIT, LABOR, AND CONSTRUCTION CREWS

FUELING VEHICLES

1. Turn the vehicle "off" before fueling it.
2. Do not smoke while fueling a vehicle.
3. Wash your hands, using soap and water, if you spill gasoline on your hands.

DRIVING RULES

1. Shut your door and fasten your seat belt before moving the vehicle.
2. Obey all traffic patterns and signs at all times.
3. Maintain a three point contact using both hands and one foot or both feet and one hand when climbing into and out of vehicles.
4. Do not mount or dismount a moving vehicle.
5. Set the parking brake before leaving the vehicle.

BUS DRIVERS

1. Do not coast with the clutch disengaged or with the automatic transmission in neutral.
2. Do not tailgate vehicles.
3. All personnel must be off the bus before refueling the bus.
4. Always shut the motor "off", remove the key, and set the parking brake before leaving the bus.
5. Stop the bus at all railroad crossings.

PROCEDURES AT RAILROAD CROSSINGS

1. When crossing railroad tracks, bring the bus to a complete stop before crossing the tracks.
2. Do not shift the gears of the bus when crossing railroad tracks.
3. Do not drive the bus through, around, or under any crossing gate or barrier at a railroad crossing while such gate or barrier is closed or is being opened or closed.

PPE PROGRAM

Procedure

General

Provide protective equipment, including personal protective equipment (for head, eyes, face, and extremities), respiratory devices, protective clothing, and protective shields and barriers. This protective equipment must be used wherever injury or impairment of function of any body part (through absorption, inhalation or physical contact) is likely that because of process or environmental hazards, radiological hazards, chemical hazards, or mechanical irritants. All PPE shall be provided, used and maintained in a sanitary and reliable condition.

Employees are NOT allowed to use employee-owned equipment, except prescription safety glasses and safety footwear. Ensure that employee-owned safety glasses and footwear are adequate, and maintain and clean them.

Defective or damaged equipment shall not be used and must be tagged or destroyed and replaced.

All issued personal protective equipment will be cost-free to the employee. All employees must understand and follow the procedures identified in this program.

Eye Protection

When exposed to facial or eye hazards from flying fragments, chemicals, acids or caustic liquids, melted metal, or chemical gases or vapours, employees must use the required eye or face protection. PPE used to protect the eyes and face must be in compliance with ANSI Standard Z87.1-2003 (Z87+), *Occupational and Educational Personal Eye and Face Protective Devices.*

Safety Glasses

While on company property, employees, subcontractors, and visitors must at all times wear safety glasses with side shields that meet ANSI Z-87.1-2003 standards with “high Impact lenses”. Requirements as described below:

- In shops and warehouses, and at field locations, except in striped safety zones that have been designated and approved.
- In all yard work zones. Everyone in the vicinity of loading or unloading equipment. All employees who perform mechanic or maintenance work, operate equipment (e.g., forklift and welding), test stand operations, or do any work that may potentially cause an eye injury.
- In a restroom, office, or any other building when performing work that may potentially cause an eye injury.
- Provide with visitor glasses. If approved prescription safety glasses are not available for an individual, they must wear “Over the glass” type safety goggles or glasses over their regular prescription glasses until they obtain approved prescription safety glasses.
- When assisting welders, employees must wear absorbent safety glasses to protect the assistant from ultra-violet (UV) and/or infrared rays (IR).
- No employee is allowed to wear dark shaded lens (sunglasses) darker than # 1 shade unless welding or assisting a welder.
- The requirement to wear safety eyewear will be exempt only based on a written “exceptions for medical reasons” from a doctor.

- Employees are not required to wear safety glasses:
    - Inside an office.
    - In parking lots when traveling to and from vehicles, or office buildings using main doors that do not enter shops.

Goggles

- When handling or mixing liquid chemicals, solvents, paints, etc., employees must wear chemical splash proof goggles as recommended on the Material Safety Data Sheet for the material being handled.
- When blowing equipment down with air the employee must wear dust proof goggles. They must also be worn when the employee is performing a job task where safety glasses do not do an adequate job of preventing airborne particles from entering the openings around the lenses and side shields.

Face Shields

- When operating a hand held or immobile grinder with a wire or abrasive wheel the employee must wear a full face shield over safety glasses. The full face shield must also be used when chipping paint or concrete. Also, when performing job tasks where flying objects may potentially strike the face, if safety glasses or goggles do not provide adequate protection, the employee must wear a full face shield over safety glasses.

Head Protection

When working in areas where a head injury is possible due to employee initiated impact, or impact from falling or other moving objects, employees must wear protective helmets. Helmets must be in compliance with ANSI Standard Z89.1-1997 Class E, *American National Standard for Industrial Head Protection* for Type II head protection, or must be equally effective.

- Hardhats must be worn when working in areas where head injury is possible from falling objects.
- Hardhats must be worn at all warehouse, field, and shop locations, or any location where it is determined to be necessary as per the location's PPE Hazard Assessment.
- Never alter hardhats in any way.
- Never paint or apply unauthorized stickers, name plates, etc. on hardhats.
- Never drill, cut, bend, or apply heat to a hardhat.
- Never alter the suspension system of a hardhat.
- Employees must inspect hardhat regularly for chips, scratches, cracks, signs of heat exposure (sun cracks), etc.
- Immediate replace any defective hardhats.
- Never place a hardhat in the rear window of a vehicle (they will be exposed to the sun or may become a projectile in a vehicle accident).
- Hardhats must be made available to visitors.

- Provide hardhats.

- Train employees in the use, care and maintenance of head protection equipment.

Hearing Protection
While in posted "High Noise" areas, all employees, subcontractors, and visitors must wear hearing protection

All areas that are known, or suspected to have, noise levels in excess of 85 dBA (constantly or intermittently) must have warning signs posted.

When noise caused by machinery, tools, etc., prevents normal conversations to be clearly heard, employees shall wear hearing protection even if warning signs are not posted.

General rule of thumb: If you must yell to be heard, you require hearing protection.

Types
- Preformed Inserts (ear plugs)

- Canal Caps (head band type)

- Muff, either headband or hard hat mounted

- Supply ear muffs and ear plugs employees in sizes and configurations that are comfortable for the employee.

Care and Maintenance
- Employees must inspect hearing protection before each use.

- Keep hearing protection clean to prevent ear infections.

- Discard disposable ear plugs when they become dirty, greasy, or cracked.

- Replace any ear muffs that have cracked seals, deteriorated foam inserts, or are defective.

Fit
- Because everyone is different, hearing protection must be selected for the individual. The employee must try a variety of styles to find one that is comfortable and provides adequate protection.

- Instruct employees in how to obtain the proper fit.

Hand Protection

Gloves
- When performing work tasks that may expose the hands to extreme temperatures, cuts and abrasions, or exposure to chemicals, employees must wear gloves.

- Welding: When performing arc welding or oxy/gas cutting, employees must wear welding gloves made of leather or other heat resistant materials.

- Chemical: When handling chemicals that specify gloves as PPE, the employee must impervious (chemical resistant) gloves.
- To select the correct glove type, refer to the specific chemical's Material Safety Data Sheet.
- Employees who work with chemicals, i.e., solvent vats, will be issued their own gloves for hygienic purposes.
- Leather: When working with sharp materials, or when handling rigging equipment, employees must wear leather gloves.
- Cloth: When handling objects or materials that could cause blisters, splinters, cuts, etc., the employee must wear cloth gloves.
- Heat Resistant: When handling hot bearings, races, or other materials or objects (heated beyond room temperature), employees must wear heat resistant gloves.
- Insulated: To prevent frostbite in extreme cold climates, employees must wear insulated gloves.
- Glove Inspections
    - Prior to each use, inspect gloves for holes, tears, and worn areas.
    - Periodically air test chemical gloves for pinholes by tightly twisting the cuff, expand the glove by applying low air pressure, and submersing the glove in water to check for bubbles.
    - Immediately discard any defective gloves.
- Exception: While working with rotating machinery, machinists are exempt from wearing gloves.

Foot Protection

All employees with regular duties at field locations, in shops and warehouses must wear safety footwear.

- Visitors and office workers entering these areas infrequently are not required to wear foot protection as long as they stay away from the work being performed.
- If visitors or office workers must be in the close proximity to the work, the work must be stopped while in the area or safety footwear must be worn.
- When in shops, warehouses, field locations and parts departments, employees must wear leather or equivalent boots (lace up or pull up).
- Boots must provide ankle protection, and have must have soles that are designed to protect the feet from punctures, and must have defined heels for climbing ladders.
- When job tasks there is a risk of equipment or material crushing the foot, toe guards must be worn.
- Safety footwear must comply with ANSI Z41-1999 standards.
- Some client locations may require everyone to wear safety footwear. Before visiting field locations, check with the

local supervisor for client requirements.

Fall Protection
When performing certain elevated jobs (over six feet), employees must use personal fall protection. Refer to Fall Protection Program.

Electrical Protection
Refer to Electrical Safety Program.

Worksite Hazard Assessment
Hazard assessments must be performed, signed and documented. If it is determined that a hazard exists or is likely to exist, a PPE must be used. Following are some hazard sources that may be identified:

- High or low temperatures
- Chemical exposure (see MSDS for guidance)
- Flying fragments, melted metal or other face, eye, or skin hazards
- Falling objects, or the possibility of dropping an object
- Employee falling from a height in excess of 6'
- Sharp objects
- Rolling or pinching that could crush hands or feet
- Electrical hazards

Anytime that these hazards may cause injury to employees, PPE must be selected to eliminate or substantially reduce the potential for injury. Employees will be notified for the selection and reason.

Each affected employee will be apprised of the results of this assessment, and a copy of the assessment will be kept at the local office.

Each affected employee must be fitted with the selected/identified PPE. The Training section of this program addresses fitting (including proper donning, and doffing), cleaning and maintenance of PPE. All PPE use exemptions must be supported by the PPE hazard assessment.

Monitoring
Site managers and supervisors must monitor worksite tasks to identify changes in hazards, or the introduction of new hazards. If the site manager or supervisor discovers a new hazard, they must advise the SAFETY Manager. The SAFETY Manager conducts a hazard assessment for appropriate PPE for the new hazard.
The SAFETY Manager monitors how effective the PPE Procedure is, and recommends improvements to management.

BLOODBORNE PATHOGENS

Exposure Control Plan Access
Employees shall have access to a copy of the exposure control plan by request from their supervisor or the safety manager who will supply it in a reasonable time, place and manner.

Procedure Reviews and Updates
The exposure control procedure must be reviewed on an annual basis and updated whenever a new procedure, activity or function with the potential to expose employees to biohazards is introduced into a worksite.

Universal Precautions
Your employees shall observe universal precautions by treating all human blood and certain human body fluids as if they are known to be infectious for HIV, HBV and other pathogens even under circumstances where exposure is highly unlikely.

Exposure Controls
Exposure controls are designed to reduce or eliminate employee exposure to blood or potentially infectious materials and should be re-evaluated and revised if necessary on a regular basis to maximize their effectiveness in controlling employee exposure. Therefore:

- Hand washing facilities are readily available at all work locations except those that cannot support or simply do not have such facilities. In these cases, appropriate antiseptic solutions and / or towelettes are available for use.

- All sharps containers shall have a biohazard-warning label or a specific color to identify it as a biohazard, shall be resistant to punctures and shall be leak proof. The same characteristics shall apply to all secondary sharps containers.

Safe Work Practices
Safe work practices are designed to support exposure controls and further minimize or eliminate occupational exposure. Therefore:

- Employees must wash hands and other applicable body parts as soon as potentially contaminated gloves or other PPE are removed to further prevent contamination.
- If any part of the body has contact with blood or any other infectious material, employees must wash hands and other exposed body parts with soap and water immediately.
- Only trained and authorized personnel are allowed to handle sharps, sharps containers and any other potentially sharp and infectious needles or equipment.
- Activities such as applying make up, handling contact lenses, smoking or any other hand and eye, mouth, nose, ear or other body part contact is prohibited in areas where exposure to biohazards is possible.
- Storage areas such as pantries, freezers, refrigerators and others that may contain potentially infectious materials shall not contain food or drink.
- All equipment and surfaces that have had contact with blood or other infectious materials must be properly cleaned and decontaminated.
- All biological specimens must be contained in leak proof containers for handling, storage and transport to minimize potential contact with other surfaces and employees.
- In cases where the exterior surface of the specimen container is contaminated; the container must be placed into

another leak proof container, which shall be labeled as “for handling and storage”.

- All emergency responder, first aid or other potentially infectious supplies must be disposed of immediately and appropriately after contamination.

Personal Protective Equipment (PPE)
PPE shall be provided by your company at no cost to the employee and must be of proper fit, adequate for the task at hand and readily available. Defective or damaged PPE must be discarded / replaced or repaired in order to ensure maximum effectiveness.

The following safe work practices shall be followed with regard to biohazards and PPE:

- Protective garments that are penetrated by blood or other infectious materials must be removed and properly disposed of immediately.
- PPE that may be contaminated must be removed and properly stored / contained before leaving the work area.
- PPE such as protective gloves must be worn whenever contact with potentially infectious material exposure is anticipated.
- Disposable PPE such as rubber gloves must be replaced as soon as practical when contamination has occurred or when they are rendered ineffective by a tear, puncture or other occurrence.
- Masks and eye protection (such as goggles, face shields, etc.) are used whenever splashes or sprays may generate droplets of infectious materials.
- Whenever infectious material splashes, sprays or other similar occurrences are possible, PPE such as face shields, goggles, head garments or other appropriate PPE shall be used to protect face, eyes etc.
- Adequate PPE must be used unless temporarily declined by the employee and approved by the safety manager.
- PPE should be cleaned, laundered & properly disposed of if contaminated.
- All PPE must be cleaned, maintained, used, stored and disposed of properly when applicable.

Post-Exposure Requirements
All potential blood or infectious material exposure incidents shall be investigated by the employer thoroughly to ensure that hazards are abated and that affected employees receive the necessary treatment needed to minimize the impact of potential or actual exposure.

All reported exposure incidents shall be formally investigated by the exposure control officer / safety manager or supervisor when the safety manager cannot be present. A detailed report of the incident outlining root cause, corrective actions and the current status of affected employees is then completed and reviewed by employer to help prevent re-occurrence. Additionally, the following confidential information shall be provided to exposed employees:

- All documentary reports and information of the exposure incident and its circumstances.
- The identity of the exposure source individual unless applicable laws prevent such identification.

Upon completion of the above procedures, the exposed employee shall be appointed to a qualified healthcare professional who will evaluate the exposed employee, provide information to the employee about his or her medical status and initiate treatment where applicable.

Employer shall provide the following information to the healthcare professional:

- A copy of the biohazards standard.

- A detailed description of the exposure incident.
- Additional information that is relevant to the healthcare professional.

The following information will be provided to the employer by the healthcare professional as a “written report” and copied to the exposed employee upon completion of the healthcare professional’s evaluation of exposed employee:

- If a Hepatitis B vaccination is recommended for the exposed employee.
- If the exposed employee has received the Hepatitis B vaccination since the incident.
- Verification that the exposed employee has received results information of the medical evaluation.
- Verification that the exposed employee was made aware of medical conditions caused by the exposure incident that require additional medical evaluation or treatment.

* All other medical information remains confidential and will not be a part of the written report.

* The Hepatitis B vaccine will be made available to all employees with occupational exposure at no cost.

HEAT ILLNESS AND PREVENTION

All managers and supervisors will implement and maintain the Heat Illness Program in their respective work areas. High heat procedures are to be followed when the temperature exceeds 95 degrees Fahrenheit. High heat procedures shall include, but are not limited to:

- Effective communication by voice, observation or electronic means,
- Will observe employees for alertness and signs/symptoms of heat illness often,
- Reminding employees to drink water throughout the shift,
- Closely supervise new employees for their first 14 days of employment,
- The provisions of this procedure.

Provision of Water
Employees shall have access to potable drinking water. Where it is not plumbed or otherwise continuously supplied, it shall be provided in sufficient quantity at the beginning of the work shift.

Access to Shade
Employees must have access to shade. At or below 85 degrees Fahrenheit the employee shall have timely access to shade upon request. For temperatures at or above 85 degrees Fahrenheit, one or more areas with shade shall be provided at all times while employees are present. There should be enough shade for at least 25% of employees on the shift at any one time to use.

Employees suffering from heat illness or those who believe a preventative recovery period is needed shall be provided access to an area with shade that is either open to the air or provided with ventilation or cooling for a period of no less than five minutes. Such access to shade shall be permitted at all times. See definition of “Shade”.

Written Procedures
The heat prevention program/procedures shall be in writing and shall be made available to employees.

Each work site shall develop site specific procedures which shall include the minimum:

- Make available at least 2 quarts of water per employee at the start of the shift. The supervisors or designated persons will monitor water containers every 30 minutes. Employees are encouraged to report to the supervisor/designated person water that is dirty or an inadequate water supply.
- Supervisors will provide frequent reminders to employees to drink frequently.
- Workers will be reminded every morning of the importance of frequent consumption of water throughout the shift during hot weather.
- Place water containers as close as possible to the workers.
- Water levels should not fall below the point that will provide adequate water for all employees during the time necessary to effect replenishment.
- Disposable/single use drinking cups will be provided to employees or provisions will be made to supply employees their own cups.
- Supervisors will set-up an adequate number of umbrellas, canopies or other portable devices at the start of the shift and will relocate them to be closer to the crew, as needed.

- Non-agricultural employers can use other cooling measures if they demonstrate that these methods are as effective as shade.

Working hours will be modified to work during the cooler hours of the day, when possible.

More water and rest breaks will be provided when a modified or shorter work-shift is not possible.

Supervisors will continuously monitor all employees and stay alert to the presence of heat related symptoms.

Supervisors will carry cell phones or other means of communication, to ensure that emergency services can be called. They will check that all means of communication are functional at the work-site prior to each shift.

Every morning, workers will be reminded about the address and directions to their work-site so as to inform medical responders.

All newly hired workers will be assigned a buddy or experienced coworker to ensure they receive proper training and are following the company procedures in regards to heat illness prevention.

HAZARD IDENTIFICATION AND ASSESSMENT

To assist in the identification and correction of hazards, the company has developed the following procedures. These procedures are representative only and are not exhaustive of all the measures and methods that will be implemented to guard against injury from recognized and potential hazards in the workplace. As new hazards are identified or improved work procedures developed, they will be promptly incorporated into our Safety Manual. The following methods will be utilized to identify hazards in the workplace:

- Loss analysis of accident trends
- Accident investigation
- Employee observation
- Employee suggestions
- Regulatory requirements for our industry
- Outside agencies such as the fire department and insurance carriers
- Periodic safety inspections

Loss Analysis

Periodic loss analyses will be conducted by the safety program administrator. These will help identify areas of concern and potential job hazards. The results of these analyses will be communicated to management, supervision, and employees through safety meetings and other appropriate means.

Accident Investigations

All accidents and injuries will be investigated in accordance with the guidelines contained in this program. Accident investigations will focus on all causal factors and corrective action including the identification and correction of hazards that may have contributed to the accident.

Employee Observation

Superintendents and foremen shall be continually observing employees for unsafe actions and taking corrective action as necessary.

Employee Suggestions

Employees are encouraged to report any hazard they observe to their supervisor. No employee is to ever be disciplined or discharged for reporting any workplace hazard or unsafe condition. However, employees who do NOT report potential hazards or unsafe conditions that they are aware of will be subject to disciplinary action.

Regulatory Requirements

All industries are subject to government regulations relating to safety. Many of these regulations are specific to our type of business. Copies of pertinent regulations can be obtained from the Safety Program Administrator.

Outside Agencies

Several organizations may assist us in identifying hazards in our workplace. These include safety officers from other contractors, insurance carrier safety and health consultants, private industry consultants, the fire department, and State OSH Consultants.

Periodic Safety Inspections

Periodic safety inspections ensure that physical and mechanical hazards are under control and identify situations that may become potentially hazardous. Inspections shall include a review of the work habits of employees in all work areas. These inspections will be conducted by the Supervisor, Manager, Program Administrator or other designated individual.

Periodic safety inspections will be conducted:

- When new substances, process, procedures or equipment are used.
- When new or previously unrecognized hazards are identified.
- Periodically by the Supervisor.
- Periodically by the Safety Program Administrator.

These inspections will focus on both unsafe employee actions as well as unsafe conditions. The following is a partial list of items to be checked.

- The proper use, condition, maintenance and grounding of all electrically operated equipment.
- The proper use, condition, and maintenance of safeguards for all power-driven equipment.
- Compliance with the Code of Safe Practices.
- Housekeeping and personal protective equipment.
- Hazardous materials.
- Proper material storage.
- Provision of first aid equipment and emergency medical services.

Any and all hazards identified will be corrected as soon as practical in accordance with the company hazard correction policy.

If imminent or life threatening hazards are identified, which cannot be immediately corrected, all employees must be removed from the area, except those with special training required to correct the hazard, who will be provided necessary safeguards.

Documentation of Inspections

Safety inspections will be documented to include the following:

- Date on which the inspection was performed.
- The name and title of person who performed the inspection.
- Any hazardous conditions noted or discovered and the steps or procedures taken to correct them.

- Signature of the person who performed the inspection.

One copy of the completed form should be sent to the office. All reports shall be kept on file for a minimum of two (2) years.

HAZARD PREVENTION, CORRECTION, AND CONTROL

The following procedures will be used to evaluate, prioritize and correct identified safety hazards. Hazards will be corrected in order of priority: the most serious hazards will be corrected first.

Hazard Evaluation

Factors that will be considered when evaluating hazards include:

- Potential severity - The potential for serious injury, illness or fatality
- Likelihood of exposure - The probability of the employee coming into contact with the hazard
- Frequency of exposure - How often employees come into contact with the hazard
- Number of employees exposed
- Possible corrective actions - What can be done to minimize or eliminate the hazard
- Time necessary to correct - The time necessary to minimize or eliminate the hazard

Techniques for Correcting Hazards

1. Engineering Controls: Could include machine guarding, ventilation, noise reduction at the source, and provision of material handling equipment. These are the first and preferred methods of control.

2. Administrative Controls: The next most desirable method would include rotation of employees or limiting exposure time.

3. Personal Protective Equipment: Includes back support belts, hearing protection, respirators and safety glasses. These are often the least effective controls for hazards and should be relied upon only when other controls are impractical.

Documentation of Corrective Action

All corrective action taken to mitigate hazards should be documented. Depending on the circumstances, one of the following forms should be used:

- Safety Contact Report
- Safety Meeting Report
- Memo or letter
- Safety inspection form

All hazards noted on safety inspections will be rechecked on each subsequent inspection and notations made as to their status.

HAZARD COMMUNICATION PROGRAM

Purpose

The purpose of this program is to ensure that the hazards of all chemicals and substances identified and evaluated, and that the information concerning their hazards is communicated to employees, emergency response organizations, state and federal agencies, and other employers and contractors, as necessary. This hazard information will be clearly communicated, and displayed in accordance with this Hazard Communication Program.

Our company is firmly committed to providing each of its employees a safe and healthy work environment. It is recognized that workers may use chemicals or substances that have potentially hazardous properties. When using these substances, workers must be aware of the identity, toxicity or hazardous properties of a chemical or substance. We believe an informed employee is more likely to be a safe employee. To this end, we have established and implemented a written Hazard Communication Program.

Scope

This program is applicable to all employees who may come in contact with hazardous chemicals while working. This document is to be followed by all employees and contractors on company owned premises. In addition, this program is to be used in the event an operator program does not exist or is less stringent than our own.

Definitions

Chemical - any element, chemical compound, or mixture of elements and/or compounds.

Chemical Inventory List - a list of chemicals used at this facility, or by personnel that report to this facility.

Electronic Access – using electronic media (telephone, fax, internet, etc.) to obtain Material Safety Data Sheets or health information.

Facility - an establishment at one geographical location containing one or more work areas.

(GHS) Globally Harmonized System - The Globally Harmonized System (GHS) is an international approach to hazard communication, providing agreed criteria for classification of chemical hazards, and a standardized approach to label elements and safety data sheets. NOTE: Most new GHS requirements apply to substance manufacturers or distributors since they are responsible for including safety data sheets with purchased substances. However, all employers are still required to train each employee on the new label elements and safety data sheets format. Specific training information can be found at: https://www.osha.gov/dsg/hazcom/

Hazardous Chemical - any chemical that is a physical hazard, a health hazard, or has a Permissible Exposure Limit established for it.

Hazardous Substance - see hazardous chemical.

Hazard Communication Program Coordinator - the person who has overall responsibility at a facility for that facility's Hazard Communication Program.

Health Hazard - a substance for which there is statistically significant evidence based on at least one study conducted in accordance with established scientific principles that acute or chronic adverse health effects may occur in exposed employees.

IDLH - immediately dangerous to life and health.

Immediate Use - the chemical will be under the control of and used only by the person who transfers it from a labeled container and only within the work shift in which it is transferred.

Job Site - an area remote from a facility where hazardous chemicals are stored or used and employees are present for the purpose of business.

(MSDS) Material Safety Data Sheet - a written or printed document containing chemical hazard and safe handling information, prepared in accordance with the OSHA Occupational Safety & Health Standards, Section 1910.1200, paragraph (g). Recently referred to as (SDS) "Safety Data Sheets" under 2013 GHS HAZCOM update.

(NFPA) National Fire Protection Association Labeling - a common industry labeling method developed by the National Fire Protection Association to identify the hazards associated with a particular chemical.

(PEL) Permissible Exposure Limit - the maximum eight-hour time weighted average of any airborne contaminant to which an employee may be exposed.

Readily Available - when an employee has access during the course of his/her normal work shift.

(SDS) Safety Data Sheet – a written or printed document containing chemical hazard and safety handling info, prepared in accordance with the new HAZCOM GHS requirements.

Substance - see Chemical.

(TLV) Threshold Limit Value - the airborne concentration of a substance that represents conditions under which it is believed that nearly all normal workers may be repeatedly exposed day after day without adverse effect.

Work Area - a room or defined space in a facility where hazardous chemicals are stored or used and where one or more employees are present.

Workplace - see Facility.

Workplace Chemical List - see Facility Chemical List.

Responsibilities

A written hazard communication program shall be developed, implemented and maintained at each workplace. The program will describe how labels and other forms of warning, material safety data sheets and employee information will be kept, maintained, and disseminated.

The Safety Manager is responsible for developing and implementing the Hazard Communications Program. Managers are responsible for maintaining Material Safety Data Sheets and the Chemical Inventory List for their respective locations. The Safety Manager reviews the MSDS files and Chemical Inventory List at each location at least annually to ensure they are current and complete.

The Safety Manager is also responsible for ensuring that all containers from manufacturers or distributors have the correct and updated labels per the new GHS requirements and for ensuring that all applicable employees are trained on the new label elements and safety data sheets format. Training info can be found here: https://www.osha.gov/dsg/hazcom/

Employees are responsible for following the requirements set forth in the Hazard Communication Program, to use proper personal protective equipment, to report containers without labels immediately to their supervisor and to never deface any label.

Any employee who transfers any material from one container to another is responsible for labeling the new container with all required information.

All employees are responsible for learning the requirements of this section and for applying them to their daily work routine.

Requirements

Introduction
This Hazard Communication Program was prepared for use by your company to explain how we meet the requirements of the federal Occupational Safety and Health Administration's (OSHA's) Hazard Communication Standard (29 CFR 1910.1200). It spells out how we inventory chemicals stored and used, how we obtain and use material safety data sheets, how we maintain labels on chemical substances, and how we train employees about the hazards of chemicals they are likely to come in contact with on the job.

Preparation of this program indicates our continuing commitment to safety among our employees in all of our locations.

- Each facility is expected to follow this program and maintain its work areas in accordance with these requirements.
- Employees, their designated representatives, and government officials must be provided copies of this program upon request.
- As part of our ongoing hazard communication effort, we will make available other information in addition to the program to any worker requesting it.
- Asking to see this information is an employee's right,
- Using this information is part of our shared commitment to a safe, healthy workplace.

List of Hazardous Chemicals
Maintains a listing of all known hazardous chemicals known to be present at each job site by using the identity it is referenced by on the appropriate material safety data sheet (MSDS). This identity is often a common name, such as the product or trade name (i.e., Lime-A-Way).

The Chemical Inventory List is updated annually by the Hazard Communication Program Coordinator or their designee with additional updates being made when necessary.

The facility Chemical Inventory List must be available for review upon request. Additionally, a written hazard communication program must be developed, implemented & maintained at each workplace.

Material Safety Data Sheets | Now “Safety Data Sheets” due to the new GHS requirements.
Chemical manufacturers are responsible for developing MSDS's, now SDS’s. Company shall have an SDS for each chemical used with the exception of consumer products. SDS’s must be obtained for each required chemical from the chemical manufacturer, supplier, or vendor. The purchasing of any potentially hazardous chemical products from any supplier that does not provide an appropriate Material Safety Data Sheet in a timely fashion is strictly prohibited.

MSDS's now known as SDS’s shall be maintained and readily accessible in each workplace. SDS’s can be maintained at the primary work site, however, they should be immediately available in case of emergency. SDS’s must be made available upon request to employees, their designated representatives, the Assistant Secretary of Labor, and to the Director of OSHA.

Safety Data Sheets are filed alphabetically, and by material classification, in the SDS Book. A Chemical Inventory List is provided in the front of the MSDS Book, listing all MSDS' contained therein. This inventory serves as the index of the MSDS Book. The SDS Book shall be displayed in a prominent location in the work area where it is accessible to all employees.

A copy of a SDS request form is located in the first section of the SDS Book. An employee may use a copy of this form to

request an SDS or he may ask the Manager for one. In either case, the requested SDS must be given to the employee within 24 hours of being requested.

The Safety Data Sheet must be kept in the SDS library for as long as the chemical is used by the facility.

Electronic access (telephone, fax, Internet, etc.) may be used in the acquisition of any needed SDS and to maintain SDS libraries and archives.

The Manager is responsible for seeing that the Chemical Inventory List inventory is maintained, is current, and is complete. He will review and update the inventory and the SDS Book at least annually. When a hazardous material has been permanently removed from the work place, its SDS is to be removed from the SDS's Book and the Chemical Inventory List. The SDS is then placed in a "dead file" in case it is needed in the future.

SDS's for hazardous materials to which employees have been exposed must be maintained after the employee leaves your employment.

Employees will be advised of all special instructions, PPE, and the hazards associated with chemicals-including chemicals contained in unlabeled pipes-in their work areas. The Manager will inform employees of the hazards of non-routine tasks by presenting a copy of the site specific hazardous materials list, ensuring that the employee is aware of their presence should a non-routine task with unfamiliar materials present itself.

Employees have the right to request MSDS on any chemical, which must then be provided without any issues.

Labels, Labeling and Warnings:
The Manager will ensure that all hazardous chemicals used or stored in the facility are properly labeled.

- Damaged labels or labels with incomplete information shall be reported immediately,
- Damaged labels on incoming containers of chemicals will not be removed,
- New labels shall be provided as needed so that all containers are labeled correctly,
- Only containers into which an employee transfers a chemical for their own immediate use will not require labeling,
- Employees who are unsure of the contents of any container, vessel, or piping must contact their supervisor for information regarding the substance including:
    - The name of the substance,
    - The hazards associated with the substance,
    - The safety precautions required for working with the substance.

Labels, tags, or markings on containers shall use the following 16-section (GHS) formatting convention and headings:

- Identification
- Hazard(s) identification
- Composition/information on ingredients
- First-Aid measures
- Fire-fighting measures
- Accidental release measures
- Handling & Storage
- Exposure controls/personal protection
- Physical and chemical properties
- Stability and reactivity
- Toxicological information
- Ecological information

- Disposal considerations
- Transport information
- Regulatory information
- Other information, including date of preparation or last revision

All containers must be labeled correctly under the new GHS HAZCOM standard (this responsibility usually falls upon the manufacturers shoulders. However, if labels are not present for any reason, employers are responsible for labeling containers. Upon transferring the content of one container to another, the employee must label the new container with all required information. This information can be obtained from the labeling of the original container or from the material's SDS. Any container of a potentially hazardous material that will not be emptied during one shift must be labeled, without exception.

Personnel in the Shipping and Receiving Departments are responsible for the proper labeling of all containers shipped by company and for the inspection of all incoming materials for correct labeling. Chemicals received from vendors that are improperly labeled must be rejected.

NFPA Standard 704 labels shall be the preferred hazard identification method used in company facilities and on materials containers used on client sites. All employees, clients, subcontractors, and visitors who may come in contact with a hazardous substance must be briefed to ensure understanding of the NFPA 704 labeling system.

Training
Employees shall be provided with appropriate, effective information and training on the hazardous chemicals in their work area at the time of their initial assignment, and upon the introduction of a new physical or health hazard into their work area. Information and training may be designed to cover categories of hazards (e.g., flammability, carcinogenics) or specific chemicals. However, chemical-specific information must always be available through labels and safety data sheets.

Additional training will be provided whenever a new chemical hazard is introduced into the work area. Supervisors will conduct supplementary training when deemed necessary in order to reinforce the importance of the proper use and handling of chemicals.

Only facility employees and individuals knowledgeable with company Hazard Communication program will conduct training sessions.

The Manager shall ensure records of employee training are maintained properly.

When an outside contractor, such as a pest control worker or a carpenter, enters a company site in order to perform a service for company, they must first present MSDS' for any and all hazardous chemicals which will be used. These MSDS' will be treated with the same training requirements as the MSDS' kept on site for regularly used chemicals and materials. The Manager will be responsible for contacting each contractor prior to work commencing, in order to gather and disseminate any information concerning chemical hazards the contractor is bringing into the work place.

The Hazard Communication Program documented training shall, as a minimum, include:

- Requirements, details, and rights of the employee as contained in the Hazard Communication regulation,
- Operations and work areas where hazardous chemicals are present,
- Location of the written Hazard Communication Program, SDS's and the Chemical Inventory List,
- How to access SDS's or SDS information,
- How to read labels and Material Safety Data Sheets for pertinent hazard information,
- How employees can obtain and use the appropriate hazard information,
- Methods and observations that may be used to detect the presence or release of hazardous chemicals by use of monitoring devices, visual appearance or odor,

- The physical & health hazards of chemicals in the immediate work area,
- Protection measures utilized for the prevention of hazards related to exposure,
- Appropriate work practices,
- Emergency procedures,
- The use of proper PPE.

Multiple Work Sites

Where employees must travel between work places during a work shift, the written HAZCOM Program shall be kept at a primary job site. If there is no primary job site, then the program shall be sent with employees.

The program shall be made available, upon request, to employees, their designated representatives, the Assistant Secretary, and the Director in accordance with requirements of 29 CFR 1910.1020(e).

Multiple Employer Job Sites

A pre-job briefing shall be conducted with the contractor before work commences on site.

- During this pre-job briefing, contractors shall provide to company current copies of all Safety Data Sheets along with the label information for every hazardous substance brought on-site.
- Must notify and provide required MSDS and label information for all hazardous materials the contractor may encounter on the job,
- Labeling systems and precautionary measures to be taken by the contractor during both normal conditions and emergencies shall be addressed,
- By providing such information to other employers, company does not assume any obligations that other employers have for the safety of their employees,
- In this regard, other employers working on company property, or for company on client's property, remain fully responsible for developing and implementing their own compliant hazard communication programs.

Hazard Warnings / NFPA 704

The NFPA 704 Diamond is a means of disseminating hazard warning and information for a specific material. The diamond is divided into four sections. Each of the first three colored sections has a number in it associated with a particular hazard. The higher the number is, the more hazardous a material is for that particular characteristic. The fourth section includes special hazard information. The four sections and an explanation of the numbers in them are provided as a reference below:

NFPA Rating Explanation Guide

RATING NUMBER	HEALTH HAZARD	FLAMMABILITY HAZARD	INSTABILITY HAZARD
4	Can be lethal	Will vaporize and readily burn at normal temperatures	May explode at normal temperatures and pressures
3	Can cause serious or permanent injury	Can be ignited under almost all ambient temperatures	May explode at high temperature or shock
2	Can cause temporary incapacitation or residual injury	Must be heated or high ambient temperature to burn	Violent chemical change at high temperatures or pressures
1	Can cause significant irritation	Must be preheated before ignition can occur	Normally stable. High temperatures make unstable
0	No hazard	Will not burn	Stable

RATING SYMBOL	SPECIAL HAZARD
ALK	Alkaline
ACID	Acidic
COR	Corrosive
OX	Oxidizing
☢	Radioactive
W	Reacts violently or explosively with water
W OX	Reacts violently or explosively with water and oxidizing

FIRST AID AND MEDICAL EMERGENCY PROCEDURES

The company will ensure the availability of emergency medical services for its employees at all times. We will also ensure the availability of a suitable number of appropriately trained persons to render first aid. The Safety Program Administrator will maintain a list of trained individuals and take steps to provide training for those that desire it.

First-Aid Kits

Every work site shall have access to at least one first-aid kit in a weatherproof container. The first-aid kit will be inspected regularly to ensure that it is well stocked, in sanitary condition, and any used items are promptly replaced. The contents of the first-aid kit shall be arranged to be quickly found and remain sanitary. First-aid dressings shall be sterile and in individually sealed packages.

Drugs, antiseptics, eye irrigation solutions, inhalants, medicines, or proprietary preparations shall not be included in first-aid kits unless specifically approved, in writing, by an employer-authorized, licensed physician. Other supplies and equipment, if provided, shall be in accordance with the documented recommendations of an employer-authorized licensed physician upon consideration of the extent and type of emergency care to be given based upon the anticipated incidence and nature of injuries and illnesses and availability of transportation to medical care.

First Aid

The designated first aid person on each site will be available at all times to render appropriate first aid for injuries and illnesses. Proper equipment for the prompt transportation of the injured or ill person to a physician or hospital where emergency care is provided, or an effective communication system for contacting hospitals or other emergency medical facilities, physicians, ambulance and fire services, shall also be provided. The telephone numbers of the following emergency services in the area shall be posted near the job telephone, or otherwise made available to the employees where no job site telephone exists:

1. A company authorized physician or medical clinic, and at least one alternate if available.
2. Hospitals.
3. Ambulance services.
4. Fire-protection services.

Prior to the commencement of work at any site, the Supervisor or Manager shall locate the nearest preferred medical facility and establish that transportation or communication methods are available in the event of an employee injury.

Each employee shall be informed of the procedures to follow in case of injury or illness through our new employee orientation program, Code of Safe Practices, and safety meetings.

Where the eyes or body of any person may be exposed to injurious or corrosive materials, suitable facilities for drenching the body or flushing the eyes with clean water shall be conspicuously and readily accessible.

Accident Procedures

These procedures are to be followed in the event of an employee injury in the course of employment.

1. For severe accidents call 911 and request the Paramedics.

2. Employees must report all work related injuries to their Supervisor immediately. Even if they do not feel that it requires medical attention. Failure to do so may result in a delay of Workers' Compensation benefits and disciplinary action.

3. The Supervisor, employee, and first aid person, should determine whether or not outside medical attention is needed. When uncertainty exists on the part of any individual, the employee should be sent for professional medical care.

4. If medical attention is not desired or the employee refuses treatment, you must still fill out a company "Accident Report" in case complications arise later.

5. In all cases, if the employee cannot transport himself or herself for any reason, transportation should be provided.

6. In the event of a serious accident involving hospitalization for more than 24 hours, amputation, permanent disfigurement, loss of consciousness or death, phone contact should be made with the main office. Contact must also be made with the nearest Federal or State (if applicable) OSHA office.

ACCIDENT / EXPOSURE INVESTIGATION

The Supervisor, Manager, or other designated individual will investigate all work-related accidents in a timely manner. This includes minor incidents and "near accidents", as well as serious injuries. An accident is defined as any unexpected occurrence that results in injury to personnel, damage to equipment, facilities, or material, or interruption of normal operations.

Responsibility for Accident Investigation

Immediately upon being notified of an accident, the Supervisor, Manager, or other designated individual shall conduct an investigation. The purpose of the investigation is to determine the cause of the accident and corrective action to prevent future reoccurrence; not to fix blame or find fault. An unbiased approach is necessary in order to obtain objective findings.

The Purpose of Accident Investigations:

- To prevent or decrease the likelihood of similar accidents.
- To identify and correct unsafe work practices and physical hazards. Accidents are often caused by a combination of these two factors.
- To identify training needs. This makes training more effective by focusing on factors that are most likely to cause accidents.

What Types of Incidents Do We Investigate?

- Fatalities
- Serious injuries
- Minor injuries
- Property damage
- Near misses

Procedures for Investigation of Accidents

Immediately upon being notified of an accident the Supervisor, Manager, or other designated individual will:

1. Visit the accident scene, as soon as possible, while facts and evidence are still fresh and before witnesses forget important details and to make sure hazardous conditions to which other employees or customers could be exposed are corrected or have been removed;

2. Provide for needed first aid or call 911 emergency for the injured employee(s).

3. If possible, interview the injured worker at the scene of the accident and verbally "walk" him or her through a re-enactment. All interviews should be conducted as privately as possible. Interview all witnesses individually and talk with anyone who has knowledge of the accident, even if they did not actually witness it.

4. Report the accident to the main office. Accidents will be reported by the office to the insurance carrier within 24 hours. All serious accidents will be reported to the carrier as soon as possible.

5. Consider taking signed statements in cases where facts are unclear or there is an element of controversy.

6. Thoroughly investigate the accident to identify all accident causes and contributing factors. Document details graphically. Use sketches, diagrams and photos as needed. Take measurements when appropriate.

7. All accidents involving death, disfigurement, amputation, loss of consciousness or hospitalization for more than 24 hours must be reported to Federal or State (if applicable) OSHA immediately.

8. Focus on causes and hazards. Develop an analysis of what happened, how it happened, and how it could have been prevented. Determine what caused the accident itself, not just the injury.

9. Every investigation must also include an action plan. How can such accidents be prevented in the future?

10. In the event a third party or defective product contributed to the accident, save any evidence as it could be critical to the recovery of claim costs.

Accurate & Prompt Investigations

- Ensures information is available
- Causes can be quickly corrected
- Helps identify all contributing factors
- Reflects management concern
- Reduces chance of recurrence

Investigation Tips

- Avoid placing blame
- Document with photos and diagrams, if needed
- Be objective, get the facts
- Reconstruct the event
- Use open-ended questions

Questions to Ask

When investigating accidents, open-ended questions such as who?, what?, when?, where?, why?, and how? will provide more information than closed-ended questions such as "Were you wearing gloves?"

Examples include:

- How did it happen?
- Why did it happen?
- How could it have been prevented?
- Who was involved?
- Who witnessed the incident?
- Where were the witnesses at the time of the incident?
- What was the injured worker doing?
- What was the employee working on?
- When did it happen?
- When was the accident reported?

- Where did it happen?
- Why was the employee assigned to do the job?

The single, most important question that must be answered as the result of any investigation is:

"What do you recommend be done (or have you done) to prevent this type of incident from recurring?"

Once the Accident Investigation is Completed

- Take or recommend corrective action
- Document corrective action
- Management and the Safety Program Administrator will review the results of all investigations
- Consider safety program modifications

Information obtained through accident investigations can be used to update and improve our current program.

TRAINING AND INSTRUCTION

Every new employee will be given instruction by their Supervisor in the general safety requirements of their job. A copy of our Code of Safe Practices shall also be provided to each employee.

Managers, Supervisors, and employees will be trained at least twice per year on various accident prevention topics.

Training provides the following benefits:

- Makes employees aware of job hazards
- Teaches employees to perform jobs safely
- Promotes two way communication
- Encourages safety suggestions
- Creates interest in the safety program
- Fulfills Federal or State (if applicable) OSHA requirements

Employee training will be provided at the following times:

1. All new employees will receive a safety orientation their first day on the job.

2. All new employees will be given a copy of the Code of Safe Practices and required to read and sign for it.

3. All employees given a new job assignment for which training has not been previously provided will be trained before beginning the new assignment.

4. Whenever new substances, processes, procedures or equipment that represent a new hazard are introduced into the workplace.

5. Whenever the company is made aware of a new or previously unrecognized hazard.

6. Whenever management believes that additional training is necessary.

7. After all serious accidents.

8. When employees are not following safe work rules or procedures.

Training topics will include, but not be limited to:

- Employee's safety responsibility
- General safety rules
- Code of Safe Practices
- Safe job procedures
- Ergonomics
- Use of hazardous materials
- Use of equipment
- Emergency procedures
- Safe lifting and material handling practices
- Contents of safety program

Documentation of Training

All training will be documented on one of the following three forms.

New Employee Safety Orientation
Employee Safety Contact Form
Safety Meeting Report

The following training method should be used. Actual demonstrations of the proper way to perform a task are very helpful in most cases.

- Tell them how to do the job safely
- Show them how to do the job safely
- Have them tell you how to do the job safely
- Have them show you how to do the job safely

Follow up to ensure they are still performing the job safely

FIRE PREVENTION AND EMERGENCY ACTION PLAN

The company has developed the following emergency plan to cover those designated actions that must be taken to ensure employee safety from fire and during other emergencies. Any questions about this plan should be directed to The Safety Program Administrator.

Facility Emergency Evacuation and Fire Prevention

The Safety Program Administrator is responsible for ensuring the following:

1. That all required emergency exits are clearly identified in the office, shop, and warehouse and that all required fire fighting and emergency equipment is available and in good condition.

   The following items will be maintained:

   - First aid kit
   - Drinking water
   - Flashlight
   - Portable battery powered radio and batteries
   - Fire extinguishers
   - Wrench to shut off the main gas valve
   - Pry bars, axes, saws, tools or similar devices for employee rescue

2. Creating a facility map designating all emergency evacuation routes and the locations of all fire fighting equipment and emergency supplies and equipment. These maps will be posted in at least two locations in the facility.

3. Training all exposed employees on the procedures to be followed in the event of fire, earthquake or other emergency including how to properly notify other affected employees.

4. Identifying potential fire hazards in the office, shop and warehouse and ensuring that adequate steps are taken to prevent fires.

5. Ensuring that combustible trash and materials are removed promptly from the facility, and that all flammable and combustible liquids are properly stored and handled.

During an Emergency

In the event of an emergency such as earthquake or fire, all employees are expected to evacuate the premises immediately. The Safety Program Manager or Safety Committee members may assign some employees the task of shutting off the gas or electricity, if needed. At no time will any employee be expected to jeopardize their own safety to do this.

Employees will be notified of emergencies through one of the following:

- Fire alarm
- Intercom
- Emergency horn
- Direct voice communication

After the emergency evacuation has been completed, a head count will be taken to ensure everyone is out of the building.

If necessary, the Safety Program Administrator or Safety Committee members may assign some employees to rescue trapped employees.

Fire Prevention in Shops and Warehouses

The following procedures will be used to prevent fires in shops and warehouses.

1. All accumulated combustible trash and debris will be removed as soon as practical.

2. Flammable liquids will only be stored and dispensed from UL approved safety containers designed for that purpose.

3. All rags soaked with flammable or combustible liquids will be properly stored in closed metal containers.

4. Appropriate precautions will be taken to prevent fires when torch cutting, welding or soldering.

5. Compressed gas cylinders containing flammable or explosive gasses will be properly stored in the upright position with their caps on and protected from heat or puncture. Fuel gas and oxygen shall be separated at least 20 feet when stored.

6. Smoking or open lights are prohibited within 50 feet of flammable liquid or gas storage and dispensing areas.

7. Flammable solvents will not be used for cleaning purposes.

8. A fire extinguisher, rated not less than 2A, shall be provided for each 3,000 square feet of the floor area, or fraction thereof. Where the floor area is less than 3,000 square feet, at least one extinguisher shall be provided.

9. Travel distance from any point of the protected area to the nearest fire extinguisher shall not exceed 75 feet.

10. At least one fire extinguisher, rated not less than 2A, shall be provided on each floor. In multi-story buildings, at least one fire extinguisher shall be located adjacent to the stairway at each floor level.

11. A fire extinguisher, rated not less than 10B, shall be provided within 50 feet of wherever more than 5 gallons of flammable or combustible liquids or 5 pounds of flammable gas are being used on the job site. This requirement does not apply to the integral fuel tanks of motor vehicles.

12. Portable fire extinguishers shall be inspected monthly, or at more frequent intervals by the employer, and serviced at least annually by a person licensed or registered by the State Fire Marshal. NOTE: Inspection is a "quick check" that an extinguisher is available and will operate. It is intended to give reasonable assurance that the extinguisher is fully charged and operable. This is done by seeing that it is in its designated place, that it has not been actuated or tampered with, and that there is no obvious or physical damage or condition to prevent operation.

13. Suitable fire control devices, such as portable fire extinguishers, shall be available at locations where flammable or combustible liquids are stored.

14. At least one portable fire extinguisher, having a rating of not less than 20-B units, shall be located outside of, but not more than 10 feet from, the door opening into any room used for flammable liquid storage.

15. At least one portable fire extinguisher, having a rating of not less than 20-B units, shall be located not less than 25 feet, nor more than 75 feet, from any flammable liquid storage area located outside.

FLEET AND DRIVER SAFETY

The company has established the following guidelines and procedures for our drivers and vehicles to protect the safety of individuals operating any motor vehicle on company business. Protecting our employee drivers, their passengers, and the public is of the highest priority. The commitment of management and employees is critical to the success of this program. Clear communication of, and strict adherence to, the program's guidelines and procedures are essential.

Our primary goal is to maintain a high level of safety awareness and foster responsible driving behavior. Driver safety awareness and responsible driving behavior will significantly decrease the frequency of motor vehicle accidents and reduce the severity of personal injuries and property damage.

Drivers must follow the requirements outlined in this program. Violations of this program may result in disciplinary action up to, and including, suspension of driving privileges or dismissal.

Our program consists of the following elements:

- Driver selection
- Driver training
- Vehicle use policy
- Vehicle inspection & preventive maintenance
- Accident investigation

Driver Selection

Only company authorized and assigned employees are allowed to drive company vehicles at any time. Prior to being authorized and assigned, the company will check the following items. Drivers must have:

- A valid un-restricted drivers license.
- A current MVR driving record with no more than 2 points and no serious or major violations.

The company will also check driving records of all employees authorized to drive on company business on an annual basis.

Employees that do not meet these requirements are not authorized or allowed to drive company vehicles or drive their own vehicle on company business.

Driver Training

All employees driving company vehicles, and personal vehicles on company business, will be given a copy of the Driving Safety Rules and Company Vehicle Use Policy and required to read and sign for them. Safe driving will also be periodically covered at company safety meetings.

Company Vehicle Use Policy

The company has established the following policies pertaining to company vehicles:

1. Personal and off duty use of company vehicles is prohibited.

2. Only authorized employees may drive company vehicles. No other family members may drive company vehicles.

3. Non-employee passengers are not permitted in company vehicles at any time, unless they are business related.

4. Seat belts must be worn in company vehicles at all times.

5. No employee is permitted to drive company vehicles while impaired by alcohol, illegal or prescription drugs, or over the counter medications.

6. All accidents involving company vehicles must be reported to the office immediately.

7. Employees with two or more preventable accidents in a three year period, or that obtain three points on their driving record, will be subject to a loss of their driving privileges or have their driving privileges restricted.

Vehicle Inspection & Preventive Maintenance

All company vehicles must be inspected by the driver prior to each use. Mechanical defects will be repaired immediately. The Safety Program Administrator will periodically spot check company vehicles to determine their condition.

Vehicle inspections will include:

- Lights
- Turn signals
- Emergency flashers
- Tires
- Horn
- Brakes
- Fluids
- Windshield condition and wiper condition
- Mirrors

All vehicles will also be maintained in accordance with the manufacturers' recommendations. It is the responsibility of the individual assigned the vehicle to ensure proper maintenance and repairs are performed. If your vehicle is not safe, do not drive.

Accident Investigation

All accidents in company vehicles will be investigated by the Supervisor, Manager and / or the Safety Program Administrator. Where possible, witness's statements will be obtained and photos used to document the scene of the accident and the damage. Police reports will also be obtained whenever possible. The following guidelines will be used to help determine preventability.

Auto Accident Preventability Guide

This guide will assist in determining whether our driver could have prevented the accident. An accident is preventable if the driver could have done something to avoid it. Drivers are expected to drive defensively. Which driver was primarily at fault,

which received a traffic citation, or whether a claim was paid has no bearing on preventability. If there was anything our driver could have done to avoid the collision, then the accident was preventable.

An accident was non preventable when the vehicle was legally and properly parked, or when properly stopped because of a highway patrol officer, a signal, stop sign, or traffic condition. When judging accident preventability, here are some general questions to consider:

1. Does the investigation indicate that the driver considers the rights of others, or is there evidence of poor driving habits that need to be changed?

2. Does the investigation indicate driver awareness? Such phrases as "I did not see," "I didn't think," "I didn't expect," or "I thought" are signals indicating there probably was a lack of awareness, and the accident was preventable. An aware driver should think, expect, and see hazardous situations in time to avoid collisions.

3. Was the driver under any physical stresses that could have been contributory? Did the accident happen near the end of a long day or long drive? Did overeating contribute to fatigue? Did the driver get prior sufficient sleep? Is the driver's vision faulty? Was the driver feeling ill?

4. Was the vehicle defective without the driver's knowledge? Was a pre-trip inspection done, and would it have discovered the defect? A car that pulls to the left or right when the driver applies the brakes, faulty windshield wipers, and similar items are excuses, and a driver using them is trying to evade responsibility. Sudden brake failure, loss of steering, or a blowout might be defects beyond the driver's ability to predict. However, pre-trip inspections and regularly scheduled maintenance should prevent most of these problems. If either of these are the cause of the accident, then the accident was probably preventable by the driver.

5. Could the driver have exercised better judgment by taking an alternate route through less congested areas to reduce the hazardous situations encountered?

6. Could the driver have done anything to avoid the accident?

7. Was the driver's speed safe for conditions?

8. Did the driver obey all traffic signals?

9. Was the driver's vehicle under control?

<u>Intersection Collisions</u>

Failure of our driver to yield the right-of-way, <u>regardless</u> of who has the right of way, as indicated by stop signs or lights, is preventable. The only exception to this is when the driver is properly proceeding through an intersection protected by lights or stop signs and the driver's vehicle is struck in the extreme rear side of the vehicle. Regardless of stop signs, stoplights, or right-of-way, a defensive driver recognizes that the right-of-way belongs to anyone who assumes it and should yield accordingly.

Questions to consider:

1. Did the driver approach the intersection at a speed safe for conditions?
2. Was the driver prepared to stop before entering the intersection?
3. At a blind corner, did the driver pull out slowly, ready to apply the brakes?
4. Did the driver look both ways before proceeding through the intersection?

Sideswipes

Sideswipes are often preventable. Defensive drivers do not get into a position where they can be forced into another vehicle or another vehicle can be forced into them. Defensive drivers continuously check for escape routes to avoid sideswipes. For two lane roads, this means a driver should pass another vehicle only when absolutely certain that he or she can safely complete the pass. A driver should also be ready to slow down and let a passing vehicle that has failed to judge safe passing distance back into the lane. A driver should make no sudden moves that may force another vehicle to swerve. If a driver sideswipes a stationary object while taking evasive action to avoid striking another car or a pedestrian, such an accident may not be preventable. However, you should consider what the driver could have done or failed to do immediately preceding the evasive action to be in the position of no other options.

A driver is also expected to anticipate the actions of an oncoming vehicle. Sideswiping an oncoming vehicle is often preventable. Again, evasive action, including leaving the roadway, may be necessary if an oncoming vehicle crosses into the driver's lane. Drivers are expected to allow merging vehicles to merge smoothly with them, and to merge smoothly on controlled access highways. Drivers are expected to be able to gauge distances properly when leaving a parking place and enter traffic smoothly.

Questions to consider:

1. Did the driver look to front and rear for approaching and overtaking traffic immediately before starting to pull away from the curb?
2. Did the driver signal before pulling away from the curb?
3. Did the driver look back rather than depend only upon rear-view mirrors?
4. Did the driver start into traffic only when this action would not require traffic to change its speed or direction in order to avoid his or her vehicle?

Head-on Collisions

A head-on collision with a vehicle traveling in the wrong lane may be preventable if the driver could have pulled off the road or taken other evasive action to prevent a collision. However, the driver should never drive into the other lane to avoid the oncoming vehicle. If the driver swerved off the road to avoid a head-on collision, the accident is non-preventable. The driver in this case made a good defensive driving decision, taking the lesser of two evils.

Many skidding conditions are caused by rain, freezing rain, fog, and snow, which all increase the hazard of travel. Oily road film, which builds up during a period of good weather, causes an especially treacherous condition during the first minutes of a rainfall. Loss of traction can be anticipated, and these accidents usually are preventable. Driving too fast for conditions is the most common reason why these types of accidents are preventable.

Questions to consider:

1. Was the driver operating at a safe speed considering weather and road conditions?
2. During inclement weather, was the driver keeping at least twice the safe following distance used for dry pavement?
3. Were all actions gradual?
4. Was the driver anticipating ice on bridges, in gutter, ruts, and near the curb?
5. Was the driver alert for water, ice or snow in shaded areas, loose gravel, sand, ruts, etc?

If a driver goes off the road or strikes another vehicle because of skidding, the accident is preventable.

Pedestrian Accidents

All types of pedestrian accidents, including collisions with pedestrians coming from between parked cars, are usually

considered preventable. There are few instances where the action of pedestrians is so unreasonable that the operator could not be expected to anticipate such an occurrence.

Questions to consider:

1. Did the driver go through congested areas expecting that pedestrians would step in front of the vehicle?
2. Was the driver prepared to stop?
3. Did the driver keep as much clearance between his or her vehicle and parked vehicles, as safety permitted?
4. Did the driver stop when other vehicles had stopped to allow pedestrians to cross?
5. Did the driver wait for the green light or stop for the caution light?
6. Was the driver aware of children and prepared to stop if one ran into the street?
7. Did the driver give all pedestrians the right-of-way?
8. Did the driver stop for a school bus that was stopped and properly signaling that passengers were loading or unloading?

Backing Accidents

Backing a vehicle into another vehicle, an overhead obstruction, or a stationary object is normally preventable. The fact that someone was directing the driver in backing does not relieve the driver of the responsibility to back safely.

Questions to consider:

1. Was it necessary to back?
2. Did the driver plan ahead so that he or she could have pulled forward out of the parking space instead of backing?
3. Was it necessary to drive into the narrow street, dead-end alley, or driveway from which he or she backed?
4. If the driver could not see where he or she was backing: Did the driver try to get someone to guide him or her?
5. Did the driver look all around the vehicle before backing? Did the driver back immediately after looking?
6. Did the driver use the horn while backing? Were the back-up lights working?
7. Did the driver look to the rear without relying totally on the rear-view mirror?
8. If the distance was long, did the driver stop, get out, and look around occasionally?
9. Did the driver back slowly?
10. Did the driver judge clearances accurately?

Parking Accidents

Doors on our driver's parked vehicle that are damaged when opened on the traffic side are considered preventable accidents. The driver is responsible to see that the traffic side is clear of traffic, before any doors on that side are opened.

In most cases, if our driver, while driving, strikes a parked vehicle's opening door it is considered preventable. Usually our driver can see from a sufficient distance that the parked vehicle is occupied, and should therefore, be prepared to stop, should move closer to the center line or change lanes.

It is a driver's responsibility to park the vehicle so that it will remain stationary. A runaway type accident is preventable and blaming such a collision on defective parking brakes or other holding devices are inadequate excuses. A good pre-trip inspection and maintenance program will eliminate most opportunities for this type of accident being the result of mechanical failure.

Accidents occurring when vehicles are properly and legally parked are considered non preventable. Accidents occurring while the vehicle was double-parked or in a "No Parking" zone are preventable.

Questions to consider:

1. Was the vehicle parked on the proper side of the road?
2. Was it necessary to park there or was there a safer, only slightly less convenient place nearby?
3. Did the driver have to park on the traveled part of the highway, on the curve, or on the hill?
4. When required, did the driver warn traffic by emergency warning devices?
5. Did the driver park parallel to the curb?
6. Was it necessary to park so close to an alley or directly across from a driveway?

Collision with Obstructions

Obstructions can be avoided if the driver knows the height and width of the vehicle, pays attention to posted clearances, and takes the time to properly judge clearances.

Cargo Accidents

The accident should be considered preventable if the investigation shows a mechanical defect of which the driver was aware, a defect the driver should have found by inspecting the vehicle, or the driver caused the accident by rough and abusive handling. It is a driver's responsibility to secure cargo properly to prevent shifting, loss, or damage. Cargo should be safely stowed to prevent flying objects that can strike or distract the driver.

RECORDKEEPING

The program administrator will ensure the maintenance of all Safety Program records, for the listed periods, including:

1.	New Employee Safety Orientation forms	length of employment
2.	Code of Safe Practices Receipt	length of employment
3.	Disciplinary actions for safety	1 year
4.	Safety inspections	2 years
5.	Safety meeting reports	2 years
6.	Safety Contact Reports	2 years
7.	Accident investigations	5 years
8.	Federal or State OSHA log of injuries	5 years
9.	Inventory of Hazardous Materials (if any)	forever
10.	Employee exposure or medical records	forever

Records are available for review at the main office.

APPENDIXES

1. HAZARD ASSESSMENT AND CORRECTION RECORD

2. ACCIDENT / EXPOSURE INVESTIGATION FORM

3. WORKER TRAINING AND INSTRUCTION RECORD

4. EMPLOYEE SAFETY CONTACT REPORT

5. NEW EMPLOYEE SAFETY ORIENTATION

6. CODE OF SAFE WORK PRACTICES RECEIPT

7. COMPANY VEHICLE POLICY RECEIPT

8. SAFETY COMMITTEE MEETING MINUTES

9. SAFETY MEETING MINUTES

10. VEHICLE INSPECTION CHECKLIST

11. FACILITY INSPECTION CHECKLISTS

HAZARD ASSESSMENT AND CORRECTION RECORD

Date of Inspection: _____ Person Conducting Inspection: _____

Unsafe Condition or Work Practice:
Corrective Action Taken:

Date of Inspection: _____ Person Conducting Inspection: _____

Unsafe Condition or Work Practice:
Corrective Action Taken:

Date of Inspection: _____ Person Conducting Inspection: _____

Unsafe Condition or Work Practice:

Corrective Action Taken:

ACCIDENT / EXPOSURE INVESTIGATION REPORT

Date & Time of Accident:
Location:
Accident Description:
Workers Involved:
Preventive Action Recommendations:
Corrective Actions Taken:

Manager Responsible: Corey Gremel Date Completed

WORKER TRAINING AND INSTRUCTION RECORD

Worker's Name:	Training Dates	Type of Training	Trainers

EMPLOYEE SAFETY CONTACT REPORT

Work site: _____
Manager / Supervisor: _____
Employee name _____
Date _____
Job title _____

Safety concern:

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

Corrective action:

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

Signed: _____
Employee

Signed: _____
Manager / Supervisor

NEW EMPLOYEE SAFETY ORIENTATION

The Supervisor will verbally cover the following items with each new employee on the first day of their employment.

Employee Name: _____
Start Date: _____
Job Title / Position: _____

Instruction has been received in the following areas.

- ☐ 1. Code of Safe Practices.*
- ☐ 2. Hazard Communication (chemicals) Employee Training Handbook.*
- ☐ 3. Driving Safety Rules.*
- ☐ 4. Safety rule enforcement procedures.
- ☐ 5. Necessity of reporting ALL injuries, no matter how minor, IMMEDIATELY.
- ☐ 6. Proper method of reporting safety hazards.
- ☐ 7. Emergency procedures and First Aid.
- ☐ 8. Proper work clothing & required personal protective equipment.
- ☐ 9. List all special equipment, such as lifts, employee is trained and authorized to use.
- ☐ 10. Emergency Exits and Fire Extinguishers.

_____

_____

---

* Give a copy of these items to the employee.

I agree to abide by all company safety polices and the Code of Safe Practices. I also understand that failure to do so may result in disciplinary action and possible termination.

Signed_____Date_____
Employee

Signed_____Date_____ Supervisor
Supervisor

CODE OF SAFE PRACTICES RECEIPT

This is to certify that I have received a copy of the Code of Safe Practices. I have read these instructions, understand them, and will comply with them while working for the company.

I understand that failure to abide by these rules may result in disciplinary action and possible termination of my employment with the company.

I also understand that I am to report any injury to my Supervisor or Manager immediately and report all safety hazards.

I further understand that I have the following rights.

- I am not required to work in any area I feel is not safe.
- I am entitled to information on any hazardous material or chemical I am exposed to while working.
- I am entitled to see a copy of the Safety Manual and Injury and Illness Prevention Program.
- I will not be discriminated against for reporting safety concerns.

_____

Print Name

_____

Sign Name Date

Copy: Employee
File

COMPANY VEHICLE POLICY RECEIPT

This is to certify that I have received a copy of the Driving Safety Rules and Company Vehicle Policy. I have read these instructions, understand them, and will comply with them while driving company vehicles.

I understand that failure to abide by these rules will result in disciplinary action and possible suspension of my driving privileges.

I also understand that I am to report any accident to the office immediately.

_____

Print Name

_____

Sign Name Date

Copy: Employee File

SAFETY COMMITTEE MEETING MINUTES

*Date of Committee Meeting:*_____*Location:*_____

Minutes prepared by: _____*Date:*_____

Review of Safety Inspection and Plan of Correction:

_____

_____

_____

_____

Previous Business: _____

_____

New Business: _____

_____

Review of Accidents: _____

_____

Plan of Correction: _____

_____

_____

Employee Suggestions: _____

_____

_____

Recommended Safety Training: _____

_____

_____

Additional Comments: _____

_____

_____

Safety Committee Meeting Attendance:

1._____ 2._____

3._____ 4._____

5._____ 6._____

7._____ 8._____

9._____ 10._____

11._____ 12._____

13._____ 14._____

15._____ 16._____

17._____ 18._____

19._____ 20._____

SAFETY MEETING MINUTES

Company: _____ *Department:* _____

Presenter: _____ *Date:* _____

Safety Topic Discussed:

_____

_____

_____

Additional items addressed other than topic:

_____

_____

_____

_____

Suggestions and Comments:

_____

_____

_____

_____

Safety Meeting Attendance:

1. _____ 2. _____
3. _____ 4. _____
5. _____ 6. _____
7. _____ 8. _____
9. _____ 10. _____
11. _____ 12. _____
13. _____ 14. _____
15. _____ 16. _____
17. _____ 18. _____

VEHICLE INSPECTION CHECKLIST

Driver_____ Date_____
Vehicle_____ Mileage_____

The items on this inspection sheet should be checked daily. A separate sheet should be filled out for each vehicle driven. Example: If you drive vehicle #3614 and swap to #7659 during the day, 2 inspection sheets should be filled out for that day. These forms are due daily. Place an X by any item that needs attention. Place a check mark by the rest. Any discrepancies should detailed on the bottom of this sheet.

_____Ignition Key
_____Fuel Key
_____Check Radio (Two way check)
_____Visual Inspection for Exterior Damage/Leaks under vehicle
_____Check inside Engine compartment for Leaks/loose items
_____Oil Level
_____Washer Fluid Level
_____Coolant Level
_____Power Steering Fluid Level
_____Start Engine and check Transmission Fluid Level (Fluid should be hot)
_____Check for Air Gauge
_____Check Tires for wear and pressure **(70 PSI COLD)** LF_____LR_____RF_____RR_____
_____Check Horn
_____Check Heater/Defroster
_____Check Windshield Wipers/Washers
_____Check Highlight/Signal lights/4way flashes/Tail lights/Backup lights/Horn
_____Check Lift, run one Complete Cycle
_____Check Interior lights
_____Check Mirrors for damage and adjustments
_____Check fuel level (**Should Not be Less Than ½ Tank)**
_____Check First Aide Kit on Board and full
_____Check Fire Extinguisher on board/Gauge showing charged, proper seal & pin
_____Check Adequate tie-downs/Tie-down Tracks (must be clean)
_____Check BIOHAZ KIT (Seal)
_____As you drive, continually check for any strange smells, sounds, vibrations, or anything that does not feel right.

*Form to be completed and turned in to Operations Manager DAILY.

The following discrepancies were noted:_____

_____

Driver's Signature:_____

Corrective action taken:_____

_____

FACILITY INSPECTION CHECKLIST

Department/Division: _____
Date Of Inspection: _____
Location: _____
Inspector: _____

Criteria	Check One Yes	No	Comments
• Are work areas properly illuminated?	☐	☐	
• Is the ventilation system appropriated for the work performed?	☐	☐	
• Are restrooms and washrooms kept clean and sanitary?	☐	☐	
• Is potable water provided for drinking and washing?	☐	☐	
• Are outlets for water not suitable for drinking clearly identified?	☐	☐	
• Where heat stress is a problem, do all fixed work areas have air conditioning?	☐	☐	
• Is the work area clean and orderly?	☐	☐	
• Are floors kept clean and dry or have you taken appropriate measures to make floors slip resistant?	☐	☐	
• Are floors free from protruding nails, splinters, holes, etc.?	☐	☐	
• Are permanent aisles and passageways clearly marked?	☐	☐	
• Are aisles and passageways kept clear?	☐	☐	
• Are pits and floor openings covered or guarded?	☐	☐	
• Is combustible trash removed from the worksite daily?	☐	☐	
• Are spilled materials or liquids cleaned up immediately?	☐	☐	
• Is there safe clearance in aisles where motorized or mechanical handling equipment travel?	☐	☐	
FLOOR AND WALL OPENINGS, STAIRS AND STAIRWAYS			
• Are floor openings guarded by covers or guardrails on all sides?	☐	☐	
• Do skylights have screens or fixed railings that would prevent someone on the roof from falling through?	☐	☐	
• Are open pits and trap doors guarded?	☐	☐	
• Are grates or similar type covers over floor openings such as floor drains, designed so that foot traffic or rolling equipment are not affected by grate spacing?	☐	☐	
• Are open-sided floors, platforms and runways having a drop of more than 4 feet guarded by a standard railing or toe board?	☐	☐	
• Are standard stair rails or handrails on all stairways having four or more risers?	☐	☐	
• Are all stairways at least 22 inches wide?	☐	☐	
• Do stairs have at least a 6-½ foot overhead clearance?	☐	☐	

• Are step risers on stairs uniform from top to bottom?	☐	☐	
• Are steps on stairs and stairways designed or provided with a slip-resistant surface?	☐	☐	
• Are stairway handrails located between 30 and 34 inches above the leading edge of stair treads?	☐	☐	

GENERAL WORK ENVIRONMENT

Criteria	Check One Yes	No	Comments
• Are stairway handrails capable of withstanding a load of 200 pounds, applied in any direction?	☐	☐	
ELEVATED SURFACES			
• Is the vertical distance between stairway landings limited to 12 feet or less?	☐	☐	
• Are stairways adequately illuminated?	☐	☐	
• Are signs posted showing the elevated surface load capacity?	☐	☐	
• Do elevated work areas have a permanent means of access and egress?	☐	☐	
• Are materials on elevated surfaces piled, stacked or racked in a manner to prevent tipping, falling, collapsing, rolling or spreading?	☐	☐	
EXITS AND EXIT DOORS			
• Are all exits marked with an exit sign and illuminated by a reliable light source?	☐	☐	
• Are exit routes clearly marked?	☐	☐	
• Are doors, passageways or stairways that are neither exits nor access to exits, appropriately marked "NOT AN EXIT" or "STOREROOM" etc.?	☐	☐	
• Are all exits kept free of obstructions?	☐	☐	
• Are there sufficient exits to permit prompt escape in case of emergency?	☐	☐	
• Do exit doors open in the direction of exit travel?	☐	☐	
• Are doors that swing in both directions provided with viewing panels in each door?	☐	☐	
• Are exits and exit routes equipped with emergency lighting?	☐	☐	
ADDITIONAL REMARKS:			

Additional information regarding this safety program manual can be obtained through the safety program administrator or safety committee.

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Maintenance of Physical Facilities and Technical Infrastructure Plan

Plan S6- C3-9

Goal:
Assure facilities and technical infrastructure are adequate and improvements are made as required. Provide a plan for regular, periodic, review of facilities improvements, technical infrastructure, internet resources, and other changes to facilities, and/or infrastructure, on a regular basis

2. Objectives

a) Personnel responsible for the plan
b) Equipment and Supplies covered
c) Relevant State law
d) Applicable federal codes and procedures
e) Availability of the plan to employees and students
f) Annual evaluation of the plan
g) Comply with Standard 6: Criterion 3-8

3. References:
Standard 6: Maintenance of Physical Facilities and Technical Infrastructure Plan: Generic (2020)

4. Plan
To have a plan for ongoing operation and maintenance of all physical locations and technical infrastructure.

a) Personnel
The Facilities Manager is responsible for implementation of the plan with oversight from the Administrative Staff.

b) Equipment and Supplies included
The plan covers the physical facility, facility grounds, parking lot, landscape and surrounding areas and all equipment and supplies owned by the institution including:

- EMT supplies (See Inventory)
- Paramedic supplies (See Inventory)
- Janitorial Supplies (See Inventory)
- Office Supplies (See Inventory)
- Classrooms
- Break Out Rooms
- Break Room
- Bathrooms

c) Applicable State Laws

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The Administration will ensure that the Institution is currently operating and maintaining its physical facility and technical infrastructure in accordance with relevant state law.

d) Federal Codes and Procedures
The Administration will ensure that the Institution is currently operating and maintaining its physical facility and technical infrastructure with applicable federal codes and procedures if relevant.

e) Availability of the plan to employees and students
The plan will be made available to employees and students year-round on the institutions website at www.ocemt.edu. The plan will also be made available to all employees during the annual faculty meeting that takes place in January of each year.

f). Evaluation of the Plan
The plan will be evaluated annually during the Institutional Advisory Board Meeting that takes place in December of each year**.** The plan will also be evaluated in January of each year by the faculty.

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Protection of Technical Infrastructure

Plan S6-C15-20

Goal
To have a plan in place to protect the Technical Infrastructure of the Institution

Objectives

a) Ensure the privacy, safety, and security of data contained within institutional networks

b) Ensure computer system and network reliability whether provided directly by the institution or through contractual arrangements

c) Ensure emergency backups for all technical services whether provided directly by the institution or through contractual arrangements.

d) Is evaluated annually and revised as necessary

e) Basic information about the plan is available to the administration, faculty, staff, and students, upon request.

f) Comply with Standard 6: Criteria 15-20

References:
Standard 6: Protection of Technical Infra structure Generic Version: 2020 Edition

Plan Overview
To have plan in place for the protection of the institution's technical infrastructure

The privacy, safety, and security of data contained within institutional networks will accomplished through the following measures:

- A dedicated network will be assigned to the school using multiple band -widths with user names and passwords
- Private routers will be used with user ID and passwords
- Online resources through secondary sources meet local and federal security laws
- Online resources require user ID and passwords

Computer system and network reliability

- Computer System reliability is accomplished through administrative computers that have individual user Id and passwords. The administrative computers access the internet through wifi that requires a password for access.

- Networks are protected through a contractual agreement with COX Communications

Emergency Backups

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a) Emergency Backups for the technical infrastructure include the following:

- Cox Communication Technical Support
- JBL Technical Support
- Fisdap Technical Support
- Protctor Free Technical Support

b) Emergency backups for loss of WIFI

- Power points are downloaded to the classroom computers which are hard wired to smart televisions
- This can be used for lecture in lieu of the online resources if tech support cannot solve the issue
- Exams can be taken remotely using Proctor Free if the WIFI fails during an exam or the day of an exam

Evaluation
This plan is evaluated annually during the Institutional Advisory Board Meeting in December and can be revised as necessary.

Availability of the Plan
This plan is made available to administration, faculty, staff, and students, through the institution's website. It is also reviewed at orientation and made available to the staff during the annual faculty meeting in January.

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Effectiveness of Student Services Plan

Plan: S10-C30-34

1. Goal:
To assure that adequate and appropriate student services are available support the mission of the EMT and Paramedic Programs.

2. Objectives:
a) Determine the effectiveness of student personnel services
b) Identify responsibilities for coordination of services
c) Provides for counseling of students
d) Is evaluated on an annual basis
e) Addresses how results are shared with faculty and staff

3. References:
Standard 10: Postsecondary Educational Programs, Generic Version - 2020 Edition

4. Plan
Student Services

a) Academic Counseling
b) Employment Counseling
c) Student Orientation
d) Student Records
d) Student Grievance
e) Financial Assistance

5. Responsibilities
Student Services are the responsibility of the following personnel;

a) Academic Counseling: Lead Instructor of the EMT and Paramedic Program
b) Employment Counseling: All licensed faculty in the given field
c) Student Orientation: Program Director, Clinical Coordinator, Lead Instructor
d) Student Records: Administrative Assistant and Administrative Secretary
e) Financial Assistance: Program Director

6. Effectiveness of Services

a) The responsible party for any service shall notify the Program Director of any deficiencies

b) Deficiencies will be revised as necessary to meet the mission of the Institution

c) All services will be discussed during the evaluation period in December and January

6. Evaluation

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a) The plan will be evaluated annually during the Institutional Advisory Board Meeting in December.

b) Results will be shared with the faculty and staff during the Institutions Faculty Meeting in January

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Placement Services Plan

Plan: S10-C22-29

1. Goal:
To increase the placement rate of students in the EMT and Paramedic Programs

2. Objectives

a) The institution demonstrates that it is following a written plan for placement services that includes;

b) Identification of responsibilities for coordination and placement services;

c) A communication network that exists between the person responsible for placement coordination, the staff, the faculty, and various businesses and industries of the service areas;

d) Fille/listing of employers and employment opportunities;

e) Counseling of Students;

f) Maintenance of placement records for completers as means of measuring the success of the institution in achieving its mission;

g) Evaluation on annual basis (and revision as necessary); and,

h) Description of how evaluation results are shared with staff and faculty.

3. References:
Standard 10: Postsecondary Educational Programs, Generic Version – 2020 Edition

4. Plan
The intent of the plan is to assist and track students placement in occupations related to the field and to maintain the minimum placemark of 70% for COE.

5. Personnel Responsible
The Program Director and Clinical Coordinator are responsible for Placement Services of the EMT and Paramedic Programs.

a) All affiliation agreements will be used for placement services and notifications of employment opportunities from outside agencies

b) The Program Director and Clinical Coordinator will maintain continuous communication with all employing agencies for job opportunities and are notified of opportunities through the Institutions Affiliation Agreements with EMS Agencies.

c) Faculty and Staff will be notified of job opportunities which will then be presented to the EMT and Paramedic Class.

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- Verbal Notification
- Job Flyer Postings at the Institution
- Email sent to all students and graduates

d) Various businesses and industries of the service area are notified of current EMT and Paramedic Courses and Graduates for recruitments purposes. These agencies based upon availability will address each class regarding their employment opportunities.

e) The institution keeps a listing of all employment contacts in the Administrative Offices and makes available to students all employment opportunities through the methods listed above.

f). Students will be counseled during the orientation of each Course regarding placement services and potential opportunities.

- Instructors will make themselves available throughout the Course for Career Counseling Purposes
- Student Counseling only pertains to the field of Emergency Medical Services

6. Records
Records of placement services are the responsibility of the following Personnel

a) Paramedic: Administrative Assistant, Program Director, Clinical Coordinator
b) EMT: Administrative Assistant, Administrative Secretary, Program Director
c) Records of placement will be stored in the student's permanent file
d) Records will be used on an annual basis for CPL data in the Annual Report

7. Evaluation

a) The plan is evaluated on an annual basis during the Institutional Advisory Board Meeting in December.

b) The results are shared with the faculty and staff during the Institutions Faculty Meeting in January and are also posted on the Institutions website.

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Retention Plan

Plan: S10-C5-8

1. Goal:
To increase the retention of students in the EMT and Paramedic Programs

2. Objectives of the Plan
a) Have a retention plan in place
b) Ensure the plan includes input from faculty and students
c) Ensure the plan is evaluated on an annual basis and revised if needed
d) Address how the results are shared with faculty and staff
e) Meet the criteria listed in Standard 10: Criteria 5-8

3. References:
Standard 10: Program and Institutional Outcomes Generic Version – 2020 Version

4. Plan

The intent of the plan is to assist students with course completion and to maintain the COE bench mark of 60% for completers. The plan is developed with input from the Administration, Faculty, and Students and contains the following;

EMT and Paramedic Programs

a) Students will attend a detailed orientation for each Course that explains Course Progression and expectations

b) Students will be allowed to re-test on any (2) exams in which they do not meet the minimum cuts scores. Students not passing the re-test with the minimum cut score will be released from the Program.

c) Students will be allowed (1) re-test on any skill or scenario failed during testing. Students failing the re-test will be released from the Program.

d) Students who have failed any exam on their first attempt or are otherwise found to be below standard on any skill, or affective domain evaluation, will be counseled and placed on Academic Probation.

5. Evaluation of the Plan

a) The plan will be made available on the Institutions website and is kept in the Plans Handbook in the Administrative Office.

d) Recommendations can be made to the Program Director in person or through email at cgremel@ocemt.edu.

e) The plan will be evaluated annually in December during the Institutional Advisory Board Meeting and revised as necessary.

f) Results of the plan will be shared with faculty and staff during the Institutions Faculty Meeting that takes place annually in January.