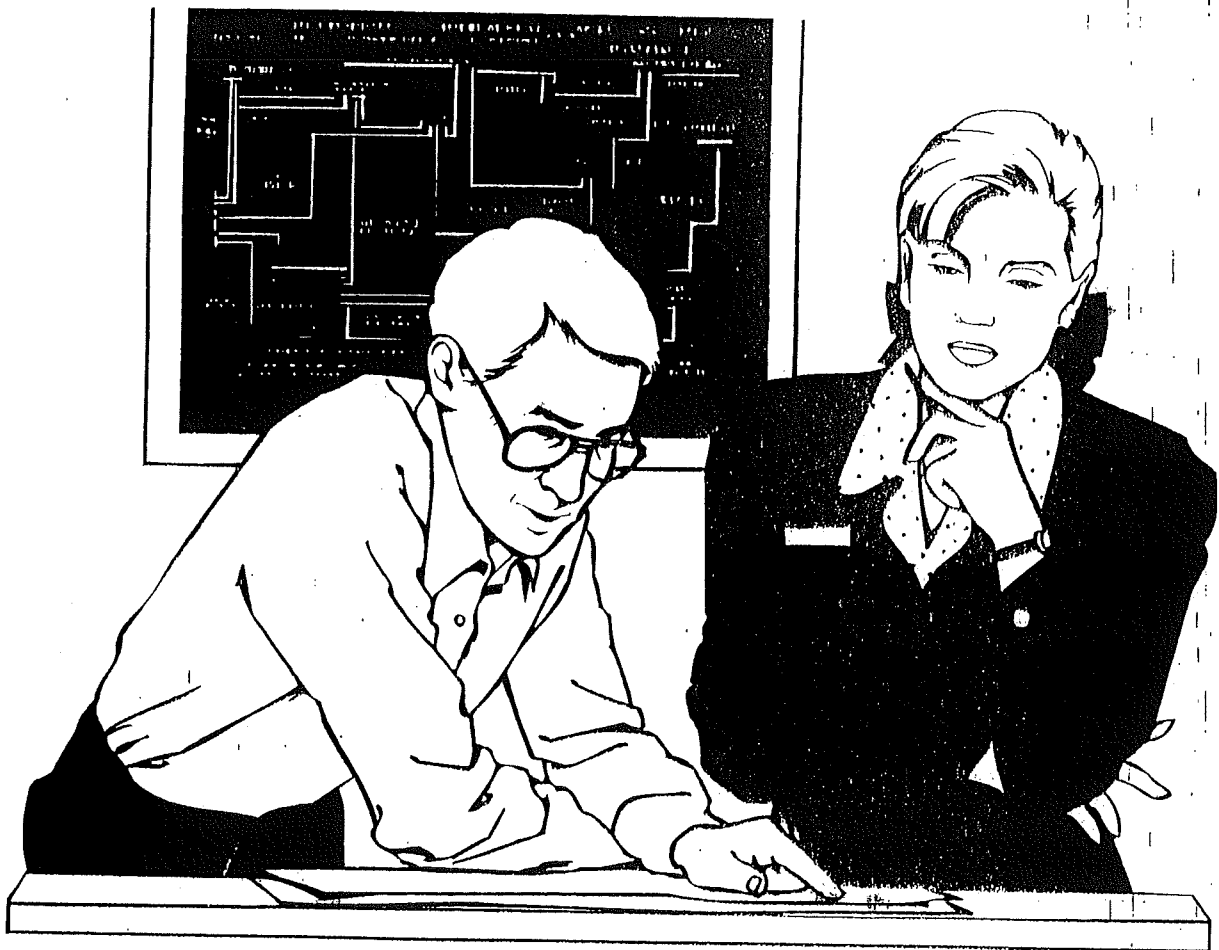


# Safety And The Small Business Employer Employee Workbook



0002-01

## COMMUNITY ACTION TEAM, INC.



### SAFETY POLICY STATEMENT

It is the policy of Community Action Team, Inc. to protect the safety and health of employees. Injury and illness losses from most accidents are needless, costly and preventable. Our company has established a fundamental safety and health program that will help us prevent injury and illness due to hazards. Employee involvement at all levels is critical for success. A labor/management safety committee is established to promote safety and health in the workplace. This safety committee will assist Community Action Team, Inc. in making recommendations for change.

### MANAGEMENT

Management is accountable for the prevention of workplace injuries and illnesses. Management provides direction and full support to supervisors and employees regarding safety and health, job training, and hazard-elimination procedures. Management must be fully informed about safety and health issues throughout the company in order to continually review the effectiveness of our safety and health program.

### SUPERVISION

Supervisors are directly responsible for supervising and training their workers in proper procedure, work practices, and safe methods. Supervisors must enforce company rules and take immediate corrective action to eliminate hazardous conditions and practices. They will not permit safety to be sacrificed for any reason. In addition, they will be held accountable for all safety and health issues.

### SAFETY COMMITTEE

The safety committee consists of management and labor representatives, who have an interest in safety and health at Community Action Team, Inc. The committee is responsible for making recommendations for improving safety and health in the workplace. It is accountable for defining problems and removing obstacles to accident prevention, identifying hazards and recommending corrective actions, helping identify employee safety training needs, and establishing accident-investigation procedures for our company.

## EMPLOYEES

Each employee, regardless of his or her position within the company, is expected to cooperate in all aspects of the company's safety and health program, including these requirements:

Accidents must be reported immediately to your supervisor.

Required personal protective equipment must be worn by all employees.

Hazardous conditions or other safety and health concerns must be reported to your supervisor immediately.

Employees participate in safety committee activities and support safety committee membership.

If everyone does his or her part to ensure workplace safety and health, we will all benefit.

No job is so important that we cannot take time to do it safely.

David "Rocky" Johnson  
Executive Director

### Employee Training Record

Employee Name: \_\_\_\_\_

**Training I Have Received Training in the following:**

<u>Date</u>	<u>Initial</u>		<u>Date</u>	<u>Initial</u>	
_____	_____	Mod. 1 Company Safety & Health Plan	_____	_____	Mod. 5 Accident Investigation
_____	_____	Mod. 2 Employer/Employee Responsibility	_____	_____	Mod. 6 Back Safety
_____	_____	Mod. 3 Safety Committee Operations	_____	_____	Mod. 7 Ergonomic Awareness
_____	_____	Mod. 4 Hazard Identification & Control			

**Mod 8. Lockout/Tagout Training**

Date      Initial

I have received training to make sure that the purpose and function of the energy control program is understood.

I have been given time to acquire the knowledge and skills required for the safe application, use, and removal of the energy controls.

**I have received training in the following:**

Authorized employee. The recognition of applicable hazardous energy sources, the type and magnitude of the energy available in the workplace, and the methods and means necessary for isolation and control.

Affected employee. The purpose and use of the energy control procedure.

All other employees. General lockout/tagout program and procedures, and the prohibition relating to attempts to restart or re-energize machines or equipment which are locked out or tagged out.

**When a tagout system is used, I have been trained that:**

- \* Tags are essentially warning devices affixed to energy isolating devices, and do not provide the physical restraint on those devices that is provided by a lock.
- \* When a tag is attached to an energy isolating means, it is not to be removed without authorization of the authorized person responsible for it, and it is never to be bypassed, ignored, or otherwise defeated.
- \* Tags must be legible and understandable by all authorized employees, affected employees, and all other employees whose work operations are or may be in the area, in order to be effective.
- \* Tags and their means of attachment must be made of materials which will withstand the environmental conditions encountered in the workplace.
- \* Tags may evoke a false sense of security, and their meaning needs to be understood as part of the overall energy control program.
- \* Tags must be securely attached to energy isolating devices so that they cannot be inadvertently or accidentally detached during use.

**Mod. 9 Hazard Communication Training I have received training in the following:**

Date      Initial

Overview of the requirements contained in the Hazard Communication Rules, 1910.1200

Chemicals present in my workplace operations.

Locations and availability of our written hazard communication program and the MSDSs for the hazardous chemicals.

Physical and health effects of these hazardous chemicals.

Methods and observation techniques used to determine the presence or release of hazardous chemicals in my work area.

How to lessen or prevent exposure to these hazardous chemicals through usage of control/work practices and personal protective equipment.

Steps the company has taken to lessen or prevent exposure to these chemicals.

Safety emergency procedures to follow in the event of exposure to these chemicals.

How to read container labels, review, and interpret MSDSs to obtain appropriate hazard information.

Date      Initial

Mod. 10 Basic Machine Guarding

Date      Initial

## Section 2. Training Modules

Page 1 of 3

### Module 1. The Company Safety and Health Plan

#### Why Have a Workplace Safety and Health Plan?

Taking risks is part of running a business, particularly for small business owners. You take risks in product development, marketing, and advertising in order to stay competitive. But there are some risks that should never be taken. One of these is risking the safety and health of workers.

#### 1. Management Commitment

This company is committed to building an effective injury and illness prevention plan, putting it in writing, and integrating it into the entire operation. Review the following "Company Safety and Health Policy Statement"

#### Company Safety & Health Policy Statement

"The Oregon Safe Employment Act of 1973 clearly states our common goal of safe and healthful working conditions. Safety and health of our employees continues to be the first consideration in operating this business"

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

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

"The personal safety and health of each employee of this company is of primary importance. Prevention of occupationally-induced injuries and illnesses is of such consequence that it will be given precedence over operating productivity, whenever necessary. To the greatest degree possible, management will provide all mechanical and physical activities required for personal safety and health, in keeping with the highest standards."

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

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

"Our safety and health program will include:

- \* Providing mechanical and physical safeguards to the maximum extent possible.
- \* Conducting a program of safety and health inspections to find and eliminate unsafe working conditions or practices, to control health hazards, and to fully comply with OR-OSHA safety and health standards for every job.
- \* Training all employees in good safety and health practices.
- \* Providing necessary personal protective equipment, and instructions for proper use and care.
- \* Developing and enforcing safety and health rules, and requiring that employees cooperate with these rules as a condition of employment.
- \* Investigating, promptly and thoroughly, every accident to find out what caused it, and correct the problem so it won't happen again.

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

- \* The employer accepts responsibility for leadership of the safety and health program, for its effectiveness and improvement, and for providing the safeguards required to ensure safe work conditions.
- \* Supervisors are responsible for developing proper attitudes toward safety and health in themselves and in those they supervise, and for ensuring that all operations are performed with the utmost regard for the safety and health of all personnel involved, including themselves.
- \* Employees are responsible for wholehearted, genuine operations of all aspects of the safety and health program -- including compliance with the rules and regulations -- and for continuously practicing safety and health while performing their duties."

## 2. Labor & Management Accountability

All employees, both labor and management, need to understand their responsibilities under OR-OSHA rules and be held accountable for complying with the rules as well as the company's related policies.

Remember, it is the employer's responsibility to provide a safe and healthful work environment for their employees. However, holding everyone accountable for their part in workplace safety and health is critical for a successful injury and illness prevention plan.

## 3. Employee Involvement

Employees are required to work in compliance with the rules, report all accidents and near misses, and report all unsafe conditions or unsafe practices. To demonstrate this employer's commitment to support the employees in these responsibilities, the employer will do the following:

### Communication System:

- \* Encourage employees to inform the employer about workplace hazards without fear of reprisal.
- \* Schedule general employee meetings at which time safety is freely and openly discussed by those present. These meetings will be regular, scheduled, and announced to all employees and managers to achieve maximum attendance. The purpose of these meetings is safety, and the concentration will be on:
  1. Occupational accident and injury history at our work sites, with possible comparison to other locations in the company;
  2. Feedback from safety committee;
  3. Guest speakers concerned with workplace safety and health; and
  4. When possible brief audio-visual materials that relate to our business.
- \* Conduct training programs for communicating with employees.
- \* Provide a safety suggestion box so that employees, anonymously if desired, can communicate their concerns with management.
- \* Document all communication efforts to demonstrate that an effective communication system is in place.

### Safety Committee

- \* Recognize and support the safety committee as an excellent vehicle for facilitating communication and involvement between labor and management on occupation safety and health issues.

## 4. Hazard Identification & Control

Periodic inspections and procedures for correction provide methods of identifying existing or potential hazards in the workplace, and eliminating or controlling them. Hazard control is essential to an effective injury and illness plan. We will be sure to look at safe work practices and ensure that they are being followed, and that unsafe conditions or procedures are identified and corrected properly.

Employees are encouraged to report possible hazardous situations, knowing their reports will be given prompt and serious attention.

Workplace equipment and personal protective equipment will be maintained in good, safe working condition.

Hazards, where possible, will be corrected as soon as they are identified. For those that can't be immediately corrected, a target date for correction will be set.

The employer will provide interim protection for workers while hazards are being corrected. A written tracking system will be established to help monitor the progress of the hazard correction process.

## Module 1. The Company Safety and Health Plan

Page 3 of 3

### **5. Accident/Incident Investigation**

Employers and safety committees are required to investigate or assign responsibility for investigating accidents. Accidents/incidents will be investigated by trained individuals, with the primary focus of understanding why the accident or incident occurred, and what actions can be taken to preclude recurrence. The focus will be on solutions and never on blame. They will be in writing, and adequately identify the causes of the accident or near-miss occurrence.

### **6. Worker Training**

Training is another essential element of any injury and illness prevention plan.

OR-OSHA rules require each employer to train workers for any job or task they are assigned.

Our plan includes training and instruction:

- \* For all employees when they are first hired;
- \* For all new employees for each specific task;
- \* For all employees given new job assignments for which training has not already been received;
- \* Whenever new substances, processes, procedures, or equipment are introduced into the workplace and present a new hazard;
- \* Whenever new personal protective equipment or different work practices are used on existing hazards;
- \* Whenever the employer is made aware of a new or previously unrecognized hazard; and
- \* For all supervisors to ensure they are familiar with the safety and health hazards to which employees under their immediate direction and control may be exposed.

An effective safety and health plan requires proper job performance by everyone in the workplace. As the employer, we must ensure that all employees are knowledgeable about the materials and equipment with which they work, what known hazards are present, and how they are controlled.

### **7. Periodic Program Evaluation**

A periodic review is scheduled to look at each critical component in our safety and health plan to determine what is working well and what changes, if any, are needed. All employees are encouraged to participate by keeping the employer informed of their concerns regarding the elements of this safety and health plan.

**The success of this safety and health plan is dependant upon two things: First the employer must provide a safe and healthful environment in which the employee has the opportunity to work safe, and second the employee must choose to work safe.**

# Quiz

## Module 1. The Company Safety and Health Plan

# Quiz

Employees Name: \_\_\_\_\_

Date: \_\_\_\_\_

### Why Have a Workplace Safety and Health Plan?

Q1. One risk that should never be taken is risking the \_\_\_\_\_ & \_\_\_\_\_ of workers.

#### 1. Management Commitment

Q2. The company is committed to building an effective \_\_\_\_\_ and \_\_\_\_\_ prevention plan, putting it in \_\_\_\_\_, and \_\_\_\_\_ it into the operation.

#### Company Safety & Health Policy Statement

Q3. " \_\_\_\_\_ & \_\_\_\_\_ in our business must be part of every operation"

Q4. It is \_\_\_\_\_ employee's responsibility at all levels.

#### 2. Labor & Management Accountability

Q5. All employees, both \_\_\_\_\_ and \_\_\_\_\_ need to understand their \_\_\_\_\_ responsibilities under OR-OSHA rules and be held accountable for complying with the rules as well as the company's related policies.

#### 3. Employee Involvement

Q6. Employees are required to \_\_\_\_\_ in \_\_\_\_\_ with the rules, \_\_\_\_\_ all accidents and near misses, and report all \_\_\_\_\_ conditions or unsafe \_\_\_\_\_.

#### 4. Hazard Identification & Control

Q7. Employees are encouraged to \_\_\_\_\_ possible hazardous situations, knowing their reports will be given prompt and serious attention.

#### 5. Accident/Incident Investigation

Q8. The focus will be on \_\_\_\_\_ and never on \_\_\_\_\_.

#### 6. Worker Training

Q9. As an employer, we must ensure that all employees are knowledgeable about the \_\_\_\_\_ and \_\_\_\_\_ with which they work, what known \_\_\_\_\_ are present, and how they are \_\_\_\_\_.

#### 7. Periodic Program Evaluation

Q10. The success of this safety and health plan is dependant upon two things: First the employer must provide a \_\_\_\_\_ and \_\_\_\_\_ environment in which the employee has the opportunity to work safe, and second the employee must \_\_\_\_\_ to \_\_\_\_\_.





## Module 2. Employer and Employee Safety Responsibilities

### General 437-001-0760 Rules for all Workplaces

#### (1) Employers' Responsibilities

- (a) The employer shall see that workers are properly instructed and supervised in the safe operation of any machinery, tools, equipment, process, or practice which they are authorized to use or apply. This rule shall not be construed to require a supervisor on every part of an operation nor to prohibit workers from working alone.
- (b) The employer shall take all reasonable means to require employees:
  - (A) To work and act in a safe and healthful manner;
  - (B) To conduct their work in compliance with all applicable safety and health rules;
  - (C) To use all means and methods, including but not limited to, ladders, scaffolds, guardrails, machine guards, safety belts and lifelines, that are necessary to safely accomplish all work where employees are exposed to a hazard; and
  - (D) Not to remove, displace, damage, destroy or carry off any safety device, guard, notice or warning provided for use in any employment or place of employment while such use is required by applicable safety and health rules.
- (c) Every employer shall be responsible for providing the health hazard control measures necessary to protect the employees' health from harmful or hazardous conditions and for maintaining such control measures in good working order and in use.
- (d) Every employer shall inform the employees regarding the known health hazards to which they are exposed, the measures which have been taken for the prevention and control of such hazards, and the proper methods for utilizing such control measures.

#### (2) Employees' Responsibilities

- (a) Employees shall conduct their work in compliance with the safety rules contained in this code.
- (b) All injuries shall be reported immediately to the person in charge or other responsible representative of the employer.
- (c) It is the duty of the workers to make full use of safeguards provided for their protection. It shall be a worker's responsibility to abide by and perform the following requirements:
  - (A) A worker shall not operate a machine unless guard or method of guarding is in good condition, working order, in place, and operative.
  - (B) A worker shall stop the machine or moving parts and properly tag-out or lock-out the starting control before oiling, adjusting, or repairing, except when such machine is provided with means of oiling or adjusting that will prevent possibility of hazardous contact with moving parts.
  - (C) A worker shall not remove guards or render methods of guarding inoperative except for the purpose of adjustment, oiling, repair, or the setting up of a new job.
  - (D) Workers shall report to their supervisor any guard or method of guarding that is not properly adjusted or not accomplishing its intended function.
  - (E) Workers shall not use their hands or any portion of their bodies to reach between moving parts or remove jams, hangups, etc. (Use hook, stick, tong, jig or other accessory.)
  - (F) Workers shall not work under objects being supported that could accidentally fall (such as loads supported by jacks, the raised body of a dump truck, etc.) until such objects are properly blocked or shored.
  - (G) Workers shall not use defective tools or equipment. No tool or piece of equipment should be used for any purpose for which it is not suited, and none should be abused by straining beyond its safe working load.
- (d) Workers shall not remove, deface, or destroy any warning, danger sign, or barricade, or interfere with any other form of accident prevention device or practice provided which they are using, or which is being used by any other worker.
- (e) Workers must not work underneath or over others exposed to a hazard thereby without first notifying them and seeing that proper safeguards or precautions have been taken.
- (f) Workers shall not work in unprotected, exposed, hazardous areas under floor openings.
- (g) Long or unwieldy articles shall not be carried or moved unless adequate means of guarding or guiding are provided to prevent injury.
- (h) Hazardous conditions or practices observed at any time shall be reported as soon as practicable to the person in charge or some other responsible representative of the employer.
- (i) Workers observed working in a manner which might cause immediate injury to either themselves or other workers shall be warned of the danger.
- (j) Before leaving a job, workers shall correct, or arrange to give warning of, any condition which might result in injury to others unfamiliar with existing conditions.

The employer provides the environment and the worker must work safe.

Employees Name: \_\_\_\_\_

Date: \_\_\_\_\_

**General 437-001-0760 Rules for all Workplaces.****(1) Employers' Responsibilities**

Q1. The employer shall see that workers are properly \_\_\_\_\_ and \_\_\_\_\_ in the \_\_\_\_\_ operation of any machinery, tools, equipment, process, or practice which they are \_\_\_\_\_ to use or apply.

Q2. The employer shall take all reasonable means to require employees:

To \_\_\_\_\_ and \_\_\_\_\_ in a safe and healthful manner;

To \_\_\_\_\_ their work in \_\_\_\_\_ with all applicable safety and health rules.

**(2) Employees' Responsibilities**

Q3. Employees shall \_\_\_\_\_ their work in \_\_\_\_\_ with the safety rules contained in this code.

Q4. All \_\_\_\_\_ shall be reported immediately to the person in charge or other responsible representative of the employer.

Q5. It is the \_\_\_\_\_ of the workers to make \_\_\_\_\_ use of safeguards provided for their protection.

Q6. Workers shall not \_\_\_\_\_, \_\_\_\_\_, or \_\_\_\_\_ any warning, danger sign, or barricade, or interfere with any other form of accident prevention device or practice provided which they are using, or which is being used by any other worker.

Q7. Hazardous \_\_\_\_\_ or \_\_\_\_\_ observed at any time shall be reported as soon as practicable to the person in charge or some other responsible representative of the employer.

Q8. Workers observed working in a manner which might cause \_\_\_\_\_ to either \_\_\_\_\_ or other \_\_\_\_\_ shall be warned of the danger.

Q9. Before leaving a job, workers shall \_\_\_\_\_, or arrange to give \_\_\_\_\_ of, any condition which might result in injury to others unfamiliar with existing condition.

Q10. The employer provides the \_\_\_\_\_ and the worker must \_\_\_\_\_ safe.