OSHA Compliance Manual

Brought to you by

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Northeastern Retail
Lumber Association

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Congratulations!

As an added benefit to being a member of the Northeastern Retail Lumber Association (NRLA) you are receiving this free copy of the most up-to-date and comprehensive safety resource available for the retail lumber industry. Produced by NRLA in conjunction with ASSET Corp., our OSHA Compliance Manual provides safety plans and other valuable resources written in a user-friendly format. We have included valuable tips so you can easily customize the written safety plan for your company.

If you have any questions regarding this manual or other OSHA related issues, please contact the NRLA, your source for Safety Information at 800.292.6752 or government@nrla.org. There is no charge for your call or the answers to your safety-related questions.

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OSHA Compliance Manual

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OSHA Compliance Manual

Preface for Owners and Managers

The Northeastern Retail Lumber Association developed S.O.S. (Simple OSHA Solutions) to help association members and their employees comply with the Occupational Safety and Health Administration (OSHA) standards.

OSHA standards are available for free, but it can be difficult for a retail lumber & building material owner and/or manager to determine which standards apply to this industry. In addition, it is even more challenging for a retail lumber & building material owner to discern what he or she must do in order to comply with applicable regulations.

This OSHA Compliance Manual provides user-friendly solutions to the challenge of complying with OSHA regulations that are most relevant to the retail lumber & building industry. Each section presents information on a separate OSHA-required program, or requirement. Each program follows a fill-in-the-blank approach and provides tips towards completion.

The Northeastern Retail Lumber Association endeavors to provide state-of-the-art safety services; however, we recognize that OSHA regulations and standards change, as does the interpretation, requirements, and enforcement of those regulations. As a result, we cannot guarantee that this manual will provide total compliance with OSHA regulations. In addition, the Northeastern Retail Lumber Association, its Board of Directors, and staff, are not liable for any loss, injury, or penalty resulting from the use of this manual, or the association's safety consulting services.

Should you have questions on any of the programs included in this manual, or any other OSHA-related issue, we encourage you to contact the Northeastern Retail Lumber Association.

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OSHA Compliance Manual

Preface for Employees

This OSHA Compliance Manual sets forth our company's written safety plans. We developed these plans to comply with the Occupational Safety and Health Administration (OSHA) requirements, as well as promote a safe and healthy worksite. As our employee, you have the right to review this information, and we encourage you to do so.

Our written safety plans are just one of the components of our safety program. The management of this company recognizes that your assistance and involvement is essential in promoting a safe work environment. As such, we need your help identifying equipment, tools, worksite conditions, and employee actions that are unsafe or have the potential to lead to injuries or illnesses. You are our first line of defense in our ongoing efforts to make our worksite safe and healthy.

If you have concerns about the safety and/or health of our worksite, you should direct them to our Safety Supervisor. If your concern is not addressed to your satisfaction, you should speak to our general manager/owner. Their names appear below.

_____

Safety Supervisor Telephone

_____

General Manager Telephone

_____

Owner Telephone

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Top 10 OSHA Violations in the Lumber Industry

(Oct. 2011 - Sept. 2012)

The top 10 OSHA violations in the category of "lumber and other building materials dealers" (SIC Code 5211) appears below. For ease of understanding and presentation purposes, we combined certain violations.

Violation

1. **Electrical Safety**
   a. General Requirements (29 CFR 1910.303)
   b. Wiring Design and Protection (29 CFR 1910.304)
   c. Wiring Methods (29 CFR 1910.305)

2. **Forklifts (29 CFR 1910.178)**

3. **Ladders and Fall Protection**
   a. Portable Metal Ladders (29 CFR 1910.26)
   b. Manually Propelled Mobile Ladder Stands (29 CFR 1910.29)
   c. Ladders (29 CFR 1926.153)
   d. Fall Protection (duty to have it) (29 CFR 1926.501)
   e. Fall Protection (29 CFR 1926.503)

4. **Housekeeping and Material Storage**
   a. General Requirements (housekeeping and aisles) (29 CFR 1910.22)
   b. Material Handling (29 CFR 1910.176)

5. **Recordkeeping**
   a. Recording Criteria (ex. work vs. non-work related injuries) (29 CFR 1904.4)
   b. Forms (ex. OSHA 300 Log of Injuries) (29 CFR 1904.29)
   c. Annual Summary (ex. OSHA 300A Annual Summary form) (29 CFR 1904.32)

6. **Machinery**
   a. Woodworking Machinery (29 CFR 1910.213)
   b. Portable Tools and Equipment (29 CFR 1910.244)

7. **Exit Routes (29 CFR 1910.37)**

8. **Hazard Communication (29 CFR 1910.1200)**

9. **Floor and Wall Openings and Holes (29 CFR 1910.23)**

10. **Portable Fire Extinguishers (29 CFR 1910.157)**

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Emergency Action Program

Notice to Owners and Managers

This information will help you complete
the Emergency Action Program that follows.

1. **Written plan -** Complete the written Emergency Action Program, by filling in the blanks and making check marks, as they apply to your company. This will enable you to prepare a customized, written plan that is unique to your company.

2. **Types of emergencies -** Determine if employees will be required to use fire extinguishers and check the appropriate box in this section on page 3.3.

   Note: OSHA requires you to provide training to employees whom are responsible for using fire extinguishers. Topics you must cover during the fire extinguisher training are outlined in Section II of Training Topics on page 3.19.

3. **Training -** (see page 3.9) Describe your procedure for training employees in the Emergency Action Program. The Northeastern Retail Lumber Association offers on-site training on this topic, in certain territories, and a variety of other OSHA-required topics. Contact the NRLA for details.

4. **How to fill out appendices -** Each appendix was created to address a specific type of emergency; however, you may want to make extra copies of the Natural Disasters Appendix (see page 3.15) to address different types of natural disasters and supervisor and employee responses to those natural disasters.

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Emergency Action Program

Written Compliance Plan

For

_____

Name of Business

Purpose of the Plan

This written compliance plan for the Emergency Action Program is for you, our employee. This written plan describes how we comply with the Occupational Safety and Health Administration (OSHA) Emergency Action Standard (29CFR 1910.38) and Fire Extinguisher Standard (29CFR 1910.157). Our Emergency Action Program is designed to protect you from injury caused by a fire or other emergency at our facility.

This written plan includes information on:

(1) your rights and responsibilities with respect to our Emergency Action Program,
(2) what you must do in the event of an emergency,
(3) where you must assemble,
(4) who you must notify in the event of an emergency,
(5) how you will know there is an emergency, and
(6) training.

Employee Rights and Responsibilities

This written plan is for your information. It explains the procedures and policies we follow to protect you during an emergency. You have the right to review this information.

It is your responsibility to inform us of anything you do not fully understand about our Emergency Action Program. It is also your responsibility to become informed about the use of emergency action procedures in this company. The facility's Safety Supervisor will be pleased to answer any questions you may have. This individual is (insert name and/or title of Safety Supervisor) _____ _____. It is also your responsibility to inform the Safety Supervisor if you believe practices or conditions in this company make it difficult to effectively handle an emergency. It is your responsibility to inform the Safety Supervisor if you become aware of any fellow employee(s) whose safety will be in danger during an emergency due to worksite conditions. This will help us make the company a safer place for you and your fellow co-workers to work.

Informing the Safety Supervisor of maintenance and repair procedures that are potentially hazardous is a requirement of your job. As a condition of employment, you are also required to comply with safety precautions set forth in training, and those that may be posted. Failure to comply with these safety requirements may result in disciplinary action.

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Types of Emergencies

A number of emergencies may affect you and your co-workers, **as checked below (✓).**
For a summary of responses to each emergency, see Appendices 1-6 (see pages **3**.12-**3**.18).

❑ Confined space response

❑ Electrical power interruption response

❑ Fire and explosion response

❑ Natural disasters (e.g., severe wind, thunderstorms, snow & ice, tornadoes, hurricanes, floods)

❑ Spill response (e.g., chemicals, hazardous and non-hazardous products)

❑ Workplace violence (including domestic violence, bomb threats, and terrorism)

❑ Other (specify)_____

❑ Other (specify)_____

❑ Other (specify)_____

❑ Other (specify)_____

We have fire extinguishers throughout our facility. Our policy on employee use of fire extinguishers **is checked below (✓).**

❑ We do *not* require you to use fire extinguishers.
❑ You can use fire extinguishers, provided you complete the fire extinguisher training.

How to Report Emergencies

You must report emergencies to your Safety Supervisor so he/she can call for emergency assistance, as needed. In the absence of the Safety Supervisor, you should contact one of the following individuals (insert individuals' names and titles): (Co-workers who may also be affected by the emergency must also be alerted.)

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

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In addition to **verbal communication,** we use the following means **checked below (✓)** to report emergencies to employees:

❑ Pull box (e.g., fire alarm pull box)

❑ Telephone/cellular phone

❑ Pager/beeper

❑ Email

❑ Public address system (specify emergency codes, if applicable)_____

_____

_____++_____

❑ Other (specify)_____

❑ Other (specify)_____

Types of Emergency Alarms We Use

To alert you and your co-workers of emergencies, we use verbal communication and the following additional means, **as checked below (✓):**

Type of Alarm	**Type of Emergency(ies) it Announces**
❑ Alarm or bell	_____
❑ Flashing lights	_____
❑ Horn	_____
❑ Public address system	_____
❑ Other (specify)_____	_____
❑ Other (specify)_____	_____

How to Notify In-house and Off-site Emergency Responders

The Safety Supervisor has the primary responsibility for summoning in-house and off-site emergency responders. In the absence of the Safety Supervisor, the individuals listed in the section on **How to Report Emergencies** (see page 3.3) will summon assistance. In the unlikely event none of these individuals are available, you should call for in-house or off-site assistance, as conditions warrant.

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How to Notify In-house Emergency Responders

Below are the names of the in-house Emergency Responders, the methods we use to notify them of emergencies, and the types of emergencies they are trained to respond to.

1a. Names of in-house Emergency Responder(s)_____

1b. Notification methods (e.g., telephone & extension, pager/beeper, etc.)

_____

1c. For the following types of emergencies, **as checked (✓)**.

❑ Fire ❑ Spill ❑ All emergencies ❑ Other (specify)_____

2a. In-house Emergency Responder(s)_____

2b. Notification methods (e.g., telephone & extension, pager/beeper, etc.)

_____

2c. For the following types of emergencies, **as checked (✓)**.

❑ Fire ❑ Spill ❑ All emergencies ❑ Other (specify)_____

3a. In-house Emergency Responder(s)_____

3b. Notification methods (e.g., telephone & extension, pager/beeper, etc.)

_____

3c. For the following types of emergencies, **as checked (✓)**.

❑ Fire ❑ Spill ❑ All emergencies ❑ Other (specify)_____

4a. In-house Emergency Responder(s)_____

4b. Notification methods (e.g., telephone & extension, pager/beeper, etc.)

_____

4c. For the following types of emergencies, **as checked (✓)**.

❑ Fire ❑ Spill ❑ All emergencies ❑ Other (specify)_____

How to Notify Off-site Emergency Responders

To contact off-site Emergency Responders call the following:

Assistance	Call	Telephone
Fire	_____	_____
Ambulance	_____	_____
Hospital	_____	_____
Urgent Care	_____	_____
Poisoning	_____	_____
Police	_____	_____
Spills	_____	_____

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Always provide the following information to Emergency Responders:

1. Your Name & Company Telephone Number: _____

2. Company Name:_____

3. Company Address:_____

4. Location of Company: _____

Evacuation Procedures and How we Account for Evacuated Personnel

If we must evacuate our facility, we should use the nearest, safe exit. A sample evacuation map, indicating exit options, is located on page 3.11. Below are special evacuation procedures, especially for isolated areas.

Special Evacuation Procedures

_____

_____

_____

Individuals Responsible for Accounting for Evacuated Personnel

The Safety Supervisor has the primary responsibility to ensure all employees, and any others who may be in our facility at the time of an evacuation, are accounted for. The following individual(s) also share this responsibility (insert names and/or titles):

Work Area or Activity	Accounting Responsibilities
_____	_____
_____	_____
_____	_____

Emergency Escape Routes and Alternate Routes

Exit doors serve as emergency escape routes and alternate routes. Certain work areas or work activities may require the use of special emergency escape routes or alternate routes, as noted below.

Work Area or Activity	Emergency Escape Routes
_____	_____
_____	_____
_____	_____
_____	_____

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Primary and Secondary Assembly Sites

Certain emergencies may require individuals to leave our building(s) or work area(s). The following list serves as our primary and secondary assembly sites:

1. Building or Work Area_____

   Primary Assembly Site_____

   Secondary Assembly Site_____

2. Building or Work Area_____

   Primary Assembly Site_____

   Secondary Assembly Site_____

3. Building or Work Area_____

   Primary Assembly Site_____

   Secondary Assembly Site_____

4. Building or Work Area_____

   Primary Assembly Site_____

   Secondary Assembly Site_____

Procedures for the Shutdown of Critical Operations

We have the following critical operations, **as checked below (✓).** We also note shutdown procedures and the individuals responsible for performing them. As a general rule, you should not shutdown critical operations unless we have trained you on how to do so. Shutting down certain operations may expose you and your co-workers to unnecessary and potentially harmful risks (e.g., energized circuits).

❑ Computer

Shutdown procedures_____

_____

❑ Electrical power

Shutdown procedures_____

_____

❑ Gasoline and/or diesel pumps

Shutdown procedures_____

_____

❑ Natural gas

Shutdown procedures_____

_____

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❑ Storage tanks (aboveground)

Shutdown procedures_____

_____

❑ Storage tanks (underground)

Shutdown procedures_____

_____

❑ Other (specify)_____

Shutdown procedures_____

_____

❑ Other (specify)_____

Shutdown procedures_____

_____

❑ Other (specify)_____

Shutdown procedures_____

_____

❑ Other (specify)_____

Shutdown procedures_____

_____

Rescue and First Aid Procedures

The Safety Supervisor has the primary responsibility for summoning rescue services and other emergency personnel. In an emergency, you should only rescue co-workers if you can do so safely, without exposing yourself and co-workers to additional risks. Attempting a rescue in certain types of confined spaces, (e.g., "permit-required confined spaces") is an example of a type of rescue that can expose you and co-workers to additional hazards. Types of rescue services we may require at our company appear below, along with the in-house individual or outside organization that will provide them.

Type of Rescue or Other Service	**Provided by (Individual or Organization)**
_____	_____
_____	_____
_____	_____

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The Safety Supervisor is also responsible for ensuring we provide basic first aid, CPR and other medical care, as shown below.

Type of Medical Care	**Provided by (Individual or Organization)**
_____	_____
_____	_____
_____	_____

Changes to the Plan including Employee Responsibilities

The Safety Supervisor is responsible for updating this plan and informing employees of the changes.

Training

Our Emergency Action Program provides training on how to respond in the event of an emergency. It includes information on actions you must take, as well as actions you should not take. Our training program covers the following:

(1) types of emergencies

(2) how to report emergencies

(3) types of emergency alarms we use

(4) how to notify in-house and off-site emergency responders

(5) evacuation procedures and how we account for evacuated personnel

(6) emergency escape routes and alternate routes

(7) primary and secondary assembly sites

(8) procedures for the shutdown of critical operations

(9) rescue and first aid procedures, and

(10) changes to the plan, including employee responsibilities

We also provide the following specialized training, **as checked below (✓):**

❑ Confined space entry

❑ Fire

❑ Spill

❑ Other (specify)_____

❑ Other (specify)_____

We provide group training and your Safety Supervisor will provide additional training, as needed. Training consists of live, interactive instruction with specific attention paid to your responsibilities in emergency situations. We encourage you to ask questions about anything you do not fully understand. We may require you to take and pass a quiz demonstrating your knowledge of the information presented in the training.

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EMERGENCY ACTION PLAN NOTICE

CHAIN OF COMMAND

Primary Individual & Dept.: _____

Secondary Individual & Dept.: _____

ASSEMBLY SITES

Primary Location: _____

Secondary Location: _____

EMERGENCY TELEPHONE NUMBERS

Assistance	Call	Telephone
Fire	_____	_____
Ambulance	_____	_____
Hospital	_____	_____
Urgent Care	_____	_____
Poison Control	_____	_____
Police	_____	_____
Spills	_____	_____

ALWAYS PROVIDE THE FOLLOWING INFORMATION:

1. Your Name & Company Telephone Number: _____
2. Company Name:_____
3. Company Address:_____
4. Location of Company: _____

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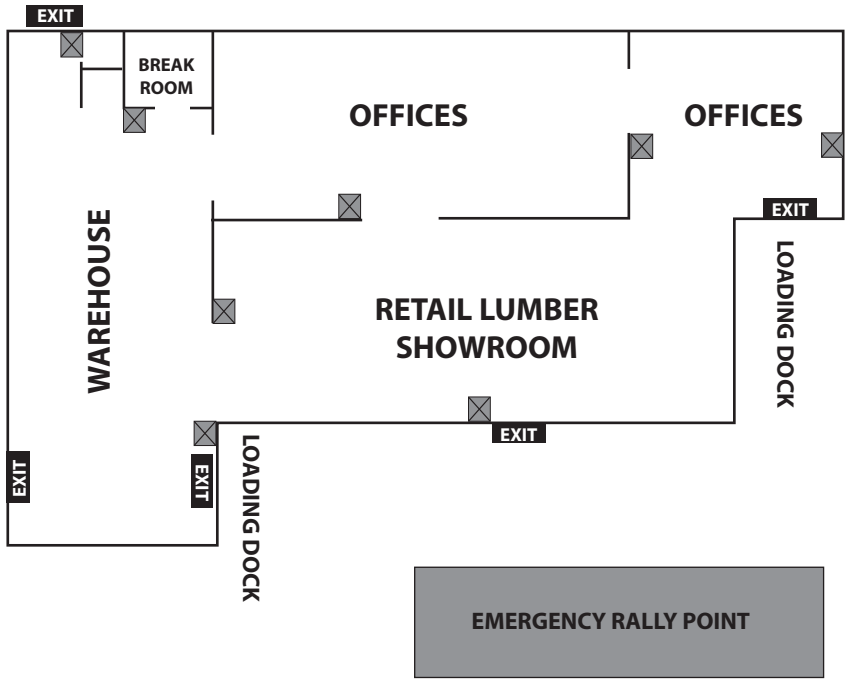
Emergency Action Program

Sample Emergency Evacuation Plan



= FIRE EXTINGUISHER LOCATION

= EMERGENCY RALLY POINT

All EXITS Marked as such. Rally Point for all Departments is identified above. Each building supervisor is expected to evacuate the building at the nearest exit and proceed directly to the Rally Point.

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Emergency Action Program

Appendix 1 - Confined Space Response

This appendix is a summary of procedures for confined space response. Examples of a confined space include manholes, wells, and storage spaces where potential hazardous atmospheres exist. For additional details see the complete Emergency Action Program. The word "RACE" is an acronym that guides response in emergency situations (described below). Employees should modify their response based on an assessment of the actual emergency.

Respond to the hazard (specify supervisor and employee responses).

Alert the Safety Supervisor and co-workers to the hazard.

Control the hazard, or the effects of the hazard.

Evacuate, as necessary.

Action Steps

1. Respond to the hazard (specify supervisor and employee responses).

_____

2. Alert Safety Supervisor, designated individuals, and co-workers to the hazard.

Safety Supervisor (and designated individuals)	How to Alert Them (example: telephone number & extension)
_____	_____
_____	_____
_____	_____

Work Areas or Departments	How to Alert Co-workers (example: PA system)
_____	_____
_____	_____

3. Control the hazard or the effects of the hazard. Use in-house or off-site emergency responders, as necessary. The following are trained in the use of confined space rescue equipment.

In-house Emergency Responders	How to Alert Them (example: PA system)
_____	_____
_____	_____
_____	_____

Off-site Emergency Responders	How to Alert Them (example: telephone number & extension)
_____	_____
_____	_____

4. Evacuate, as necessary. Assembly sites may differ from those for other emergencies.

Primary Assembly Site	Secondary Assembly Site
_____	_____

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Emergency Action Program

Appendix 2
Electrical Power Interruption Response

This appendix is a summary of response procedures for a loss of electrical power. For additional details see the complete Emergency Action Program. The word "RACE" is an acronym that guides response in emergency situations (described below). Employees should modify their response based on an assessment of the actual emergency.

Respond to the hazard (specify supervisor and employee responses).

Alert the safety supervisor and co-workers to the hazard.

Control the hazard, or the effects of the hazard.

Evacuate, as necessary.

Action Steps

1. Respond to the hazard (specify supervisor and employee responses).

_____

2. Alert Safety Supervisor, designated individuals and, co-workers to the hazard.

Safety Supervisor (and designated individuals)	How to Alert Them (example: telephone number & extension)
_____	_____
_____	_____
_____	_____

Work Areas or Departments	How to Alert Co-workers (example: PA system)
_____	_____
_____	_____

3. Control the hazard or the effects of the hazard. Use in-house or off-site emergency responders, as necessary. The following are trained in the response to the loss of electrical power.

In-house Emergency Responders	How to Alert Them (example: PA system)
_____	_____
_____	_____
_____	_____

Off-site Emergency Responders	How to Alert Them (example: telephone number & extension)
_____	_____
_____	_____

4. Evacuate, as necessary. Assembly sites may differ from those for other emergencies.

Primary Assembly Site	Secondary Assembly Site
_____	_____

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Emergency Action Program

Appendix 3
Fire and Explosion Response

This appendix is a summary of fire and explosion response. For additional details see the complete Emergency Action Program. The word "RACE" is an acronym that guides response in emergency situations (described below). Employees should modify their response based on an assessment of the actual emergency.

Respond to the hazard (specify supervisor and employee responses).

Alert the safety supervisor and co-workers to the hazard.

Control the hazard, or the effects of the hazard.

Evacuate, as necessary.

Action Steps

1. Respond to the hazard (specify supervisor and employee responses).

_____

2. Alert Safety Supervisor, designated individuals, and co-workers to the hazard.

Safety Supervisor (and designated individuals)	How to Alert Them (example: telephone number & extension)
_____	_____
_____	_____
_____	_____

Work Areas or Departments	How to Alert Co-workers (example: PA system)
_____	_____
_____	_____

3. Control the hazard or the effects of the hazard. Use in-house or off-site emergency responders, as necessary. The following are trained in the use of fire extinguishers.

In-house Emergency Responders	How to Alert Them (example: PA system)
_____	_____
_____	_____
_____	_____

Off-site Emergency Responders	How to Alert Them (example: telephone number & extension)
_____	_____
_____	_____

4. Evacuate, as necessary. Assembly sites may differ from those for other emergencies.

Primary Assembly Site	Secondary Assembly Site
_____	_____

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Emergency Action Program

Appendix 4 - Natural Disasters

This appendix is a summary of natural disaster procedures including hurricanes, tornadoes, snow and ice storms, floods, etc. For additional details see the complete Emergency Action Program. The word "RACE" is an acronym that guides response in emergency situations (described below). Employees should modify their response based on an assessment of the actual emergency.

Respond to the hazard (specify supervisor and employee responses).

Alert the Safety Supervisor and co-workers to the hazard.

Control the hazard, or the effects of the hazard.

Evacuate, as necessary.

Action Steps

1. Respond to the hazard (specify supervisor and employee responses).

_____

2. Alert safety supervisor, designated individuals, and co-workers to the hazard.

Safety Supervisor (and designated individuals)	How to Alert Them (example: telephone number & extension)
_____	_____
_____	_____
_____	_____

Work Areas or Departments	How to Alert Co-workers (example: PA system)
_____	_____
_____	_____

3. Control the hazard or the effects of the hazard. Use in-house or off-site emergency responders, as necessary. The following are trained in their responsibilities in different types of natural disasters.

In-house Emergency Responders	How to Alert Them (example: PA system)
_____	_____
_____	_____
_____	_____

Off-site Emergency Responders	How to Alert Them (example: telephone number & extension)
_____	_____
_____	_____

4. Evacuate, as necessary. Assembly sites may differ from those for other emergencies.

Primary Assembly Site	Secondary Assembly Site
_____	_____

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Emergency Action Program

Appendix 5 - Spill Response

This appendix is a summary of spill response procedures. For additional details see the complete Emergency Action Program. The word "RACE" is an acronym that guides response in emergency situations (described below). Employees should modify their response based on an assessment of the actual emergency.

Respond to the hazard (specify supervisor and employee responses).

Alert the Safety Supervisor and co-workers to the hazard.

Control the hazard, or the effects of the hazard.

Evacuate, as necessary.

Action Steps

1. Respond to the hazard (specify supervisor and employee responses).

_____

2. Alert safety supervisor, designated individuals, and co-workers to the hazard.

Safety Supervisor (and designated individuals)	How to Alert Them (example: telephone number & extension)
_____	_____
_____	_____
_____	_____

Work Areas or Departments	How to Alert Co-workers (example: PA system)
_____	_____
_____	_____

3. Control the hazard or the effects of the hazard. Use in-house or off-site emergency responders, as necessary. The following are trained in the use of spill response equipment.

In-house Emergency Responders	How to Alert Them (example: PA system)
_____	_____
_____	_____
_____	_____

Off-site Emergency Responders	How to Alert Them (example: telephone number & extension)
_____	_____
_____	_____

4. Evacuate, as necessary. Assembly sites may differ from those for other emergencies.

Primary Assembly Site	Secondary Assembly Site
_____	_____

continued on pg. 3.17

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Appendix 5 - Spill Response

continued from pg. 3.16

Non-emergency (incidental spills) and emergency spills

As a general rule, you should contain and clean up all spills as soon as possible. Certain types of spills involving hazardous chemicals and products require special training to prevent endangering the public and co-workers, and those who may have direct contact with the spill during cleanup operations.

The following procedure applies to the cleanup of spills, that are **non-emergencies.** OSHA defines non-emergency spills as those in which an employee can manage the cleanup with basic knowledge of the chemical spilled, cleanup products such as absorbents, the personal protective equipment (PPE) needed, and the disposal of waste products. These non-emergency spills are known as incidental spills. Employees who have training in hazard communication and have an understanding of the Safety Data Sheets (SDSs) (see page 4.2) are typically sufficient. For further clarification of non-emergency and emergency spills, see 29 CFR 1910.120(a)(3).

In contrast, emergency spills require more extensive training in spill response and specific types of personal protective equipment. In the event of an emergency spill, a facility manager should summon the local fire department or call the local emergency number, (e.g., 911).

Note: you may need to revise the order of these procedures based on actual spill conditions.

1. **Respond to the hazard.** Remove all customers, co-workers, and others from the spill response area and from areas of potential exposure, as conditions warrant.

2. **Alert the Safety Supervisor and co-workers to the hazard.** Gain information on how to safely manage the spill. Department personnel and Safety Data Sheet (SDS) are a resource for health effects of spilled hazardous chemicals and products, appropriate personal protective equipment (PPE), spill response procedures, and waste disposal. Always put on appropriate personal protective equipment (PPE) before attempting any cleanup.

3. **Control the hazard, or the effects of the hazard.** Use appropriate spill response materials. Use engineering controls such as ventilation, fans, and open windows, as necessary.

4. **Evacuate, as necessary.** As a general rule, treat all spills of hazardous chemicals and hazardous substances as hazardous waste. This means you must follow special disposal procedures. To determine whether you must treat any specific spilled substance as hazardous waste, see the appropriate SDS (see page 4.9).

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Emergency Action Program

Appendix 6 - Workplace Violence

This appendix is a summary of procedures for the response to workplace violence including bomb threats and terrorism. For additional details see the complete Emergency Action Program. The word "RACE" is an acronym that guides the response in emergency situations (described below). Employees should modify their response based on an assessment of the actual emergency.

Respond to the hazard (specify supervisor and employee responses).

Alert the Safety Supervisor and co-workers to the hazard.

Control the hazard, or the effects of the hazard.

Evacuate, as necessary.

Action Steps

1. Respond to the hazard (specify supervisor and employee responses).

_____

2. Alert safety supervisor, designated individuals, and co-workers to the hazard.

Safety Supervisor (and designated individuals)	How to Alert Them (example: telephone number & extension)
_____	_____
_____	_____
_____	_____

Work Areas or Departments	How to Alert Co-workers (example: PA system)
_____	_____
_____	_____

3. Control the hazard or the effects of the hazard. Use in-house or off-site emergency responders, as necessary. The following are trained in their responsibilities in different types of workplace violence situations.

In-house Emergency Responders	How to Alert Them (example: PA system)
_____	_____
_____	_____
_____	_____

Off-site Emergency Responders	How to Alert Them (example: telephone number & extension)
_____	_____
_____	_____

4. Evacuate, as necessary. Assembly sites may differ from those for other emergencies.

Primary Assembly Site	Secondary Assembly Site
_____	_____

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Emergency Action Program

Training Topics

(Duplicate as needed)

_____ _____

Reviewed by Date

Below is a description of topics covered in Emergency Action Program section I, as required by OSHA. The following applies to our facility, **as checked (✓)**.

❑ We expect employees to use our fire extinguishers; if they can do so safely.

❑ Section II on Fire Extinguisher Training Topics applies to our facility.

❑ We do not require employees to use our fire extinguishers. Omit section II.

I. Emergency Action Training Topics

1. How to report an emergency.
2. Types of emergency alarms we use.
3. How to notify in-house and off-site emergency responders.
4. Evacuation procedures and how we account for evacuated personnel.
5. Emergency escape routes and alternate routes.
6. Primary and secondary assembly sites.
7. Procedures for the shutdown of critical operations.
8. Rescue and first aid procedures.
9. Changes to the plan, including employee responsibilities.

II. Fire Extinguisher Training Topics

1. General principles involved in the use of fire extinguishers and who should use them.
2. Hazards of incipient firefighting, e.g., initial, stage firefighting.
3. How to use portable fire extinguishers safely.
4. Location of fire extinguishers.

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Emergency Action Program

Employee Quizzes

The following pages present two (2) employee quizzes for use as indicated. Make copies as needed.

1. **Emergency Action Program Employee Quiz -**
   Use this quiz if you ***do not*** expect employees to use fire extinguishers.

2. **Emergency Action Program / Fire Extinguisher Safety Employee Quiz -**
   Use this quiz if you ***do expect*** employees to use fire extinguishers, under appropriate conditions.

If you expect employees to use fire extinguishers,
OSHA mandates employee training in their safe use.

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Emergency Action Program

Employee Quiz

(Duplicate as needed)

_____	_____
Employee's Name (please print clearly)	Instructor
_____	_____
Company	Date

	Check (✓) one True	False
1. In the event of an emergency, you should await instructions from your Safety Supervisor as to where to assemble.	❑	❑
2. Whoever is closest to the main electrical circuit should shut it off in the event of an emergency requiring evacuation.	❑	❑
3. Our company will sound a loud bell in the event of a fire or other emergency.	❑	❑
4. Only the Safety Supervisor should summon aid in an emergency, in order to maintain the "chain of command."	❑	❑
5. In the event of a fire, you are required to spread the alarm to your co-workers.	❑	❑
6. We have a primary assembly site if an evacuation is necessary, and I can identify it.	❑	❑
7. Certain employees are responsible for the shutdown of the facility's "critical operations."	❑	❑
8. As a general rule, time is of the essence in emergencies. Therefore, all employees should rescue co-workers in emergency situations.	❑	❑
9. Certain work areas are potentially dangerous and have clear escape routes.	❑	❑
10. Our Emergency Action Program covers fires, chemical spills, and the loss of power. However, it does not cover natural disasters such as severe weather because these disasters are so unpredictable.	❑	❑

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Emergency Action Program

Fire Extinguisher Safety Employee Quiz

(Duplicate as needed)

_____	_____
Employee's Name (please print clearly)	Instructor
_____	_____
Company	Date

	Check (✓) one True	False
1. When using a fire extinguisher, aim for the top of the fire and sweep in a downward motion.	❑	❑
2. The "BC" type of fire extinguisher can be used on electrical fires.	❑	❑
3. The "ABC" fire extinguisher is designed for use on paper, gasoline, and electrical fires.	❑	❑
4. A fire extinguisher can be discharged continuously for one minute.	❑	❑
5. All of the fire extinguishers in our facility are designed for fires involving all of the chemicals and hazardous products we use.	❑	❑
6. Fire extinguishers put out fires in different ways. Some cool fires below the ignition point, while others displace oxygen.	❑	❑
7. A small fire can quickly turn dangerous if it blocks your path of escape, if you select the wrong type of fire extinguisher, or you don't know how to use the extinguisher properly.	❑	❑
8. When using a fire extinguisher, you should always be at least ten feet from the fire to avoid smoke inhalation and toxic by-products of combustion.	❑	❑
9. I can identify the location of at least one fire extinguisher within easy access of my work area.	❑	❑
10. Some of my co-workers are expected to use fire extinguishers when their own safety is not threatened.	❑	❑

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Emergency Action Program

Annual Review

(Duplicate as needed)

_____ _____

Reviewed by Date

The Safety Supervisor should use this form on an annual basis to ensure employees are complying with OSHA's Emergency Action Standard.

Note: N/A means not applicable

	Check (✓) one		
	Yes	No	N/A
1. Do you have a written Emergency Action Program?	❑	❑	❑
2. Do you provide employee training which informs employees of the location and availability of your written plan?	❑	❑	❑
3. Do you provide employee training, which teaches employees about changes to the plan or changes to their responsibilities?	❑	❑	❑
4. Do you provide employee training when new chemicals and hazardous products are introduced into the worksite?	❑	❑	❑
5. Do you require certain employees to use fire extinguishers? If "Yes," do you provide annual fire extinguisher training?	❑	❑	❑
6. Do certain employees have rescue or first aid duties? If "Yes," do these individuals have adequate training?	❑	❑	❑
7. Do you have an evacuation procedure, that specifies primary and secondary assembly sites?	❑	❑	❑
8. Does your Emergency Action Program identify who is in charge of accounting for employees in the event of an evacuation?	❑	❑	❑
9. Does your Emergency Action Program identify how to contact off-site emergency services?	❑	❑	❑
10. Do you conduct an annual review of your Emergency Action Plan? (Insert date of last review)_____	❑	❑	❑

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Emergency Action Program

Annual Review

(Duplicate as needed)

11. Comments and recommendations:_____

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Emergency Action Program

Quiz Answer Key

Emergency Action Program
Employee Quiz (page **3**.21)

1. False
2. False
3. *
4. False
5. True
6. True
7. True
8. False
9. True
10. False

*Answer is specific to your company

Emergency Action Program
Fire Extinguisher Safety
Employee Quiz (page **3**.22)

1. False
2. True
3. True
4. False
5. *
6. True
7. True
8. False
9. True
10. *

*Answer is specific to your company

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Hazard Communication Program

Notice to Owners and Managers

This information will help you complete the written Hazard Communication Program.

1. **Written plan -** Complete the written Hazard Communication Program by filling in the blanks and making check marks, as they apply to your company. This will enable you to prepare a customized written plan that is unique to your company. The following information also applies to your written plan:

2. **Labels -** Page 4.24 presents a sample container label. Place a label on each transfer and secondary container, unless the container is labeled by the manufacturer or distributor. OSHA does not require the Safety Supervisor to prepare Hazard Communication labels; however, the Safety Supervisor should appoint a ***competent person**** with this responsibility.

3. **Training –** You must describe the procedures used for training employees in the Hazard Communication Program. The NRLA offers on-site training on this topic and a variety of other OSHA-required topics. Contact the NRLA for details.

4. **Non-routine Tasks -** (see page 4.12) Non-routine tasks should be completed a few times per year. (A task you complete weekly is typically a routine task). An example of a non-routine task may be carpet cleaning in an office. For "specific chemical hazard", insert the name of the cleaning product used, and hazardous ingredients, if known. Recommended personal protective equipment may include chemical resistant gloves and/or eye protection. A hazard reduction method may include the substitution of a less hazardous product for a more hazardous chemical.

* ***Competent Person*** is an individual who, by way of training and/or experience, is knowledgeable of applicable standards, is capable of identifying workplace hazards relating to the specific operation, is designated by the employer, and has authority to take appropriate actions. Some standards add additional specific requirements which must be met by the competent person.

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Hazard Communication Program

Written Compliance Plan

For

_____

Name of Business

Purpose of the Program and the Written Compliance Plan

Our business developed this Hazard Communication Program in order to comply with OSHA's (Occupational Safety and Health Administration's) Hazard Communication Standard (29 CFR 1910.1200), including the Globally Harmonized System (GHS). The purpose of the Hazard Communication Standard, with its GHS enhancement, is to clearly communicate to employees the dangers of chemicals in the workplace in a consistent manner, throughout the world. These enhancements align OSHA's Hazard Communication Standard with the United Nations' Globally Harmonized System of Classification and Labeling of Chemicals.

To facilitate understanding of this Hazard Communication Program, we use the word "you" to refer to the "employee(s)." "We" and "our" denote "the employer" or "business." "Chemicals" includes "hazardous products."

The Globally Harmonized System improves communication about hazardous chemicals in the workplace by:

1 Providing a single set of criteria for classifying chemicals according to their health and physical hazards,
2. Specifying the elements of container labels, and
3. Setting forth standard categories which all "Safety Data Sheets" must address. Prior to this revision, "Safety Data Sheets" were known as "Material Safety Data Sheets" (MSDSs).

There are ten sections in this Hazard Communication Program, as follows:

- Purpose of the Program and the Written Compliance Plan
- Non-routine Tasks
- Safety Data Sheets (OSHA "Quick Card")
- Labels, Pictograms and Hazards (OSHA "Quick Cards")
- How to Find a Safety Data Sheet
- Job Duties with a Potential Exposure to Hazardous Products
- Training Topics
- Employee Training Documentation
- Trainer Qualifications
- Annual Program Review

Section one of the Hazard Communication Program is the "written compliance plan," which you are now reading. The written compliance plan provides an overview of how we communicate information about hazards in the workplace to you and your coworkers. It also describes some of the resources that we use to communicate hazards in the workplace, such as "Safety Data Sheets."

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In this written compliance plan, we address the following issues, with each one separated by the subsections listed below:

- Purpose of the Program and the Written Compliance Plan
- Globally Harmonized System Important Dates
- Employer Responsibilities
- Employee Rights and Responsibilities
- Safety Data Sheets (SDSs)
- Labels
- Hazard Classes
- Training
- Use of Hazardous Chemicals by Contractors
- Chemicals in Unlabeled Pipes
- Non-routine Tasks
- Additional Information
- Preparation and Revision Dates

Globally Harmonized System Important Dates

In order to comply with the GHS and implement a revised Hazard Communication Program, employers and manufacturers (and distributors) must meet certain deadlines, as listed below. For each deadline, we describe its effect on you and your coworkers. These dates are:

- December 1, 2013: the date by which we must train you and your coworkers on new label elements and the SDS format.
- June 1, 2015: the date by which chemical manufacturers must comply with the GHS, by preparing SDSs and labels that meet GHS requirements, and reclassifying chemicals in accordance with the GHS. This affects you and your coworkers because it requires your use of new SDSs and introduces new labels by this date.
- June 1, 2016: the date by which employers must comply with all GHS requirements. By this date, employers must train you and your coworkers in the GHS, insure that employees have access to SDSs and use labels that comply with the GHS (or, comply with an alternative labeling system that meets GHS requirements). Workplace hazard programs must be up-to-date by this date, as well.

Employer Responsibilities

It is our responsibility, as the employer, to:

- provide you with access to SDSs (when manufacturers prepare them) or MSDSs (until manufacturers upgrade them with SDSs).
- identify the contents of containers with GHS compliant labels (when manufacturers prepare them) or use alternative labels (until manufacturers make GHS compliant labels available), where containers require labels.
- train you on the Globally Harmonized System, including SDSs, GHS compliant labels and the GHS systems for classifying chemicals according to their health and safety hazards.
- train you on the hazards of chemicals in non-routine tasks and as used by contractors, where you have a potential exposure.
- identify an individual(s), by name and/or title, who acts as our safety supervisor, who can address questions raised about our Hazard Communication Program.

The name and/or title of this individual(s) follows:

_____

(insert name and/or title of safety supervisor)

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Employee Rights and Responsibilities

This subsection addresses your rights as an employee, and your responsibilities.

Employee Rights

It is your right, as an employee, to:

- review relevant SDSs (when manufacturers prepare them) or MSDSs (until manufacturers upgrade them with SDSs).
- know the identity of the contents of containers through labels, where containers require labels.
- receive training on the Globally Harmonized System, including SDSs, GHS compliant labels and the GHS systems for classifying chemicals according to their health and safety hazards.
- receive training on the hazards of chemicals in non-routine tasks and as used by contractors, where you have a potential exposure.
- know the identity of an individual(s), by name and/or title, who acts as our safety supervisor, who can address questions raised about our Hazard Communication Program.
- review the Hazard Communication Program.

Employee Responsibilities

By acting responsibly, you will make the workplace safer, for you and your fellow employees. It is your responsibility, as an employee, to:

- review relevant SDSs (when manufacturers prepare them) or MSDSs (until manufacturers upgrade them with SDSs), and use this information to act safely with chemicals.
- know the identity of the contents of containers through labels, and use this information to act safely with chemicals.
- use your training on the Globally Harmonized System, including SDSs, labels and the GHS system for classifying the hazards of chemicals, to act safely with chemicals.
- use your training on the hazards of chemicals in non-routine tasks and as used by contractors, to act safely with chemicals, when you use these chemicals or receive an exposure to them.
- ask the safety supervisor to clarify our Hazard Communication Program, where necessary.
- use applicable personal protective equipment (PPE), as set forth on SDSs, labels, or by the safety supervisor or safety trainers.
- notify the safety supervisor if a container label is illegible.
- inform the safety supervisor if you believe there is a work hazard here or if you ever become ill or develop any symptoms of illness as the result of your work.
- notify the safety supervisor if you become aware on any fellow employee who becomes sick as a result of exposure to hazardous chemicals or worksite conditions.
- notify the safety supervisor if you become aware of any missing SDSs.

Failure to comply with these responsibilities may result in disciplinary action.

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Safety Data Sheets (SDSs)

Safety Data Sheets (SDSs) will replace Material Safety Data Sheets (MSDSs), and manufacturers must produce SDSs by June 1, 2015. By June 1, 2016, manufacturers must make these SDSs available, and comply with all other requirements of the GHS.

The intent of SDS is to improve the communication of information about the hazards of chemicals, using standard categories, with each category addressing certain issues. For example, *all* SDSs title Section 8 as "Exposure controls/personal protection." *All* SDSs present OSHA's Permissible Exposure Limits (PELs) and Threshold Limit Values (TLVs), where applicable, and list appropriate engineering controls and personal protective equipment (PPE). It is our policy to rely on SDSs produced by chemical manufacturers or importers and not evaluate the hazards of chemicals ourselves.

Sections of SDSs follow:

- Identification. Includes product identifier; manufacturer or distributor name, address, phone number; emergency phone number; recommended use; restrictions on use
- Hazard(s) identification. Describes all hazards regarding the chemical; includes required label elements
- Composition/information on ingredients. Includes information on chemical ingredients and trade secret claims
- First-aid measures. Describes important symptoms and acute and delayed effects; sets forth required treatment
- Fire-fighting measures. Lists suitable fire extinguishing techniques and equipment and chemical hazards from fires
- Accidental release measures. Presents emergency procedures in the event of a spill, required personal protective equipment, proper methods of containment and cleanup
- Handling and storage. Lists safe handling and storage techniques and incompatibilities
- Exposure controls/personal protection. Presents OSHA's Permissible Exposure Limits (PELs) and Threshold Limit Values (TLVs), where applicable, and describes appropriate engineering controls and personal protective equipment (PPE)
- Physical and chemical properties. Lists the chemical's characteristics
- Stability and reactivity. Describes the chemical's stability and possibility of hazardous reactions
- Toxicological information. Includes routes of exposures; related symptoms, acute and chronic effects, and presents measures of toxicity
- Ecological information. *Describes effects of the chemical on its release to the environment
- Disposal considerations. *Provides information on the proper disposal of the chemical
- Transport information. *Presents information on how to safely transport the chemical
- Regulatory information. *Describes federal regulations that pertain to the chemical, and may also include information on state regulations
- Other information. Includes the date of preparation or last revision

*OSHA does not regulate or enforce matters that relate to sections 12-15 of a SDS.

The OSHA "Quick Card," titled "Hazard Communication Safety Data Sheets," provides a handy reference to the organization of SDSs. A copy of the "Quick Card" and an OSHA briefing can be found on page 4.15-4.23.

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Access to Safety Data Sheets (SDSs)
We provide access to SDSs in the following way(s), as checked (✓):

❑ This facility keeps a manual(s) of SDSs on hazardous chemicals you may be exposed to. The individual responsible for obtaining a SDS for every hazardous chemical in our worksite is:

_____
(insert name and/or title)

The SDS manual(s) is available for your review. We keep it in the following location(s)

_____
(insert all locations)

We organize our SDS manual(s) in the following way(s), as checked (✓).

❑ We file SDSs by **name of manufacturer**, in alphabetical order, e.g., if we use "Clorox" we would file the SDS at the tab labeled "C".

❑ We file SDSs by **name of product**, in alphabetical order, e.g., if we use "bleach" we would file the SDS for this product at the tab labeled "B." Note that if we use bleach produced by different manufacturers, we would have more than one SDS for bleach, all filed at tab "B".

❑ We file SDSs by **category**, in alphabetical order, e.g., "adhesives," "cleaners," "oils," and "solvents" etc.

❑ We file certain SDSs, by **name of the gas**, in alphabetical order, e.g., if we use "oxygen" we would file the SDS at the tab labeled "O". We do this because it is often difficult to identify the manufacturer (or distributor) of gases.

❑ Other (specify)

_____

_____

❑ This facility uses computers or other electronic devices to access SDSs.

❑ Contact the following, who will use computers or other electronic devices, to access SDSs

_____
(insert name and/or title)

❑ Instructions for how to use computers or other electronic devices to access SDSs follow directly, if applicable.

❑ Other (specify)

_____

_____

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Safety Data Sheets and Backup Systems

OSHA permits electronic access to MSDSs (which we presume applies to SDSs, as well). For documentation that OSHA sanctions this electronic access, see "Standard Interpretations 12/30/1997 – Manufacturer and employer responsibilities when providing MSDSs electronically," available at www.OSHA.gov.

This guidance document states that if an employer relies on electronic access to MSDSs, then the employer must implement a backup system. Once again, we presume this requirement will apply to electronic access to SDSs.

We provide the following backup system(s) to gain access to SDSs, as checked (✓):

❑ Other facilities that are part of our corporation, who can use their electronic devices to access SDSs, and can then send these SDSs to us, e.g., via email or fax.

❑ Search engines, to locate desired SDSs. This option is especially useful if we typically use a private service to gain access to SDSs, and that private service is either not operating or does not have access to a desired SDS.

❑ Telephone contact with a desired manufacturer or distributor, to gain access to a sought-after SDS.

❑ Telephone contact with CHEMTREC, which provides emergency contact information. They are available at: (800) 262-8200.

❑ Other (specify)

_____

_____

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Labels

The Hazard Communication Standard requires labels on containers. GHS compliant labels will replace non-GHS labels, with certain exceptions described in this subsection. Manufacturers must produce GHS labels by June 1, 2015. By June 1, 2016, manufacturers must make these GHS labels available, and comply with all other requirements of the GHS.

Labels used prior to the introduction of the GHS, i.e., pre-GHS labels, and GHS labels differ in the types of information they provide and their graphics. OSHA required pre-GHS labels to include the following information:

1. Product identifier: the manufacturer of a chemical and its identity, i.e., trade name
2. Hazard warnings: this includes target organ effects such as "lung damage" and "carcinogen," i.e., cancer-causing, warnings such as "suspected carcinogen"
3. Personal protective equipment (PPE): PPE required for safe use
4. Health information: this applies to target organs affected and first aid procedures

GHS compliant labels require the following:

1. Product identifier: such as a manufacturer and trade name
2. Signal word: "danger" or "warning." This requirement did not apply to pre-GHS labels
3. Pictogram: a symbol used to convey information about a chemical's hazards. This requirement did not apply to pre-GHS labels
4. Hazard statement: the type of hazard such as chemical or physical (e.g., reactive) and body part affected
5. Precautionary statement: a phrase that describes measures that will minimize the effects of a chemical or its improper handling or storage. This requirement did not apply to pre-GHS labels
6. Name, address and phone number of the chemical manufacturer, distributor or importer. The address and telephone number did not apply to non-GHS labels

The OSHA "Quick Cards," titled "Hazard Communication Standard Labels," and "Hazard Communication Standard Pictogram" provide handy references for GHS compliant labels. A copy of the OSHA "Quick Cards" and OSHA briefings can be found on page 4.24-4.36.

Requirements for GHS compliant labels are quite specific, in certain respects. For example, all pictograms are in a diamond shape, with the outlines of the diamond in red.

Note that the Hazard Communication Standard permits certain exemptions to the labeling requirement, such as transfer or secondary containers, e.g., spray bottles, defined as containers which an employee empties prior to the end of the workday. We presume this exemption will also apply to GHS labels.

We use the following labeling system, as checked (✓):

❑ GHS labels provided by manufacturers and/or distributors

❑ GHS customized labels, which we prepare

❑ HMIS or NFPA alternative labeling system for chemicals only used on-site, and not shipped (see note 1, below)

❑ Other alternative labeling system (other than HMIS or NFPA system; see note 1, below)

❑ Other (specify)

_____

_____

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Note 1: OSHA permits the use of in-house labeling systems, such as those which use numbers or specific colors to refer to certain types of hazards and/or denote their severity, so long as they meet the requirements of the Hazard Communication Standard. An OSHA "FAQ" states: "Alternative labeling systems such as the National Fire Protection Association (NFPA 704) and the Hazardous Material Information System (HMIS) are permitted for workplace containers. However, the information supplied on these labels must be consistent with the revised HCS, e.g., no conflicting hazard warning or pictogram."

If an employer uses an alternative labeling system, the employer must train employees how to understand this system. And, the employer must also train employees to understand GHS labels.

Labeling Tips

1. Labels for transfer containers: we recommend placing the label near the bottom of the transfer container. If you write information on the label, use black ink, which tends to hold up better to chemicals than blue ink. Consider applying plastic tape over the label, to minimize leakage, which can smudge the label, or destroy its adhesive qualities. If you use more than one piece of tape, affix the first piece of tape at the bottom the label, so that the next piece of tape overlaps the bottom piece, etc. This will minimize the likelihood that leaks will make contact with the label and deface it. Ideally, the label should be placed on one side of the container with the container's nozzle or spout on the opposite side so as to minimize label damage caused by drips.

2. Waste containers: these do not require a label that complies with the Hazard Communication Standard (other requirements for labeling hazardous wastes are likely to apply, especially EPA and State regulations). You should label their contents, to the extent known. Labeling waste containers, especially containers of hazardous waste, helps prevent mix-ups with non-waste containers, and minimizes the likelihood of the introduction of unwanted contaminants into waste containers.

Hazard Classes

The GHS requires manufacturers to classify the hazards of chemicals in the GHS, there are six classes of hazards, and these classes determine the precautionary statements that appear on GHS compliant labels and SDSs. These six classes are:

1. Physical hazard: refers to chemicals that are flammable, explosive, self-reactive and pyrophoric (i.e., spontaneously ignites in air)
2. Health hazards: denotes chemicals that have acute effects, harm the reproductive system, result in organ toxicity, or lead to skin and respiratory sensitization
3. Simple asphyxiant hazards: indicates gases or other substances that displace air, causing oxygen deprivation
4. Combustible dusts: refers to substances that explode or ignite in air
5. Pyrophoric hazards: describes gases that spontaneously ignite in air
6. Hazards not otherwise classified (HNOC): denotes hazards that do not fall within any of the five classes cited above

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Training

Employers must provide employee training in the GHS by December 1, 2013. The training must cover the following topics:

1. Information on GHS labels (types of information an employee would expect to see on these labels), including:
   a. product identifier
   b. signal word
   c. pictogram
   d. hazard statement
   e. precautionary statement(s)
   f. name, address and phone number of the manufacturer, distributor or importer
2. How employees might use the labels in the workplace
3. How a label's "elements" work with one another (e.g., where there are multiple hazards, there may be multiple pictograms)
4. Format of SDSs. This includes:
   a. the 16 sections of SDSs
   b. how the information on the SDS relates to the label (e.g., precautionary statements on the SDS and label should be identical)

The following applies to our Hazard Communication (Globally Harmonized System) training program for *current employees*, as checked (✓):

❑ We provide group training in the GHS, which is live and interactive

❑ We provide individualized training in the GHS, which is live and interactive

❑ We provide computer-based training in the GHS

❑ We provide training in the GHS using another method (specify)

_____

❑ We require employees to pass a quiz demonstrating knowledge of our Hazard Communication Program, including the GHS

❑ We do not require employees to take a quiz demonstrating knowledge of our Hazard Communication Program, including the GHS

We use the following procedure to train *new employees* at our company:

❑ Oral communication, as necessary

❑ New employee orientation in our Hazard Communication Program, including the GHS

❑ Other (specify)

_____

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We train workers on *new hazards* introduced to the workplace using the following procedure:

❑ Oral communication, as necessary

❑ Annual employee orientation in our Hazard Communication Program, including the GHS

❑ Other (specify)

_____

Use of Hazardous Chemicals by Contractors

On occasion, outside contractors perform work in our facility. We require them to have SDSs for chemicals they bring to the worksite, use labels (as applicable), and use protective equipment as set forth in SDSs. Our goal is to protect you from new, hazardous chemicals that contractors may expose you to. The following individual is responsible for insuring that outside contractors do not expose you to new hazards, as checked (✓):

❑ Safety supervisor

❑ Other (specify)

_____

We inform contractors of their responsibilities using the following methods, as checked (✓):

❑ Oral communication, as necessary

❑ Other (specify)

_____

Chemicals in Unlabeled Pipes

The following applies to this facility, as checked (✓):

❑ This facility does not have chemicals in unlabeled pipes. Skip the remainder of this section and go to the next subsection on "Non-routine Tasks."

❑ This facility does have chemicals in unlabeled pipes. Before beginning work in areas where we transfer chemicals through unlabeled pipes contact the following, as checked (✓):

❑ Safety supervisor

❑ Other (specify)

_____

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This individual will provide you with information on the following:

1. Chemical in the pipes
2. Potential hazards of the chemical in the pipes
3. Safety precautions for working with the chemical in the pipes
4. Access to this written hazard communication program

The safety supervisor, or designee, will inform outside contractors, as necessary, of the following:

1. Chemical in the pipes and potential exposure
2. Access to SDSs
3. Precautions for safe use of the chemical
4. Labeling system

Non-Routine Tasks

Periodically, we may require employees to perform hazardous, non-routine tasks. Prior to starting work on such projects we will provide information about the hazardous chemicals these employees may encounter. The following will provide this information, as checked (✓):

❑ Safety supervisor

❑ Other (specify)

_____

This individual will provide you with information on the following:

1. Specific chemical hazards
2. Required and recommended personal protective equipment (PPE)
3. Methods of reducing these hazards, where applicable. Hazard reduction methods include: ventilation, a buddy system, special emergency procedures, special warnings and instruction

The following section presents a fill-in-the-blank form to address the safe use of chemical associated with non-routine tasks.

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Additional Information

For additional information on hazard communication program (globally harmonized system), contact your safety supervisor.

Preparation and Revision Date(s)

Set forth below is date we prepared this written compliance plan, and any revisions, and the name of the individual who prepared this plan and revisions.

Date of Preparation or Revision	Name (typed or printed)

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Hazard Communication Program (Globally Harmonized System):

NON-ROUTINE TASKS

Non-Routine Task _____

_____

Specific Chemical Hazard_____

_____

Recommended Personal Protective Equipment_____

_____

Hazard Reduction Methods_____

* Includes ventilation, buddy system special warnings, instruction, emergency procedures, etc.

****

Non-Routine Task _____

_____

Specific Chemical Hazard_____

_____

Recommended Personal Protective Equipment_____

_____

Hazard Reduction Methods_____

_____

* Includes ventilation, buddy system special warnings, instruction, emergency procedures, etc.

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Hazard Communication Safety Data Sheets

The Hazard Communication Standard (HCS) requires chemical manufacturers, distributors, or importers to provide Safety Data Sheets (SDSs) (formerly known as Material Safety Data Sheets or MSDSs) to communicate the hazards of hazardous chemical products. As of June 1, 2015, the HCS will require new SDSs to be in a uniform format, and include the section numbers, the headings, and associated information under the headings below:

Section 1, Identification includes product identifier; manufacturer or distributor name, address, phone number; emergency phone number; recommended use; restrictions on use.

Section 2, Hazard(s) identification includes all hazards regarding the chemical; required label elements.

Section 3, Composition/information on ingredients includes information on chemical ingredients; trade secret claims.

Section 4, First-aid measures includes important symptoms/effects, acute, delayed; required treatment.

Section 5, Fire-fighting measures lists suitable extinguishing techniques, equipment; chemical hazards from fire.

Section 6, Accidental release measures lists emergency procedures; protective equipment; proper methods of containment and cleanup.

Section 7, Handling and storage lists precautions for safe handling and storage, including incompatibilities.

(Continued on other side)

For more information:

OSHA® Occupational Safety and Health Administration

U.S. Department of Labor

www.osha.gov (800) 321-OSHA (6742)

OSHA 3493-02 2012

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Hazard Communication Safety Data Sheets

Section 8, Exposure controls/personal protection lists OSHA's Permissible Exposure Limits (PELs); Threshold Limit Values (TLVs); appropriate engineering controls; personal protective equipment (PPE).

Section 9, Physical and chemical properties lists the chemical's characteristics.

Section 10, Stability and reactivity lists chemical stability and possibility of hazardous reactions.

Section 11, Toxicological information includes routes of exposure; related symptoms, acute and chronic effects; numerical measures of toxicity.

Section 12, Ecological information*
Section 13, Disposal considerations*
Section 14, Transport information*
Section 15, Regulatory information*

Section 16, Other information, includes the date of preparation or last revision.

*Note: Since other Agencies regulate this information, OSHA will not be enforcing Sections 12 through 15 (29 CFR 1910.1200(g)(2)).

Employers must ensure that SDSs are readily accessible to employees.
See Appendix D of 29 CFR 1910.1200 for a detailed description of SDS contents.

For more information:

OSHA® Occupational Safety and Health Administration

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OSHA® BRIEF

Hazard Communication Standard: Safety Data Sheets

The Hazard Communication Standard (HCS) (29 CFR 1910.1200(g)), revised in 2012, requires that the chemical manufacturer, distributor, or importer provide Safety Data Sheets (SDSs) (formerly MSDSs or Material Safety Data Sheets) for each hazardous chemical to downstream users to communicate information on these hazards. The information contained in the SDS is largely the same as the MSDS, except now the SDSs are required to be presented in a consistent user-friendly, 16-section format. This brief provides guidance to help workers who handle hazardous chemicals to become familiar with the format and understand the contents of the SDSs.

The SDS includes information such as the properties of each chemical; the physical, health, and environmental health hazards; protective measures; and safety precautions for handling, storing, and transporting the chemical. The information contained in the SDS must be in English (although it may be in other languages as well). In addition, OSHA requires that SDS preparers provide specific minimum information as detailed in Appendix D of 29 CFR 1910.1200. The SDS preparers may also include additional information in various section(s).

Sections 1 through 8 contain general information about the chemical, identification, hazards, composition, safe handling practices, and emergency control measures (e.g., fire fighting). This information should be helpful to those that need to get the information quickly. Sections 9 through 11 and 16 contain other technical and scientific information, such as physical and chemical properties, stability and reactivity information, toxicological information, exposure control information, and other information including the date of preparation or last revision. The SDS must also state that no applicable information was found when the preparer does not find relevant information for any required element.

The SDS must also contain Sections 12 through 15, to be consistent with the UN Globally Harmonized System of Classification and Labeling of Chemicals (GHS), but OSHA will not enforce the content of these sections because they concern matters handled by other agencies.

A description of all 16 sections of the SDS, along with their contents, is presented below:

Section 1: Identification

This section identifies the chemical on the SDS as well as the recommended uses. It also provides the essential contact information of the supplier. The required information consists of:

- Product identifier used on the label and any other common names or synonyms by which the substance is known.
- Name, address, phone number of the manufacturer, importer, or other responsible party, and emergency phone number.
- Recommended use of the chemical (e.g., a brief description of what it actually does, such as flame retardant) and any restrictions on use (including recommendations given by the supplier).

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Section 2: Hazard(s) Identification

This section identifies the hazards of the chemical presented on the SDS and the appropriate warning information associated with those hazards. The required information consists of:

- The hazard classification of the chemical (e.g., flammable liquid, category[1]).
- Signal word.
- Hazard statement(s).
- Pictograms (the pictograms or hazard symbols may be presented as graphical reproductions of the symbols in black and white or be a description of the name of the symbol (e.g., skull and crossbones, flame).
- Precautionary statement(s).
- Description of any hazards not otherwise classified.
- For a mixture that contains an ingredient(s) with unknown toxicity, a statement describing how much (percentage) of the mixture consists of ingredient(s) with unknown acute toxicity. Please note that this is a total percentage of the mixture and not tied to the individual ingredient(s).

Section 3: Composition/Information on Ingredients

This section identifies the ingredient(s) contained in the product indicated on the SDS, including impurities and stabilizing additives. This section includes information on substances, mixtures, and all chemicals where a trade secret is claimed. The required information consists of:

Substances

- Chemical name.
- Common name and synonyms.
- Chemical Abstracts Service (CAS) number and other unique identifiers.
- Impurities and stabilizing additives, which are themselves classified and which contribute to the classification of the chemical.

Mixtures

- Same information required for substances.
- The chemical name and concentration (i.e., exact percentage) of all ingredients which are classified as health hazards and are:
  - Present above their cut-off/concentration limits or
  - Present a health risk below the cut-off/concentration limits.
- The concentration (exact percentages) of each ingredient must be specified except concentration ranges may be used in the following situations:
  - A trade secret claim is made,
  - There is batch-to-batch variation, or
  - The SDS is used for a group of substantially similar mixtures.

Chemicals where a trade secret is claimed

- A statement that the specific chemical identity and/or exact percentage (concentration) of composition has been withheld as a trade secret is required.

[1] Chemical, as defined in the HCS, is any substance, or mixture of substances.

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Section 4: First-Aid Measures

This section describes the initial care that should be given by untrained responders to an individual who has been exposed to the chemical. The required information consists of:

- Necessary first-aid instructions by relevant routes of exposure (inhalation, skin and eye contact, and ingestion).
- Description of the most important symptoms or effects, and any symptoms that are acute or delayed.
- Recommendations for immediate medical care and special treatment needed, when necessary.

Section 5: Fire-Fighting Measures

This section provides recommendations for fighting a fire caused by the chemical. The required information consists of:

- Recommendations of suitable extinguishing equipment, and information about extinguishing equipment that is not appropriate for a particular situation.
- Advice on specific hazards that develop from the chemical during the fire, such as any hazardous combustion products created when the chemical burns.
- Recommendations on special protective equipment or precautions for firefighters.

Section 6: Accidental Release Measures

This section provides recommendations on the appropriate response to spills, leaks, or releases, including containment and cleanup practices to prevent or minimize exposure to people, properties, or the environment. It may also include recommendations distinguishing between responses for large and small spills where the spill volume has a significant impact on the hazard. The required information may consist of recommendations for:

- Use of personal precautions (such as removal of ignition sources or providing sufficient ventilation) and protective equipment to prevent the contamination of skin, eyes, and clothing.
- Emergency procedures, including instructions for evacuations, consulting experts when needed, and appropriate protective clothing.
- Methods and materials used for containment (e.g., covering the drains and capping procedures).
- Cleanup procedures (e.g., appropriate techniques for neutralization, decontamination, cleaning or vacuuming; adsorbent materials; and/or equipment required for containment/clean up).

Section 7: Handling and Storage

This section provides guidance on the safe handling practices and conditions for safe storage of chemicals. The required information consists of:

- Precautions for safe handling, including recommendations for handling incompatible chemicals, minimizing the release of the chemical into the environment, and providing advice on general hygiene practices (e.g., eating, drinking, and smoking in work areas is prohibited).
- Recommendations on the conditions for safe storage, including any incompatibilities. Provide advice on specific storage requirements (e.g., ventilation requirements).

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Section 8: Exposure Controls/Personal Protection

This section indicates the exposure limits, engineering controls, and personal protective measures that can be used to minimize worker exposure. The required information consists of:

- OSHA Permissible Exposure Limits (PELs), American Conference of Governmental Industrial Hygienists (ACGIH) Threshold Limit Values (TLVs), and any other exposure limit used or recommended by the chemical manufacturer, importer, or employer preparing the safety data sheet, where available.
- Appropriate engineering controls (e.g., use local exhaust ventilation, or use only in an enclosed system).
- Recommendations for personal protective measures to prevent illness or injury from exposure to chemicals, such as personal protective equipment (PPE) (e.g., appropriate types of eye, face, skin or respiratory protection needed based on hazards and potential exposure).
- Any special requirements for PPE, protective clothing or respirators (e.g., type of glove material, such as PVC or nitrile rubber gloves; and breakthrough time of the glove material).

Section 9: Physical and Chemical Properties

This section identifies physical and chemical properties associated with the substance or mixture. The minimum required information consists of:

- Appearance (physical state, color, etc.);
- Odor;
- Odor threshold;
- pH;
- Melting point/freezing point;
- Initial boiling point and boiling range;
- Flash point;
- Evaporation rate;
- Flammability (solid, gas);
- Upper/lower flammability or explosive limits;
- Vapor pressure;
- Vapor density;
- Relative density;
- Solubility(ies);
- Partition coefficient: n-octanol/water;
- Auto-ignition temperature;
- Decomposition temperature; and
- Viscosity.

The SDS may not contain every item on the above list because information may not be relevant or is not available. When this occurs, a notation to that effect must be made for that chemical property. Manufacturers may also add other relevant properties, such as the dust deflagration index (Kst) for combustible dust, used to evaluate a dust's explosive potential.

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Section 10: Stability and Reactivity

This section describes the reactivity hazards of the chemical and the chemical stability information. This section is broken into three parts: reactivity, chemical stability, and other. The required information consists of:

Reactivity

- Description of the specific test data for the chemical(s). This data can be for a class or family of the chemical if such data adequately represent the anticipated hazard of the chemical(s), where available.

Chemical stability

- Indication of whether the chemical is stable or unstable under normal ambient temperature and conditions while in storage and being handled.
- Description of any stabilizers that may be needed to maintain chemical stability.
- Indication of any safety issues that may arise should the product change in physical appearance.

Other

- Indication of the possibility of hazardous reactions, including a statement whether the chemical will react or polymerize, which could release excess pressure or heat, or create other hazardous conditions. Also, a description of the conditions under which hazardous reactions may occur.
- List of all conditions that should be avoided (e.g., static discharge, shock, vibrations, or environmental conditions that may lead to hazardous conditions).
- List of all classes of incompatible materials (e.g., classes of chemicals or specific substances) with which the chemical could react to produce a hazardous situation.
- List of any known or anticipated hazardous decomposition products that could be produced because of use, storage, or heating. (Hazardous combustion products should also be included in Section 5 (Fire-Fighting Measures) of the SDS.)

Section 11: Toxicological Information

This section identifies toxicological and health effects information or indicates that such data are not available. The required information consists of:

- Information on the likely routes of exposure (inhalation, ingestion, skin and eye contact). The SDS should indicate if the information is unknown.
- Description of the delayed, immediate, or chronic effects from short- and long-term exposure.
- The numerical measures of toxicity (e.g., acute toxicity estimates such as the LD50 (median lethal dose)) - the estimated amount [of a substance] expected to kill 50% of test animals in a single dose.
- Description of the symptoms. This description includes the symptoms associated with exposure to the chemical including symptoms from the lowest to the most severe exposure.
- Indication of whether the chemical is listed in the National Toxicology Program (NTP) Report on Carcinogens (latest edition) or has been found to be a potential carcinogen in the International Agency for Research on Cancer (IARC) Monographs (latest editions) or found to be a potential carcinogen by OSHA.

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Section 12: Ecological Information (non-mandatory)

This section provides information to evaluate the environmental impact of the chemical(s) if it were released to the environment. The information may include:

- Data from toxicity tests performed on aquatic and/or terrestrial organisms, where available (e.g., acute or chronic aquatic toxicity data for fish, algae, crustaceans, and other plants; toxicity data on birds, bees, plants).
- Whether there is a potential for the chemical to persist and degrade in the environment either through biodegradation or other processes, such as oxidation or hydrolysis.
- Results of tests of bioaccumulation potential, making reference to the octanol-water partition coefficient (K_{ow}) and the bioconcentration factor (BCF), where available.
- The potential for a substance to move from the soil to the groundwater (indicate results from adsorption studies or leaching studies).
- Other adverse effects (e.g., environmental fate, ozone layer depletion potential, photochemical ozone creation potential, endocrine disrupting potential, and/or global warming potential).

Section 13: Disposal Considerations (non-mandatory)

This section provides guidance on proper disposal practices, recycling or reclamation of the chemical(s) or its container, and safe handling practices. To minimize exposure, this section should also refer the reader to Section 8 (Exposure Controls/Personal Protection) of the SDS. The information may include:

- Description of appropriate disposal containers to use.
- Recommendations of appropriate disposal methods to employ.
- Description of the physical and chemical properties that may affect disposal activities.
- Language discouraging sewage disposal.
- Any special precautions for landfills or incineration activities.

Section 14: Transport Information (non-mandatory)

This section provides guidance on classification information for shipping and transporting of hazardous chemical(s) by road, air, rail, or sea. The information may include:

- UN number (i.e., four-figure identification number of the substance)[2].
- UN proper shipping name[2].
- Transport hazard class(es)[2].
- Packing group number, if applicable, based on the degree of hazard[2].
- Environmental hazards (e.g., identify if it is a marine pollutant according to the International Maritime Dangerous Goods Code (IMDG Code)).
- Guidance on transport in bulk (according to Annex II of MARPOL 73/78[3] and the International Code for the Construction and Equipment of Ships Carrying Dangerous Chemicals in Bulk (International Bulk Chemical Code (IBC Code)).
- Any special precautions which an employee should be aware of or needs to comply with, in connection with transport or conveyance either within or outside their premises (indicate when information is not available).

[2] Found in the most recent edition of the United Nations Recommendations on the Transport of Dangerous Goods.

[3] MARPOL 73/78 means the International Convention for the Prevention of Pollution from Ships, 1973, as modified by the Protocol of 1978 relating thereto, as amended.

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Section 15: Regulatory Information (non-mandatory)

This section identifies the safety, health, and environmental regulations specific for the product that is not indicated anywhere else on the SDS. The information may include:

- Any national and/or regional regulatory information of the chemical or mixtures (including any OSHA, Department of Transportation, Environmental Protection Agency, or Consumer Product Safety Commission regulations).

Section 16: Other Information

This section indicates when the SDS was prepared or when the last known revision was made. The SDS may also state where the changes have been made to the previous version. You may wish to contact the supplier for an explanation of the changes. Other useful information also may be included here.

Employer Responsibilities

Employers must ensure that the SDSs are readily accessible to employees for all hazardous chemicals in their workplace. This may be done in many ways. For example, employers may keep the SDSs in a binder or on computers as long as the employees have immediate access to the information without leaving their work area when needed and a back-up is available for rapid access to the SDS in the case of a power outage or other emergency. Furthermore, employers may want to designate a person(s) responsible for obtaining and maintaining the SDSs. If the employer does not have an SDS, the employer or designated person(s) should contact the manufacturer to obtain one.

References

OSHA, 29 CFR 1910.1200(g) and Appendix D.

United Nations Globally Harmonized System of Classification and Labelling of Chemicals (GHS), third revised edition, United Nations, 2009.

These references and other information related to the revised Hazard Communication Standard can be found on OSHA's Hazard Communication Safety and Health Topics page, located at: http://www.osha.gov/dsg/hazcom/index.html.

Disclaimer: This brief provides a general overview of the safety data sheet requirements in the Hazard Communication Standard (see 29 CFR 1910.1200(g) and Appendix D of 29 CFR 1910.1200). It does not alter or determine compliance responsibilities in the standard or the Occupational Safety and Health Act of 1970. Since interpretations and enforcement policy may change over time, the reader should consult current OSHA interpretations and decisions by the Occupational Safety and Health Review Commission and the courts for additional guidance on OSHA compliance requirements. Please note that states with OSHA-approved state plans may have additional requirements for chemical safety data sheets, outside of those outlined above. For more information on those standards, please visit: http://www.osha.gov/dcsp/osp/statestandards.html.

This is one in a series of informational briefs highlighting OSHA programs, policies or standards. It does not impose any new compliance requirements. For a comprehensive list of compliance requirements of OSHA standards or regulations, refer to Title 29 of the Code of Federal Regulations. This information will be made available to sensory-impaired individuals upon request. The voice phone is (202) 693-1999; teletypewriter (TTY) number: (877) 889-5627.

For assistance, contact us. We can help. It's confidential.

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DSG BR-3514 2/2012

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Hazard Communication Standard Labels

OSHA has updated the requirements for labeling of hazardous chemicals under its Hazard Communication Standard (HCS). As of June 1, 2015, all labels will be required to have pictograms, a signal word, hazard and precautionary statements, the product identifier, and supplier identification. A sample revised HCS label, identifying the required label elements, is shown on the right. Supplemental information can also be provided on the label as needed.

For more information:

OSHA® **Occupational Safety and Health Administration**

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www.osha.gov

SAMPLE LABEL

CODE _____
Product Name_____
} **Product Identifier**

Company Name_____
Street Address_____
City_____ State_____
Postal Code_____Country_____
Emergency Phone Number_____
} **Supplier Identification**

Hazard Pictograms

Signal Word
Danger

Keep container tightly closed. Store in a cool, well-ventilated place that is locked.
Keep away from heat/sparks/open flame. No smoking.
Only use non-sparking tools.
Use explosion-proof electrical equipment.
Take precautionary measures against static discharge.
Ground and bond container and receiving equipment.
Do not breathe vapors.
Wear protective gloves.
Do not eat, drink or smoke when using this product.
Wash hands thoroughly after handling.
Dispose of in accordance with local, regional, national, international regulations as specified.

In Case of Fire: use dry chemical (BC) or Carbon Dioxide (CO_2) fire extinguisher to extinguish.

First Aid
If exposed call Poison Center.
If on skin (or hair): Take off immediately any contaminated clothing. Rinse skin with water.

} **Precautionary Statements**

Highly flammable liquid and vapor.
May cause liver and kidney damage.
} **Hazard Statements**

Supplemental Information

Directions for Use
_____
_____
_____

Fill weight:_____ Lot Number:_____
Gross weight:_____ Fill Date:_____
Expiration Date:_____

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OSHA® DATOS RÁPIDOS

Etiquetas para la norma sobre la comunicación de peligros

De acuerdo con su norma de comunicación de peligros (HCS, por sus siglas en inglés), la OSHA ha actualizado los requisitos para las etiquetas de los productos químicos peligrosos. A partir del 1.° de junio de 2015, se exigirá que todas las etiquetas incluyan pictogramas, una palabra de advertencia, indicaciones de peligro, consejos de prudencia, identificación del producto y la identificación del proveedor. A la derecha se presenta la muestra de una etiqueta modificada de acuerdo con la HCS, que indica los elementos obligatorios. La etiqueta puede contener también información suplementaria según sea necesario.

Para más información:

OSHA® Administración de Seguridad y Salud Ocupacional

(800) 321-OSHA (6742)
www.osha.gov

ETIQUETA DE MUESTRA

CÓDIGO _____
Nombre del producto _____
} **Identificación del producto**

Nombre de la empresa _____
Dirección_____
Ciudad_____ Estado_____
Código postal_____País_____
Número de teléfono de emergencia_____
} **Identificación del proveedor**

Pictogramas de peligro

Palabra de advertencia
Peligro

Líquido y vapores muy inflamables.
Puede provocar daños al hígado y a los riñones.
} **Indicaciones de peligro**

Mantener el contenedor herméticamente cerrado.
Guardar en un lugar fresco, bien ventilado y cerrado bajo llave.
Mantener alejado de fuentes de calor, chispas o llama abierta. No fumar.
Usar sólo con herramientas que no generen chispas.
Usar equipo eléctrico a prueba de explosiones.
Tomar medidas de precaución contra descargas estáticas.
Fijar y conectar a tierra el equipo contenedor y receptor.
No respirar los vapores.
Usar guantes protectores.
Abstenerse de comer, beber o fumar cuando se usa este producto.
Lavarse muy bien las manos después de manejar este producto.
Desechar el producto según las especificaciones y los reglamentos locales, regionales, nacionales e internacionales.

En caso de incendio: usar un extintor de polvo químico (tipo BC) o de bióxido de carbono (CO_2).

Primeros auxilios
Si hay exposición a este producto, llamar al Centro de Control de Intoxicaciones.
En caso de contacto con la piel o el cabello: quitarse de inmediato toda la ropa contaminada. Lavarse la piel con agua.

} **Consejos de prudencia**

Información suplementaria

Instrucciones de uso
_____
_____
_____

Peso lleno:_____ Número de lote:_____
Peso bruto:_____ Fecha de llenado:_____
Fecha de caducidad:_____

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OSHA® QUICK CARD™

Hazard Communication Standard Pictogram

As of June 1, 2015, the Hazard Communication Standard (HCS) will require pictograms on labels to alert users of the chemical hazards to which they may be exposed. Each pictogram consists of a symbol on a white background framed within a red border and represents a distinct hazard(s). The pictogram on the label is determined by the chemical hazard classification.

HCS Pictograms and Hazards

Health Hazard  • Carcinogen • Mutagenicity • Reproductive Toxicity • Respiratory Sensitizer • Target Organ Toxicity • Aspiration Toxicity	**Flame**  • Flammables • Pyrophorics • Self-Heating • Emits Flammable Gas • Self-Reactives • Organic Peroxides	**Exclamation Mark**  • Irritant (skin and eye) • Skin Sensitizer • Acute Toxicity (harmful) • Narcotic Effects • Respiratory Tract Irritant • Hazardous to Ozone Layer (Non-Mandatory)
Gas Cylinder  • Gases Under Pressure	**Corrosion**  • Skin Corrosion/ Burns • Eye Damage • Corrosive to Metals	**Exploding Bomb**  • Explosives • Self-Reactives • Organic Peroxides
Flame Over Circle  • Oxidizers	**Environment** (Non-Mandatory)  • Aquatic Toxicity	**Skull and Crossbones**  • Acute Toxicity (fatal or toxic)

For more information:

OSHA® Occupational Safety and Health Administration

U.S. Department of Labor

www.osha.gov (800) 321-OSHA (6742)

OSHA 3491-02 2012

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OSHA® DATOS RÁPIDOS

Pictograma para la norma sobre la comunicación de peligros

A partir del 1.° de junio de 2015, la norma de comunicación de peligros (HCS, por sus siglas en inglés) exigirá pictogramas en las etiquetas para advertir a los usuarios de los peligros químicos a los que puedan estar expuestos. Cada pictograma representa un peligro definido y consiste en un símbolo sobre un fondo blanco enmarcado con un borde rojo. La clasificación del peligro químico determina el pictograma que muestra la etiqueta.

Pictogramas y peligros según la HCS

Peligro para la salud  • Carcinógeno • Mutagenicidad • Toxicidad para la reproducción • Sensibilización respiratoria • Toxicidad especifica de órganos diana • Peligro por aspiración	**Llama**  • Inflamables • Pirofóricos • Calentamiento espontáneo • Desprenden gases inflamables • Reaccionan espontáneamente (autorreactivas) • Peróxidos orgánicos	**Signo de exclamación**  • Irritante (piel y ojos) • Sensibilizador cutáneo • Toxicidad aguda (dañino) • Efecto narcótico • Irritante de vías respiratorias • Peligros para la capa de ozono (no obligatorio)
Botella de gas  • Gases a presión	**Corrosión**  • Corrosión o quemaduras cutáneas • Lesion ocular • Corrosivo para los metales	**Bomba explotando**  • Explosivos • Reaccionan espontáneamente (autorreactivas) • Peróxidos orgánicos
Llama sobre círculo  • Comburentes	**Medio ambiente** (No obligatorio)  • Toxicidad acuática	**Calavera y tibias cruzadas**  • Toxicidad aguda (mortal o tóxica)

Para más información:

OSHA® Administración de Seguridad y Salud Ocupacional

Departamento de Trabajo de los EE. UU.

www.osha.gov (800) 321-OSHA (6742)

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OSHA® BRIEF

Hazard Communication Standard: Labels and Pictograms

OSHA has adopted new hazardous chemical labeling requirements as a part of its recent revision of the Hazard Communication Standard, 29 CFR 1910.1200 (HCS), bringing it into alignment with the United Nations' Globally Harmonized System of Classification and Labelling of Chemicals (GHS). These changes will help ensure improved quality and consistency in the classification and labeling of all chemicals, and will also enhance worker comprehension. As a result, workers will have better information available on the safe handling and use of hazardous chemicals, thereby allowing them to avoid injuries and illnesses related to exposures to hazardous chemicals.

The revised HCS changes the existing Hazard Communication Standard (HCS/HazCom 1994[1]) from a performance-based standard to one that has more structured requirements for the labeling of chemicals. The revised standard requires that information about chemical hazards be conveyed on labels using quick visual notations to alert the user, providing immediate recognition of the hazards. Labels must also provide instructions on how to handle the chemical so that chemical users are informed about how to protect themselves.

The label provides information to the workers on the specific hazardous chemical. While labels provide important information for anyone who handles, uses, stores, and transports hazardous chemicals, they are limited by design in the amount of information they can provide. Safety Data Sheets (SDSs), which must accompany hazardous chemicals, are the more complete resource for details regarding hazardous chemicals. The revised standard also requires the use of a 16-section safety data sheet format, which provides detailed information regarding the chemical. There is a separate OSHA Brief on SDSs that provides information on the new SDS requirements.

All hazardous chemicals shipped after June 1, 2015, must be labeled with specified elements including pictograms, signal words and hazard and precautionary statements. However, manufacturers, importers, and distributors may start using the new labeling system in the revised HCS before the June 1, 2015 effective date if they so choose. Until the June 1, 2015 effective date, manufacturers, importers and distributors may maintain compliance with the requirements of HazCom 1994 or the revised standard. Distributors may continue to ship containers labeled by manufacturers or importers (but not by the distributor themselves) in compliance with the HazCom 1994 until December 1, 2015.

This document is designed to inform chemical receivers, chemical purchasers, and trainers about the label requirements. It explains the new labeling elements, identifies what goes on a label, and describes what pictograms are and how to use them.

Label Requirements

Labels, as defined in the HCS, are an appropriate group of written, printed or graphic informational elements concerning a hazardous chemical that are affixed to, printed on, or attached to the immediate container of a hazardous chemical, or to the outside packaging.

The HCS requires chemical manufacturers, importers, or distributors to ensure that each container of hazardous chemicals leaving the workplace is labeled, tagged or marked with the following information: product identifier; signal word; hazard statement(s); precautionary

[1] Prior to the 2012 update, the Hazard Communication Standard had last been amended in 1994. 'HazCom 1994' refers to the version of the Hazard Communication Standard in effect directly prior to the 2012 revision, printed in the 1995 through 2011 versions of the Code of Federal Regulations. It is also available on OSHA's webpage.

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statement(s); and pictogram(s); and name, address and telephone number of the chemical manufacturer, importer, or other responsible party.

Labels for a hazardous chemical must contain:

- Name, Address and Telephone Number
- Product Identifier
- Signal Word
- Hazard Statement(s)
- Precautionary Statement(s)
- Pictogram(s)

To develop labels under the revised HCS, manufacturers, importers and distributors must first identify and classify the chemical hazard(s). Appendices A, B, and C are all mandatory. The classification criteria for health hazards are in Appendix A and the criteria for physical hazards are presented in Appendix B of the revised Hazard Communication Standard. After classifying the hazardous chemicals, the manufacturer, importer or distributor then consults Appendix C to determine the appropriate pictograms, signal words, and hazard and precautionary statement(s), for the chemical label. Once this information has been identified and gathered, then a label may be created.

Label Elements
The HCS now requires the following elements on labels of hazardous chemicals:

- **Name, Address and Telephone Number** of the chemical manufacturer, importer or other responsible party.

- **Product Identifier** is how the hazardous chemical is identified. This can be (but is not limited to) the chemical name, code number or batch number. The manufacturer, importer or distributor can decide the appropriate product identifier. The same product identifier must be both on the label and in section 1 of the SDS.

- **Signal Words** are used to indicate the relative level of severity of the hazard and alert the reader to a potential hazard on the label. There are only two words used as signal words, "Danger" and "Warning." Within a specific hazard class, "Danger" is used for the more severe hazards and "Warning" is used for the less severe hazards. There will only be one signal word on the label no matter how many hazards a chemical may have. If one of the hazards warrants a "Danger" signal word and another warrants the signal word "Warning," then only "Danger" should appear on the label.

- **Hazard Statements** describe the nature of the hazard(s) of a chemical, including, where appropriate, the degree of hazard. For example: "Causes damage to kidneys through prolonged or repeated exposure when absorbed through the skin." All of the applicable hazard statements must appear on the label. Hazard statements may be combined where appropriate to reduce redundancies and improve readability. The hazard statements are specific to the hazard classification categories, and chemical users should always see the same statement for the same hazards no matter what the chemical is or who produces it.

- **Precautionary Statements** describe recommended measures that should be taken to minimize or prevent adverse effects resulting from exposure to the hazardous chemical or improper storage or handling. There are four types of precautionary statements: prevention (to minimize exposure); response (in case of accidental spillage or exposure emergency response, and first-aid); storage; and disposal. For example, a chemical presenting a specific target organ toxicity (repeated exposure) hazard would include the following on the label: "Do not breathe dust/fume/gas/mist/vapors/spray. Get medical advice/attention if you feel unwell. Dispose of contents/container in accordance with local/regional/national and international regulations."

  A forward slash (/) designates that the classifier can choose one of the precautionary statements. In the example

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above, the label could state, "Do not breathe vapors or spray. Get medical attention if you feel unwell. Dispose of contents in accordance with local/regional/national/international regulations." See Examples 1 and 2A of this document as an example.

In most cases, the precautionary statements are independent. However, OSHA does allow flexibility for applying precautionary statements to the label, such as combining statements, using an order of precedence or eliminating an inappropriate statement.

Precautionary statements may be combined on the label to save on space and improve readability. For example, "Keep away from heat, spark and open flames," "Store in a well-ventilated place," and "Keep cool" may be combined to read: "Keep away from heat, sparks and open flames and store in a cool, well-ventilated place." Where a chemical is classified for a number of hazards and the precautionary statements are similar, the most stringent statements must be included on the label. In this case, the chemical manufacturer, importer, or distributor may impose an order of precedence where phrases concerning response require rapid action to ensure the health and safety of the exposed person. In the self-reactive hazard category Types C, D, E or F, three of the four precautionary statements for prevention are:

- "Keep away from heat/sparks/open flame/hot surfaces. - No Smoking.";
- "Keep/Store away from clothing/…/ combustible materials";
- "Keep only in original container."

These three precautionary statements could be combined to read: "Keep in original container and away from heat, open flames, combustible materials and hot surfaces. - No Smoking."

Finally, a manufacturer or importer may eliminate a precautionary statement if it can demonstrate that the statement is inappropriate.

- **Supplementary Information.** The label producer may provide additional instructions or information that it deems helpful. It may also list any hazards not otherwise classified under this portion of the label. This section must also identify the percentage of ingredient(s) of unknown acute toxicity when it is present in a concentration of ≥1% (and the classification is not based on testing the mixture as a whole). If an employer decides to include additional information regarding the chemical that is above and beyond what the standard requires, it may list this information under what is considered "supplementary information." There is also no required format for how a workplace label must look and no particular format an employer has to use; however, it cannot contradict or detract from the required information.

  An example of an item that may be considered supplementary is the personal protective equipment (PPE) pictogram indicating what workers handling the chemical may need to wear to protect themselves. For example, the Hazardous Materials Information System (HMIS) pictogram of a person wearing goggles may be listed. Other supplementary information may include directions of use, expiration date, or fill date, all of which may provide additional information specific to the process in which the chemical is used.

- Pictograms are graphic symbols used to communicate specific information about the hazards of a chemical. On hazardous chemicals being shipped or transported from a manufacturer, importer or distributor, the required pictograms consist of a red square frame set at a point with a black hazard symbol on a white background, sufficiently wide to be clearly visible. A square red frame set at a point without a hazard symbol is not a pictogram and is not permitted on the label.

  The pictograms OSHA has adopted improve worker safety and health, conform with the GHS, and are used worldwide.

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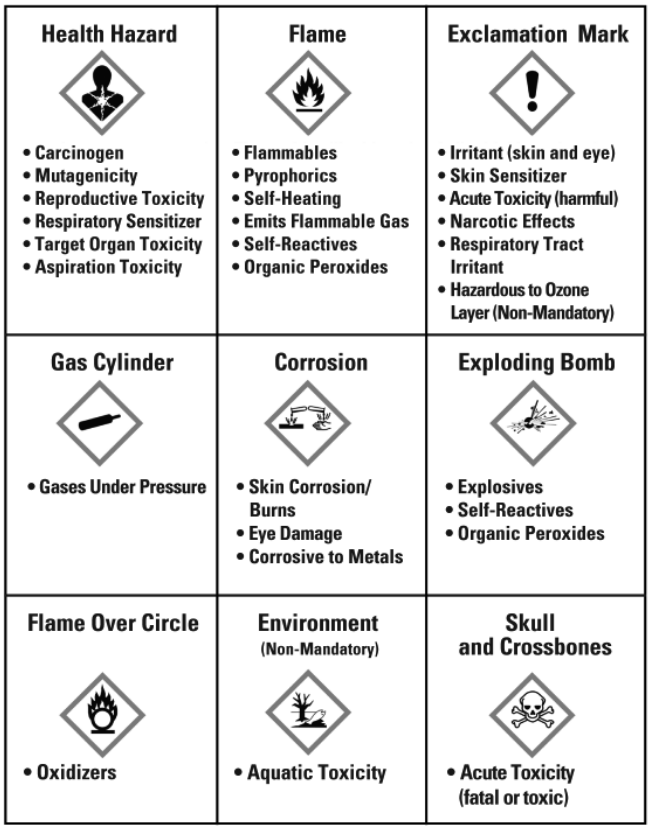
While the GHS uses a total of nine pictograms, OSHA will only enforce the use of eight. The environmental pictogram is not mandatory but may be used to provide additional information. Workers may see the ninth symbol on a label because label preparers may choose to add the environment pictogram as supplementary information. Figure 1 shows the symbol for each pictogram, the written name for each pictogram, and the hazards associated with each of the pictograms. Most of the symbols are already used for transportation and many chemical users may be familiar with them.

Figure 1: Pictograms and Hazards



It is important to note that the OSHA pictograms do not replace the diamond-shaped labels that the U.S. Department of Transportation (DOT) requires for the transport of chemicals, including chemical drums, chemical totes, tanks or other containers. Those labels must be on the external part of a shipped container and must meet the DOT requirements set forth in 49 CFR 172, Subpart E. If a label has a DOT transport pictogram, Appendix C.2.3.3 states that the corresponding HCS pictogram shall not appear. However, DOT does not view the HCS pictogram as a conflict and for some international trade both pictograms may need to be present on the label. Therefore, OSHA intends to revise C.2.3.3. In the meantime, the agency will allow both DOT and HCS pictograms for the same hazard on a label. While the DOT diamond label is required for all hazardous chemicals on the outside shipping containers, chemicals in smaller containers inside the larger shipped container do not require the DOT diamond but do require the OSHA pictograms. (See Example 2.)

Labels must be legible, in English, and prominently displayed. Other languages may be displayed in addition to English. Chemical manufacturers, importers, and distributors who become newly aware of any significant information regarding the hazards of a chemical must revise the label within six months.

Employer Responsibilities

Employers are responsible for maintaining the labels on the containers, including, but not limited to, tanks, totes, and drums. This means that labels must be maintained on chemicals in a manner which continues to be legible and the pertinent information (such as the hazards and directions for use) does not get defaced (i.e., fade, get washed off) or removed in any way.

The employer is not responsible for updating labels on shipped containers, even if the shipped containers are labeled under HazCom 1994. The employer must relabel items if the labels are removed or defaced. However, if the employer is aware of newly-identified hazards that are not disclosed on the label, the employer must ensure that the workers are aware of the hazards as discussed below under workplace labels.

Workplace Labels

OSHA has not changed the general requirements for workplace labeling. Employers have the option to create their own workplace labels. They can either provide all of the required information that is on the

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label from the chemical manufacturer or, the product identifier and words, pictures, symbols or a combination thereof, which in combination with other information immediately available to employees, provide specific information regarding the hazards of the chemicals.

If an employer has an in-plant or workplace system of labeling that meets the requirements of HazCom 1994, the employer may continue to use this system in the workplace as long as this system, in conjunction with other information immediately available to the employees, provides the employees with the information on all of the health and physical hazards of the hazardous chemical. This workplace labeling system may include signs, placards, process sheets, batch tickets, operating procedures, or other such written materials to identify hazardous chemicals. Any of these labeling methods or a combination thereof may be used instead of a label from the manufacturer, importer or distributer as long as the employees have immediate access to all of the information about the hazards of the chemical. Workplace labels must be in English. Other languages may be added to the label if applicable.

If the employer chooses to use the pictograms that appear in Appendix C on the workplace (or in-plant) labels, these pictograms may have a black border, rather than a red border.

Employers may use additional instructional symbols that are not included in OSHA's HCS pictograms on the workplace labels. An example of an instructional pictogram is a person with goggles, denoting that goggles must be worn while handling the given chemical. Including both types of pictograms on workplace labels is acceptable. The same is true if the employer wants to list environmental pictograms or PPE pictograms from the HMIS to identify protective measures for those handling the chemical.

Employers may continue to use rating systems such as National Fire Protection Association (NFPA) diamonds or HMIS requirements for workplace labels as long as they are consistent with the requirements of the Hazard Communication Standard and the employees have immediate access to the specific hazard information as discussed above. An employer using NFPA or HMIS labeling must, through training, ensure that its employees are fully aware of the hazards of the chemicals used.

If an employer transfers hazardous chemicals from a labeled container to a portable container that is only intended for immediate use by the employee who performs the transfer, no labels are required for the portable container.

Sample Labels

The following examples demonstrate how a manufacturer or importer may display the appropriate information on the label. As mentioned above, once the manufacturer determines the classification of the chemical (class and category of each hazard) using Appendices A and B, it would determine the required pictograms, signal words, hazard statements, and precautionary statements using Appendix C. The final step is to put the information on the label.

The examples below show what a sample label might look like under the revised HCS requirements. The examples break the labeling out into "steps" to show the order of information gathering and how label creation occurs. Step 1 is performing classification; step 2 is gathering full label information; and step 3 is creating the label.

These examples are for informational purposes only and are not meant to represent the only labels manufacturers, importers and distributors may create for these hazards.

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Example 1: This example demonstrates a simple label.

The Substance:
HS85
Batch Number: 85L6543

Step 1: Perform Classification
Class: Acute Oral Toxicity; Category 4

Step 2: Gather Labeling Information
Pictograms:

Signal Word:
WARNING

Hazard Statements:
Harmful if Swallowed

Precautionary Statements:
Prevention:
- Wash hands and face thoroughly after handling.
- Do not eat, drink or smoke when using this product.

Response:
- If swallowed: Call a doctor if you feel unwell.[2]
- Rinse mouth

Storage:
None specified

Disposal:
- Dispose of contents/container in accordance with local/regional/national/international regulations.[3]

Step 3: Create the Label
Putting together the above information on HS85, a label might list the following information:

Example 1: HS85 Label

HS85
Batch number: 85L6543

Warning
Harmful if swallowed

Wash hands and face thoroughly after handling. Do not eat, drink or smoke when using this product. Dispose of contents/container in accordance with local, state and federal regulations.

First aid:
If swallowed: Call a doctor if you feel unwell. Rinse mouth.

GHS Example Company, 123 Global Circle, Anyville, NY 130XX Telephone (888) 888-8888

[2] The manufacturer of this chemical determined that calling a doctor was the most appropriate emergency medical advice; therefore, it is listed as part of the first-aid procedures.
[3] The downstream users must familiarize themselves with the proper disposal methods in accordance with local, regional, state and federal regulations. It is impractical to expect the label preparer to list all potential regulations that exist.

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Example 2: This example demonstrates a more complex label.

Example 2 is for a substance that is a severe physical and health hazard. For shipping packages of chemicals that will be transported in the United States (i.e., drums, totes, tanks, etc.), the U.S. DOT requires a DOT label(s) on the outside container(s) for hazardous chemicals. Two versions of this label are presented below to demonstrate the difference between an OSHA label with pictograms from the HCS and a DOT label required for transport of a shipping container.

The Substance:
OXI252 (disodiumflammy)
CAS number: 111-11-11xx

Step 1: Perform Classification
Class: Oxidizing Solid, Category 1
Class: Skin Corrosive, Category 1A

Step 2: Gather Labeling Information
Pictograms:

Signal Word:
DANGER

Hazard Statements:
- May cause fire or explosion; strong oxidizer
- Causes severe skin burns and eye damage

Precautionary Statements:
Prevention:
- Keep away from heat.
- Keep away from clothing and other combustible materials.
- Take any precaution to avoid mixing with combustibles.
- Wear protective neoprene gloves, safety goggles and face shield with chin guard.
- Wear fire/flame resistant clothing.
- Do not breathe dust or mists.
- Wash arms, hands and face thoroughly after handling.

Response:
- IF ON SKIN (or hair): Take off immediately all contaminated clothing. Rinse skin with water.
- IF ON CLOTHING: Rinse immediately contaminated clothing and skin with plenty of water before removing clothes. Wash contaminated clothing before reuse.
- IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing.
- IF INHALED: Remove person to fresh air and keep comfortable for breathing.
- IF SWALLOWED: Rinse mouth. Do NOT induce vomiting.
- Immediately call poison center.[4]

Specific Treatment:
Treat with doctor-prescribed burn cream.[5]

In case of fire:
Use water spray. In case of major fire and large quantities: Evacuate area. Fight fire remotely due to the risk of explosion.

Storage:
Store locked up.

Disposal:
- Dispose of contents/container in accordance with local/regional/national/international regulations.[3]

Step 3: Create the Label
Putting together the above information on OXI252, a label might list the following information:

[4] In this example, the manufacturer determined that calling a poison control center is the most appropriate emergency medical advice.

[5] Not all SDSs will have direction for "specific treatment" on the label. This is only if the manufacturer specifically notes a certain treatment that needs to be used to treat a worker who has been exposed to this chemical.

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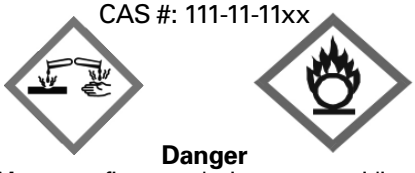
Example 2A: OXI252 Label inner package label with OSHA pictograms

OXI252
(disodiumflammy)
CAS #: 111-11-11xx



Danger
May cause fire or explosion; strong oxidizer
Causes severe skin burns and eye damage

Keep away from heat. Keep away from clothing and other combustible materials. Take any precaution to avoid mixing with combustibles. Wear protective neoprene gloves, safety goggles and face shield with chin guard. Wear fire/flame resistant clothing. Do not breathe dust or mists. Wash arms, hands and face thoroughly after handling. Store locked up. Dispose of contents and container in accordance with local, state and federal regulations.

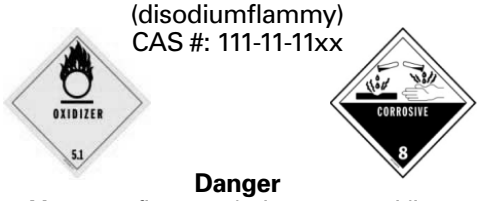
First aid:
IF ON SKIN (or hair) or clothing[6]: Rinse immediately contaminated clothing and skin with plenty of water before removing clothes. Wash contaminated clothing before reuse.
IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing.
IF INHALED: Remove person to fresh air and keep comfortable for breathing.
IF SWALLOWED: Rinse mouth. Do NOT induce vomiting.
Immediately call poison center.
Specific Treatment: Treat with doctor-prescribed burn cream.

Fire:
In case of fire: Use water spray. In case of major fire and large quantities: Evacuate area. Fight fire remotely due to the risk of explosion.

Great Chemical Company, 55 Main Street, Anywhere, CT 064XX Telephone (888) 777-8888

Example 2B: OXI252 Label meeting DOT requirements for shipping[7]

OXI252
(disodiumflammy)
CAS #: 111-11-11xx



Danger
May cause fire or explosion; strong oxidizer
Causes severe skin burns and eye damage

Keep away from heat. Keep away from clothing and other combustible materials. Take any precaution to avoid mixing with combustibles. Wear protective neoprene gloves, safety goggles and face shield with chin guard. Wear fire/flame resistant clothing. Do not breathe dust or mists. Wash arms, hands and face thoroughly after handling. Store locked up. Dispose of contents and container in accordance with local, state and federal regulations.

First aid:
IF ON SKIN (or hair) or clothing: Rinse immediately contaminated clothing and skin with plenty of water before removing clothes. Wash contaminated clothing before reuse.
IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing.
IF INHALED: Remove person to fresh air and keep comfortable for breathing. Immediately call a doctor.
IF SWALLOWED: Rinse mouth. Do NOT induce vomiting.
Immediately call poison center.
Specific Treatment: Treat with doctor-prescribed burn cream.

Fire:
In case of fire: Use water spray. In case of major fire and large quantities: Evacuate area. Fight fire remotely due to the risk of explosion.

Great Chemical Company, 55 Main Street, Anywhere, CT 064XX Telephone (888) 777-8888

[6] There are occasions where label preparers may combine statements on the label. In this case the similar statements were combined and the most stringent were listed. For example, the first-aid pre-cautionary statements were combined for exposure to skin, hair and clothing.

[7] DOT Labels must comply with the size require-ments presented in 49 CFR 172.

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For more detailed information about labels and Safety Data Sheets (SDSs) under the revised Hazard Communication Standard, please refer to refer to 29 CFR 1910.1200 - paragraphs (f) and (g), and Appendix C.

The revised Hazard Communication Standard and additional guidance materials are available on OSHA's Hazard Communication page, located at: www.osha.gov/dsg/hazcom/index.html.

Disclaimer: This OSHA Brief provides a general overview of the label requirements in the Hazard Communication Standard (see 29 CFR 1910.1200(f) and Appendix C of 29 CFR 1910.1200). It does not alter or determine compliance responsibilities in the standard or the Occupational Safety and Health Act of 1970. Since interpretations and enforcement policy may change over time, the reader should consult current OSHA interpretations and decisions by the Occupational Safety and Health Review Commission and the courts for additional guidance on OSHA compliance requirements.

This is one in a series of informational briefs highlighting OSHA programs, policies or standards. It does not impose any new compliance requirements. For a comprehensive list of compliance requirements of OSHA standards or regulations, refer to Title 29 of the Code of Federal Regulations. This information will be made available to sensory-impaired individuals upon request. The voice phone is (202) 693-1999; teletypewriter (TTY) number: (877) 889-5627.

For assistance, contact us. We can help. It's confidential.

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DSG BR-3636 2/2013

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Hazard Communication Program (Globally Harmonized System):

HOW TO FIND A SAFETY DATA SHEET

The page which follows describes how to find a Safety Data Sheet. It is suitable for posting. If your facility maintains a Safety Data Sheet Manual, the safety supervisor should place a completed copy of this form, titled "How to Find a Safety Data Sheet (SDS)" in the front of each Manual.

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How to Find a Safety Data Sheet (SDS)

We provide access to Safety Data Sheets (SDSs) in the following way(s), as checked (✓):

I. Safety Data Sheet Manual(s)

❑ This facility keeps a manual(s) of SDSs on hazardous chemicals you may be exposed to. The individual responsible for obtaining a SDS for every hazardous chemical in our worksite is:

_____

(insert name and/or title)

The SDS manual(s) is available for your review. We keep it in the following location(s)

_____

We organize our SDS manual(s) in the following way(s), as checked ( ).

❑ We file SDSs by name of manufacturer, in alphabetical order, e.g., if we use "Clorox" we would file the SDS at the tab labeled "C".

❑ We file SDSs by name of product, in alphabetical order, e.g., if we use "bleach" we would file the SDS for this product at the tab labeled "B." Note that if we use bleach produced by different manufacturers, we would have more than one SDS for bleach, all filed at tab "B".

❑ We file SDSs by category, in alphabetical order, e.g., "adhesives," "cleaners," "oils," and "solvents" etc.

❑ We file certain SDSs, by name of the gas, in alphabetical order, e.g., if we use "oxygen" we would file the SDS at the tab labeled "O". We do this because it is often difficult to identify the manufacturer (or distributor) of gases.

❑ Other (specify)

_____

II. Safety Data Sheet Computer Access

❑ This facility uses computers or other electronic devices to access SDSs.

❑ Contact the following, who will use computers or other electronic devices, to access SDSs

_____

(insert name and/or title)

❑ Instructions for how to use computers or other electronic devices to access SDSs follow directly, if applicable.

❑ Other (specify)

_____

If you are not able to locate a SDS, contact the Safety Supervisor, named below.

_____ _____

Safety Supervisor Date

NORTHEASTERN RETAIL LUMBER ASSOCIATION • 800.292.6752 • 518.286.1010 • FAX: 518.286.1755

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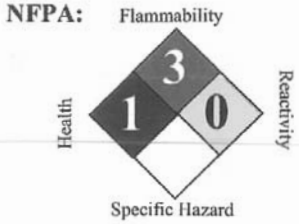
Safety Data Sheet
Gasoline, Unleaded



TESORO

SECTION 1. PRODUCT AND COMPANY IDENTIFICATION

Product name	:	Gasoline, Unleaded			
Synonyms	:	Blend of Highly Flammable Petroleum Distillates, Regular, Mid-Grade, Premium, 888100008809			
SDS Number	:	888100008809	**Version**	:	1.1
Product Use Description	:	Fuel			
Company	:	For: Tesoro Refining & Marketing Co. 19100 Ridgewood Parkway, San Antonio, TX 78259			
Tesoro Call Center	:	(877) 783-7676	**Chemtrec (Emergency Contact)**	:	(800) 424-9300

SECTION 2. HAZARDS IDENTIFICATION

Classifications :
Flammable Liquid – Category 1 or 2 depending on formulation.
Aspiration Hazard – Category 1
Carcinogenicity – Category 2
Specific Target Organ Toxicity (Repeated Exposure) – Category 2
Specific Target Organ Toxicity (Single Exposure) – Category 3
Skin Irritation – Category 2
Eye Irritation – Category 2B
Chronic Aquatic Toxicity – Category 2

Pictograms :

Signal Word : **Danger**

Hazard Statements

Extremely flammable liquid and vapor.
May be fatal if swallowed and enters airways – do not siphon gasoline by mouth.
Suspected of causing blood cancer if repeated over-exposure by inhalation and/or skin contact occurs.
May cause damage to liver, kidneys and nervous system by repeated and prolonged inhalation or skin contact. Causes eye irritation. Can be absorbed through skin.
May cause drowsiness or dizziness. Extreme exposure such as intentional inhalation may cause unconsciousness, asphyxiation and death.
Repeated or prolonged skin contact can cause irritation and dermatitis.

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Harmful to aquatic life.

Precautionary statements

Prevention : Obtain special instructions before use.
Do not handle until all safety precautions have been read and understood.
Keep away from heat, sparks, open flames, welding and hot surfaces.
No smoking.
Keep container tightly closed.
Ground and/or bond container and receiving equipment.
Use explosion-proof electrical equipment.
Use only non-sparking tools (if tools are used in flammable atmosphere).
Take precautionary measures against static discharge.
Wear gloves, eye protection and face protection (as needed to prevent skin and eye contact with liquid).
Wash hands or liquid-contacted skin thoroughly after handling.
Do not eat, drink or smoke when using this product.
Do not breathe vapors.
Use only outdoors or in a well-ventilated area.

Response : In case of fire: Use dry chemical, CO2, water spray or fire fighting foam to extinguish.
If swallowed: Immediately call a poison center, doctor, hospital emergency room, medical clinic or 911. Do NOT induce vomiting. Rinse mouth.
If on skin (or hair): Take off immediately all contaminated clothing. Rinse skin with water/shower.
If in eye: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing.
If skin or eye irritation persists, get medical attention.
If inhaled: Remove person to fresh air and keep comfortable for breathing.
Get medical attention if you feel unwell.

Storage : Store in a well ventilated place. Keep cool. Store locked up. Keep container tightly closed . Use only approved containers. Some containers not approved for gasoline may dissolve and release flammable gasoline liquid and vapors.

Disposal : Dispose of contents/containers to approved disposal site in accordance with local, regional, national, and/or international regulations.

SECTION 3. COMPOSITION/INFORMATION ON INGREDIENTS

Component	CAS-No.	Weight %
Gasoline, natural; Low boiling point naphtha	8006-61-9	10 - 30%
Toluene	108-88-3	10 - 30%
Xylene	1330-20-7	10 - 30%
Ethanol; ethyl alcohol	64-17-5	0-8.2%
Trimethylbenzene	25551-13-7	1 - 5%
Isopentane; 2-methylbutane	78-78-4	1 - 5%

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Naphthalene	91-20-3	1 - 5%
Benzene	71-43-2	Less than 1.3%
Pentane	109-66-0	1 - 5%
Cyclohexane	110-82-7	1 - 5%
Ethylbenzene	100-41-4	1 - 5%
Butane	106-97-8	1 - 20%
Heptane [and isomers]	142-82-5	0.5 - 0.75%
N-hexane	110-54-3	0.5 - 0.75%

SECTION 4. FIRST AID MEASURES

Inhalation : If inhaled, remove to fresh air. If not breathing, give artificial respiration. If breathing is difficult, give oxygen. Seek medical attention immediately.

Skin contact : In case of contact, immediately flush skin with plenty of water. Take off contaminated clothing and shoes immediately. Wash contaminated clothing before re-use. Contaminated leather, particularly footwear, must be discarded. Note that contaminated clothing may be a fire hazard. Seek medical advice if symptoms persist or develop.

Eye contact : Remove contact lenses. Rinse immediately with plenty of water, also under the eyelids, for at least 15 minutes. Seek medical advice if symptoms persist or develop.

Ingestion : Do NOT induce vomiting. Never give anything by mouth to an unconscious person. Obtain medical attention.

Notes to physician : Symptoms: Dizziness, Discomfort, Headache, Nausea, Kidney disorders, Liver disorders. Aspiration may cause pulmonary edema and pneumonitis. Swallowing gasoline is more likely to be fatal for small children than adults, even if aspiration does not occur.

SECTION 5. FIRE-FIGHTING MEASURES

Suitable extinguishing media : SMALL FIRES: Any extinguisher suitable for Class B fires, dry chemical, CO_2, water spray or fire fighting foam. LARGE FIRES: Water spray, fog or fire fighting foam. Water may be ineffective for fighting the fire, but may be used to cool fire-exposed containers. Keep containers and surroundings cool with water spray.

Specific hazards during fire fighting : Extremely flammable liquid and vapor. This material is combustible/flammable and is sensitive to fire, heat, and static discharge.

Special protective equipment for fire-fighters : Firefighting activities that may result in potential exposure to high heat, smoke or toxic by-products of combustion should require NIOSH/MSHA- approved pressure-demand self-contained breathing apparatus with full facepiece and full protective clothing.

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Further information	:	Isolate area around container involved in fire. Cool tanks, shells, and containers exposed to fire and excessive heat with water. For massive fires the use of unmanned hose holders or monitor nozzles may be advantageous to further minimize personnel exposure. Major fires may require withdrawal, allowing the tank to burn. Large storage tank fires typically require specially trained personnel and equipment to extinguish the fire, often including the need for properly applied fire fighting foam. Exposure to decomposition products may be a hazard to health. Use extinguishing measures that are appropriate to local circumstances and the surrounding environment. Use water spray to cool unopened containers. Fire residues and contaminated fire extinguishing water must be disposed of in accordance with local regulations.

SECTION 6. ACCIDENTAL RELEASE MEASURES

Personal precautions	:	Evacuate personnel to safe areas. Ventilate the area. Remove all sources of ignition. Response and clean-up crews must be properly trained and must utilize proper protective equipment (see Section 8).
Environmental precautions	:	Discharge into the environment must be avoided. If the product contaminates rivers and lakes or drains inform respective authorities.
Methods for cleaning up	:	Contain and collect spillage with non-combustible absorbent material, (e.g. sand, earth, diatomaceous earth, vermiculite) and place in container for disposal according to local / national regulations.

SECTION 7. HANDLING AND STORAGE

Precautions for safe handling	:	Keep away from fire, sparks and heated surfaces. No smoking near areas where material is stored or handled. The product should only be stored and handled in areas with intrinsically safe electrical classification. Hydrocarbon liquids including this product can act as a non-conductive flammable liquid (or static accumulators), and may form ignitable vapor-air mixtures in storage tanks or other containers. Precautions to prevent static-initated fire or explosion during transfer, storage or handling, include but are not limited to these examples: (1) Ground and bond containers during product transfers. Grounding and bonding may not be adequate protection to prevent ignition or explosion of hydrocarbon liquids and vapors that are static accumulators. (2) Special slow load procedures for "switch loading" must be followed to avoid the static ignition hazard that can exist when higher flash point material (such as fuel oil or diesel) is loaded into tanks previously containing low flash point products (such gasoline or naphtha). (3) Storage tank level floats must be effectively bonded. For more information on precautions to prevent static-initated fire or explosion, see NFPA 77, Recommended Practice on Static Electricity (2007), and API Recommended Practice 2003, Protection Against Ignitions Arising Out of Static, Lightning, and Stray Currents (2008).
Conditions for safe storage, including incompatibilities	:	Keep away from flame, sparks, excessive temperatures and open flame. Use approved containers. Keep containers closed and clearly labeled. Empty or partially full product containers or vessels may contain explosive vapors. Do not pressurize, cut, heat, weld or expose containers to sources of ignition. Store in a well-ventilated area. The storage area should comply with NFPA 30 "Flammable and Combustible Liquid Code". The cleaning of tanks previously containing this product should follow API Recommended Practice (RP) 2013 "Cleaning Mobile Tanks In Flammable and Combustible Liquid Service" and API RP 2015 "Cleaning Petroleum Storage Tanks".

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Reports suggest that government-mandated ethanol, if present, may not be compatible with fiberglass gasoline tanks. Ethanol may dissolve fiberglass resin, causing engine damage and possibly allow leakage of explosive gasoline.

Keep away from food, drink and animal feed. Incompatible with oxidizing agents. Incompatible with acids.

No decomposition if stored and applied as directed. Emergency eye wash capability should be available in the near proximity to operations presenting a potential splash exposure. Store only in containers approved and labeled for gasoline.

SECTION 8. EXPOSURE CONTROLS / PERSONAL PROTECTION

Exposure Guidelines

List	Components	CAS-No.	Type:	Value
OSHA	Benzene	71-43-2	TWA	1 ppm
		71-43-2	STEL	5 ppm
		71-43-2	OSHA_ACT	0.5 ppm
OSHA Z1	Xylene	1330-20-7	PEL	100 ppm 435 mg/m3
	Ethanol; Ethyl alcohol	64-17-5	PEL	1,000 ppm 1,900 mg/m3
	Naphthalene	91-20-3	PEL	10 ppm 50 mg/m3
	Cyclohexane	110-82-7	PEL	300 ppm 1,050 mg/m3
	Ethylbenzene	100-41-4	PEL	100 ppm 435 mg/m3
	Heptane [and isomers]	142-82-5	PEL	500 ppm 2,000 mg/m3
	N-hexane	110-54-3	PEL	500 ppm 1,800 mg/m3
ACGIH	Toluene	108-88-3	TWA	50 ppm
	Xylene	1330-20-7	TWA	100 ppm
		1330-20-7	STEL	150 ppm
	Ethanol; Ethyl alcohol	64-17-5	TWA	1,000 ppm
	Trimethylbenzene	25551-13-7	TWA	25 ppm
	Isopentane; 2-Methylbutane	78-78-4	TWA	600 ppm
	Naphthalene	91-20-3	TWA	10 ppm
		91-20-3	STEL	15 ppm
	Benzene	71-43-2	TWA	0.5 ppm
		71-43-2	STEL	2.5 ppm
	Pentane	109-66-0	TWA	600 ppm
	Cyclohexane	110-82-7	TWA	100 ppm
	Ethylbenzene	100-41-4	TWA	100 ppm
		100-41-4	STEL	125 ppm
	Heptane [and isomers]	142-82-5	TWA	400 ppm
		142-82-5	STEL	500 ppm

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	N-hexane	110-54-3	TWA	50 ppm

Engineering measures	:	Use adequate ventilation to keep gas and vapor concentrations of this product below occupational exposure and flammability limits, particularly in confined spaces. Use only intrinsically safe electrical equipment approved for use in classified areas.
Eye protection	:	Safety glasses or goggles are recommended where there is a possibility of splashing or spraying. Ensure that eyewash stations and safety showers are close to the workstation location.
Hand protection	:	Gloves constructed of nitrile or neoprene are recommended. Consult manufacturer specifications for further information.
Skin and body protection	:	If needed to prevent skin contact, chemical protective clothing such as of DuPont TyChem®, Saranex or equivalent recommended based on degree of exposure. Flame resistant clothing such as Nomex ® is recommended in areas where material is stored or handled.
Respiratory protection	:	A NIOSH/ MSHA-approved air-purifying respirator with organic vapor cartridges or canister may be permissible under certain circumstances where airborne concentrations are or may be expected to exceed exposure limits or for odor or irritation. Protection provided by air-purifying respirators is limited. Refer to OSHA 29 CFR 1910.134, ANSI Z88.2-1992, NIOSH Respirator Decision Logic, and the manufacturer for additional guidance on respiratory protection selection. Use a NIOSH/ MSHA-approved positive-pressure supplied-air respirator if there is a potential for uncontrolled release, exposure levels are not known, in oxygen-deficient atmospheres, or any other circumstance where an air-purifying respirator may not provide adequate protection.
Work / Hygiene practices	:	Emergency eye wash capability should be available in the near proximity to operations presenting a potential splash exposure. Use good personal hygiene practices. Avoid repeated and/or prolonged skin exposure. Wash hands before eating, drinking, smoking, or using toilet facilities. Do not use as a cleaning solvent on the skin. Do not use solvents or harsh abrasive skin cleaners for washing this product from exposed skin areas. Waterless hand cleaners are effective. Promptly remove contaminated clothing and launder before reuse. Use care when laundering to prevent the formation of flammable vapors which could ignite via washer or dryer. Consider the need to discard contaminated leather shoes and gloves.

SECTION 9. PHYSICAL AND CHEMICAL PROPERTIES

Appearance	:	Clear to straw colored liquid
Odor	:	Characteristic hydrocarbon-like
Odor threshold		0.5 - 1.1 ppm
pH	:	Not applicable
Melting point/freezing point		About -101°C (-150°F)
Initial boiling point & range		Boiling point varies: 30 – 200°C (85 – 392°F)
Flash point		< -21°C (-5.8°F)
Evaporation rate	:	Higher initially and declining as lighter components evaporate
Flammability (solid, gas)	:	Flammable vapor released by liquid

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Upper explosive limit	7.6 %(V)
Lower explosive limit	1.3 %(V)
Vapor pressure	345 - 1,034 hPa at 37.8 °C (100.0 °F)
Vapor density (air = 1)	Approximately 3 to 4
Relative density (water = 1)	0.8 g/mL
Solubility (in water)	Negligible
Partition coefficient (n-octanol/water)	2 – 7 as log Pow
Auto-ignition temperature	Approximately 250°C (480°F)
Decomposition temperature	Will evaporate or boil and possibly ignite before decomposition occurs.
Kinematic viscosity	0.64 to 0.88 mm²/s range reported for gasoline
Conductivity (conductivity can be reduced by environmental factors such as a decrease in temperature)	: Hydrocarbon liquids without static dissipater additive may have conductivity below 1 picoSiemens per meter (pS/m). The highest electro-static ignition risks are associated with "ultra-low conductivities" below 5 pS/m. See Section 7 for sources of information on defining safe loading and handling procedures for low conductivity products.

SECTION 10. STABILITY AND REACTIVITY

Reactivity	: Vapors may form explosive mixture with air. Hazardous polymerization does not occur.
Chemical stability	: Stable under normal conditions.
Possibility of hazardous reactions	Can react with strong oxidizing agents, peroxides, alkaline products and strong acids. Contact with nitric and sulfuric acids will form nitrocresols that can decompose violently.
Conditions to avoid	: Avoid high temperatures, open flames, sparks, welding, smoking and other ignition sources. Avoid static charge accumulation and discharge (see Section 7).
Hazardous decomposition products	: Ignition and burning can release carbon monoxide, carbon dioxide and non-combusted hydrocarbons (smoke).

SECTION 11. TOXICOLOGICAL INFORMATION

Skin contact	: Irritating to skin. Can be partially absorbed through skin.
Eye contact	: Irritating to eyes.
Ingestion	: Aspiration hazard if liquid is inhaled into lungs, particularly from vomiting after ingestion. Aspiration may result in chemical pneumonia, severe lung damage, respiratory failure and even death. Ingestion may cause gastrointestinal disturbances, including irritation, nausea, vomiting and diarrhea, and central nervous (brain) effects similar to alcohol intoxication. In severe cases, tremors, convulsions, loss of consciousness, coma, respiratory arrest and death may occur.

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Inhalation and further information

Acute toxicity of benzene results primarily from depression of the central nervous system (CNS). Inhalation of concentrations over 50 ppm can produce headache, lassitude, weariness, dizziness, drowsiness, over excitation. Exposure to very high levels can result in unconsciousness and death.

Repeated over-exposure may cause liver and kidney injuries.
Components of the product may affect the nervous system.

IARC has determined that gasoline and gasoline exhaust are possibly carcinogenic in humans. Inhalation exposure to completely vaporized unleaded gasoline caused kidney cancers in male rats and liver tumors in female mice. The U.S. EPA has determined that the male kidney tumors are species-specific and are irrelevant for human health risk assessment. The significance of the tumors seen in female mice is not known. Exposure to light hydrocarbons in the same boiling range as this product has been associated in animal studies with effects to the central and peripheral nervous systems, liver, and kidneys. The significance of these animal models to predict similar human response to gasoline is uncertain.
This product contains benzene. Human health studies indicate that prolonged and/or repeated overexposure to benzene may cause damage to the blood-forming system (particularly bone marrow), and serious blood disorders such as aplastic anemia and leukemia. Benzene is listed as a human carcinogen by the NTP, IARC, OSHA and ACGIH.

Component:

Gasoline, natural; Low boiling point naphtha	8006-61-9	Acute oral toxicity: LD50 rat Dose: 18.8 mg/kg Acute inhalation toxicity: LC50 rat Dose: 20.7 mg/l Exposure time: 4 h Skin irritation: Classification: Irritating to skin. Result: Mild skin irritation Eye irritation: Classification: Irritating to eyes. Result: Moderate eye irritation
Toluene	108-88-3	Acute oral toxicity: LD50 rat Dose: 636 mg/kg Acute dermal toxicity: LD50 rabbit Dose: 12,124 mg/kg Acute inhalation toxicity: LC50 rat Dose: 49 mg/l Exposure time: 4 h Skin irritation: Classification: Irritating to skin. Result: Mild skin irritation Prolonged skin contact may defat the skin and produce dermatitis. Eye irritation: Classification: Irritating to eyes. Result: Mild eye irritation
Xylene	1330-20-7	Acute oral toxicity: LD50 rat Dose: 2,840 mg/kg Acute dermal toxicity: LD50 rabbit Dose: ca. 4,500 mg/kg Acute inhalation toxicity: LC50 rat Dose: 6,350 mg/l Exposure time: 4 h Skin irritation: Classification: Irritating to skin. Result: Mild skin irritation

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		Repeated or prolonged exposure may cause skin irritation and dermatitis, due to degreasing properties of the product. Eye irritation: Classification: Irritating to eyes. Result: Mild eye irritation
Ethanol; Ethyl alcohol	64-17-5	Acute oral toxicity: LD50 rat Dose: 6,200 mg/kg Acute dermal toxicity: LD50 rabbit Dose: 19,999 mg/kg Acute inhalation toxicity: LC50 rat Dose: 8,001 mg/l Exposure time: 4 h Skin irritation: Classification: Irritating to skin. Result: Mild skin irritation Prolonged skin contact may cause skin irritation and/or dermatitis. Eye irritation: Classification: Irritating to eyes. Result: Mild eye irritation Mild eye irritation
Naphthalene	91-20-3	Acute oral toxicity: LD50 rat Dose: 2,001 mg/kg Acute dermal toxicity: LD50 rat Dose: 2,501 mg/kg Acute inhalation toxicity: LC50 rat Dose: 101 mg/l Exposure time: 4 h Skin irritation: Classification: Irritating to skin. Result: Mild skin irritation Eye irritation: Classification: Irritating to eyes. Result: Mild eye irritation Carcinogenicity: N11.00422130
Benzene	71-43-2	Acute oral toxicity: LD50 rat Dose: 930 mg/kg Acute inhalation toxicity: LC50 rat Dose: 44 mg/l Exposure time: 4 h Skin irritation: Classification: Irritating to skin. Result: Mild skin irritation Repeated or prolonged exposure may cause skin irritation and dermatitis, due to degreasing properties of the product. Eye irritation: Classification: Irritating to eyes. Result: Risk of serious damage to eyes.
Pentane	109-66-0	Acute oral toxicity: LD50 rat Dose: 2,001 mg/kg Acute inhalation toxicity: LC50 rat Dose: 364 mg/l Exposure time: 4 h Skin irritation: Repeated or prolonged exposure may cause skin irritation and dermatitis, due to degreasing properties of the product. Eye irritation: Classification: Irritating to eyes. Result: Mild eye irritation
Cyclohexane	110-82-7	Acute dermal toxicity: LD50 rabbit Dose: 2,001 mg/kg Acute inhalation toxicity: LC50 rat Dose: 14 mg/l Exposure time: 4 h

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		Skin irritation: Classification: Irritating to skin. Result: Skin irritation Eye irritation: Classification: Irritating to eyes. Result: Mild eye irritation
Ethylbenzene	100-41-4	Acute oral toxicity: LD50 rat Dose: 3,500 mg/kg Acute dermal toxicity: LD50 rabbit Dose: 15,500 mg/kg Acute inhalation toxicity: LC50 rat Dose: 18 mg/l Exposure time: 4 h Skin irritation: Classification: Irritating to skin. Result: Mild skin irritation Eye irritation: Classification: Irritating to eyes. Result: Risk of serious damage to eyes.
Heptane [and isomers]	142-82-5	Acute oral toxicity: LD50 rat Dose: 15,001 mg/kg Acute inhalation toxicity: LC50 rat Dose: 103 g/m3 Exposure time: 4 h Skin irritation: Classification: Irritating to skin. Result: Skin irritation Repeated or prolonged exposure may cause skin irritation and dermatitis, due to degreasing properties of the product. Eye irritation: Classification: Irritating to eyes. Result: Mild eye irritation
N-hexane	110-54-3	Acute oral toxicity: LD50 rat Dose: 25,000 mg/kg Acute dermal toxicity: LD50 rabbit Dose: 2,001 mg/kg Acute inhalation toxicity: LC50 rat Dose: 171.6 mg/l Exposure time: 4 h Skin irritation: Classification: Irritating to skin. Result: Skin irritation Eye irritation: Classification: Irritating to eyes. Result: Mild eye irritation Teratogenicity: N11.00418960

Carcinogenicity

NTP	:	Naphthalene (CAS-No.: 91-20-3) Benzene (CAS-No.: 71-43-2)
IARC	:	Gasoline, natural; Low boiling point naphtha (CAS-No.: 8006-61-9) Naphthalene (CAS-No.: 91-20-3) Benzene (CAS-No.: 71-43-2) Ethylbenzene (CAS-No.: 100-41-4)
OSHA	:	Benzene (CAS-No.: 71-43-2)
CA Prop 65	:	WARNING! This product contains a chemical known to the State of California to cause birth defects or other reproductive harm. Toluene (CAS-No.: 108-88-3)

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Benzene (CAS-No.: 71-43-2)

SECTION 12. ECOLOGICAL INFORMATION

Additional ecological information : Keep out of sewers, drainage areas, and waterways. Report spills and releases, as applicable, under Federal and State regulations.

Component:

Toluene	108-88-3	Toxicity to fish: LC50 Species: Carassius auratus (goldfish) Dose: 13 mg/l Exposure time: 96 h Acute and prolonged toxicity for aquatic invertebrates: EC50 Species: Daphnia magna (Water flea) Dose: 11.5 mg/l Exposure time: 48 h Toxicity to algae: IC50 Species: Selenastrum capricornutum (green algae) Dose: 12 mg/l Exposure time: 72 h
Ethanol; Ethyl alcohol	64-17-5	Toxicity to fish: LC50 Species: Leuciscus idus (Golden orfe) Dose: 8,140 mg/l Exposure time: 48 h Acute and prolonged toxicity for aquatic invertebrates: EC50 Species: Daphnia magna (Water flea) Dose: 9,268 - 14,221 mg/l Exposure time: 48 h
Isopentane; 2-Methylbutane	78-78-4	Toxicity to fish: LC50 Species: Oncorhynchus mykiss (rainbow trout) Dose: 3.1 mg/l Exposure time: 96 h Acute and prolonged toxicity for aquatic invertebrates: EC50 Species: Daphnia magna (Water flea) Dose: 2.3 mg/l Exposure time: 96 h
Naphthalene	91-20-3	Toxicity to algae: EC50 Species: Dose: 33 mg/l Exposure time: 24 h
Pentane	109-66-0	Acute and prolonged toxicity for aquatic invertebrates: EC50 Species: Daphnia magna (Water flea) Dose: 9.74 mg/l Exposure time: 48 h
Cyclohexane	110-82-7	Acute and prolonged toxicity for aquatic invertebrates: EC50 Species: Daphnia magna (Water flea) Dose: 3.78 mg/l Exposure time: 48 h

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Heptane [and isomers]	142-82-5	Toxicity to fish: LC50 Species: Carassius auratus (goldfish) Dose: 4 mg/l Exposure time: 24 h Acute and prolonged toxicity for aquatic invertebrates: EC50 Species: Daphnia magna (Water flea) Dose: 1.5 mg/l Exposure time: 48 h
N-hexane	110-54-3	Toxicity to fish: LC50 Species: Pimephales promelas (fathead minnow) Dose: 2.5 mg/l Exposure time: 96 h Acute and prolonged toxicity for aquatic invertebrates: EC50 Species: Daphnia magna (Water flea) Dose: 2.1 mg/l Exposure time: 48 h

SECTION 13. DISPOSAL CONSIDERATIONS

Disposal : Dispose of container and unused contents in accordance with federal, state and local requirements.

SECTION 14. TRANSPORT INFORMATION

CFR

Proper shipping name	: Petrol
UN-No.	: 1203
Class	: 3
Packing group	: II

TDG

Proper shipping name	: Gasoline
UN-No.	: UN1203
Class	: 3
Packing group	: II

IATA Cargo Transport

UN UN-No.	: UN1203
Description of the goods	: Gasoline
Class	: 3
Packaging group	: II
ICAO-Labels	: 3
Packing instruction (cargo aircraft)	: 364
Packing instruction (cargo aircraft)	: Y341

IATA Passenger Transport

UN UN-No.	: UN1203
Description of the goods	: Gasoline
Class	: 3

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	Packaging group	: II
	ICAO-Labels	: 3
	Packing instruction (passenger aircraft)	: 353
	Packing instruction (passenger aircraft)	: Y341
IMDG-Code		
	UN-No.	: UN 1203
	Description of the goods	: Gasoline
	Class	: 3
	Packaging group	: II
	IMDG-Labels	: 3
	EmS Number	: F-E S-E
	Marine pollutant	: No

SECTION 15. REGULATORY INFORMATION

OSHA Hazards : Flammable liquid
Highly toxic by ingestion
Moderate skin irritant
Severe eye irritant
Carcinogen

TSCA Status : On TSCA Inventory

DSL Status : . All components are on the Canadian DSL list.

SARA 311/312 Hazards : Fire Hazard
Acute Health Hazard
Chronic Health Hazard

CERCLA SECTION 103 and SARA SECTION 304 (RELEASE TO THE ENVIROMENT)
The CERCLA definition of hazardous substances contains a "petroleum exclusion" clause which exempts crude oil. Fractions of crude oil, and products (both finished and intermediate) from the crude oil refining process and any indigenous components of such from the CERCLA Section 103 reporting requirements. However, other federal reporting requirements, including SARA Section 304, as well as the Clean Water Act may still apply.

California Prop. 65 : WARNING! This product contains a chemical known to the State of California to cause birth defects or other reproductive harm.

Toluene	108-88-3
Benzene	71-43-2

SECTION 16. OTHER INFORMATION

Further information

The information provided in this Safety Data Sheet is correct to the best of our knowledge, information and belief at the date of its publication. The information given is designed only as guidance for safe handling, use, processing, storage, transportation, disposal and release and is not to be considered a warranty or quality specification. The information relates only to the specific material designated and may not be valid for such material used in combination with any other materials or in any process, unless specified in the text.

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Hazard Communication Program

Chemical Inventory

Instructions: Copy this form as needed. Use a separate form for each letter of the alphabet.
Place this inventory in the front of your Safety Data Sheet Manual(s).

LETTER: ☐

Product Name/ Trade Name	Manufacturer	Is SDS On-site?	Date Received

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Hazard Communication Program (Globally Harmonized System):

JOBS WITH A POTENTIAL EXPOSURE TO HAZARDOUS PRODUCTS

The following applies to our company, as checked (✓).

❑ All jobs have a potential exposure to hazardous products, including hazardous chemicals.

❑ Certain jobs have a potential exposure to hazardous products, including hazardous chemicals (listed below).

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Hazard Communication Program (Globally Harmonized System):

TRAINING TOPICS

_____ _____

Instructor Date

Set forth below is a description of topics covered in hazard communication training, including enhancements known as the Globally Harmonized System (GHS). These enhancements align OSHA's Hazard Communication Standard with the United Nations' Globally Harmonized System of Classification and Labeling of Chemicals. OSHA requires employee training in the GHS by December 1, 2013.

We provided training in the following topics:

1. Information on GHS labels (types of information an employee would expect to see on these labels), including:
   a. product identifier
   b. signal word
   c. pictogram
   d. hazard statement
   e. precautionary statement(s)
   f. name, address and phone number of the manufacturer, distributor or importer

2. how employees might use the labels in the workplace

3. how a label's "elements" work with one another (e.g., where there are multiple hazards, there may be multiple pictograms)

4. format of "Safety Data Sheets" (SDS) ("Safety Data Sheets" is the name used to refer to upgraded and revised "Material Safety Data Sheets"). This includes:
   a. the 16 sections of a SDS
   b. how the information on the SDS relates to the label (e.g., precautionary statements on the SDS and label should be identical)

Note: we used the following training aids and resources, as checked (✓):

❑ DVD (specify) _____

❑ SDS (specify) _____

❑ Other (specify)_____

❑ Quiz

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Hazard Communication Program (Globally Harmonized System):

EMPLOYEE TRAINING DOCUMENTATION

We document employee training in this program using the following, as checked (✓).

❑ quiz

❑ sign-in sheet

❑ other (specify)_____

We file employee quizzes as checked (✓).

❑ on the following pages

❑ other location (specify)_____

A sample quiz and other relevant training information follows, which may include a quiz answer key.

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Hazard Communication Program (Globally Harmonized System):

EMPLOYEE QUIZ

Name (please print neatly)	Instructor
Company	Date

	Check (✓) one True	False
1. One of the goals of the Globally Harmonized System (GHS) is to enhance the Hazard Communication Standard by implementing an international system for classifying and labeling chemicals.	❑	❑
2. The GHS renames Material Safety Data Sheets (MSDSs) as Safety Data Sheets (SDSs). The SDS format has 16 sections, and the name of each section is the same from one SDS to another.	❑	❑
3. The GHS requires the use of standardized symbols known as pictograms. All chemicals that affect a person's health have the same pictogram.	❑	❑
4. In the event of eye contact with a chemical, employees should first use the chemical's label to locate the appropriate Safety Data Sheet for first aid.	❑	❑
5. The GHS classifies chemicals in six classes, which includes physical hazards, such as flammable liquids, and health hazards.	❑	❑
6. If a chemical targets a particular body organ such as the kidney, then it is likely that a label for that chemical will have the pictogram of a person's upper body with a star inside it, all surrounded by a red diamond.	❑	❑
7. A Safety Data Sheet (SDS) typically presents information on personal protective equipment required for the safe use of a chemical in the section named "Hazards identification."	❑	❑
8. Safety Data Sheets classify hazards in one of 6 classifications. If a paint's vapors make a person ill, we would classify this as a "physical hazard."	❑	❑
9. Chemicals that are sensitizers may produce red patches on the skin, as a typical symptom. The pictogram that applies to a sensitizer is an exclamation point in a diamond shape, with the outlines of the diamond colored red.	❑	❑
10. SDSs and labels only show one pictogram, which represents the most significant hazard.	❑	❑

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Hazard Communication Program (Globally Harmonized System):

EMPLOYEE QUIZ ANSWER KEY

	Check (✓) one True	False
1. One of the goals of the Globally Harmonized System (GHS) is to enhance the Hazard Communication Standard by implementing an international system for classifying and labeling chemicals.	☑	❑
2. The GHS renames Material Safety Data Sheets (MSDSs) as Safety Data Sheets (SDSs). The SDS format has 16 sections, and the name of each section is the same from one SDS to another.	☑	❑
3. The GHS requires the use of standardized symbols known as pictograms. All chemicals that affect a person's health have the same pictogram. **This is false, because a variety of pictograms refer to chemicals that may affect an employee's health, including the pictograms for "Health Hazard," "Exclamation Mark," "Corrosion," and "Skull and Crossbones."**	❑	☑
4. In the event of eye contact with a chemical, employees should first use the chemical's label to locate the appropriate Safety Data Sheet for first aid. **This is false, because the label provides the most immediate source of first aid information. Typically, it takes longer to get access to a SDS.**	❑	☑
5. The GHS classifies chemicals in six classes, which includes physical hazards, such as flammable liquids, and health hazards.	☑	❑
6. If a chemical targets a particular body organ such as the kidney, then it is likely that a label for that chemical will have the pictogram of a person's upper body with a star inside it, all surrounded by a red diamond.	☑	❑
7. A Safety Data Sheet (SDS) typically presents information on personal protective equipment required for the safe use of a chemical in the section named "Hazards identification." **This is false, because information about personal protective equipment (PPE) is in section 8, "Exposure Control/Personal Protection" or in section 6, "Accidental Release Measures," which describes PPE for spills.**	❑	☑
8. Safety Data Sheets classify hazards in one of 6 classifications. If a paint's vapors make a person ill, we would classify this as a "physical hazard." **This is false, because we classify chemicals based on their effects. If the effect of a chemical is to make a person ill, we would classify this chemical as a "Health Hazard," (or "Hazards not Otherwise Classified").**	❑	☑

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9. Chemicals that are sensitizers may produce red patches on the skin, as a typical symptom. The pictogram that applies to a sensitizer is an exclamation point in a diamond shape, with the outlines of the diamond colored red. ☑ ❑

10. SDSs and labels only show one pictogram, which represents the most significant hazard. ❑ ☑
This is false, because they can show more than one pictogram.

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Hazard Communication Program (Globally Harmonized System):

TRAINER QUALIFICATIONS

Our company's trainer(s) in this program has the following qualifications, as checked (✓):

❑ professional certification (describe)

❑ knowledge (such as a "train the trainer" course)

❑ experience

For each trainer, describe qualifications below. Attach copies of certifications and training courses, if available. Or, name the individual who provided the instruction, training date, and expiration of the training certification, if any.

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Hazard Communication Program (Globally Harmonized System):

ANNUAL PROGRAM REVIEW

(Duplicate as needed)

Completed by (please print neatly) _____ Date _____

	Check (✓) one		
	Yes	**N/A***	**No**
1. Do you have a written hazard communication plan, updated to Include the Globally Harmonized Standard (GHS)? (1910.1200)	❒	❒	❒
2. Does your written plan include non-routine tasks? (1910.1200)	❒	❒	❒
3. Does your written plan specify how you provide access to Safety Data Sheets (SDSs)? (1910.1200)	❒	❒	❒
4. Do you have SDSs for chemicals employees use? (SDSs required by 6/1/15) (1910.1200)	❒	❒	❒
5. Do you label containers and use GHS labels or an alternative labeling system? (If you adopt GHS labels, they are required by 6/1/15. If you use an alternative labeling system, e.g., NFPA, HMIS, etc., this alternative system must be in current use) (1910.1200)	❒	❒	❒
6. Do you label transfer containers (e.g., spray bottles) with GHS labels or use an alternative labeling system? (GHS labels required by 6/1/15; alternative labels must be in current use) (1910.1200)	❒	❒	❒
7. Do you train employees in the Globally Harmonized Standard? (GHS training required by 12/1/13) (1910.1200)	❒	❒	❒
8. Does your training in the GHS cover required topics and can you document this? (e.g., by a training outline) (1910.1200)	❒	❒	❒
9. Does your training in the GHS assess employee mastery of material presented and can you document this? (e.g., by a quiz) (1910.1200)	❒	❒	❒
10. Do you conduct an annual review of this program? (date of prior review) _____ (1910.1200)	❒	❒	❒

Percent Correct (a "Yes" or "N/A" answer) _____

Comments (identify the item number you are referring to)

_____

_____

_____

_____

*"N/A" is "not applicable." References to Code of Federal Regulations are in parentheses.

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Injury and Illness Recordkeeping Program

Written Compliance Plan

For

_____

Name of Business

Purpose of the Plan

This written compliance plan describes our work-related Injuries and Illnesses Recordkeeping Program and how we comply with the Occupational Safety and Health Administration's Work-Related Injuries and Illnesses Regulation (29 CFR 1904). The revised regulation became effective on January 1, 2002.

This written plan includes information on:
(1) your rights and responsibilities with respect to our Injuries and Illnesses Recordkeeping Program, and
(2) the instructions and forms we use to record work-related injuries and illnesses.

Employee Rights and Responsibilities

This written plan is for your information. We use the information and forms that follow to classify work-related injuries and illnesses, as well as the extent and severity of each case. It is our responsibility to collect this information in a timely manner throughout the year and to post a "Summary of Work-Related Injuries and Illnesses" (OSHA Form 300A). This summary must be posted in a conspicuous location from February 1 through April 30 of each year and certified by a company executive. This summary applies to injuries and illnesses from the previous year.

You have a right to review your injury and illness records, as well as the OSHA Summary Form 300A, for all employees. For access to these records and the 300A form, contact the facility's Safety Supervisor, who will be pleased to answer any questions you may have. This individual is (insert name and/or title of Safety Supervisor) _____. It is your responsibility to inform the Safety Supervisor of your work-related injuries and illnesses immediately.

Recordkeeping Forms

The following pages provide the instructions and forms you will need to comply with OSHA's Recordkeeping Standard for work-related injuries and illnesses. You may duplicate the forms as needed or contact the NRLA for assistance.

Training

OSHA does not require a formal training program on the recordkeeping rule for all employees. Therefore, this section will not include training topics or an employee quiz.

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Injury and Illness Recordkeeping Program

Introduction to OSHA Forms for Recording Work-Related Injuries and Illnesses

U.S. Department of Labor
Occupational Safety and Health Administration

Dear Employer:

This booklet includes the forms needed for maintaining occupational injury and illness records. Many but not all employers must complete the OSHA injury and illness recordkeeping forms on an ongoing basis. Employers in State Plan States should check with their State Plan to see if the exemptions below apply.

Employers with 10 or fewer employees throughout the previous calendar year do not need to complete these forms. Said another way, if there are more than 10 employees at any time during that calendar year, the employer may come under the requirement. When counting employees, you must include full-time, part-time, temporary, and seasonal workers. This exemption is based on the employment of the entire company rather than the establishment. For example, if a company has two establishments, one with 5 employees and one with 7 employees, the company must fill out the forms for each establishment because the company employment is greater than 10.

In addition to the small employer exemption, there is an exemption for establishments classified in certain industries. For example, the forms do not need to be completed for restaurants, banks, and medical offices. A complete list of exempt industries can be found on the OSHA web page at www.osha.gov.

Establishments normally exempt from keeping the OSHA forms must complete the forms if they are informed in writing to do so by the Bureau of Labor Statistics or OSHA. Also, exempt establishments must report to the local OSHA office within 8 hours any fatality or incident involving three or more in-patient hospitalizations.

The Occupational Safety and Health Administration shares with you the goal of preventing injuries and illnesses in our nation's workplaces. Accurate injury and illness records will help us achieve that goal.

Occupational Safety and Health Administration
U.S. Department of Labor

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Injury and Illness Recordkeeping Program

U.S. Department of Labor
Occupational Safety and Health Administration

In this package, you'll find everything you need to complete the OSHA 300 Log and the Summary of Work-Related Injuries and Illnesses for the next several years. On the following pages, you'll find:

• An Overview: Recording Work-Related Injuries and Illnesses

Includes general instructions for filling out the forms in this package and definitions of terms you should use when you classify your cases as injuries or illnesses.

• How to Fill Out the OSHA 300 Log

Includes an example to guide you through filling out the log properly.

• Log of Work-Related Injuries and Illnesses

Includes a sample of the log (you may make as many copies of the log as needed.) Notice that the log is separate from the summary.

• Summary of Work-related Injuries and Illnesses

Includes removable summary pages for easy posting at the end of the year. Note that you post the summary only, not the log.

• Worksheet to Help You Fill Out the Summary

Includes a worksheet to figure the average number of employees who worked for your establishment and the total number of hours worked.

• OSHA's 301: Injury and Illness Incident report

Includes several copies of the OSHA 301 to provide details about the incident (you may make copies as needed or use an equivalent form).

Take a few minutes to review this package. If you have any questions, visit us online at www.osha.gov or call your local OSHA office.

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Injury and Illness Recordkeeping Program

An Overview: Recording Work-Related Injuries and Illnesses

U.S. Department of Labor
Occupational Safety and Health Administration

The Occupational Safety and Health (OSHAct) of 1970 requires certain employers to prepare and maintain records of work-related injuries and illnesses. Use these definitions when you classify cases in the Log of Work-Related Injuries and Illnesses (Form 300). OSHA's recordkeeping regulation (see 29 CFR Part 1904) provides more information about the definitions below.

The Log of Work-Related Injuries and Illnesses (Form 300) is used to classify work-related injuries and illnesses, and to note the extent and severity of each case. When an incident occurs, use the log to record specific details about what happened and how it happened. The summary – a separate form (Form 300A) – shows the totals for the year in each category. At the end of the year, post the summary in a visible location so that your employees are aware of the injuries and illnesses occurring in their workplace.

Employers must keep a log for each establishment or site. If you have more than one establishment, you must keep a separate log and summary for each physical location that is expected to be in operation for one year or longer.

Note: Your employees have the right to review your injury and illness records. For more information see 29 Code of Federal Regulations Part 1904.35, employee involvement.

Cases listed on the Work-Related Injuries and Illnesses Log are not necessarily eligible for Workers' Compensation or other insurance benefits. Listing a case on the log does not mean that the employer or worker was at fault or that an OSHA standard was violated.

<u>When is an injury or illness considered work-related?</u>

An injury or illness is considered work-related if an event or exposure in the work environment caused or contributed to the condition or significantly aggravated a preexisting condition. Work-relatedness is presumed for injuries and illnesses resulting from events or exposures occurring in the workplace, unless an exception specifically applies. See 29 CFR Part 1904.5(b)(2) for the exceptions. The work environment includes the establishment and other locations where one or more employees are working or are present as a condition of their employment. See 29 CFR Part 1904.5(b)(1).

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Which work-related injuries and illnesses should be recorded?

Record those work-related injuries and illnesses that result in:

- death,
- loss of consciousness,
- medical treatment beyond first aid.
- days away from work,
- restricted work activity or job transfer, or

You must also record work-related injuries and illnesses that are significant (as defined below) or meet any of the additional criteria listed below.

You must record any significant work-related injury or illness that is diagnosed by a physician or other licensed health care professional. You must record any work-related case involving cancer, chronic irreversible disease, a fractured or cracked bone, or a punctured eardrum. See 29 CFR 1904.7.

What are the additional criteria?

You must record the following conditions when they are work-related:

- any needlestick injury or cut from a sharp object that is contaminated with another person's blood or other potentially infectious material;
- any case requiring an employee to be medically removed under the requirements of an OSHA health standard;
- tuberculosis infection as evidenced by a positive skin test or diagnosis by a physician or other licensed health care professional after exposure to a known case of active tuberculosis.
- an employee's hearing test (audiogram) reveals 1) that the employee has experienced a Standard Threshold Shift (STS) in hearing in one or both ears (averaged at 2,000, 3,000, and 4,000 Hz), and 2) the employee's total hearing level is 25 decibels (dB) or more above audiometric zero (also averaged at 2,000, 3,000, and 4,000 Hz) in the same ear(s) as the STS.

What is medical treatment?

Medical treatment includes managing and caring for a patient for the purpose of combating disease or disorder. The following are NOT considered medical treatments and are NOT recordable:

- visits to a doctor or health care professional solely for observation or counseling;
- diagnostic procedures, including administering prescription medications that are used solely for diagnostic purposes; and
- any procedure that can be labeled first aid. See page **5**.6 for more information about first aid.

What do you need to do?

1. Within seven calendar days after you receive information about a case, decide if the case is recordable under the OSHA recordkeeping requirements.
2. Determine whether the incident is a new case or a recurrence of an existing one.
3. Establish whether or not the case was work-related.
4. If the case is recordable, decide which form you will fill out for the injury and illness incident report. You may use OSHA's 301: Injury and Illness Incident Report or an equivalent form. Some state Workers' Compensation insurance, or other reports may be acceptable substitutes, as long as they provide the same information as the OSHA 301.

How to work the log

1 Identify the employee involved unless it is a privacy concern case as described on page **5**.6.
2. Identify when and where the case occurred.
3. Describe the case as specifically as you can.
4. Classify the seriousness of the case by recording the most serious outcome associated with the case, with column J (Other recordable cases) being the least serious and column G (Death) being the most serious.
5. Identify whether the case is an injury or illness. If the case is an illness, check the appropriate illness category. If the case is an injury, check the injury category.

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What is first aid?

If the incident required only the following types of treatment, consider it first aid. Do NOT record the case if it involves:

- using non-prescription medications at non-prescription strength;
- administering tetanus immunizations;
- cleaning, flushing, or soaking wounds on the skin's surface;
- using wound coverings, such as bandages, BandAids™, gauze pads, etc, or using SteriStrips™ or butterfly bandages;
- using hot or cold therapy;
- using any totally non-rigid means of support, such as elastic bandages, wraps, non-rigid back belts, etc;
- using temporary immobilization devices while transporting an accident victim (splints, slings, neck collar, or back boards);
- drilling a fingernail or toenail to relieve pressure, or draining fluids from blisters;
- using eye patches;
- using simple irrigation or a cotton swab to remove foreign bodies not embedded in or adhered to the eye;
- using irrigation, tweezers, cotton swabs or other simple means to remove splinters or foreign material from areas other than the eye;
- using finger guards;
- using massages;
- drinking fluids to relieve heat stress.

How do you decide if the case involved restricted work?

Restricted work activity occurs when, as the result of a work-related injury or illness, an employer or health care professional keeps, or recommends keeping, an employee from doing the routine functions of his or her job, or from working the full workday that the employee would have been scheduled to work before the injury or illness occurred.

How do you count the number of days of restricted work activity or the number of days away from work?

Count the number of calendar days the employee was on restricted work activity or was away from work as a result of the recordable injury or illness. Do not count the day that the injury or illness occurred in this number. Begin counting days from the day after the incident occurs. If a single injury or illness involved both days away from work and days of restricted work activity, enter the total number of days for each. You may stop counting days of restricted work activity or days away from work once the total of either or the combination or both reaches 180 days.

Under what circumstances should you NOT enter the employee's name on the OSHA Form 300

You must consider the following types of injuries and illnesses to be privacy concern cases:

- an injury or illness to an intimate body part or to the reproductive system,
- an injury or illness resulting from a sexual assault,
- a mental illness,
- a case of HIV infection, hepatitis, or tuberculosis,
- a needlestick injury or cut from a sharp object that is contaminated with blood or other potentially infectious material (see 29 CFR Part 1904.8 for definition), and
- other illnesses, if the employee independently and voluntarily requests that his or her name not be entered in the log.

You must not enter the employee's name on the OSHA 300 Log for these cases. Instead, enter "privacy case" in the space normally used for the employee's name. You must keep a separate, confidential list of the case numbers so that you can update the cases and provide information to the government if asked to do so.

continued on pg. ***5****.7*

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*continued from pg. **5**.6*

If you have a reasonable basis to believe that information describing the privacy concern case may be personally identifiable even through the employee's name has been omitted, you may use discretion in describing the injury or illness on both the OSHA 300 and 301 forms. You must enter enough information to identify the cause of the incident and the general severity of the injury or illness, but you do not need to include details of an intimate or private nature.

What if the outcome changes after you record the case?

If the outcome or extent of the injury or illness changes after you have recorded the case, simply draw a line through the original entry or, if you wish, delete or white-out the original entry. Then write the new entry where it belongs. Remember, you need to record the most serious outcome for each case.

Classifying Injuries

An injury is any wound or damage to the body resulting from an event in the work environment.
Examples: Cut, puncture, laceration, abrasion, fracture, bruise, contusion, chipped tooth, amputation, insect bite, electrocution, or a thermal, chemical, electrical, or radiation burn. Sprain and strain injuries to muscles, joints, and connective tissues are classified as injuries when the results is from a slip, trip, fall or other similar accident.

Classifying Illnesses

Skin diseases or disorders
Skin diseases or disorders are illnesses involving the worker's skin that are caused by work exposure to chemicals, plants, or other substances.
Examples: Contact dermatitis, eczema, or rash caused by primary irritants and sensitizers or poisonous plants; oil acne; friction blisters, chrome ulcers; inflammation of the skin.

Respiratory conditions
Respiratory conditions are illnesses associated with breathing hazardous biological agents, chemicals, dust, gases, vapors, or fumes at work.
Examples: Silicosis, asbestosis, pneumonitis, pharyngitis, rhinitis or acute congestion; farmer's lung, beryllium disease, tuberculosis, occupational asthma, reactive airways dysfunction syndrome (RADS), chronic obstructive pulmonary disease (COPD), hypersensitivity pneumonitis, toxic inhalation injury, such as metal fume fever, chronic obstructive bronchitis, and other pneumoconiosis.

Poisoning
Poisoning includes disorders evidenced by abnormal concentrations of toxic substances in blood, other tissues, other bodily fluids, or the breath that are caused by the ingestion or absorption of toxic substances into the body.
Examples: Poisoning by lead, mercury, cadmium, arsenic, or other metals; poisoning by carbon monoxide, hydrogen sulfide, or other gases; poisoning by benzene, benzol, carbon tetrachloride, or other organic solvents; poisoning by insecticide sprays, such as parathion or lead arsenate; poisoning by other chemicals, such as formaldehyde.

Hearing Loss
Noise-induced hearing loss is defined for recordkeeping purposes as a change in hearing threshold relative to the baseline audiogram of an average of 10dB or more in either ear at 2000, 3000 and 4000 hertz, and the employee's total hearing level is 25 decibels (dB) or more above audiometric zero (also averaged at 2000, 3000, and 4000 hertz) in the same ear(s).

*continued on pg. **5**.8*

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continued from pg. ***5****.7*

All other illnesses
All other occupational illnesses.
Examples: Heatstroke, sunstroke, heat exhaustion, heat stress and other effects of environmental heat; freezing, frostbite, and other effects of exposure to low temperatures; decompression sickness; effects of ionizing radiation (isotopes, x-rays, radium); effects of nonionizing radiation (welding flash, ultra-violet rays, lasers); anthrax, bloodborne pathogenic diseases, such as AIDS, HIV, Hepatitis B or Hepatitis C; brucellosis; malignant or benign tumors; histoplasmosis; coccidioidomycosis.

When must you post the summary?

You must post the OSHA 300A summary only – not the 300 Log – by February 1 of the year following the year covered by the form and keep it posted until April 30 of that year. The form must be certified by a company executive.

How long must you keep the log and summary on file?

You must keep the 300 Log and 300A Summary for five (5) years following the year to which they pertain.

Do you have to send these forms to OSHA at the end of the year?

No. You do not have to send the completed forms to OSHA unless specifically asked to do so.

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Injury and Illness Recordkeeping Program

Optional - Calculating Injury and Illness Incidence Rates

What is an incidence rate?

An incidence rate is the number of recordable injuries and illnesses occurring among a given number of full-time workers (usually 100 full-time workers) over a given period of time (usually one year). To evaluate your firm's injury and illness experience over time or to compare your firm's experience with that of your industry as a whole, you need to compute your incidence rate. Because a specific number of workers and a specific period of time are involved, these rates can help you identify problems in your workplace and/or progress you may have made in preventing work-related injuries and illnesses.

How do you calculate an incidence rate?

You can compute an occupational injury and illness incidence rate for all recordable cases or for cases that involved days away from work for your firm quickly and easily. The formula requires that you follow instructions in paragraph (a) below for the total recordable cases or those in paragraph (b) for cases that involved days away from work, *and* for both rates see the instructions in paragraph (c).

(a) *To find out the total number of recordable injuries and illnesses that occurred during the year,* count the number of line entries on your OSHA Form 300, or refer to the OSHA Form 300A and sum the entries for column (G), (H), (I), and (J).

(b) *To find out the number of injuries and illnesses that involved days away from work,* count the number of line entries on your OSHA Form 300 that received a check mark in column (H), or refer to the entry for column (H) on the OSHA Form 300A.

(c) *The number of hours all employees actually worked during the year.* Refer to OSHA Form 300A and optional worksheet to calculate this number.

You can compute the incidence rate for all recordable cases of injuries and illnesses using the following formula:

Total the number of injuries and illnesses ÷ the number of hours worked by all employees x 200,000 hours = total recordable case rate

(The 200,000 figure in the formula represents the number of hours 100 employees working 40 hours per

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week, 50 weeks per year, and provides the standard base for calculating incidence rates.)

You can compute the incidence rate for recordable cases involving days away from work, days of restricted work activity or job transfer (DART) using the following formula:

(Number of entries in column H ÷ number of entries in column I) ÷ the number of hours worked by all employees x 200,000 hours = DART incidence rate

You can use the same formula to calculate incidence rates for other variables such as cases involving restricted work activity (column (I) on Form 300A), cases involving skin disorders (column (M-2) on Form 300A), etc. Just substitute the appropriate total for these cases, from Form 300A, into the formula in place of the total number of injuries and illnesses.

What can I compare my incidence rate to?

The Bureau of Labor Statistics (BLS) conducts a survey of occupational injuries and illnesses each year and publishes incidence rate data by various classifications (e.g., by industry, by employer size, etc.). You can obtain the published data at www.bls.gov/iif or by calling a BLS Regional Office.

Worksheet

Total number of injuries and illnesses		Number of hours worked by all employees		Total recordable case rate
	X 200,000 ÷		=	

Total number of entries in Column H + Column I		Number of hours worked by all employees		DART incidence rate
	X 200,000 ÷		=	

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Injury and Illness Recordkeeping Program

How to Fill Out the 300 Log

The Log of Work-Related Injuries and Illnesses is used to classify work-related injuries and illnesses and to note the extent and severity of each case. When an incident occurs, use the log to record specific details about what happened and how it happened.

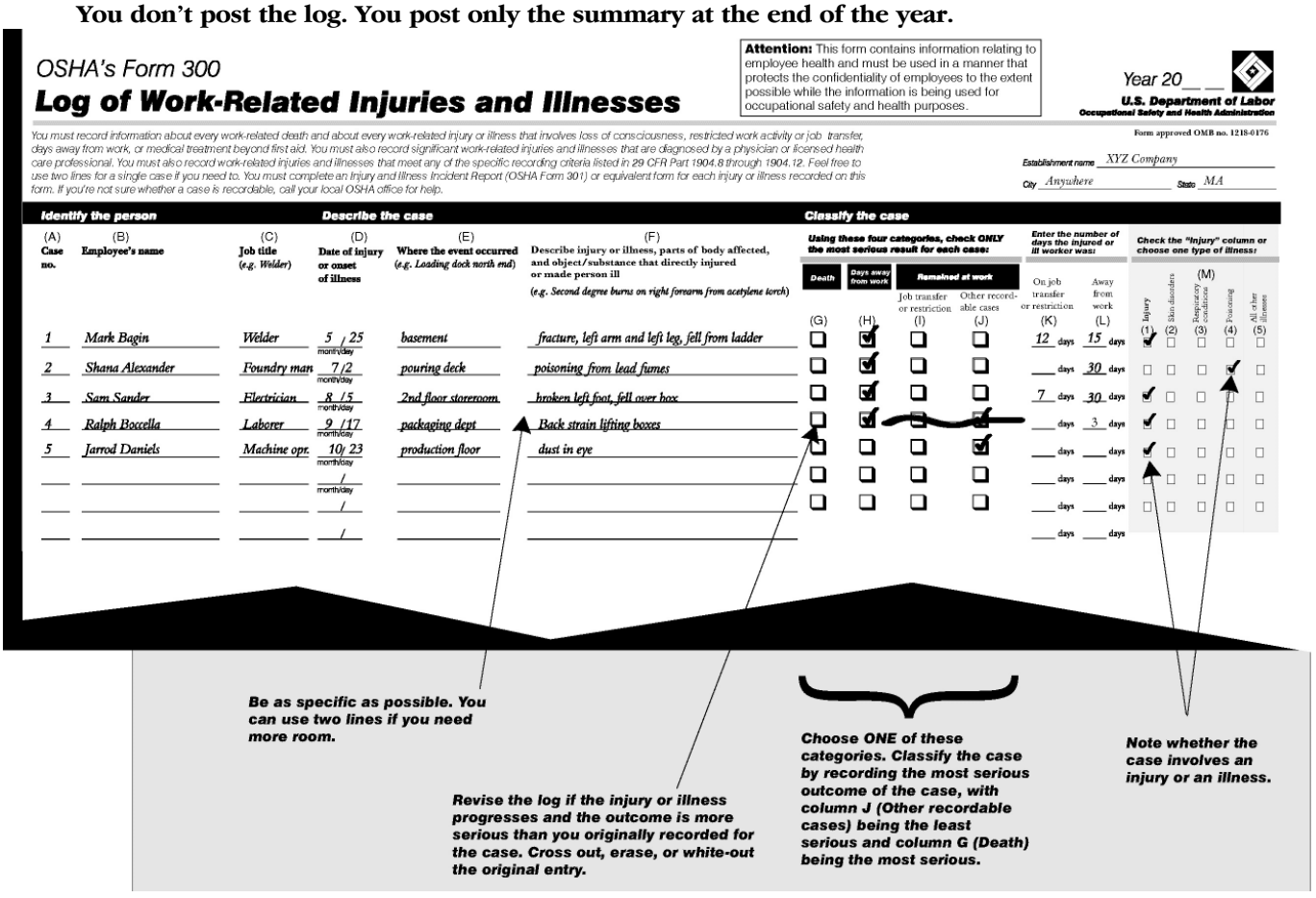
If your company has more than one establishment or site, you must keep separate records for each physical location that is expected to remain in operation for one year or longer.

We have given you several copies of the log in this package. If you need more than what was provided, you may photocopy and use as many as you need.

The 300A Summary – a separate form – shows the work-related injury and illness totals for the year in each category. At the end of the year, count the number of incidents in each category and transfer the totals from the log to the summary. Then post the summary in a visible location so that your employees are aware of injuries and illnesses occurring in their workplace.

A PDF and fillable format PDF is available on OSHA's website at www.osha.gov/recordkeeping/RKforms.html.

You don't post the log. You post only the summary at the end of the year.



OSHA's Form 300

Log of Work-Related Injuries and Illnesses

Attention: This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.

Year 20__ __

U.S. Department of Labor
Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

You must record information about every work-related death and about every work-related injury or illness that involves loss of consciousness, restricted work activity or job transfer, days away from work, or medical treatment beyond first aid. You must also record significant work-related injuries and illnesses that are diagnosed by a physician or licensed health care professional. You must also record work-related injuries and illnesses that meet any of the specific recording criteria listed in 29 CFR Part 1904.8 through 1904.12. Feel free to use two lines for a single case if you need to. You must complete an Injury and Illness Incident Report (OSHA Form 301) or equivalent form for each injury or illness recorded on this form. If you're not sure whether a case is recordable, call your local OSHA office for help.

Establishment name XYZ Company
City Anywhere State MA

Identify the person			Describe the case			Classify the case				Enter the number of days the injured or ill worker was:		Check the "Injury" column or choose one type of illness:				
(A) Case no.	(B) Employee's name	(C) Job title (e.g. Welder)	(D) Date of injury or onset of illness	(E) Where the event occurred (e.g. Loading dock north end)	(F) Describe injury or illness, parts of body affected, and object/substance that directly injured or made person ill (e.g. Second degree burns on right forearm from acetylene torch)	Using these four categories, check ONLY the most serious result for each case: Death (G)	Days away from work (H)	Remained at work: Job transfer or restriction (I)	Remained at work: Other recordable cases (J)	On job transfer or restriction (K)	Away from work (L)	(M) Injury (1)	Skin disorders (2)	Respiratory conditions (3)	Poisoning (4)	All other illnesses (5)
1	Mark Bagin	Welder	5/25	basement	fracture, left arm and left leg, fell from ladder	☐	☑	☐	☐	12 days	15 days	☑	☐	☐	☐	☐
2	Shana Alexander	Foundry man	7/2	pouring deck	poisoning from lead fumes	☐	☑	☐	☐	___ days	30 days	☐	☐	☐	☑	☐
3	Sam Sander	Electrician	8/5	2nd floor storeroom	broken left foot, fell over box	☐	☑	☐	☐	7 days	30 days	☑	☐	☐	☐	☐
4	Ralph Boccella	Laborer	9/17	packaging dept	Back strain lifting boxes	☐	☑	☐	☐	___ days	3 days	☑	☐	☐	☐	☐
5	Jarrod Daniels	Machine opr.	10/23	production floor	dust in eye	☐	☐	☐	☑	___ days	___ days	☑	☐	☐	☐	☐
___			___/___			☐	☐	☐	☐	___ days	___ days	☐	☐	☐	☐	☐
___			___/___			☐	☐	☐	☐	___ days	___ days	☐	☐	☐	☐	☐
___			___/___			☐	☐	☐	☐	___ days	___ days	☐	☐	☐	☐	☐

Be as specific as possible. You can use two lines if you need more room.

Revise the log if the injury or illness progresses and the outcome is more serious than you originally recorded for the case. Cross out, erase, or white-out the original entry.

Choose ONE of these categories. Classify the case by recording the most serious outcome of the case, with column J (Other recordable cases) being the least serious and column G (Death) being the most serious.

Note whether the case involves an injury or an illness.

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Injury and Illness Recordkeeping Program

Optional - Worksheet to Help You Fill Out the Summary 300A Form

U.S. Department of Labor
Occupational Safety and Health Administration

At the end of each year, you are required by OSHA to enter the average number of employees and the total hours worked by your employees on the summary. If you don't have these figures, you can use the information on this page to estimate the numbers you will need to enter on the summary page at the end of the year.

A PDF and fillable format PDF is available on OSHA's website at www.osha.gov/recordkeeping/RKforms.html.

How to figure the average number of employees who worked for your establishment during the year:

❶ **Add** the total number of employees paid by your establishment, (in all pay periods) during the year. Include all employees who are full-time, part-time, temporary, seasonal, salaried, and hourly.

❷ **Count** the number of pay periods your establishment had during the year. Be sure to include any pay periods when you had no employees.

❸ **Divide** the number of employees by the number of pay periods.

❹ **Round the answer** to the next highest whole number. Write the rounded number in the blank marked *annual average number of employees.*

The number of employees paid in all pay periods = ❶ _____

The number of pay periods during the year = ❷ _____

❶ / ❷ _____ = ❸ _____

The number rounded = ❹ _____

For example, Acme Construction figured its average employment this way:

For pay period...	Acme paid this number of employees...
1	10
2	0
3	15
4	30
5	40
•	•
24	20
25	15
26	+10
	830

Number of employees paid = 830 ❶

Number of pay periods = 26 ❷

$\frac{830}{26} = 31.92$ ❸

31.92 rounds to 32 ❹

32 is the annual average number of employees

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How to figure the total hours worked by all employees:

Include hours worked by salaried, hourly, part-time and seasonal workers, as well as hours worked by other workers subject to day-to-day supervision by your establishment (e.g., temporary help services workers).

Do not include vacation, sick leave, holidays, or any other non-work time, even if employees were paid for it. If your establishment keeps records of only the hours paid or if you have employees who are not paid by the hour, please estimate the hours that the employees actually worked.

If the number isn't available, you can use this optional worksheet to estimate it.

Optional Worksheet

_____ **Find** the number of full-time employees in your establishment for the year.

x _____ **Multiply** by the number of work hours for a full-time employee in a year.

_____ This is the number of full-time hours worked.

+_____ **Add** the number of any overtime hours, as well as the hours worked by other employees (part-time, temporary, seasonal)

_____ **Round** the answer to the next highest whole number. Write the rounded number in the blank marked *Total hours worked by all employees last year.*

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OSHA's Form 300 (Rev. 01/2004)

Log of Work-Related Injuries and Illnesses

Attention: This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.

Year 20___

U.S. Department of Labor
Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

You must record information about every work-related death and about every work-related injury or illness that involves loss of consciousness, restricted work activity or job transfer, days away from work, or medical treatment beyond first aid. You must also record significant work-related injuries and illnesses that are diagnosed by a physician or licensed health care professional. You must also record work-related injuries and illnesses that meet any of the specific recording criteria listed in 29 CFR Part 1904.8 through 1904.12. Feel free to use two lines for a single case if you need to. You must complete an Injury and Illness Incident Report (OSHA Form 301) or equivalent form for each injury or illness recorded on this form. If you're not sure whether a case is recordable, call your local OSHA office for help.

Establishment name ____________

City ____________ State ____________

Identify the person			Describe the case			Classify the case: CHECK ONLY ONE box for each case based on the most serious outcome for that case:				Enter the number of days the injured or ill worker was:		Check the "Injury" column or choose one type of illness: (M)					
								Remained at Work									
(A) Case no.	(B) Employee's name	(C) Job title (e.g., Welder)	(D) Date of injury or onset of illness	(E) Where the event occurred (e.g., Loading dock north end)	(F) Describe injury or illness, parts of body affected, and object/substance that directly injured or made person ill (e.g., Second degree burns on right forearm from acetylene torch)	(G) Death	(H) Days away from work	(I) Job transfer or restriction	(J) Other record-able cases	(K) Away from work	(L) On job transfer or restriction	(1) Injury	(2) Skin disorder	(3) Respiratory condition	(4) Poisoning	(5) Hearing loss	(6) All other illnesses
			/ month/day			☐	☐	☐	☐	___ days	___ days	☐	☐	☐	☐	☐	☐
			/ month/day			☐	☐	☐	☐	___ days	___ days	☐	☐	☐	☐	☐	☐
			/ month/day			☐	☐	☐	☐	___ days	___ days	☐	☐	☐	☐	☐	☐
			/ month/day			☐	☐	☐	☐	___ days	___ days	☐	☐	☐	☐	☐	☐
			/ month/day			☐	☐	☐	☐	___ days	___ days	☐	☐	☐	☐	☐	☐
			/ month/day			☐	☐	☐	☐	___ days	___ days	☐	☐	☐	☐	☐	☐
			/ month/day			☐	☐	☐	☐	___ days	___ days	☐	☐	☐	☐	☐	☐
			/ month/day			☐	☐	☐	☐	___ days	___ days	☐	☐	☐	☐	☐	☐
			/ month/day			☐	☐	☐	☐	___ days	___ days	☐	☐	☐	☐	☐	☐
			/ month/day			☐	☐	☐	☐	___ days	___ days	☐	☐	☐	☐	☐	☐
			/ month/day			☐	☐	☐	☐	___ days	___ days	☐	☐	☐	☐	☐	☐
			/ month/day			☐	☐	☐	☐	___ days	___ days	☐	☐	☐	☐	☐	☐
			/ month/day			☐	☐	☐	☐	___ days	___ days	☐	☐	☐	☐	☐	☐
					Page totals ➤	___	___	___	___	___	___	___ (1) Injury	___ (2) Skin disorder	___ (3) Respiratory condition	___ (4) Poisoning	___ (5) Hearing loss	___ (6) All other illnesses

Be sure to transfer these totals to the Summary page (Form 300A) before you post it.

Page ___ of ___

Public reporting burden for this collection of information is estimated to average 14 minutes per response, including time to review the instructions, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any other aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistical Analysis, Room N-3644, 200 Constitution Avenue, NW, Washington, DC 20210. Do not send the completed forms to this office.

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OSHA's Form 300A (Rev. 01/2004)

Summary of Work-Related Injuries and Illnesses

Year 20__ __

U.S. Department of Labor
Occupational Safety and Health Administration
Form approved OMB no. 1218-0176

All establishments covered by Part 1904 must complete this Summary page, even if no work-related injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete and accurate before completing this summary.

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the Log. If you had no cases, write "0."

Employees, former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR Part 1904.35, in OSHA's recordkeeping rule, for further details on the access provisions for these forms.

Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
_____	_____	_____	_____
(G)	(H)	(I)	(J)

Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
_____	_____
(K)	(L)

Injury and Illness Types

Total number of . . . (M)

(1) Injuries _____
(2) Skin disorders _____
(3) Respiratory conditions _____
(4) Poisonings _____
(5) Hearing loss _____
(6) All other illnesses _____

Post this Summary page from February 1 to April 30 of the year following the year covered by the form.

Public reporting burden for this collection of information is estimated to average 58 minutes per response, including time to review the instructions, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any other aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistical Analysis, Room N-3644, 200 Constitution Avenue, NW, Washington, DC 20210. Do not send the completed forms to this office.

Establishment Information

Your establishment name _____

Street _____

City _____ State _____ ZIP _____

Industry description (*e.g., Manufacture of motor truck trailers*)

_____

Standard Industrial Classification (SIC), if known (*e.g., 3715*)

____ ____ ____ ____

OR

North American Industrial Classification (NAICS), if known (e.g., 336212)

____ ____ ____ ____ ____ ____

Employment Information *(If you don't have these figures, see the Worksheet on the back of this page to estimate.)*

Annual average number of employees _____

Total hours worked by all employees last year _____

Sign here

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

_____ _____
Company executive Title

( ) – / /
Phone Date

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OSHA's Form 301
Injury and Illness Incident Report

Attention: This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.

U.S. Department of Labor
Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

This *Injury and Illness Incident Report* is one of the first forms you must fill out when a recordable work-related injury or illness has occurred. Together with the *Log of Work-Related Injuries and Illnesses* and the accompanying *Summary*, these forms help the employer and OSHA develop a picture of the extent and severity of work-related incidents.

Within 7 calendar days after you receive information that a recordable work-related injury or illness has occurred, you must fill out this form or an equivalent. Some state workers' compensation, insurance, or other reports may be acceptable substitutes. To be considered an equivalent form, any substitute must contain all the information asked for on this form.

According to Public Law 91-596 and 29 CFR 1904, OSHA's recordkeeping rule, you must keep this form on file for 5 years following the year to which it pertains.

If you need additional copies of this form, you may photocopy and use as many as you need.

Completed by _____

Title _____

Phone (____) _____ – _____ Date ___/___/___

Information about the employee

1) Full name _____

2) Street _____

City _____ State _____ ZIP _____

3) Date of birth ___/___/___

4) Date hired ___/___/___

5) ☐ Male
☐ Female

Information about the physician or other health care professional

6) Name of physician or other health care professional _____

_____

7) If treatment was given away from the worksite, where was it given?

Facility _____

Street _____

City _____ State _____ ZIP _____

8) Was employee treated in an emergency room?
☐ Yes
☐ No

9) Was employee hospitalized overnight as an in-patient?
☐ Yes
☐ No

Information about the case

10) Case number from the *Log* _____ *(Transfer the case number from the Log after you record the case.)*

11) Date of injury or illness ___/___/___

12) Time employee began work _____ AM / PM

13) Time of event _____ AM / PM ☐ Check if time cannot be determined

14) ***What was the employee doing just before the incident occurred?*** Describe the activity, as well as the tools, equipment, or material the employee was using. Be specific. *Examples:* "climbing a ladder while carrying roofing materials"; "spraying chlorine from hand sprayer"; "daily computer key-entry."

15) ***What happened?*** Tell us how the injury occurred. *Examples:* "When ladder slipped on wet floor, worker fell 20 feet"; "Worker was sprayed with chlorine when gasket broke during replacement"; "Worker developed soreness in wrist over time."

16) ***What was the injury or illness?*** Tell us the part of the body that was affected and how it was affected; be more specific than "hurt," "pain," or sore." *Examples:* "strained back"; "chemical burn, hand"; "carpal tunnel syndrome."

17) ***What object or substance directly harmed the employee?*** *Examples:* "concrete floor"; "chlorine"; "radial arm saw." *If this question does not apply to the incident, leave it blank.*

18) ***If the employee died, when did death occur?*** Date of death ___/___/___

Public reporting burden for this collection of information is estimated to average 22 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Persons are not required to respond to the collection of information unless it displays a current valid OMB control number. If you have any comments about this estimate or any other aspects of this data collection, including suggestions for reducing this burden, contact: US Department of Labor, OSHA Office of Statistical Analysis, Room N-3644, 200 Constitution Avenue, NW, Washington, DC 20210. Do not send the completed forms to this office.

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If you need help...

If you need help deciding whether a case is recordable, or if you have questions about the information in this package, feel free to contact us. We'll gladly answer any questions you have.

- **Visit us online at www.osha.gov**
- **Call your OSHA Regional office and ask for the recordkeeping coordinator, or**
- **Call your State Plan office**

Federal Jurisdiction

Region 1 - 617 / 565-9860	Connecticut; Massachusetts; Maine; New Hampshire; Rhode Island; Vermont
Region 2 - 212 / 337-2378	New York; New Jersey
Region 3 - 215 / 861-4900	DC; Delaware; Maryland; Pennsylvania; Virgina; West Virginia
Region 4 - 678 / 237-0400	Alabama; Florida; Georgia; Kentucky; Mississippi; North Carolina; South Carolina; Tennessee
Region 5 - 312 / 353-2220	Illinois; Indiana; Michigan; Minnesota; Ohio; Wisconsin
Region 6 - 972 / 850-4145	Arkansas; Louisiana; New Mexico; Oklahoma; Texas
Region 7 - 816 / 283-8745	Iowa; Kansas; Missouri; Nebraska
Region 8 - 720 / 264-6550	Colorado; Montana; North Dakota; South Dakota; Utah; Wyoming
Region 9 - 415 / 625-2547	Arizona; California; Hawaii; Nevada
Region 10 - 206 / 553-5930	Alaska; Idaho; Oregon; Washington

State Plan States

Alaska - 907 / 465-2700
Arizona - 602 / 542-5795
California - 510 / 286-7000
* Connecticut - 860 / 263-6900
Hawaii - 808 / 586-9100
* Illinois - 217 / 782-6206
Indiana - 317 / 232-2378
Iowa - 515 / 242-5870
Kentucky - 502 / 564-3070
Maryland - 410 / 767-2241
Michigan - 517 / 322-1848
Minnesota - 651 / 284-5050
Nevada - 702 / 486-9026
* New Jersey - 609 / 633-3896
New Mexico - 505 / 476-8700
* New York - 518 / 464-4338
North Carolina - 919 / 733-7166
Oregon - 503 / 378-3272
South Carolina - 803 / 896-7665
Tennessee - 615 / 741-2793
Utah - 801 / 530-6901
Vermont - 802 / 828-4000
Virginia - 804 / 371-2327
Washington - 360 / 902-5800
Wyoming - 307 / 777-7786

*Public Sector only

Member States Regional Offices:

Maine - 207 / 626-9160
Massachusetts - 978 / 837-4460
New Hampahire - 603 / 225-1629
Rhode Island - 401 / 528-4669

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Lockout/Tagout Program

Notice to Owners and Managers

This information will help you complete the written lockout/tagout program, which follows.

1. Written plan - Complete the written lockout/tagout plan, which follows, by filling in the blanks and making check marks as they apply to your company. This will enable you to prepare a customized written plan that is unique to your company. The following information also applies to your written plan. A review of your lockout/tagout program and process is required at least annually.

2. Training - (see page 6.4) Describe your procedure for training employees in the lockout/tagout standard. Both "affected" and "authorized" employees require training. "Affected" employees need to be aware of your lockout/tagout procedures, but do not actually apply the lockout devices and tags. "Authorized" employees apply your lockout devices and tags. The Northeastern Retail Lumber Association offers on-site training on this topic along with a variety of other OSHA-required topics. Contact the NRLA for details.

3. Appendix 1: Identification of Energy Sources (see page 6.5). Check the appropriate boxes and fill in the blanks, if applicable.

4. Appendix 2: Identification of Equipment Power Sources (page 6.6). For each piece of hard-wired equipment, identify the specific power source.

Use the following example as a guide:

Equipment	**Power Source**
Table saw #1	Panel 1, breakers 13 & 15
Table saw #2	Panel 2, breakers 1 & 3

Note: Equipment connected by a plug may not require a lockout procedure, provided that the employee conducting the repair work has control over the plug at all times during the repair.

5. Appendix 3: Assessment of lockout/tagout supplies (see page 6.7). Assess your lockout/tagout supplies and ensure they are adequate.

6. Lockout/Tagout Procedure: (see page 6.3). Prepare a separate procedure sheet for each piece of hard-wired equipment. If you have two or more pieces of the same equipment, (e.g., two table saws - mark them as saw #1 and saw #2). Note that you must prepare lockout/tagout procedures for equipment controlled by electrical and non-electrical sources. The individual who prepares the lockout/tagout procedure should sign and date it. Your company should review the lockout/tagout program on an annual basis, or more frequently if conditions warrant, (e.g., rewiring and renumbering of panel boxes and circuit breakers due to construction or remodeling).

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Lockout/Tagout Program

Notice to Employees
Written Compliance Plan

For

_____

Name of Business

Purpose of the Plan

This written compliance plan for our lockout/tagout program is for you, our employee. This written plan describes how we comply with the Occupational Safety and Health Administration (OSHA) Lockout/Tagout Standard (29 CFR1910.147). The Lockout/Tagout Standard, also known as The Control of Hazardous Energy, is designed to protect you from injury caused by a machine unexpectedly starting up during maintenance or repair work.

This written plan includes information on:
(1) your rights and responsibilities with respect to our lockout/tagout program,
(2) individuals authorized to apply and remove lockout/tagout devices,
(3) our lockout/tagout procedure, and
(4) training.

Employee Rights and Responsibilities

This written plan is for your information. It explains the procedures and policies we follow to protect you from the unexpected start up of equipment. You have the right to review this information.

It is your responsibility to inform us if there is anything you do not fully understand about work hazards, including procedures followed during the maintenance, repair, or service of equipment or energy sources. It is also your responsibility to become informed about the use of lockout/tagout procedures in this company. The facility's Safety Supervisor will be pleased to answer any questions you may have. This individual is (insert name and/or title of Safety Supervisor) _____ _____. It is also your responsibility to inform the Safety Supervisor if you believe practices followed during the maintenance, repair, or service of equipment, present a work hazard. It is your responsibility to inform the Safety Supervisor if you become aware of any fellow employee whose safety is affected by maintenance or repair procedures. This will help you and your co-workers, as well as help us know what we must do to make this company a safer place to work.

Informing the Safety Supervisor of maintenance and repair procedures that are potentially hazardous is a requirement of your job. As a condition of employment, you are also required to comply with safety precautions as set forth in training, and which may be posted. Certain individuals may be designated as authorized employees. Only authorized employees are permitted to use lockout/tagout devices. Failure to comply with these safety requirements may result in disciplinary action.

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Employer Responsibilities:

Appoint authorized individual to:
- Develop lockout/tagout procedures
- Identify energy sources
- Provide training to affected and authorized employees.

Authorized Individuals

Only the following people are authorized individuals. They are trained on how to install and remove lockout/tagout devices, know how to control energy sources, de-energize equipment, and restart equipment.

1. _____ 4. _____

2. _____ 5. _____

3. _____ 6. _____

Individuals who come in contact with equipment which is locked out and tagged out are known as affected employees or simply as employees.

Lockout/Tagout Procedure

If you are an authorized employee, you must act in accordance with the following procedures where lockout/tagout devices are required:

1. Identify all energy sources; equipment may have more than one source of energy and it may use a variety of types of energy, including electrical, hydraulic, pneumatic, thermal, and gas.
2. Inform affected employees; inform workers about the equipment you are taking out of operation.
3. Disconnect power; this may involve shutting off a switch, turning a valve, or pushing a button, etc.
4. Apply locks and tags; locking and blocking devices must be installed on switches and valves. Locking out is the preferred method of compliance; however, if using tags both locks and tags must be applied and tags must meet OSHA's standards. If more than one person is involved, each person must apply his/her own tag and lock, with each lock controlled by a separate, and different key.
5. Release stored energy; air, gas and hydraulic pressure must be released (e.g. bled), as most energy stored in springs, for example, as found in automotive spring compression equipment.
6. Check adequacy of lockout devices; with the equipment turned off at the energy source try to restart it. This is especially important where lockout devices such as single and multiple pole lockouts are applied to circuit breakers, as circuit breakers may be mislabeled as to the equipment they control. After performing this check return switches to a neutral or off position.
7. Perform maintenance; it is now safe to service or repair the equipment.

As an authorized employee, in order to restart equipment you must follow these procedures:

1. Clear the area; the area around the equipment must be clear of employees.
2. Remove tools; tools must be removed from the equipment.
3. Reapply guards; any guards removed during the servicing of equipment must be reinstalled.
4. Remove lockout/tagout devices; it is essential that you remove only your own lockout/tagout devices. Do not remove lockout/tagout devices installed by another co-worker.
5. Restore energy; remember to restore all energy sources.
6. Test; test the equipment for safe operation.
7. Notify affected employees; inform affected employees that it is safe to reuse the equipment.
8. Replace lockout/tagout devices; make sure you replace all lockout/tagout devices in their designated location.

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Identification of Energy Sources, Equipment Power Sources, and Lockout/Tagout Supplies

There are three appendices included as part of this lockout/tagout program.

1) Appendix 1: "Identification of Energy Sources," provides common examples of energy sources.
2) Appendix 2: "Identification of Equipment Power Sources," names power sources for specific pieces of equipment. Typical power sources are circuit panel boxes and circuit breakers.
3) Appendix 3: "Assessment of Lockout/Tagout Supplies," provides a simple means of assessing common lockout/tagout supplies, which we should have on-site.

Training

Our lockout/tagout program provides training on how to recognize the importance of lockout/tagout procedures. Our training program informs you of:

(1) the requirements of the lockout/tagout standard,

(2) operations in your work area where lockout/tagout procedures are required,

(3) the location of the written lockout/tagout program,

(4) types of lockout/tagout devices, and

(5) how authorized employees use lockout/tagout devices effectively.

Authorized employees receive more detailed training on how to follow lockout/tagout procedures for the installation and removal of devices, including tags. They also learn how to identify and label energy sources.

We provide group training and the Safety Supervisor will provide updated training, as needed. Training consists of live, interactive instruction, with special attention paid to use of lockout/tagout procedures in our facility. We encourage you to ask questions about anything you do not fully understand. We will require you to take and pass a quiz demonstrating your knowledge of the information presented above.

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Lockout/Tagout Program

Appendix 1:
Identification of Energy Sources

_____ _____
Completed By Date

_____
Title / Position

- ❑ electrical
- ❑ hydraulic
- ❑ pneumatic
- ❑ gas
- ❑ water (e.g., hot)
- ❑ mechanical (e.g., compressed springs and cables under tension)
- ❑ other (specify)_____
- ❑ other (specify)_____
- ❑ other (specify)_____
- ❑ other (specify)_____

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Lockout/Tagout Program

Appendix 2:
Identification of Equipment Power Sources

_____	_____
Completed By	Date

Equipment*	**Power Source(s)***
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Reviews of Equipment Power Sources

Reviewed By	Date
_____	_____
_____	_____
_____	_____

*For equipment, identify the specific piece of equipment (e.g., table saw #3).
*For power source(s), identify the specific energy source that controls a specific piece of equipment (e.g., panel box #2, circuit breakers #13 & #15; also, compressor #2).

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Lockout/Tagout Program

Appendix 3:
Assessment of Lockout/Tagout Supplies

_____ _____
Completed By Date

Note: N/A - means not applicable

	Check (✓) one		
	Yes	No	N/A
1. Do you have a lockout/tagout box or kit? (Insert location)_____	❑	❑	❑
2. Do you have sufficient supplies for circuit breakers?	❑	❑	❑
3. Do you have sufficient tags?	❑	❑	❑
4. Do you have a chain, or equivalent, for non-electrical equipment?	❑	❑	❑
5. Do you have at least two (2) locks with different keys?	❑	❑	❑
6. Do you have a current list of specific power sources for specific equipment? (e.g., Appendix 2: Identification of Equipment Power Sources - Insert most recent date.)_____	❑	❑	❑

7. Comments and Recommendations:

_____

_____

_____

_____

_____

_____

_____

_____

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Lockout/Tagout Program

Training Topics

I. "Authorized" employee training topics

1. Purpose, function, and restrictions of the lockout/tagout program.
2. How authorized employees should apply, use, and remove energy-isolating devices.
3. How to recognize hazardous energy sources.
4. The type and magnitude of the hazardous energy sources in the workplace.
5. Energy-control procedures, including the methods and means of isolating and controlling those energy sources.
6. The limitations of tags (where applicable).

II. "Affected" employee training topics

1. The purpose and use of energy-control procedures.
2. How to recognize when we are using an energy-control procedure.
3. How to understand the purpose of the lockout/tagout procedure.
4. The importance of not tampering with lockout or tagout devices and not starting or using equipment that is locked or tagged out.
5. The limitations of tags (where applicable).

III. "Other" employee training topics

1. The energy-control procedures in use.
2. The importance of not tampering with lockout/tagout devices and not starting or using equipment that is locked or tagged out.
3. The limitations of tags (where applicable).

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Lockout/Tagout Program

Employee Quiz

(Duplicate as needed)

_____	_____
Employee's Name (please print clearly)	Instructor
_____	_____
Company	Date

		Check (✓) one True	False
1.	Lockout/tagout devices are designed for use by outside contractors only. You do not have to use them on equipment you service or maintain yourself.	❑	❑
2.	Lockout devices are designed for use with electrical equipment only, and not oil and gas furnaces, boilers, and heating equipment.	❑	❑
3.	Authorized employees must install tags on equipment taken out for repairs or service. Locks are optional.	❑	❑
4.	Our company has lockout/tagout authorized employees.	❑	❑
5.	Equipment connected to an energy source by a plug must always be locked out using a lockout device especially designed for plugs.	❑	❑
6.	Lockout/tagout procedures apply to switches, valves, and handles.	❑	❑
7.	Each lock used to lockout equipment should have its own key, and keys should not operate more than one lock.	❑	❑
8.	Electrical energy sources must be locked and tagged out only at the circuit breaker or fuse box in order for lockout/tagout procedures to be effective.	❑	❑
9.	Simple tasks, such as replacing wiring on a light fixture, do not require the use of lockout/tagout procedures as long as the employee making the repairs fully understands the risks.	❑	❑
10.	OSHA does not require you to have lockout devices on-site.	❑	❑

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Lockout/Tagout Procedure

for

_____

Manufacturer of Equipment & Model Number or Identification Number

I. Lockout/Tagout Sequence: Shut Down **Check (✓) upon completion** **Done**

1a. Describe the type of service or maintenance the equipment requires. ❑

_____

1b. Ensure that only ***"authorized"*** employees apply lockout/tagout devices.
List ***"authorized"*** employees. ❑

_____

1c. Notify all ***"affected"*** employees that this equipment must be locked out and tagged out. ❑

2. Identify all types of energy for this equipment (fill in). ❑

	Electrical	Hydraulic	Pneumatic	Other (identify)
Magnitude of Hazards	_____	_____	_____	_____
Method(s) of Control	_____	_____	_____	_____

3. Shut down the machine. Describe the normal stopping procedure. ❑

_____

4. Disconnect power, e.g., isolate the equipment from its energy source(s). Identify panel box and circuit #, if applicable, and describe how to disconnect power. ❑

_____

_____

5. Apply lockout/tagout devices.
Describe where lockouts/tagouts should be applied. ❑

_____

_____

continued on pg. 6.11

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6. Release or restrain stored energy. Describe how stored energy such as electrical, hydraulic, air, or gas, etc. is restricted, dissipated, blocked, bled down, etc. ❑

_____

_____

_____

7a. Remove personnel from the equipment and attempt to restart. Describe restarting process. ❑

_____

7b. Return operating controls to "off" or "neutral" position. ❑

8. The equipment is now locked out. You can now service the equipment. ❑

-See following for restarting procedure-

II. Lockout/Tagout Sequence: Restarting Procedure **Check (✓) upon completion** **Done**

(This form can be used to document annual review process for each machine.)

1. Upon completion of service, remove all tools and spare parts from equipment and replace guards ❑
2. Make sure all workers are safely positioned away from the equipment. ❑
3. Make sure controls are in a stop position or neutral. ❑
4. Remove lockout devices. ❑
5. Reenergize the equipment by turning the power back on. ❑
6. Test machine to ensure it is working properly. If equipment does not perform correctly, apply lockout/tagout devices before conducting additional service. ❑
7. Notify affected employees that the equipment is no longer locked out. ❑
8. Return lockout/tagout devices to designated location. ❑

_____ _____

Prepared by: Date:

_____ _____

Reviewed by: Date:

_____ _____

Reviewed by: Date:

_____ _____

Reviewed by: Date:

_____ _____

Reviewed by: Date:

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Lockout/Tagout

Quiz Answer Key

Lockout/Tagout
Employee Quiz (page 6.9)

1. False
2. False
3. False
4. True
5. False
6. True
7. True
8. False
9. False
10. False

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Personal Protective Equipment (PPE) Program

Notice to Owners and Managers

This information will help you complete the Personal Protective Equipment Program.

1. **Written plan -** Complete the written Personal Protective Equipment Program (PPE), by filling in the blanks and making check marks as they apply to your company. This will enable you to prepare a customized, written plan, that is unique to your company. The following information also applies to your written plan.

2. **Hazard Assessments -** (see page 7.3) Conducting hazard assessments is required by OSHA. These assessments describe work activities, potential hazards that employees may be exposed to, and required PPE. For a sample hazard assessment form, see page 7.5 (you should make multiple copies of this form). Assess work activities and determine how employees can be injured (e.g., impact of flying objects). Note that any given work activity may have more than one hazard associated with it and therefore, require more than one type of PPE. On this form, describe the recommended PPE (e.g., safety glasses) and the PPE you provide. Note any ratings of the PPE, which will ensure its adequacy for certain hazards. Indicate when PPE should be replaced.

3. **Hazard Assessment Certification -** (see page 7.6) Also required by OSHA to certify that you conducted hazard assessments. For a sample hazard assessment certification form see page 7.6.

4. **Provision of PPE -** (see page 7.3) Determine what PPE you will make available and how much, if anything, employees will pay for it. Most companies make PPE such as eye and ear protection available at no cost to employees. You should determine the policy for your business regarding prescription safety glasses and work boots.

5. **Training -** (see page 7.4) Describe your procedure for training employees in the Personal Protective Equipment Standard. The Northeastern Retail Lumber Association offers on-site training, in certain territories, on this topic and a variety of other OSHA-required topics. Contact the NRLA for details.

6. **Certification of Training -** (see page 7.7) In addition to certifying that you conducted hazard assessments, OSHA also requires you to certify that PPE training was conducted. Use the form on page 7.7 for this certification.

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Personal Protective Equipment (PPE) Program

Written Compliance Plan

For

_____

Name of Business

Purpose of the Plan

This written compliance plan for our Personal Protective Equipment (PPE) Program is for you, our employee. This written plan describes how we comply with the Occupational Safety and Health Administration (OSHA) Personal Protective Equipment Standard (29 CFR 1910.132). Other relevant standards cover eye and face protection (29 CFR 1910.133), head (29 CFR 1910.135), foot (29 CFR 1910.136), and hand (29 CFR 1910.138). OSHA requires many types of PPE to meet certain specifications as set forth by the American National Standards Institute (ANSI).

This written plan includes information on:
(1) your rights and responsibilities with respect to our PPE program,
(2) hazard assessments; which identify worksite hazards and specific PPE that will protect you and your fellow co-workers from those hazards. (e.g. gloves, safety glasses and goggles, respirators, and earplugs, etc.),
(3) our certification that we conducted hazard assessments,
(4) provision of PPE,
(5) training, and
(6) certification that we provided PPE training.

Employee Rights and Responsibilities

This written plan is for your information and you have the right to read it. You also have the right to review our hazard assessments, which describe potential worksite hazards and appropriate PPE for each hazard.

It is your responsibility to inform the Safety Supervisor if there is anything you do not fully understand about work hazards you come in contact with or the appropriate PPE. It is also your responsibility to become informed about the hazards you come in contact with. The facility's Safety Supervisor will be pleased to answer any questions you may have. This individual is (insert name and/or title of Safety Supervisor) _____. It is also your responsibility to inform the Safety Supervisor if you become aware of new work hazards.

It is our responsibility to conduct hazard assessments, determine the appropriate PPE for each hazard, and make certain PPE is available. We are also responsible for providing PPE training and ensuring that you are wearing it. Failure to use PPE where required may result in disciplinary action.

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Hazard Assessments

We conduct hazard assessments on a variety of work activities, which may expose you to hazards. Wherever possible we use engineering controls or administrative controls, such as job rotation, to minimize your exposure to these hazards.

For each of these work activities, we determined the hazards (e.g., impact of an object on an employee) and the body part affected by the hazard (e.g., the eye). We recommended PPE (e.g., safety glasses), PPE ratings (e.g., safety glasses which meet ANSI Standards or in the case of hearing protection, a noise reduction rating), and list PPE provided by us. We also assess PPE maintenance requirements. Our hazard assessments appear in the following location:_____ (insert location).

The form we use to conduct these hazard assessments appears at the end of this written compliance form. We encourage you to review these hazard assessments to understand hazards in your worksite, as well as other hazards you may come in contact with.

In addition to our hazard assessments, you can learn more about the PPE required for specific work activities involving chemicals, gases and other hazardous products by consulting Safety Data Sheets (SDS). The Safety Supervisor can make relevant SDSs available for your review.

Hazard Assessment Certification

OSHA requires us to certify that we conducted hazard assessments. Our certification identifies the workplace assessed, the name of the person making the certification, and the date(s) of hazard assessments. See page 7.6 for the form used to certify these hazard assessments.

Provision of PPE

The following PPE's available for our employees, as checked below (✓):

❑ Eye protection (non-prescription)
❑ Eye protection (prescription)
❑ Hand protection
❑ Foot protection
❑ Hearing protection
❑ Respiratory protection
❑ Other_____
❑ Other_____

Some PPE may be shared among employees. Common examples are gloves and eye protection for torches and welders. The Safety Supervisor will be pleased to answer any questions about the cost of PPE and who pays for it, including our policy on prescription safety glasses and foot protection. Speak to your Safety Supervisor if you have any questions about how to select appropriate PPE for specific hazards in our facility. Common sources of information about recommended PPE include:
(1) manufacturers' instructions for tools, equipment, chemicals, and other hazardous products,
(2) Safety Data Sheets (SDS), and
(3) trade publications.

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Training

Our PPE program provides training on how to recognize hazards and select the appropriate PPE. Our training program covers the following OSHA requirements:

(1) when PPE is necessary,
(2) what type of PPE is necessary,
(3) how to properly wear and adjust PPE,
(4) limitations of PPE, and
(5) proper care of PPE including maintenance, useful life of PPE, inspection, and replacement. OSHA requires us to certify that we conducted this training (see the Certification of Training on page 7.7).

We provide group training and your Safety Supervisor will provide updated training, as needed, on new hazards, which are introduced into the workplace. Our training format consists of live, interactive instruction, with specific attention paid to selecting PPE for different types of hazards. We encourage you to ask questions about anything you do not understand. We may require you to take and pass a quiz demonstrating your knowledge of the information presented above. The following individual(s) will provide training:

Name / Title _____

Name / Title _____

Name / Title _____

We use the following procedure(s) to train new employees at our facility:

_____

_____

_____

We train workers on **new** hazards introduced into the workplace using the following procedure:

_____

_____

Training Certification

OSHA requires us to certify that we conducted PPE training, the date(s) of training, and the subjects we trained on. The form we use to certify this training appears at the end of this written plan.

Training Topics and Employee Quiz

A description of required training topics and the employee quiz are available on pages 7.8 and 7.9. Duplicate as needed.

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Personal Protective Equipment (PPE) Program

Hazard Assessment Form

(Duplicate as needed)

_____ _____
Completed by Date

1. Work Activity_____

2. Apparent Hazards: **check (✓) all that apply.**

❑ Abrasions	❑ Force (excessive)	❑ Postures (awkward)
❑ Burns	❑ Glare	❑ Stress (contact)
❑ Chemicals	❑ Heat	❑ Vibration (vibrating tools)
❑ Cuts	❑ Impact	❑ Other_____
❑ Dust	❑ Movements (repetitive)	❑ Other_____
❑ Electrical	❑ Noise	❑
Other_____		
❑ Fall	❑ Optical Radiation	❑ Other_____

3. Type of Hazard	Body Part Affected (e.g. eye, ear, hand, etc.)
_____	_____
_____	_____
_____	_____
_____	_____

4. PPE* Provided (type and rating)	PPE Recommended (type and rating)
_____	_____
_____	_____
_____	_____
_____	_____

5. PPE Maintenance (insert type of PPE and replacement or inspection schedule, if applicable)

_____	_____
_____	_____
_____	_____
_____	_____

* PPE - Personal Protective Equipment

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Personal Protective Equipment (PPE) Program

Hazard Assessment Certification

(Duplicate as needed)

Certification by (print name/title)	Date(s) of Hazard Assessment
Workplace (location) evaluated	Location of Hazard Assessment Documents

This document certifies that we assessed worksite activities at the above-named location, as required by OSHA's Personal Protective Equipment Standard (29 CFR 1910.132). As part of the hazard assessments, potential hazards for employees, and the required personal protective equipment were identified.

Employee Signature	Date

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Personal Protective Equipment (PPE) Program

Certification of Training

(Duplicate as needed)

_____ _____
Completed by (name/title) Date of Training

_____ _____
Trainer's Name Topic(s) of Training

This document certifies that PPE Program training was conducted and that employees understand it. The following applies to our training program as checked (✓):

- ❑ We administer a quiz to demonstrate employee knowledge of material presented in our PPE training program. Each quiz shows the name of the employee completing it. Contact the Safety Supervisor for access to employee tests and results.
- ❑ We do not administer a quiz on our PPE training program.
- ❑ Names of employees who completed this training program appear below.

Employee Names (please print)

_____ _____
_____ _____
_____ _____
_____ _____
_____ _____
_____ _____
_____ _____
_____ _____
_____ _____
_____ _____
_____ _____
_____ _____
_____ _____

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Personal Protective Equipment (PPE) Program

Training Topics

(Duplicate as needed)

_____ _____

Reviewed by Date

Below is a description of topics covered in Personal Protective Equipment (PPE) training, as required by OSHA.

1. When PPE is necessary.
2. What type of PPE is necessary for specific tasks.
3. How to properly wear and adjust PPE.
4. Limitations of PPE.
5. Proper care of PPE including maintenance, useful life of PPE, inspection, and replacement.

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Personal Protective Equipment (PPE) Program

Employee Quiz

(Duplicate as needed)

_____	_____
Employee's Name (please print clearly)	Instructor
_____	_____
Facility	Date

	Check (✓) one True	False
1. Safety Data Sheets (SDS) provide information on personal protective equipment (PPE) required for the use of hazardous materials. This section is known by a variety of names, including "Special Protection," "Protective Equipment," and "Control Measures," etc.	❑	❑
2. Respirators, ear plugs, goggles, work boots, and gloves are all examples of PPE.	❑	❑
3. Appropriate PPE is the preferred means of preventing over-exposure to hazardous chemicals.	❑	❑
4. It is the employer's responsibility to determine if PPE is necessary and select appropriate PPE.	❑	❑
5. Currently, PPE is not available to lessen the impact of ergonomic injuries and illnesses, such as carpal tunnel syndrome.	❑	❑
6. As a general rule, only chemicals and products which have an odor require the use of PPE.	❑	❑
7. If your safety glasses become scratched or fog up and interfere with vision, you are not required to use eye protection.	❑	❑
8. The main difference between safety glasses and safety goggles is that goggles have an elastic band and safety glasses do not.	❑	❑
9. Back belts are an example of PPE, and current research shows that they are effective in reducing employee injuries.	❑	❑
10. Our company requires us to use PPE.	❑	❑

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Personal Protective Equipment (PPE) Program

Quiz Answer Key

Personal Protective Equipment (PPE) Program
Employee Quiz (page 7.9)

1. True
2. True
3. False
4. True
5. False
6. False
7. False
8. False
9. False
10. True

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Training Records

Training Records are filed in the following location(s):_____

_____

(insert location(s))

Records are filed in the following manner Check (✓) one:

___ By the OSHA Training Topic

___ By the Employee's Name

___ Other _____

To access employee training records:

Contact:

_____

(Insert name of individual and his/her title or department)

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Resources

New Employee Orientation

Instructions for the Safety Supervisor. You can use the form on the next page to document your basic safety orientation to your new employees. You can also use it to document the personal protective equipment (PPE) you provide for your employees.

Edit as you see fit, and place on your own stationery if desired.

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Resources

New Employee Orientation

Welcome to our company, _____. We consider you and your safety paramount, which is why we conduct this safety orientation for every new employee. This training will introduce you to our company's safety practices. We will ask you to sign this form so we have a record documenting your completion of the new employee orientation.

1. Safety Practices and Training

The individual conducting this orientation will describe what you should do in situations to ensure your safety, the safety of your co-workers, and the public.

- No employee is expected to undertake a job until he or she has received adequate instructions on how to perform the job properly and has been authorized to perform that job.
- No employee should undertake a job that appears unsafe.
- Each employee should immediately report all unsafe conditions encountered during work.
- An injury must be reported to your Safety Supervisor at once.

2. Safety Supervisor

The Safety Supervisor at our facility is (insert name):_____
Additional assistance may include (insert names):
_____

3. Safety Programs

We have a number of written safety programs filed in our OSHA compliance manual, located in the following area: _____. Comprehensive safety training will be provided and you may be required to take and pass a quiz demonstrating your knowledge and understanding of our safety programs.

Our safety programs include the following, **as checked (✓) below:**

- ❑ emergency action and fire extinguisher safety. In the event of a fire, you and your fellow co-workers will meet in the following location_____. We do not expect you to use a fire extinguisher unless you have been trained on how to use it.
- ❑ hazard communication. We have Safety Data Sheets (SDS) on each of the hazardous chemicals and products we use. We file them in a SDS Manual located in the following area _____.
- ❑ lockout/tagout (which enables us to lock equipment during maintenance or breakdowns)
- ❑ personal protective equipment (PPE)
- ❑ other (identify)_____

4. First Aid

First aid is available in the following location(s):_____.

continued on pg. 9.3

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5. Personal Protective Equipment

The following Personal Protective Equipment (PPE) is available, **as checked below(✓)** at no cost to the employee. (*These items may be shared.):

- ❑ safety glasses (clear)*
- ❑ safety goggles(clear)*
- ❑ face shield (clear)*
- ❑ ear plugs
- ❑ ear muffs
- ❑ gloves*
- ❑ respirator
- ❑ foot protection
- ❑ hard hat / head protection*
- ❑ _____

6. Violence Action Plan

Robbery

- Assume the person has a weapon - even if you do not see one.
- Don't argue or talk with the person.
- Give the person what they want.
- Don't detain, sound an alarm, or try to capture the person.
- Make a mental note of the person's description and write it down as soon as possible.
- Try to get a vehicle license number and write it down.
- Call 911

Threats

Non-Physical Threats/Verbal/Phone Calls

- Remain calm - let the person talk (do not argue with the person).
- Call management immediately.
- Management should call 911 if the threat was made toward an employee or the facility.

Physical Threat

- Remain calm - get away from the person immediately.
- Call 911
- Call management/call corporate offices.

Workplace Violence/Threats

Threats, threatening behavior, or acts of violence against employees, customers, guests, or other individuals by anyone on (insert you company name)_____ property will not be tolerated. Any person who makes threats, threatening behavior or engages in violent acts on (inserts your company name) _____ property will be removed from the premises by the police as quickly as safety permits. This person shall remain off (insert your company name) _____ property pending an investigation.

All (insert your company name) _____employees are responsible for notifying management of any threats they have witnessed, received, or been told that another person has received or witnessed.

I have participated in safety training for new employees.

_____ _____
Employee Signature Date

_____ _____
Safety Supervisor Date

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Resources

OSHA's Forklift Training Requirements

The Occupational Safety and Health Administration estimates that approximately 100 fatalites and 20,000 injuries occur annually due to the unsafe operation of powered industrial trucks (forklifts). Even in the typical retail lumberyard, serious accidents and even deaths have occurred. OSHA continues to give forklifts a high priority when inspecting lumberyards and forklifts frequently receive the most citations during inspections of lumberyards. For this reason, the National Lumber and Building Material Dealers Association (NLBMDA) has created ***The Forklift and You*** operator training program. While reinventing your training program may seem like another hoop for your company to jump through, the increased training can decrease production costs through reduced damage to property and injury to people.

This high-value package (available in English or Spanish) is available to NRLA members for only $250 (non-members pay $400). Components of the program can be sold separately.

To order your kit, please contact NRLA at 800.292.6752.

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Resources

How OSHA Prioritizes Inspections

The Mandate: The Occupational Safety and Health Act of 1970 seeks to "...assure so far as possible every working man and woman in the Nation safe and healthful working conditions."

As one way to promote worker protection, the Act authorizes the Occupational Safety and Health Administration (OSHA) to set and enforce safety and health standards. The agency conducts inspections to make sure these specific standards are met and that the workplace is generally free from recognized hazards likely to cause death or serious physical harm.

The CSHO: OSHA calls its inspectors compliance safety and health officers (CSHO). They are experienced professionals whose goal is to help employers and workers reduce on-the-job hazards.

Inspection Priorities: Not all of the six million workplaces covered by OSHA's federal and state ban will be inspected regularly. The most hazardous conditions need attention first.

* **Imminent Danger:** Imminent danger situations have top priority. An imminent danger is a hazard that could cause death or serious physical harm immediately, or before the danger could be eliminated through normal enforcement procedures. When compliance officers find imminent danger conditions, they will ask for immediate voluntary correction of the hazard by the employer or removal of endangered employees from the area. If an employer fails to do so, OSHA can go to the nearest Federal District Court for appropriate legal action.

* **Catastrophes and Fatal Accidents:** High priority is also given to investigation of job fatalities and accidents hospitalizing five or more employees. Such accidents must be reported to OSHA within 48 hours.

* **Complaints:** OSHA investigates written and signed complaints by current employees or their representatives of hazards that threaten serious physical harm to workers. Complaints, other than imminent danger, received from anyone other than a current employee or employee representative, or unsigned by a current employee, or received anonymously, may result in a letter form the agency to the employer describing the allegation(s) and requesting a response. OSHA will not reveal the name of the person filing the complaint, if so requested.

* **Programmed Inspections:** OSHA routinely conducts safety and health inspections in high-hazard industries, like manufacturing or construction. The agency develops its general schedule for inspecting the most hazardous industries based on various statistical data, such as job injury/illness rates, Workers' Compensation, and other information.

After entering a workplace in a high-hazard business, OSHA inspectors consult and verify the log of injuries and illness which most employers with more than ten employees are required to keep. About five percent of OSHA programmed inspections focus on firms in low hazard manufacturing industries and an additional five percent in non-manufacturing industries.

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* **Follow-up Inspections:** The agency may reinspect firms cited for imminent danger conditions or for willful, repeat or serious violations to ensure the correction of cited hazards. OSHA may also conduct follow-up inspections to check the progress of long-term hazard correction programs by employers.

The Inspection Process

* **CSHO "Homework":** To prepare for an inspection, compliance officers become familiar with the history of the establishment, the operations and processes in use, and the standards most likely to apply. They gather all equipment necessary to test for health and safety hazards.

* **At the Worksite:** When an OSHA inspector arrives, he or she displays official credentials and asks to see the employer. Employers should always insist upon seeing the compliance officer's U.S. Department of Labor credentials bearing photos and serial numbers, which can be verified by the nearest OSHA office. Employers have the right to require OSHA to obtain a warrant before permitting entry.

* **Opening Conference:** The compliance officer will explain the nature of the visit, the scope of the inspection and the applicable standards. Information on how to obtain copies of the OSHA regulations will be furnished. A copy of any employee complaint (edited, if requested, to conceal the employee's identity) will be provided. The employer will be asked to select an employer representative to accompany the compliance officer during the inspection. An authorized representative of employees, if any, also has the right to go along. The compliance officer will consult with a reasonable number of employees.

* **Walkaround Inspection:** After the opening conference, the compliance officer and the representatives go through the workplace, inspecting for workplace hazards. When talking with workers, compliance officers will try to minimize work interruptions. The Act prohibits discrimination in any form by employers against workers because of anything they say or show the compliance officer during the inspection or for any other OSHA protected safety-related activity. The compliance officer will discuss any apparent violations noted during the walkaround, and if asked will offer technical assistance or advice on how to eliminate hazards.

* **Closing Conference:** The compliance officer reviews any apparent violations with the employer and discusses possible methods and time periods necessary for their correction. The compliance officer explains that this violation(s) may result in a citation and a proposed financial penalty, describes the employers rights and responsibilities, and answers all questions.

* **Citations:** OSHA is required by law to issue citations for violations of safety and health standards. The agency is not permitted to issue warnings. Citations include 1) a description of the violation; 2) the proposed penalty, if any; and 3) the date by which the hazard must be corrected. In most cases the citations are prepared at the OSHA area office and are mailed to the employer. Employers have 15 working days after receipt to file an intention to contest OSHA citations before the independent Occupational Safety and Health Review Commission.

* **Settlement Agreements:** If an employer believes OSHA's citations are unreasonable or wishes, for any reason, to discuss the OSHA enforcement action, he or she may request an informal conference with the Area Director to discuss any citations issued. The agency and the employer may work out a settlement agreement to resolve the dispute and to eliminate the hazard.

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Resources
Armed Robbery Prevention

The following is supplied by the Colorado Association of Robbery Investigators (CARI).

Prevention At Work

- Keep your front doors and windows clear of signs and posters to allow good, two-way visibility. This way employees can see suspicious persons outside and passers-by and police can see inside.
- Keep the outside of your business well lit at night.
- Make sure your cash register area is clearly visible to outside observers.
- Practice good cash control. Keep a minimum amount in your cash drawer and make regular drops into a safe.
- Advertise outside that you keep a minimal amount of cash in the register and that you will not accept large bills.
- Don't keep large bills under the cash drawer. If you don't have a safe, find a less obvious place to hide your extra cash until you go to the bank.
- Use a safe that the clerk cannot open alone or that requires two keys. Post that fact conspicuously, including on the safe itself.
- Use video camera surveillance and make it well known.
- Always have at least two clerks working at night.
- Vary your banking routine. Carry cash in a variety of ways - a lunch sack, attaché case, flight bag, pocket, etc. Money bags are pretty obvious.
- Vary the times and routes that you use to go to the bank.
- Make deposits as often as possible, never less than once a day.
- Be alert for "customers" who seem to be loitering or glancing around the store while appearing to shop or browse through a magazine.
- Watch for suspicious persons outside the business - especially in parked cars.
- If you see someone who is acting suspicious inside or outside, call the police to have them checked out.
- Two persons should be on hand at opening and closing times.
- At opening time, one person should enter the store and check to see if it has been disturbed.
- Before closing, one person should check the office, back rooms and rest rooms to make sure no one is hiding inside.
- Keep side and back doors locked. Have employees use the main entrance, if possible.
- Place markers at the main entrance that employees can use to help gauge the height of a robber as he leaves.

What To Do During A Robbery

- Try to stay calm. Don't make any sudden movements to upset the robber.
- Do exactly as you are told. DO NOT RESIST!
- Activate your alarm ONLY if you can do so secretly.
- Tell the robber about anything that might surprise him, such as someone who is expected to arrive soon.
- If you have to move or reach, tell the robber what you are going to do and why.
- Try to get a good look at the robber so you can describe him later.
- Don't be a hero. It's better to lose your money than your life.

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- Give the robber time to leave.
- Note his direction of travel when he leaves.
- Try to get a description of his vehicle ONLY if you can do so without exposing yourself to harm.

What To Do After A Robbery

- Call the police immediately, even if you have already activated the alarm.
- Close the store and lock the door(s) if you have a key.
- Do not discuss the details of the robbery with witnesses or fellow employees.
- Ask any witnesses to stay until police arrive. If they can't, get their names, phone numbers and addresses.
- Do not touch anything that the robber may have touched. Block off areas where the robber was, if necessary.
- Try to recall as much as you can about the robber's appearance, speech and mannerisms. Make notes.
- Step outside the store when the police arrive so that they'll know the robber is gone and you are safe.
- Let the police answer inquiries from the news media.
- Do not discuss the amount of money taken with anyone other than police.

For more information on Robbery Prevention you may contact the Colorado Association of Robbery Investigators (CARI) at the following:

Colorado Association of Robbery Investigators
4701 Marion Street, Suite 400
Denver, Colorado 80216

e-mail: info@coloradorobbery.org

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Resources
Required Federal Posters

The Federal Labor Laws require all employers to post and maintain current Federal Notices (posters) in a conspicuous place on the premises where they can be seen by all employees. Each employer shall take steps to ensure that such notices are not altered, defaced, or covered by other material.

The required Federal posters, also known as the "6-in-1", include the following:

- Employee Polygraph Protection Act
- Equal Employment Opportunity
- Family and Medical Leave Act
- Minimum Wage Act
- Occupational Safety and Health Act
- Uniformed Services (USE RRA) Employment and Reemployment Rights Act
- Posting requirements and links can be found at www.nrla.org

Posting Requirements

Federal posting requirements are mandated by the U.S. Department of Labor and require all employers to display Employment Law Posters in a conspicuous location where employees will have unobstructed access to them.

The Northeastern Retail Lumber Association is pleased to provide you with the following vendor that sells the Federal "6-in-1" Posters in both the English and Spanish versions.

Their contact information is:
J.J. Keller & Associates
Order by phone at 800.327.6868
Order by FAX at 800.727.7516
Order via the Internet at www.jjkeller.com
(type "employment law" in search)

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OSHA Crane & Boom Truck Rules

FACT SHEET

OSHA CRANE RULE AND BOOM TRUCK EXEMPTIONS

OSHA's new crane rule was approved in 2008 and governs the safe operation of boom trucks (see new Subpart CC, Cranes and Derricks in Construction, added to regulations governing the construction industry, at 29 CFR 1926.1400-1442). This new crane rule imposes a number of burdens on operators of boom trucks and the purpose of this Fact Sheet on the "OSHA Crane Rule and Boom Truck Exemptions" and accompanying "Boom Truck: Crane Rule Exemption Checklist" is to help you determine if you are exempt from this new regulation, especially new training requirements that take effect in November 2017*.

If your company uses a boom truck, then this new regulation requires you to:

1. "certify" or "qualify" your boom truck operators by November 10, 2017, and
2. make sure your boom truck operators are "competent," and
3. evaluate your boom truck operators, and
4. ensure you use boom trucks with a "qualified signal person," and
5. maintain records of training and evaluation, and
6. insure that an "accredited" crane operator testing organization certifies your boom truck operators (or make sure that you meet the requirements of an "audited employer program), unless you meet certain exemptions.

In this Fact Sheet, we use "boom truck" to include a(n):

- "stick boom crane" which has one or more segments (i.e., extensions), and these segments do not pivot (i.e., articulate).
- "articulating boom crane," commonly referred to as a "knuckle boom," has one or more joints, which permit segments of the boom to pivot.

If you use a stick boom crane, then you must meet all requirements of the new crane rule, including items 1-6, cited above.

If you use an articulating boom crane there are exemptions from the rules if you meet certain conditions. These conditions (i.e., requirements) include:

1. the way you equip your articulating boom, and
2. the type of material you handle and hoist, and
3. the way you use your articulating boom.

All of these conditions must be met to be exempted from the new rules. We describe each of these requirements in the information that follows.

*These rules were initially set to go into effect in 2014. OSHA implemented a three year delay due to a lack of approved trainers to certify operators.

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I. How you Equip your Articulating Boom

If you:

1. equip your articulating boom with a fork or "cradle assembly,"* and
2. equip your articulating boom with an "automatic overload prevention device (AOPD)," and
3. operate the AOPD as intended (and do not override it),

◆ Then you meet the equipment requirement.

* Note: A "cradle" refers to forks that tilt to help secure material.

II. Type of Material you Handle and Hoist

If you:

1. deliver "sheet goods" ("sheet goods" are materials such as sheet rock, plywood or roofing shingles that are typically stacked as "sheets," for shipment and delivery), and/or
2. deliver "packaged goods" ("packaged goods" includes bags of cement, rolls of roofing felt, and packages of roofing shingles), and/or
3. deliver "components of a systems-engineered metal building" (CSEMB),

◆ Then you meet the exemption for the "type of material you handle and hoist."

If you:

1. deliver "prefabricated materials" ("prefabricated materials" includes roof trusses, wall panels, and precast concrete assemblies)
2. deliver "structural steel"

◆ Then you Do NOT meet the exemption for the "type of material you handle and hoist."

III. How you Use the Boom

If you:

1. Do NOT use the boom to hold material to facilitate construction, and
2. Do NOT use the boom to support material to facilitate construction, and
3. Do NOT use the boom to stabilize the material to facilitate construction, and
4. Do NOT stage materials on the ground in a particular order for hoisting, in order to facilitate construction,

◆ Then you meet the exemption for the "use of the boom."

The "Boom Truck: Crane Rule Exemption Checklist" provides a detailed checklist you can use to determine whether you meet all the requirements in order to exempt your company from OSHA's new crane rule.

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OSHA Crane & Boom Truck Rules

BOOM TRUCK: CRANE RULE EXEMPTION CHECKLIST

Company	Conducted by
Date	Title

This checklist will help you determine if you are exempt from the requirements of OSHA's new crane rule, which were approved in 2008 (and which requires compliance with certain training requirements by November 2017).

	Check (✓) one		
	Yes	No	N/A
1. Does your company not use a boom truck(s), including a "stick boom crane, "articulating boom crane," or a knuckle boom?	❒	❒	❒
Note 1: a "stick boom crane" has one or more segments (i.e., extensions), and these segments do not pivot (i.e., articulate). Note 2: an "articulating boom crane," commonly referred to as a "knuckle boom," has one or more joints, which permit segments of the boom to pivot. If your company does not use all of these boom trucks and cranes, then check "Yes," which means you are exempt from the requirements of OSHA's crane rule.			
2. Does your company use a "stick boom crane"? If your company does not use a "stick boom crane" then check "No". A "No" answer means that you are exempt from the requirements of OSHA's crane rule.	❒	❒	❒
3. Does your company use an "articulating boom crane"? If you check "Yes," to question # 3, then you must answer "Yes" or "N/a"* to all the remaining questions in order to exempt your company from the new crane rules. The following questions address: 1. the way you equip your articulating boom 2. the type of material you handle and hoist 3. the way you use your articulating boom	❒	❒	❒

Comments (identify the item number you are referring to)

_____

_____

_____

* "N/a" means "not applicable." Prepared: 7-14-13

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	Check (✓) one Yes	No	N/A
I. How you Equip your Articulating Boom			
Do you:			
1. equip your articulating boom with a fork or "cradle assembly" (a "cradle assembly" refers to forks that tilt to help secure material)	❒	❒	❒
2. equip your articulating boom with an "automatic overload prevention device (AOPD)"	❒	❒	❒
3. operate the AOPD as intended (and do not override it)	❒	❒	❒
II. Type of Material you Handle and Hoist			
Do you deliver any of the following? If you deliver this type of material, check "yes." If the delivery of this type of material is not applicable to your business, check "N/a."			
1. deliver "sheet goods" ("sheet goods" are materials such as sheet rock, plywood or roofing shingles that are typically stacked as "sheets," for shipment)	❒	❒	❒
2. deliver "packaged goods" ("packaged goods" includes bags of cement, rolls of roofing felt, and packages of roofing shingles)	❒	❒	❒
III. Type of Material you Handle and Hoist			
Do you deliver any of the following? If you do NOT deliver this type of material, check "yes." If the delivery of this type of material is not applicable to your business, check "N/a."			
3. Do NOT deliver "prefabricated materials" ("prefabricated materials" includes roof trusses, wall panels, and precast concrete assemblies)	❒	❒	❒
4. Do NOT deliver "structural steel"	❒	❒	❒
IV. How you Use the Boom			
Do you do any of the following?			
1a.transfer "sheet goods" to the ground	❒	❒	❒
1b. Do NOT stage "sheet goods" on the ground in a particular order for subsequent hoisting, so as to facilitate construction	❒	❒	❒
1c. Do NOT hold, support or stabilize "sheet goods" at an elevated surface, so as to facilitate construction	❒	❒	❒

Note: If you stage "sheet goods" in a particular order, check "No." A "No" means that you do stage goods in a particular order. If you hold, support or stabilize sheet goods so as to facilitate construction, check "No." A "No" means that you do hold, support or stabilize "sheet goods" so as to facilitate construction.

Comments (identify the item number you are referring to)

_____

_____

_____

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	Check (✓) one		
	Yes	No	N/A
III. How you Use the Boom (continued)			
Do you:			
2a. transfer "packaged goods" to the ground	❒	❒	❒
2b. Do NOT stage "packaged goods" on the ground in a particular order for subsequent hoisting, so as to facilitate construction	❒	❒	❒
2c. Do NOT hold, support or stabilize "packaged goods" at an elevated surface, so as to facilitate construction	❒	❒	❒
Note: If you stage "packaged goods" in a particular order, check "No." A "No" means that you do stage "packaged goods" in a particular order. If you hold, support or stabilize "packaged goods" so as to facilitate construction, check "No."			
3a. transfer "prefabricated materials" to the ground	❒	❒	❒
3b. Do NOT stage "prefabricated materials" on the ground in a particular order for subsequent hoisting, so as to facilitate construction	❒	❒	❒
3c. Do NOT hold, support or stabilize "prefabricated materials" at an elevated surface, so as to facilitate construction	❒	❒	❒

Note: If you stage "prefabricated materials" in a particular order, check "No." A "No" means that you do stage "prefabricated materials" in a particular order to facilitate construction. If you hold, support or stabilize "prefabricated materials" so as to facilitate construction, check "No."

Comments (identify the item number you are referring to)

_____

_____

_____

Conclusion and Additional Assistance

If you answered "No" to any of the above questions, you should consider the following:

1. Comply with OSHA's crane rule, including its November 10, 2017 training requirements for crane operators (The rule and other resources are available at www.osha.gov)
2. Change your company's practices so you can qualify for the crane rule exemption
3. Use different equipment, where applicable, so you can qualify for the crane rule exemption

For additional assistance, contact the NRLA's Government Affairs Department, and review the following NRLA fact sheet: "OSHA Crane Rule and Boom Truck Exemptions."

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Additional Safety Services

Safety Consulting Services

To assist you with your OSHA compliance needs, the Northeastern Retail Lumber Association (NRLA) has retained ASSET Corporation as a provider of safety consulting services. NRLA developed this OSHA Compliance Manual in partnership with Applied Safety Systems, Education and Training Corporation (ASSET).

ASSET specializes in occupational safety and health for small and medium-sized businesses and is a single source for all your OSHA compliance needs. ASSET provides on-site employee training, customized written safety plans, targeted safety audits, and industrial hygiene testing (air and noise level sampling). NRLA has negotiated preferred rates for its members for these safety services; fees for employee training include instruction for an unlimited number of employees. Contact the NRLA for details.

Provider of Services
Dan Harrison, CSP (certified safety professional).

Length of Services
ASSET will provide the following services:
1. Half-day of on-site consulting services (approximately four hours)
2. Full day of on-site consulting services (approximately eight hours)

Scope of Services
I. Half-day services:
NRLA members will be able to select any two items from the following list, which can be completed in a half-day (approximately four hours) of service:

a. OSHA training on topic(s) of your choice (select from 20 topics).
b. Review and complete S.O.S. (Simple OSHA Solutions) manual with Dan Harrison.
c. Establish a safety management program with procedures for your ongoing safety program.

II. Full day services:
NRLA members will be able to select any three items from the following list, which will be completed in a full day (approximately eight hours) of service:

a. OSHA training on topic(s) of your choice (select from 20 topics).
b. Review and complete S.O.S. (Simple OSHA Solutions) manual with Dan Harrison.
c. Establish internal safety management program with procedures for your ongoing safety program.
d. In depth confidential safety audit (includes a walk-through of your facility, an assessment of 50 OSHA compliance points, and written recommendations for compliance).

*continued on page **11**.2*

*continued from page **11**.1*

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ASSET's Fees

1. $595: half-day of on-site consulting services (approximately four hours)
2. $995: full day of on-site consulting services (approximately eight hours)

Sample Training Topics

- ❑ back safety
- ❑ bloodborne pathogens
- ❑ boom truck safety
- ❑ construction safety
- ❑ confined space
- ❑ emergency action
- ❑ ergonomics
- ❑ fire extinguisher safety
- ❑ forklifts & powered industrial trucks
- ❑ hazard communication
- ❑ hazardous waste operations
- ❑ hearing conservation
- ❑ incident investigation
- ❑ ladder safety
- ❑ electrical safety
- ❑ lockout/tagout
- ❑ material handling & cargo securement
- ❑ personal protective equipment
- ❑ power tool safety
- ❑ recordkeeping (OSHA 300 log)
- ❑ respiratory protection
- ❑ safety committees (and safety culture)

For more information contact:

NRLA Goverment Affairs
Phone: 800.292.6752
Fax: 518.286.1755
e-mail: government@nrla.org

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