

OSHA Awareness



Presented by
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OSHA Topics

- Recordkeeping
- Hazard Communication
- Lockout / Tagout
- Machine Guarding
- Forklift
- Emergency Action /
Fire Prevention /
Fire Extinguishers
- Confined Space
- Fall Protection
- PPE Assessment
- Hearing Conservation
- Respiratory Protection
- More

Addressing A Hazard


- “Engineer out” the hazard
- Administrative controls
- Personal protective equipment

OSHA Recordkeeping

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 OSHA Rev. 12/6/03

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 1904.6 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 <small>CHECK ONLY ONE box for each case based on the most serious outcome for that case.</small>				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 <small>(e.g., Welder)</small>	(D) Date of injury or onset of illness	(E) Where the event occurred <small>(e.g., Loading dock tenth fl.)</small>	(F) Describe the injury or illness, parts of body affected, and object/substance that directly injured or made person ill <small>(e.g., Second degree burn on right forearm from oxyacetylene)</small>	Remained at Work				Away from work <small>(K)</small>	On job transfer or restriction <small>(L)</small>	(M)					
						Death <small>(G)</small>	Days away from work <small>(H)</small>	Job transfer or restriction <small>(I)</small>	Other recordable cases <small>(J)</small>	<input type="checkbox"/>	<input type="checkbox"/>	Injury <small>(1)</small>	Non-injury <small>(2)</small>	Respiratory condition <small>(3)</small>	Training <small>(4)</small>	Transferable <small>(5)</small>	All other <small>(6)</small>
			month/day			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	— days	— days	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Page totals ➔ _____

Go sure to transfer these totals to the Summary page (Form 3004) below you part 8.

Public reporting burden for this collection of information is estimated to average 14 minutes per response, including time to review the instructions, search existing data sources, gather the data needed, and complete and review the collection of information. Send comments regarding this burden estimate or any other aspect of this data collection, including suggestions for reducing the burden, to Washington, DC 20503. Send all other comments to the Office of Management and Budget, Paperwork Project (0704-0188). Do not send the completed form to this office.

Injury	Non-injury	Respiratory condition	Training	Transferable	All other
(1)	(2)	(3)	(4)	(5)	(6)

OSHA Recordkeeping

- Is the injury recordable (lost time, work restriction, loss of consciousness, or medical treatment)?
- Record within 7 days of occurrence.
- OSHA 300A – signed by highest ranking individual
- Post the 300A summary log from February through April.
- Incidents involving the hospitalization of 3 or more employees or a fatality must be reported within 8 hours

Hazard Communication



Hazard Communication

- Written program
- Training - upon hire to explain MSDS's and chemical labeling requirements.
- Departmental training - review hazardous chemical MSDS's with employees upon hire. Additional training required if new chemicals are introduced.
- Chemicals dispensed from a large to a small container should carry the same warning label (preferably NFPA diamond label).



Hazard Communication Globally Harmonized System



Safety Data Sheets

- HCS currently allows any order of information.
- Globally Harmonized System (GHS) specifies the order of information to be used. SDS's contain 16 components.

Flame over circle



- Oxidizers

Flame



- Flammables
- Pyrophorics
- Self-Heating
- Emits Flammable Gas
- Self Reactives
- Organic Peroxides

Exploding bomb



- Explosives
- Self Reactives
- Organic Peroxides

Skull and crossbones



- Acute toxicity (severe)

Corrosion



- Corrosives

Gas cylinder



- Gases under pressure

Health Hazard



- Carcinogen
- Mutagenicity
- Reproductive Toxicity
- Respiratory Sensitizer
- Target Organ Toxicity
- Aspiration Toxicity

Environment



- Aquatic Toxicity



Exclamation mark



- Irritant
- Skin Sensitizer
- Acute Toxicity (harmful)
- Narcotic effects
- Respiratory Tract Irritation
- Hazardous to Ozone Layer

Lockout / Tagout



Lockout / Tagout

- Written program
- Machine specific procedures
- Affected employee training
- Authorized training
- Annual inspection

Machine Guarding



Machine Guarding

- Moving parts / electrical under 7 feet should be guarded
- Guards should be fixed or interlocked
- If a guard is removed, the machine should be locked out.
- Interlocks must not be bypassed!!!

Machine Guarding

Taking it 1 step further toward prevention



Emergency Action / Fire Prevention



Emergency Action / Fire Prevention Plan

- Written program (the two can be combined)
 - EAP should detail alarming, exiting, accountability
 - FP should detail heat sources, combustibles, separation
- Annual training recommended for EAP and FP
- Fire extinguisher training required annually

Confined Spaces



Confined Spaces

- Written program
- Permit procedures – for entry
- Training – initial and if additional confined spaces are introduced. Specific permit training / drills are required if spaces are entered.
- All confined spaces should be marked.

Fall Protection



BREAK.COM

Without Fall Protection...

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...you decide.



Fall Protection

- Protection required above 4 feet (Industry)
- Analysis of fall exposure and preventive methods
- Proper communication of fall exposures to EE's
- PPE and appropriate attachments points provided
- Training on PPE (wearing, caring, inspecting, limitations)

PPE Assessment



PPE Assessment

- Hazard assessment with documented PPE by department
- Train new employees on the PPE Assessment within their department
- Update the assessment and retrain as new jobs or new hazards are introduced

Hearing Conservation

- Noise levels above 85dBA (Action Level) for an 8-hour time weighted average require:
 - written program
 - annual audiograms (hearing tests)
 - hearing protection recommended
 - training
- Noise levels above 90dBA for an 8-hour time weighted average require the items above, except hearing protection becomes mandatory.

Respiratory Protection

- Written program
- Medical questionnaire
- Fit testing (annual)
- Training (annual)

Forklift Safety



Forklift Safety

- Drivers must be certified every 3 years
- Drivers must fill out pre-shift safety checklist
- Seatbelts must be worn

Bloodborne Pathogens

- Written program (Exposure Control Plan)
- Personal Protective Equipment
- Hepatitis B vaccination (including post-exposure evaluation and follow-up protocol)
- Safe Needle Devices (for those using needles)
 - Annual review of new available safe devices
 - SHARPS log
- Training (initial and annual)

Additional Considerations

- Electrical panels (3 feet of clearance)
- Eyewash stations (within 10 seconds of caustic chemical)
- Exits and exit access (100% clearance – width of exit)
- Properly illuminated exit signs and directional signage

Additional Considerations

- Electrical
 - Extension cords (for temporary use only)
 - Frayed and exposed wiring
 - Ungrounded cords
- Cranes
 - Periodic and frequent internal inspection protocol
 - Annual inspection
- Welding Stainless Steel
 - Hexavalent Chromium Testing

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