

SOMERSET COUNTY JOINT INSURANCE FUND

SCJIF Safety Manual

Chapter Review



**Somerset County
Joint Insurance Fund**

SAFETY MANUAL



How to Use this Manual

Each section includes:

- ***Introduction:***
 - Intended to help members determine whether the section applies to their operations.
- ***Regulatory References:***
 - A list of relevant regulations. (In some cases, there may be other standards that are not included in the list).
- ***Regulatory Requirements:***
 - A brief summary of selected Regulatory Requirements. **When applicable, the actual regulations should be referred to in their entirety.**
- ***SCJIF Requirements and Recommendations:***
 - This section describes steps for protecting employees beyond the regulatory requirements.
- ***Documentation:***
 - If there are record keeping requirements associated with the topic they will be noted in this section.
- ***Training:***
 - This section will list training sources and recommendations.

Introduction: Employee

Each employee is expected to place safe work practices and identification of unsafe conditions as the highest priorities while performing all daily tasks.

- Use the safety equipment provided to perform daily work assignments.
- Wear the prescribed uniform and personal protective equipment as required.
- Do not operate equipment for which training, or orientation has not been received.
- Report defective equipment immediately to the supervisor.
- Report to the supervisor any dangerous or unsafe conditions that exist in the workplace. This would include defective sidewalks, broken curbs, hanging tree limbs, loose handrails, open manholes, sunken basins and sewers, missing or damaged traffic signs or signals, as some examples, only.
- Warn co-workers of unsafe conditions or practices that they are engaged in which could lead to or cause an accident.
- Report all injuries and accidents regardless of severity to the supervisor.
- Protect the public from unsafe conditions resulting from work being performed.
- Take care of tools and equipment, so that they will be safe for employee use and in good condition for as long as possible.

Introduction: Supervisor

Supervisors are responsible for thoroughly instructing their personnel in safe work practices.

- Enforce all safety rules and make employees aware that safety violations will not be tolerated.
- Report all injuries promptly.
- Report all accidents properly even if an injury is not apparent.
- Conduct thorough investigations of all accidents and ensure necessary steps are taken to prevent recurrence.
- Provide employees with complete safety instructions before the employees begin work assignments.
- Conduct regular safety checks and carefully examine all new and relocated equipment before it is placed in operation.
- Properly maintain equipment and issue instructions for the elimination of fire and safety hazards.
- Monitor the workplace for unsafe practices and conditions and promptly take any necessary corrective actions.
- Develop and administer an effective program of good housekeeping and maintain high standards of personal and operational cleanliness throughout all operations.
- Provide all required safety equipment and protective devices for each job.
- Ensure that all employees who operate equipment receive training or orientation.
- Conduct safety briefings at organizational meetings and encourage the use of employee safety suggestions.
- Give full support to all safety procedures, activities and programs.

Bloodborne Pathogens

- **Bloodborne Pathogens** are pathogenic microorganisms that are present in human blood and can infect and cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV), hepatitis (HCV) virus, and human immunodeficiency virus (HIV). Members with employees who are reasonably anticipated to have contact with or exposure to blood or other potentially infectious materials are required to develop and comply with procedures and work practices outlined in an Exposure Control Plan (ECP).
- **Training:** Initial training and annual refresher training is required for all employees who are exposed.

Bloodborne Pathogens: ECP's

ECP's must include the following elements:

- Employee Exposure Determination.
- Universal Precautions.
- Engineering Controls and Work Practices.
- Personal Protective Equipment (PPE).
- Training Procedures.
- Hepatitis B Vaccination Procedures.
- Post Exposure Evaluation and Follow-up and Procedures for Reporting, Documenting and Evaluating the Exposure.
- Procedures for Health Care Professionals.
- Housekeeping Procedures.
- Labeling Procedures.
- Record Keeping Procedures.

Commercial Driver's Licenses (CDL)

The purpose of the Commercial Driver's License Law is to help reduce and prevent truck and bus accidents, fatalities, and injuries.

- There are three classes of motor vehicles that fall under the Commercial Driver's License Regulations:
 - **Class A** - Any combination of vehicles which has a gross combination weight rating or gross combination weight of 11,794 kilograms or more (26,001 pounds or more) whichever is greater.
 - **Class B** - Any single vehicle which has a gross vehicle weight rating or gross vehicle weight of 11,794 or more kilograms (26,001 pounds or more), or any such vehicle towing a vehicle with a gross vehicle weight rating or gross vehicle that does not exceed 4,536 kilograms (10,000 pounds).
 - **Class C** - Any single vehicle, or combination of vehicle, that does not meet the definition of Class A or Class B, but is either designed to transport 16 or more passengers, including the driver, or is transporting material that has been designated as hazardous under 49 U.S.C. 5103 and is required to be placarded under subpart F of 49 CFR Part 172 or is transporting any quantity of a material listed as a select agent or toxin in 42 CFR Part 73.

Commercial Driver's Licenses (CDL)

The regulations:

- Cover the operation, maintenance, and construction of all commercial motor vehicles.
- Require drivers to notify employers and the State of domicile of certain convictions and violations.
- Require employers to conduct pre-employment physicals, drug testing, violations history, and background checks and to request safe driving records from previous employers.
- Require employers to implement a written drug-screening program and establish requirements for that program.
- Require employers conduct violations checks annually.
- Set standards for qualifications and testing of COL drivers.
- Require drivers to report any medication use to their employer(s).
- Require employers to monitor COL drivers' use of medications and get written documentation from physicians as to the medication's effect on the driver's ability to operate a motor vehicle.
- Require employers to track each driver's safe driving history and provide that information to future employers on request.

Confined Spaces

The OSHA standard defines a confined space as a space that: is large enough and so configured that an employee can bodily enter and perform assigned work; has limited or restricted means for entry or exit (e.g., tanks, vessels, silos, storage bins, hoppers, vaults and pits); and is not designed for continuous employee occupancy.

Not all Confined Spaces are Permit Required Confined Spaces. A permit required confined space has one or more of the following characteristics:

1. Contains or has known potential to contain a hazardous atmosphere. Some examples of a hazardous atmosphere include:
 - **Insufficient Oxygen** - poor ventilation can reduce the amount of oxygen in the space. Even a slight decrease in oxygen can affect a worker's ability to think clearly, and more significant reduction can lead to suffocation.
 - **Excessive Oxygen** - chemical reactions or leaking oxygen from torches or other sources can allow oxygen to build up, leading to an increased risk of fire.
 - **Flammable/Explosive gases** - vapors from chemicals used or stored in the space, leaking fuel gases from torches or other sources, or chemical reactions can create an atmosphere that is ignitable.
 - **Toxic Gases** - toxic vapors from chemicals used or stored in the space, or leaking into the area from surrounding ground or adjacent areas (such as sewer gas) can build up rapidly.
2. Contains material with potential for engulfing and entrant, such as liquids or powders.
3. Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls, or a floor that slopes downward and tapers to a smaller cross-section.
4. Contains any other recognized serious safety or health hazard. Some examples of non-atmospheric hazards associated with confined spaces are:
 - **Areas hard to get in and out of, such as obstructions.**
 - **Environmental hazards, such as poor lighting or rodent infestation.**
 - **Mechanical hazards, such as machinery.**

Confined Spaces

Summary of Regulatory Requirements:

- Inform employees of existence and locations
- Decide if employees will enter

An employer with permit-required confined spaces must develop and implement procedures for:

1. Summoning rescue and emergency services
2. Rescuing entrants from permit spaces
3. Providing necessary emergency services to rescued employees
4. Preventing unauthorized personnel from attempting a rescue

Contractor Safety

The goal of a contractor safety program is to protect Member employees, property, and the public from injuries due to contractor activities. Contractors must comply with Federal, State and local safety regulations while they perform work at a Member's worksite.

The SCJIF Construction Manual should be used as a guide when developing construction contracts. Each member should include language in their purchase orders and service contracts that:

- Requires vendor compliance with all applicable federal, state and local laws and regulations.
- Does not waive the member's right to subrogation.
- Requires contractors to supply all necessary tools, equipment and materials to the extent practical.
- Details how member employees and the public will be protected from contractor activities; e.g., fencing in construction areas, appropriate work zone set-up.
- Includes a "Hold Harmless" clause, which separates the responsibility of the member from the actions over which it has no control (i.e., the activities of the contractor).
- Requires the contractor to provide the member with proof of insurance, and with a Certificate of Insurance that names the member as an additional insured.
- Requires the contractor to reimburse the member for legal expenses incurred as a result of the work of the contractor.

Contractor Safety

Members must, where applicable:

- Inform contractors of local safety procedures.
- Obtain contractors' commitment to abide by safety procedures.
- Define procedures to handle contractor injuries/emergencies.
- Establish a communication channel between the member and the contractor to address safety concerns.
- Document contractor activities and/or non-compliance with contract terms, e.g., violations of safety regulations.
- Inform contractors of known asbestos, lead or other hazards in their work area.
- Contractors should coordinate with the Member Entity's Safety Program in order to ensure site safety in the following areas:
 - ▶ Right to Know/Hazard Communication Standard
 - ▶ Lockout-Tagout
 - ▶ Confined Space Entry
 - ▶ Indoor Air Quality
 - ▶ Interruption of fire, security and fire protection systems

Control of Hazardous Energy (Lockout/Tagout)

The lockout/tagout standard applies to general industry employment and covers the servicing and maintenance of machines and equipment (including vehicles) in which the unexpected start-up or the release of stored energy could cause injury to employees.

- The lockout/tagout rule requires that the employer establish an energy control program that includes:
 - Documented energy control procedures.
 - An employee training program.
 - Periodic inspections of the procedures, at least annually.

The employer must provide effective initial training and retraining when equipment or energy control plan changes and must certify that such training has been given to all employees covered by the standard. The certification must contain each employee's name and dates of training.

- For the purposes of the standard, there are two types of **employees-authorized** and **affected**.
 - **Authorized** employees are permitted to lock or tagout equipment. These employees should receive detailed training on the energy control procedure.
 - **Affected** employees are employees who use equipment or whose jobs are impacted by equipment that may be locked or tagged out. These employees should receive awareness training on the energy control plan.

Emergency Action Plans

Timely, effective handling of emergencies depends on anticipating and preplanning response activities. In order to be effective, Emergency Action Plans should be kept simple and to the point. The goals of the plan should be protection of employees, protection of the public, and protection of property, in that order.

- The Plan must include procedures for:
 - Reporting a fire or other emergency.
 - Evacuating the facility.
 - Accounting for all employees after an evacuation.
- If employees will perform rescue or medical duties, or will remain inside to perform critical operations, there must be procedures that they will follow. The plan must identify the person or person(s) that employees can contact for more information.
- Each facility must have an emergency alarm system. Direct voice communication is sufficient for facilities with no more than 10 employees, provided all employees can hear the alarm (for example, single room building). All employees must be able to recognize and know how to respond to an activated alarm.
- The plan must be reviewed with all employees when they are assigned, if their responsibilities under the plan change, and when the plan is changed.
- Using Telephones to Report Emergencies

Emergency Action Plans

In general, plans should include the information employees need to know to understand their duties, but not be so detailed that they are impossible to achieve. For most facilities, each plan should be less than two pages.

- Fire
- Evacuation
- Medical Emergencies
- Bomb Threat
- Treats of Violence
- Other Emergency Action Plans
 - Procedures for other types of foreseeable emergencies or action plans, as applicable, should be defined.

All employees must be trained in those aspects of the Emergency Action Plan(s) that they will be expected to perform. For most employees this includes:

- Activation and recognition of alarm
- Evacuation
- Policy on use of Fire Extinguishers

Ergonomics

- The OSHA "General Duty Clause" (Section 5(a)(1) of the OSHA Act) may be cited in situations where a hazard:
 - Is recognized (e.g., accident or incident reports, safety committee reports, employees, organizations, industry customs, etc.),
 - Could cause serious injury or death, and
 - Could have been feasibly and usefully corrected.
- Each member should conduct a needs assessment for a formal ergonomics program. Some indications that a program may be required include:
 - A loss history that shows high incidence of strains, sprains, tendonitis or other musculoskeletal injuries, particularly to the back, shoulder, arm, or hand, or of cumulative trauma disorders (e.g. carpal tunnel syndrome).
 - Operations that involve repetitive manual activities involving awkward positions (e.g. bending, twisting, reaching), or the use of "pinch grip" motions (e.g. tweezers, small pliers, etc.).
 - Improvised modifications to equipment or workstations.

Exit Routes

Exit routes are the paths of travel from any point in a facility to a place of safety. These are the routes taken during evacuations.

OSHA 29 CFR 1910 – 54, 55, 56, 57

- **Exit routes must:**

- Be free of obstructions.
- Have operating and unobstructed EXIT signs and emergency lighting.
- Have unlocked exit doors.
- Be free of decorations/signs that obscure the visibility of the door.

Fall Protection

Permanent work areas must be designed, constructed, and maintained to minimize the risk of falls by using standard railings, keeping floors clear and dry, and other engineering controls. See Walking and Working Surfaces chapter.

- **OSHA Regulations:**

- 29 CFR 1910 Subpart D Walking-Working Surfaces (General Industry).
- 29 CFR 1910.132 Personal Protective Equipment, general requirements.
- 29 CFR 1926 Subpart M Fall Protection (Construction).

The Walking-Working Surfaces standard requires that facilities be designed and constructed to provide protection against falling off the edge of a platform or stairs, or through a hole in a wall or floor. When there is a risk that an employee could fall from a height of more than 4 feet, then the employee must use a fall protection system. The OSHA Construction standards increase this distance to 6 feet for construction workers.

- Mezzanines
- Rooftops
- Scaffolds
- Powered Platforms

Fall Protection

To prevent employees from being injured from falls, employers must:

- Guard every floor hole into which a worker can accidentally walk (using a railing and toe-board or a floor hole cover).
- Provide a guard rail and toe-board around every elevated open sided platform, floor or runway.
- Regardless of height, if a worker can fall into or onto dangerous machines or equipment (such as a vat of acid or a conveyor belt) employers must provide guardrails and toe-boards to prevent workers from falling and getting injured.
- Other means of fall protection that may be required on certain jobs include safety harness and line, safety nets, stair railings and hand rails.

OSHA Requires Employers to:

- Provide working conditions that are free of known dangers.
- Keep floors in work areas in a clean and, so far as possible, a dry condition.
- Select and provide required personal protective equipment at no cost to workers.
- Train workers about job hazards in a language that they can understand.

Fire Prevention Plans

A Fire Prevention Plan is a written document describing the methods that are used to prevent the occurrence of fires in the workplace, and to control any fires that start.

Certain facilities may be required to have a written Fire Prevention Plan, in addition to their Emergency Action Plan (see Emergency Action Plan and Welding Cutting Brazing (Hot Work) chapters).

- ***OSHA Regulations:***

- 29 CFR 1910.39 Fire Prevention Plans
- 29 CFR 1910.157 Portable Fire Extinguishers
- 29 CFR 1910.1047 Ethylene Oxide
- 29 CFR 1910.1050 Methylenedianiline
- 29 CFR 1910.1051 1,3-Butadiene

Fire Prevention Plans

The following are examples of facilities that may be required to have a written Fire Prevention Plan:

- When a written plan is required, it must include:
 - A list of all major fire hazards, proper handling and storage procedures for hazardous materials, potential ignition sources and their control, and the type of fire protection equipment necessary to control each major hazard.
 - Procedures to control accumulations of flammable and combustible waste materials.
 - Procedures for regular maintenance of safeguards installed on heat producing equipment to prevent the accidental ignition of combustible materials.
 - The name or job title of employees responsible for maintaining equipment to prevent or control sources of ignition or fires.
 - The name or job title of employees responsible for the control of fuel source hazards.

Hazard Assessment

To establish an effective procedure for identifying job hazards to institute controls to protect employees from illness or injury and prevent property damage. Job Hazard Assessment (JHA) is a process used to study work procedures, evaluate behavior, identify hazards, and determine how to control or eliminate unsafe conditions or acts. JHA's can also be used as a training guide for new employees.

Regulatory References: 29 CFR 1910.132(d & f) Personal Protective Equipment - Hazard Assessment and Equipment Selection.

Steps for conducting a Job Hazard Assessment:

- Identify the job position that is to be analyzed and separate the job position into individual tasks.
- Select a specific task for JHA based on analysis criteria.
- Break the task down into sequential steps.
- Evaluate the steps and identify specific hazards.
- Propose a control for each hazard and document.

Hazard Assessment

Hazard Control Measures:

- Successful management of identified hazards in the workplace involves the incorporation of controls into each task. The following controls can be used individually or in combination but, to achieve the greatest measure of success should be utilized in the order presented:
 - **Engineering Controls** involve the elimination or minimization of the hazards in the work environment through designing or modifying the facility, equipment, or processes to remove the hazard or by substituting processes, equipment, materials or other factors to lessen the hazard.
 - **Administrative Controls** involve the use of written operating procedures that monitor and limit the amount of exposure an employee has to a hazard and can include the use of alarms, labels, signs, warnings, personnel, and training to maintain the controls.
 - **Personal Protective Equipment** involves the use of devices that employees utilize individually to safeguard themselves from exposure to identified hazards when the use of engineering and administrative controls do not provide complete protection.

Indoor Air Quality (IAQ)

Indoor Air Quality is the leading source of complaints by employees to PEOSH. New Jersey has an Indoor Quality Standard, referenced below.

PEOSH Regulations: PEOSH Indoor Air Quality Standard NJAC 12:100-13.

- The PEOSH Indoor Air Quality Standard requires that each member:
 - Identify an Indoor Air Quality Standard "Designated Person". The Designated Person must be familiar with the requirements of the Indoor Air Quality Standard.
 - Establish and follow a preventive maintenance schedule based on manufacturers' recommendations or industry-accepted practices.
 - Ensure that concentrations of hazardous substances are maintained below Permissible Exposure Limits through general or local exhaust ventilation.
 - Check HVAC systems for proper operation if carbon dioxide concentrations exceed 1,000 ppm.
 - Check HVAC systems for proper operation when office building temperatures are below 68, or above 79 degrees Fahrenheit.
 - Relocate make up air intakes or exhaust air outlets if contamination of make-up air supplies is identified and documented.
 - Ensure that windows, doors, vents, stacks, and other portals used for natural ventilation are in operable condition in buildings that do not have mechanical ventilation.
 - Promptly investigate employee complaints or signs or symptoms that may be associated with building-related illness or sick building syndrome.
 - Create a written plan describing how these requirements are met, and review and update the plan annually.

Investigation & Reporting of Work-Related Injuries, Illnesses, and Incidents

All work-related injuries, regardless of severity, must be reported promptly to the appropriate supervisor. There are three reasons for this:

- Workers' Compensation: ensuring that the injured or ill employee receives appropriate medical treatment (See Medical/First Aid section).
- PEOSH Recording and Reporting Regulations: ensuring that injuries and illnesses are recorded in accordance with PEOSH regulations, and that fatalities or hospitalizations are promptly reported to PEOSH.
- Identifying and implementing actions to prevent similar injuries or illnesses in the future.

Regulatory References: 29 CFR 1904 OSHA Recording and Reporting Occupational Injuries and Illnesses.

Investigation & Reporting of Work-Related Injuries, Illnesses, and Incidents

New Jersey Workers Compensation regulations require employers to promptly furnish their Workers' Compensation insurance carrier, or Claims Administrator with information required so that the Claims Administrator can electronically file a NJ First Report of Injury.

The SCJIF requires submission of a completed First Report of Injury (FROI) form and Supervisor's Accident Report form for each employee injured and each injured employee is required to submit a completed Employee's Workers Compensation Questionnaire form. The completed forms must be submitted to the Claims Administrator. These forms are necessary for claim processing in accordance with NJ Workers' Compensation law.

PEOSH must be notified within eight (8) hours of any work-related incident that results in the death of one or more employees, and within 24 hours of any workrelated incident that results in the in-patient hospitalization of an employee Employers must report amputations, and losses of an eye to PEOSH within twenty-four (24) after "all work-related in-patient hospitalizations. The PEOSH 24-hour reporting hotline is 800-624-1644.

PEOSH also requires that all work-related injuries or illnesses that result in a fatality, lost or restricted duty, or significant medical treatment be recorded on the OSHA 300 Log. A summary of the injuries and illnesses that happen at that facility (the OSHA 300A Summary) must be posted, where the facility employees can read it, from February 1 through April 30 of the following year. Records need to be retained for five years.

Lease Agreements

A lease agreement is a form of contract. It is the key document that defines the assignment of duties and responsibilities between the lessee and the lessor. All leases should include provisions for resolving safety concerns.

When a member leases space or equipment to another organization or individual, each member should include the following in their lease agreements:

- Rules of lessor that apply (e.g., activities will be conducted in compliance with applicable laws, time limits for use of facilities, etc.).
- A "Hold Harmless" clause, which separated the responsibility of the member from the actions over which it has no control.
- A requirement for a Certificate of Insurance naming the member as an additional insured.
- Refer to *"SCJIF Minimum Insurance Requirements for Use of Facilities"*.

Material Handling Equipment

OSHA's material handling regulations cover the storage, housekeeping, transfer (manual and equipment) and disposal of materials used by the employer.

Powered industrial trucks, e.g., forklifts, are also covered under this section.

- ***OSHA Regulations***

- 29 CFR 1910.176 thru 1910.178 General Industry Provisions and Powered Industrial Trucks
- 29 CFR 1926.250 General Requirements for storage
- 29 CFR 1926.251 Rigging Equipment for material handling
- 29 CFR 1926.252 Disposal of waste materials
- 29 CFR 1926.602 Material handling equipment

Material Handling Equipment

- Depending on the work being performed at the facility, employers may have to provide training in the following areas when applicable:
 - Material storage
 - Housekeeping
 - Use of mechanical equipment
 - Clearance limits
 - Guarding
 - Rigging use and inspection
 - Multi-piece rims
 - If you have multi-piece rims, you should consider sending this work out to be performed by an outside contractor.
 - Forklifts (Powered Industrial Trucks).
 - Refer to the OSHA Regulations for complete requirements for powered industrial trucks, specifically 29CFR 1910.178 and 29CFR 1926.602.
 - The employer must ensure each operator is competent to operate the powered industrial truck safely by having operators complete a training and evaluation program which covers all areas required under 29CFR 1910.178.
 - No employee shall be permitted to operate (except for training purposes) a powered industrial truck until training has been successfully completed.
 - Evaluations of operators must be done every 3 years after initial training.

Medical and First Aid

Injuries or illnesses are the most common emergencies that occur in the workplace. Each member, and every facility, should have a simple plan for handling these emergencies when they happen. The primary goal of the plan should be to obtain appropriate medical care as quickly as possible.

- ***Regulatory References:***

- OSHA Subpart K: 29 CFR 1910.151
 - ANSI Z 308.1 (First Aid Kits)
 - ANSI Z 358.1 (Safety Showers and Eyewashes)
- First aid supplies and personnel trained in first aid must be available if it will take more than 3-4 minutes for life-threatening situations, or 15 minutes for non-life-threatening situations, to get medical care.

Medical and First Aid

Transportation Policy:

Each member should consider developing a policy for providing transportation that addresses the questions:

- For non-life-threatening situations that require a doctor's visit, how will the employee be transported to a medical facility if they are unable to drive?
- After an employee has been transported to a medical facility (either by ambulance or by some other method), how do they return to work?
- Under no circumstances should an employee attempt to transport anyone with a life-threatening injury or illness other than by ambulance.
- Concentra provides transportation for SCJIF to Concentra locations only. Advise First MCO if you would like transportation coordinated.

Medical and First Aid

Safety Showers and Eyewashes:

Corrosive materials that may require that an eye-wash be available.

- Some examples of operations and materials that may require these facilities are:
 - Charging stations for battery-powered vehicles such as forklifts.
 - Battery acid.
 - Caustic floor stripper solutions.
 - Liquid ice melt solutions.
 - Water treatment chemicals.

First Aid Kits:

Each facility or vehicle should be equipped with at least one First Aid Kit that meets or exceeds the requirements of ANSI Z308.1.

First Aid Kits should include Personal Protective Equipment (CPR pocket mask, gloves, eye protection, mask, etc.), waterless hand cleaning wipes, and body fluid cleanup supplies as defined by the Bloodborne Pathogen Exposure Control Plan. If the First Aid Kit does not include these items, a separate kit should be provided.

Motor Vehicles

Regulatory References:

- Title 39 - NJ Motor Vehicle Statutes
- CFR 40 and 49
- N.J.S.A. 2C:11-5, Maggie's Law

All motor vehicles must be operated at all times in a safe manner consistent with the applicable motor vehicle statutes of the State and municipalities of New Jersey. Any employee that operates a motor vehicle shall possess a valid Drivers License and when required, a valid New Jersey Commercial Drivers License. (See CDL Chapter) Each vehicle must have a valid registration and insurance card. New Jersey State law requires all drivers and front seat passengers to wear seatbelts while moving, and prohibits drivers from using hand-held phones while operating a motor vehicle.

Motor Vehicles

Each member should create and maintain a Vehicle Use Policy. Members should require authorized drivers to sign a written statement indicating that they have read the policy and agree to comply with it. The following items and topics should be included in the policy:

- All vehicles should contain the following items at all times:
 - Instructions for drivers for reporting accidents.
 - Motor Vehicle Accident Forms.
 - A fire extinguisher and a first aid kit.

Drivers of member-owned vehicles should be trained in safe driving practices and proper use of vehicle safety features. Drivers may be required to complete the following courses as appropriate:

- Defensive Driving training course offered by the SCJIF.
- Coaching Emergency Vehicle Operator (CEVO) Training.
- Defensive Driving for Big Trucks.

Noise Exposure

Noise exposure is a significant occupational hazard. The short-term effects of noise exposure include stress, difficult communication, and temporary hearing loss. The primary long-term consequence of noise exposure is permanent hearing loss.

- **OSHA Regulations:** 29 CFR 1910.95 Occupational Noise Exposure

The employer must administer a continuing, effective hearing conservation program when noise exposures exceed 85 dBA. The employer must provide to employees whose exposures equal or exceed an 8-hour time-weighted average of 85 dBA an audiometric testing program at no cost to the employee.

Tool	Noise Level*	Maximum Exposure Time
Drill	95 dBA	4 hours
Belt Sander	97 dBA	3 hours
Jig Saw	102 dBA	1.5 hours
Impact Wrench or Grinder	107 dBA	45 minutes
Circular Saw or Miter Saw	113 dBA	20 minutes
Hammer Drill	116 dBA	12 minutes

* Noise levels listed are the maximum measured during a NIOSH study under controlled conditions; actual noise levels in some work settings may be higher.

Employers must provide annual training in the use and care of all hearing protectors provided to the employees. The employer must also ensure proper initial fitting and supervise the correct use of all hearing protectors.

- PEOSH, Hearing Conservation (Course #208).

Outdoor Work Hazards

In addition to other hazards of the work being performed, employees who work outdoors face a number of hazards in the work environment. The hazards associated with outdoor work can be categorized as biological (for example, poisonous plants, insects, animals, pesticides) or environmental (such as heat and cold stress and solar radiation). It is important for members to assess hazards in the workplace and implement measures to reduce injuries.

Outdoor Work Hazards - Cold

Cold temperatures and high winds cause a quick drop in body temperature. When it is damp and wet, the body cools even more quickly. Exposure to cold can result in reduced speed and accuracy, shivering, blisters, frostbite, gangrene, and hypothermia (dangerously low body temperature).

- To prevent cold-related injuries members should:
 - Provide on-site heat where practical, such as air jets or heaters.
 - Shield work areas from wind.
 - Provide heated shelter for workers exposed to long periods of cold.
 - Allow a period of adjustment to the cold before embarking on a full work schedule.
 - Permit employees to set their own pace and take extra work breaks when needed.
 - Use thermal insulating material on equipment handles.
 - Establish a buddy system for working outdoors.
 - Ensure that employees remain hydrated.
 - Reduce as much as possible, the number of activities performed outdoors; select the warmest hours of the day and minimize activities that reduce circulation such as using vibrating tools like jack-hammers.
 - Train first-aid workers to recognize the signs of cold related stress and treat the signs of cold related stress. Be sure that all workers know who is trained to render first aid. Supervisors should also be able to detect early signs of cold-related illness and permit workers to interrupt their work if they become extremely uncomfortable.
 - Train workers on the effects of cold and to recognize the signs of cold related stress.
 - Provide protective gloves and outerwear.

Outdoor Work Hazards - Heat

Many heat related disorders are easily avoided and it is important to remember that employees do not have to be in the sun to be affected by the heat or for heat stress to occur. During heat stress workers may experience rashes, cramps, fainting, heat exhaustion, or heat stroke. In the most severe cases, heat stress can be life threatening.

- To prevent heat related injuries, members should:
 - Train workers to recognize the signs of heat stress. Be sure that all workers know who is trained to render first aid. Supervisors should also be able to detect early signs of heat-related illness and permit workers to interrupt their work if they become extremely uncomfortable.
 - Encourage workers to drink plenty of water.
 - Help workers adjust to heat by assigning a lighter workload and longer rest periods.
 - Encourage workers to wear lightweight, loose fitting, light colored clothing.
 - Use general ventilation and spot cooling at points of high heat production.
 - Learn to spot the signs of heat stroke, which can be fatal.
 - Consider a worker's physical condition when determining fitness to work in hot environments.
 - Alternate work and rest periods, with longer rest periods in a cooler area. Schedule heavy work for cooler parts of the day and use appropriate protective clothing.
 - Certain medical conditions such as heart conditions or treatments like low sodium diets and some medication increase the risk from heat exposure. Seek medical advice in these cases.
 - Monitor temperatures, humidity, and workers' responses to heat.

Personal Protective Equipment (PPE)

- Engineering, work practice and/or administrative controls should be the primary method of protecting employees from workplace hazards. Personal Protective Equipment (PPE) should be used in conjunction with these controls to ensure employee safety and health in the workplace.
- OSHA Regulations
 - 29CFR 1910.132 General Requirements
 - 29CFR 1910.133 Eye and Face Protection
 - 29CFR 1910.134 Respiratory Protection (See Respiratory Protection chapter)
 - 29CFR 1910.135 Head Protection
 - 29CFR 1910.136 Foot Protection
 - 29CFR 1910.137 Electrical Protective Equipment
 - 29CFR 1910.138 Hand Protection
- Examples of hazard areas that may require PPE are:
 - Fall protection
 - Chemical exposure
 - Noise exposure
 - Bloodborne pathogens
 - Work zones

Personal Protective Equipment (PPE)

Hazard Assessment: The employer must assess the workplace to determine if hazards are present, or are likely to be present, which necessitate the use of PPE. If such hazards are present, or are likely to be present, the employer shall select and have each affected employee use the types of PPE that will protect against the identified hazards. PPE must properly fit each affected employee. The employer shall document the hazard assessment in writing. (See Hazard Assessment Chapter 14)

Training and Documentation: The employer must provide training to each employee required to use PPE. Training will include when PPE is necessary, what PPE is necessary, how to wear PPE, the limitations of PPE, and the proper care, maintenance, useful life, and disposal of the PPE. Training should be based on equipment manufacturer's recommendations. The employer must certify in writing that the employee has received and understands the training.

- Eye and Face Protection
- Hazard Protection
- Foot Protection
- Hand Protection
- Electrical Protection

Powered Platforms, Manlifts, and Vehicle-Mounted Work Platforms

- Powered Platforms are permanently installed platforms used for building maintenance, such as window cleaning or exterior maintenance. Temporary scaffolding is covered by the scaffold regulations under either the Walking and Working Surfaces standard for General Industry, or the Construction Industry scaffolding standard (depending on the work being done).

OSHA:

29 CFR 1910.66 Powered Platforms

29 CFR 1910.67 Vehicle-Mounted Elevating and Rotating Work Platforms

29 CFR 1910.68 Man lifts

29 CFR 1910.333(c) Electrical - Working on or near exposed electrical parts

29 CFR 1926 Subpart M Fall Protection (Construction Industry Standards)

Pre-employment Procedures

There are many concerns members should consider when implementing pre-employment procedures, including but not limited to the protection of confidential information or money/property belonging to the member. The scope of this chapter is, however limited to pre-employment procedures dealing with workplace safety including security.

■ ***Regulations***

- The Civil Rights of 1964 (Title VII)
- Americans With Disabilities Act (ADA)
- Age Discrimination in Employment Amendments (ADEA)
- New Jersey Law Against Discrimination (NJLAD)
- Department of Transportation regulations for Commercial Drivers Licenses (CDLs)
- Fair Credit Reporting Act (FCRA)
- New Jersey Fair Credit Reporting Act (NJFCRA)
- New Jersey Regulations Governing Criminal History Background Checks for Non-Criminal Matters

Pre-employment Procedures

- Inquiries regarding the applicant's employment history;
- Background checks as to an applicant's criminal history;
- Medical Exams (post-employment offer and only if given to all new employees);
- Screening for illegal drugs (pre-employment offer if given to all new employees);
- Driving history abstracts (if applicable to the job position sought); and
- Baseline medical, e.g., hearing, chemical exposure (See OSHA sections for more details on these topics).

Pre-employment Procedures

In light of these guidelines, all members should, at the very least, consider implementing the following procedures to ensure their applicant review process is efficient, accurate and above all legal:

- Develop thorough job descriptions that identify the essential elements of each job and that include a description of the physical activities and limits that new employees will face;
- Utilize pre-employment procedures that are consistent with the elements of the job description;
- Require the applicant to sign a release, which authorizes the employer to request background information, including the applicant's criminal history, from previous employers and other third parties;
- Use a job application form that has been reviewed and approved by counsel, that includes a statement in the application reserving the right to refuse employment, withdraw an offer of employment, or subsequently terminate employment if it is discovered that information on the application is false;
- Include a question within job application forms requiring applicants to state their reasons for leaving previous positions;
- Ask every applicant to fill out the application form regardless of the level of the position they are seeking;
- Assure that interviewers do not ask impermissible questions which would violate the ADA and other laws, but instead, limit interviews to topics such as job motivation, work standards, technical knowledge and judgment, practical learning experiences, teamwork, and decision-making;
- Check references if they are requested, and request them only if they will be checked;
- Be sure to make employment hiring decisions on job relatedness; Consult legal counsel as needed before declining employment, withdrawing an offer of employment, or terminating an employee based upon information procured through background checks; and
- Use a waiver form reviewed by the member's counsel when testing is a requirement for employment.

Respiratory Protection Program

Respirators are devices that protect workers from inhaling harmful substances. These substances can be in the form of airborne vapors, gases, dust, fogs, fumes, mists, smokes, or sprays. Some examples of the types of respirators that are covered by this section include:

- Filtering Facepiece (dust mask)
- Air-Purifying Respirators (full or half-face)
- Self-Contained Breathing Apparatus (examples: Scott Air Pak, Dregger Rebreather)

The Respiratory Protection Standard requires:

- Written program
- Medical evaluation before using respirator
- Fit testing annually
- Training annually

Right to Know and Hazard Communication

The New Jersey Worker Right to Know (RTK) Act and PEOSH Hazard Communication Standard (HCS) require identifying chemicals used in the workplace, providing information and training about those chemicals to employees, and maintaining lists, available to employees and others, of the chemicals at the facilities. These programs have significant overlapping requirements.

- Regulatory References:
 - NJAC 8:59 "Worker and Community Right to Know"
 - NJAC 12:100-7 "PEOSH Hazard Communication Standard"
 - 29 CFR 1910.1200 "Hazard Communication"
- Hazard Communication Plan, RTK Survey:
- Container Labeling:
- Information Available to Employees:
- Employee Training:

Trenching & Excavation

Trenching and excavation work presents serious risks to all workers involved. The greatest risk, and one of primary concern, is that of a cave-in. When cave-in accidents occur, they are much more likely to result in worker fatalities than other excavation-related accidents. Strict compliance with all sections of the standard will prevent or greatly reduce the risk of cave-ins as well as other excavation-related accidents.

OSHA Regulations: 29 CFR PART 1926.650-652 (SUBPART P).

New Jersey Regulations: NJAC 14:2-1.1 through 6.5 "New Jersey One Call".

- A competent person has the following qualifications:
 - Thorough knowledge of OSHA standard 29 CFR 1926.650-652/Subpart P.
 - Understands how to classify soil types.
 - Knows the different types and proper use of excavation safety equipment (e.g. protective systems).
 - The ability to recognize unsafe conditions.
 - The authority to stop the work when unsafe conditions exist.
 - The knowledge of how to correct the unsafe conditions.

Trenching & Excavation

Training:

- The Safety & Health Training Unit of the New Jersey Department of Labor offers a training course (#108) in its catalog that is appropriate for affected employees. The D.O.L. telephone number is (609) 633-2587.
- The New Jersey State Safety Council offers training classes for competent persons. They can be reached at (800) 228-3834.

Walking-Working Surfaces (Slips, Trips, and Falls)

Slips, trips, and falls constitute the majority of general industry accidents. They cause 15% of all accidental deaths, and are second only to motor vehicles as a cause of fatalities.

The regulations fall into five major subsets:

- Housekeeping
- Aisles and Passageways
- Covers and Guardrails
- Floor Loading Protections
- Ladders

Walking-Working Surfaces (Slips, Trips, and Falls)

- "Wet Floor" signs shall be placed in such a manner to warn all pedestrian traffic of the hazard. At least two "Wet Floor" signs should be available for each janitorial bucket.
- At least twelve feet of foot-cleaning carpet should be used in each direction of travel from entrances that open onto non-carpeted floors.
- Cables and other wiring should be secured so that they do not constitute a tripping hazard.
- Each entity should develop procedures to quickly handle snow removal and de-icing operations at their facilities.
- All facilities should be inspected periodically for slipping, tripping, and falling hazards. Members should determine who will inspect, how often, and how inspections will be documented.
- See Chapter 12 Fall Protection for specific regulations.

Work Zone Safety/Flagging

Many public employees routinely work in proximity to construction vehicles and motor vehicle traffic. Some of these jobs include road construction and maintenance, utilities work, engineering/surveying and police/emergency response.

- Regulatory References:

- OSHA 29CFR 1926, Subpart O and G
- Manual on Uniform Traffic Control Devices (MUTCD)
- ANSI-107-2015
- ANSI 207

Welding Cutting Brazing (HOT WORK)

The OSHA Standard for Welding, Cutting Brazing best practices standards on how to protect workers conducting this "Hot Work", as there is a significant opportunity for fire and injury. All precautions of this Standard must be applied prior to commencing any welding or hot work by company employees or contractors.

- Regulatory References: Reference: OSHA 29 CFR 1910.252

Members that have flammable, combustible, or ignitable materials and need to perform hot work in and around these materials need to have a Hot Work Program. The written program should:

- Be in writing and specific to your facility.
- Require an inspection of the work area before the work starts.
- Have a permit signed to show that all phases of the work have been inspected and approved.

High Voltage

The National Fire Protection Association (NFPA) 70E is a comprehensive standard which establishes best electrical safety practices standards on how to protect industrial workers from electric arc flash and arc blast exposure and resulting potential injury and death. Many organizations have now designed a 2018 NFPA 70E Compliance Guide to help protect their electrical personnel from the hazards associated with arc flash.

- ***Regulatory References:***
- While not enforced by OSHA, they have referenced this electrical safety standard in numerous cases under 29 CFR 1910. 333 and 29 CFR 1910.335.

Silica

Crystalline silica is a common mineral and materials like sand, stone, concrete, and mortar contain crystalline silica. Silica is used to make products such as glass, pottery, ceramics, bricks, and artificial stone.

- Workers who inhale these very small crystalline silica particles are at increased risk of developing serious silica-related diseases, including:
 - Silicosis, an incurable lung disease that can lead to disability and death;
 - Lung cancer;
 - Chronic obstructive pulmonary disease (COPD); and
 - Kidney disease.
- Occupational Exposure to Respirable Crystalline Silica 29 C.F.R. § 1910.1053

Silica

The standard requires employers to:

- Assess employee exposures to silica if it may be at or above an action level of 25 $\mu\text{g}/\text{m}^3$ (micrograms of silica per cubic meter of air), averaged over an 8-hour day;
- Protect workers from respirable crystalline silica exposures above the permissible exposure limit (PEL) of 50 $\mu\text{g}/\text{m}^3$, averaged over an 8-hour day;
- Limit workers' access to areas where they could be exposed above the PEL;
- Use dust controls to protect workers from silica exposures above the PEL;
- Provide respirators to workers when dust controls cannot limit exposures to the PEL;
- Use housekeeping methods that do not create airborne dust, if feasible;
- Establish and implement a written exposure control plan that identifies tasks that involve exposure and methods used to protect workers;
- Offer medical exams - including chest X-rays and lung function tests - every three years for workers exposed at or above the action level for 30 or more days per year;
- Train workers on work operations that result in silica exposure and ways to limit exposure; and
- Keep records of exposure measurements, objective data, and medical exams.

Safety and Health Program Assessment

The OSHA On-Site Consultation (OSC) Program has existed in several formats since 1975. The OSC Program provides no-cost and confidential occupational safety and health services, and helps employers reduce the likelihood of workplace injuries and illnesses by working with them to identify and correct workplace hazards, provide advice for compliance with OSHA standards, and assist in establishing and improving safety and health programs.

During a consultation visit, the consultant completes a workplace audit to identify hazards and assess the employer's safety and health program using **OSHA Form 33, Safety and Health Program Assessment Worksheet**, which identifies 58 attributes distributed into seven safety and health program elements, including:

- Management Leadership
- Worker Participation
- Hazard Anticipation and Detection
- Hazard Prevention and Control
- Planning and Evaluation
- Administration and Supervision
- Safety and Health Training

The End

Questions?