State of California
Injury and Illness Prevention Program

REDWOOD EMPIRE FOOD BANK

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The following Injury and Illness Prevention Program (IIPP) has been written to comply with the Department of Industrial Relations Cal/OSHA Title 8 Laws and Regulations.

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1. Foreword

Scope

The information contained within this injury illness and prevention program (IIPP) is aligned to the California Occupational Safety and Health Administration's (Cal/OSHA) standards.

Injuries and Accidents

Redwood Empire Food Bank will report all serious injuries, illnesses, or fatalities that occur in the workplace or that are work-related to the Division of Occupational Safety and Health (DOSH) as soon as practically possible, but not longer than eight (8) hours after being notified. Except when Redwood Empire Food Bank can demonstrate that exigent circumstances exist, and only then, the report may be made no longer than 24 hours after being notified.

Incidents involving a company employee where a state, county, or local fire or police agency is called, the nearest DOSH office will notify the responding agency by telephone.

Redwood Empire Food Bank, or applicable party, will include the following information when filing a report:

- Time and date of accident
- Employer's name, address, and telephone number
- Name and job title, or badge number of person reporting the accident
- Address of site of accident or event
- Name of person to contact at site of accident
- Name and address of injured employee(s)
- Nature of injury
- Location where injured employee(s) was (were) moved to
- List and identity of other law enforcement agencies present at the site of accident
- Description of accident and whether the accident scene or instrumentality has been altered

Reporting procedures will be conducted in accordance with 8 CCR §342—Reporting Work-Connected Fatalities and Serious Injuries.

Whistleblower Complaints

Discrimination

It is against federal law for an employer to refuse to hire, discharge, promote, demote, or discriminate in matters of compensation or the terms, conditions, or privileges of employment against anyone because of their:

- Race
- Color
- Religion
- Sex (including pregnancy, sexual orientation, or gender identity)
- National origin
- Age (40 or older)
- Disability (physical, mental, or learning)

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- Genetic information (including family medical history)

Reporting acts of discrimination should be filed to the Equal Employment Opportunity Commission at https://www.eeoc.gov or by calling 1-800-669-4000.

Refusal of Dangerous Work

Employees have the right to refuse hazardous work and it is illegal for Redwood Empire Food Bank to enforce any disciplinary actions if both of the following are true:

- Performing the work would violate a Cal/OSHA health or safety regulation
- The violation would create a “real and apparent hazard” to the employee or others

The employee should take the following steps before refusing to perform the work:

- Notify the appropriate supervisor of the hazard and ask that it be corrected
- Inform Redwood Empire Food Bank that you are willing to continue working if the hazard is corrected or assigned other work that is safe
- State that you believe a health or safety regulation is being violated
- Contact the union shop steward, if possible

The employee may call Cal/OSHA and file a complaint if the hazard is not corrected.

Safety and Health Complaints

Employees have the right to file a confidential safety and health complaint if they believe there is a serious hazard, or the employer is not following Cal/OSHA standards. Complaints should be filed with the Cal/OSHA office serving that workplace location as possible after noticing the hazard.

Workers’ Compensation

Employees that sustain a work-related injury or illness can file for benefits such as medical care, wage loss replacement, and help in returning to work through a workers’ compensation claim. Employers must contact the appropriate workers’ compensation office and their insurance carrier as soon as a compensation claim has been filed.

Labor Posters

Redwood Empire Food Bank will post information related to wages, hours, and working conditions in an area frequented by employees and where it is easily read during the workday.

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2. Injury and Illness Prevention Program

Purpose

Redwood Empire Food Bank has adopted this program to ensure the safety and health of its employees and provide a safe working environment. Being safety conscious will help ensure the safety of everyone.

Redwood Empire Food Bank will maintain an injury and illness prevention program (IIPP) in accordance with California laws, regulations, and standards, which outlines safe work practices that encompass the safe execution of daily operations that apply to all employees of Redwood Empire Food Bank.

The program will be maintained and available for review at each workplace and include the following elements to ensure its effectiveness:

- Systems to identify, mitigate, and prevent safety and health hazards
- Safety communications system with employees
- Scheduled inspections and evaluations
- Investigation of injuries, illnesses, and accidents
- Safety and health instructions and training
- Recordkeeping and documentation
- Emergency and medical plans
- Fire prevention and protection plans
- Hazard communication

Redwood Empire Food Bank has designated Rod Towery the authoritative administrator of this program, who is responsible for implementing and enforcing the provisions of Redwood Empire Food Bank's IIPP.

References

- 8 California Code of Regulations §3203—Injury and Illness Prevention Program

Responsibilities

Employer

- Maintain, implement, and enforce this IIPP in accordance with all applicable standards and regulations set forth by the California Occupational Safety and Health Administration (Cal/OSHA)
- Conduct inspections of the workplace to identify and mitigate unsafe working conditions
- Provide employees with the appropriate tools and equipment
- Ensure medical examinations and training are available when required
- Immediately report any serious injury, illness, or fatality that occurs in the workplace
- Maintain accurate training, inspection, and incident investigation records as well as work-related injuries or illnesses on the appropriate Cal/OSHA Log 300
- Communicate safe work practices, policies, and procedures to employees
- Prominently display Cal/OSHA's "Safety and Health Protection on the Job" poster in a prominent location within the workplace
- Provide employees access to Redwood Empire Food Bank's IIPP

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- Develop and maintain an emergency action preparedness plan and include clear responsibilities for all employees to coordinate effectively with emergency responders
- Perform incident investigations to determine the root causes and implement the appropriate corrective actions
- Enforce the appropriate disciplinary actions when there is a violation of Redwood Empire Food Bank's safe work practices or procedures
- Immediately stop work operations that pose an imminent danger
- Analyze and monitor injury and illness data trends to determine recommendations for improvements
- Ensure regulatory compliance by revising standard operating procedures, Redwood Empire Food Bank's IIPP, and training as needed
- Review company policies, procedures, and programs annually that accurately addresses the health and safety activities being performed
- Ensure that supervisors are Implementing and maintaining Redwood Empire Food Bank's IIPP in their designated work areas as well as answering questions regarding it
- Implement and enforce company rules consistently, fairly, and uniformly

Employee

Employees are responsible for the safety of their actions and for monitoring the safety of operations around them. Employee responsibilities include

- Attend and complete required health and safety training programs
- Adhere to safe work practices, procedures, policies, warnings, and directions
- Ensure the provided personal protective equipment (PPE) is maintained in good working condition
- Comprehend potential hazards that may be encountered during daily work operations
- Immediately report defective equipment, accidents, unsafe conditions, or unsafe acts to the appropriate supervisor
- Participate in inspections, incident investigations, or job site analysis when required
- Follow company safe work practices, policies, procedures, and assist in maintaining a safe work environment

Procedures

Employee Access to the IIPP

Employees, or their representatives, have the right to review or receive a copy of this IIPP within five (5) business days of the request, provided the request is of reasonable time, place, and manner. Redwood Empire Food Bank will provide an employee, or their designated representative, a free printed copy of the program unless the employee, or their designated representative, agrees to receive an electronic copy. If additional copies are requested within one (1) year of the previous request and the program has not been revised with new information since the last copy was provided, additional non-discriminatory reproduction charges may occur.

Redwood Empire Food Bank will also provide unobstructed access through a company server or website, allowing employees to review, print, and email the current version of the program.

The records of the steps taken to implement and maintain the program need not be in any copy provided to an employee or their designated representative.

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When Redwood Empire Food Bank's operations require multiple and distinctly different IIPPs, Redwood Empire Food Bank may limit access to the program applicable to the requesting employee.

Employees must provide written authorization to make an individual or organization their designated representative. The written authorization must include:

- Employee name and signature authorizing the designated representative
- Date of the request
- Name of the designated representative
- Date when the written authorization expires if less than one (1) year

A recognized or certified collective bargaining agent will automatically be treated as a designated representative for access to the program.

Compliance

Company employees, including managers and supervisors, are responsible for complying with all safe and healthful work practices. To ensure employees comply with this IIPP, Redwood Empire Food Bank will:

- Inform employees of the provisions of Redwood Empire Food Bank's IIPP and ensure employees review it
- Evaluate the safety performance of employees and recognize those who perform safe and healthful work practices
- Provide function-specific safety and health training, annual drills, and additional training or one-on-one counseling to employees whose safety performance is deficient
- Discipline employees who fail to comply with Redwood Empire Food Bank's safe work practices

Redwood Empire Food Bank will use the following disciplinary measures when a violation is observed, and the severity of the violation will determine which measure will be used:

- Private counseling by Rod Towery or the supervisor of the employee who committed the violation
- Loss of incentives, negative effect on performance evaluation, and similar employee actions
- Written warning(s)
- Suspension or termination

Communication

Redwood Empire Food Bank will have open two-way communication between management and the employees about safety and health in a form readily understandable. The communication system encourages employees to report workplace hazards without fear of reprisal and consists of:

- Discussing parts of Redwood Empire Food Bank's IIPP during regularly scheduled safety meetings and tailgates
- Including a review of company policies and procedures as part of new employee orientation
- New worker orientation includes a discussion of safety and health policies and procedures
- Review of this IIPP
- Workplace safety and health training programs
- Effective communication of safety and health concerns between workers and supervisors, including translation where appropriate.
- Posting signs and infographics in prominent places throughout the workplace

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- Implementing an anonymous system for employees to inform management about workplace hazards without fear of reprisal
- Ensuring employee safety suggestions and questions, including anonymous ones, are provided with responses and are considered by management
- A labor or management safety and health committee that meets regularly prepare written records of the safety and health committee meetings, reviews result of the periodic scheduled inspections, reviews investigations of accidents and exposures and makes suggestions to management for the prevention of future incidents, reviews investigations of alleged hazardous conditions, and submits recommendations to assist in the evaluation of employee safety suggestion

Hazard Assessment

A combination of hazard assessments and safety inspections will be used to assist in proactively identifying, mitigating, and providing the appropriate training before an injury, illness, or accident occurs. Work operations will be continuously monitored for potential safety or security hazards. Redwood Empire Food Bank will use one or more of the following tools to analyze and address hazards in the workplace:

- Job hazard analysis
- Ergonomic self-evaluation
- Lab hazard assessment tool
- Shop safety risk assessment

Redwood Empire Food Bank ensures that a competent observer will conduct periodic inspections to identify and evaluate hazards in the following areas of the workplace:

Name of competent observer:	
Workplace Areas Inspected	

Inspections will be performed when:

- Establishing Redwood Empire Food Bank 's IIPP
- Occupational injuries and illnesses occur
- New substances, processes, procedures, or equipment present potential new hazards introduced into the workplace
- New or previously unidentified hazards are recognized
- Permanent or intermittent employees are hired or reassigned to new processes, operations, or tasks where a hazard assessment has not yet been conducted
- Workplace conditions warrant an inspection

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- A knowledgeable person conducts an unannounced PPE compliance inspection of an area where hazardous chemicals are used or where hazards exist to encourage employees to wear the appropriate PPE

Accident/Exposure Investigations

Redwood Empire Food Bank will investigate workplace accidents, hazardous substance exposures, and near-miss incidents that include:

- Visiting the scene as soon as possible and, if possible, documenting with pictures
- Interviewing injured employee(s) and witnesses
- Examining the incident scene for evidence associated with the accident or exposure
- Determining the cause(s) of the accident or exposure
- Taking corrective action to prevent the accident or exposure from reoccurring.
- Recording the findings and any corrective actions taken

Hazard Correction

Redwood Empire Food Bank will correct unsafe or unhealthy work conditions, practices, or procedures promptly based on the severity and according to the following procedures:

- When observed or discovered
- When an imminent hazard exists that cannot be immediately mitigated without endangering employees or property, Redwood Empire Food Bank will remove all exposed employees from the area except those necessary to correct the existing condition. Hazardous equipment will be removed from service and identified as defective. Appropriate protection will be provided to employees necessary to correct the hazardous condition

Recordkeeping

Redwood Empire Food Bank will maintain records of occupational injuries and illnesses, medical surveillance, exposure monitoring, inspections, training, and other safety activities for the specific periods required by Cal/OSHA. Records will be kept in an employee's files or general department files following company guidelines and produced when requested by a Cal/OSHA compliance officer. In addition, anyone from EH&S may review these records during routine inspections.

Redwood Empire Food Bank will implement and maintain the following when appearing on the high hazard industry list

- Hazard assessment inspection records with the person(s) name conducting the inspection, any identified unsafe condition or work practice, and the corrective action(s) needed
- Document and record each employee's safety and health training with the employee's name or other identifiers, training date(s), type(s) of training, and the training provider; training provided by a Cal/OSHA-approved construction program is also included where applicable

Inspection records and training documentation will be maintained according to one of the following:

- Redwood Empire Food Bank has 10 or more employees. Records and documents will be maintained for one (1) year, except for training records of employees who have worked for less than one (1) year, which will be provided to the worker upon the termination of employment
- Redwood Empire Food Bank has fewer than 10 employees for a calendar year. Inspection records will only be maintained until the hazard is corrected, and a log of instructions to employees

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concerning their job assignments, when they are first hired or assigned new duties, will be maintained

Training

Redwood Empire Food Bank will provide employees with training and instruction on general and job-specific safety and health practices when:

- Establishing Redwood Empire Food Bank 's IIPP
- New and temporary employees are hired
- New job assignments that training has not yet been provided
- New substances, processes, procedures, or equipment are introduced to the workplace and represent a new hazard
- Recertification is due
- Unknown or previously unrecognized hazards are identified
- Near misses occur, or past training needs reinforcement
- Supervisors familiarize themselves with safety and health hazards to which employees under their immediate direction and control may be exposed

This training will include but not be limited to:

- General safety practices
- Use and care of appropriate clothing, including gloves, footwear, and PPE
- Medical monitoring or surveillance program, if necessary
- Information about chemical and physical hazards to which employees may be exposed to and the function and operation of administrative, engineering, and protective controls—availability of toilets, handwashing, and drinking water facilities
- Provisions for medical services and first aid, including emergency procedures

In addition, specific instructions will be provided to all employees regarding hazards unique to their job assignment, to the extent that such information was not already covered in other training.

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Employee Name	Training Dates	Type of Training	Trainers

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Accident/Exposure Investigation Report

Location of Accident:	Date of Inspection	Time of Inspection:
Accident Description:		
_____		
_____		
Employees Involved:		
_____		
_____		
Preventive Action Recommendations:		
_____		
_____		
Corrective Actions Taken:		
_____		
_____		
Manager Responsible:		Date Completed:

Location of Accident:	Date of Inspection	Time of Inspection:
Accident Description:		
_____		
_____		
Employees Involved:		
_____		
_____		
Preventive Action Recommendations:		
_____		
_____		
Corrective Actions Taken:		
_____		
_____		
Manager Responsible:		Date Completed:

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Hazard Assessment and Correction Record

Person Conducting Inspection:	Date of Inspection:

Unsafe Condition or Work Practice:

_____
_____

Corrective Action Taken:

_____
_____

Person Conducting Inspection:	Date of Inspection:

Unsafe Condition or Work Practice:

_____
_____

Corrective Action Taken:

_____
_____

Person Conducting Inspection:	Date of Inspection:

Unsafe Condition or Work Practice:

_____
_____

Corrective Action Taken:

_____
_____

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3. Accident/Incident Investigation

Policy

Redwood Empire Food Bank has adopted this policy to ensure the safety and health of employees by informing them of safe work practices and procedures for investigating an incident or accident and maintaining accurate records. In addition, Redwood Empire Food Bank will investigate incidents and near misses to identify and mitigate the root cause.

References

- 8 California Code of Regulations:
  - §342—Reporting Work-Connected Fatalities and Serious Injuries
  - §3203—Injury and Illness Prevention Program
  - §14300.29—Forms

Responsibilities

Employer

- Develop an investigation procedure for occupational injury or illness
- Provide incident investigation training
- Identify and establish incident response and investigation teams
- Ensure that every incident is investigated quickly to find and remedy the root causes
- Respond promptly to any recommendation following an incident
- Take corrective actions to prevent the recurrence of an incident
- Avoid blaming individuals in incident investigations for safety purposes
- Report to the appropriate authority, as required by law, any fatality, injury, or work-related illness
- Complete and update the California Occupational Safety and Health Administration's (Cal/OSHA) 300, 300A, and 301 forms, or equivalent forms, for recordable injuries or illnesses
- Share with employees the findings of incident investigations
- Maintain all pertinent records
- Report or post-injury data from the previous year

Safety and Health Committee

Redwood Empire Food Bank may elect to utilize a safety committee to communicate with employees on occupational safety and health topics. This committee will encourage employees to report hazards, accidents, and near misses without fear of reprisal as well as:

- Conduct meetings at least 0 and provide meeting minutes for employees
- Facilitate training programs
- Post safety information
- Manage an anonymous hazard notification system and other means for communicating with employees
- Review worksite inspection results and investigations of work-related accidents
- Review employee submitted safety recommendations and ideas

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- If requested by Cal/OSHA, verifies corrective actions completed by Redwood Empire Food Bank in response to regulatory citations

Employee

- Immediately report any work-related incident, injury, or near miss
- Cooperate with investigators during incident investigations
- Participate in recommending changes to processes, systems, and the workplace and in helping to implement changes as necessary to prevent future incidents

Hazards

Emergency response teams, first aid providers, and incident investigation team members will always be aware of potential hazards at the incident scene. These may include:

- Release of hazardous chemicals
- Electrical hazards
- Exposure to bloodborne pathogens

Engineering and administrative controls and personal protective equipment (PPE) will be used to protect themselves and others at the scene.

Safe Practices

Redwood Empire Food Bank recognizes that a serious incident may result in disability, severe property damage, or even death; a minor incident may be an inconvenience. A near miss may not harm anyone or anything. Still, all incidents and near misses can point to failures in safety systems that require an investigation and that the root cause(s) needs to be determined so the proper corrections can be made.

Redwood Empire Food Bank will conduct incident investigations to find the root cause—the how and why. Incidents that involve no injury or property damage will still be investigated to determine any hazards that need to be corrected.

Equipment and supplies required to investigate will be maintained and stored securely. Redwood Empire Food Bank will evaluate the incident investigation policy and procedures, at least annually, and will make any necessary revisions.

Investigation Team

Redwood Empire Food Bank will designate someone trained in incident causation, root cause analysis, and investigative techniques to conduct the incident investigation. The roles and responsibilities of the other investigation members will be pre-determined and may include:

- Employees knowledgeable of the work or with investigation experience
- Union representative, if applicable
- Contracted expert

Investigation Procedures

Secure the incident scene: The location where the incident occurs will be secured as soon as possible to prevent further injuries and ensure that any evidence is preserved. In addition, the investigation team will gather as much pertinent information as possible.

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Notify Cal/OSHA – Redwood Empire Food Bank ensures that all serious injuries or fatalities that occur in the workplace will be reported to the appropriate Cal/OSHA district office within eight (8) hours of the incident.

Interview Witnesses – Anyone in the incident's proximity will be considered witnesses, including employees and the public bystanders. The investigator conducting the interview may use one or more of the following techniques:

- Voice or video recorder, the interviewer will get consent before recording any witness
- Separately interview witnesses
- Attempt to interview the witness at the scene of the incident
- Take notes and ask the witness to provide as detailed information as possible
- Gather their contact information

Gather evidence – The investigation team will gather all evidence, including photographs, equipment, sketches, and other pertinent items.

Generate a report – Using the collected information, the investigation team will generate a report to determine ways to mitigate or reduce the possibility of the incident occurring again.

NOTE: Determining the causes of an incident based on the available information may be difficult because events must be analyzed to identify direct causes and related root causes. "Surface" causes can be noticeable. However, it may take a great deal of additional time to locate other root causes that contributed to the conditions and practices associated with the incident.

Implementing change – The changes determined as the result of the investigation will be incorporated into Redwood Empire Food Bank 's IIPP and immediately implemented.

When the evidence is collected, and the interviews are complete, a timeline of the incident should emerge. Each event on the timeline is a descriptor. Laid out appropriately, it will provide the foundation for reporting the incident.

The sequence of events should be summarized in an easily digestible way so that someone unfamiliar with the incident can understand the events that transpired.

It is important to note that when conducting the investigation, determinations should be made on facts derived from the presented evidence and speculating or guessing should never be settled for.

Someone qualified in the areas of the investigation, such as a subject matter expert, can provide insight and explain further issues that presented themselves in the cause of the incident or events.

Root Cause Analysis

Redwood Empire Food Bank will conduct a root cause analysis to prevent the same or similar incident substantially or completely from happening again. The following tools will be used to assist in the analysis:

- Brainstorming
- Checklists
- Logic or event trees
- Timelines
- Sequence diagrams
- Causal factor determination

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Cal/OSHA Forms 300, 300A and 301

Redwood Empire Food Bank will document work-related injuries and illnesses that result in a medical emergency procedure on Cal/OSHA Form 301 "Injury and Illness Incident Report" and Form 300 "Log of Work-Related Injuries and Illnesses" within seven (7) days of being notified of the injury or illness.

Redwood Empire Food Bank will complete form Cal/OSHA 300A, "Summary of Work-Related Injuries and Illnesses," based on the information in form 300, signed by an authorized company official and posted between February 1 and April 30 of the year following the year covered by the form.

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4. Bloodborne Pathogens

Policy

Redwood Empire Food Bank has adopted this policy to ensure the health and safety of employees and by preventing the spread of disease due to occupational exposure to bloodborne pathogens.

References

- 8 California Code of Regulations:
  - §5193—Bloodborne Pathogens

Responsibilities

Employer

- Enact and enforce an exposure control plan to prevent occupational exposure to blood and other potentially infectious materials (OPIM)
- Identify employees who may reasonably be anticipated to be exposed to blood and OPIM as part of their duties
- Provide post-exposure evaluation, and follow-up should an employee be exposed to blood or OPIM
- Ensure employees receive appropriate bloodborne pathogens and personal protective equipment (PPE) training
- Ensure an adequate supply of PPE and first aid supplies
- Maintain and make available training, medical, and waste records in accordance with the appropriate regulations

Employee

- Offer input on the exposure control plan as appropriate, including identification, evaluation, and selection of new control methods
- Follow all elements of the bloodborne pathogens and PPE policies
- Participate in all Company offered training
- Notify a supervisor if they encounter any problems or concerns related to this policy

Hazards

Bloodborne pathogens are infectious organisms in blood and other body fluids that can cause chronic and life-threatening diseases in humans. The main bloodborne pathogens of concern are hepatitis B virus (HBV), hepatitis C virus (HCV), and human immunodeficiency virus (HIV), the organism that causes AIDS.

Safe Practices

Exposure Control Plan

Redwood Empire Food Bank will establish, implement, and maintain an effective written exposure control plan designed to eliminate or minimize employee exposure to bloodborne pathogens.

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The control plan will be available upon request to the Chief, NIOSH, or their respective designee and will consist of the following elements:

- Determination of exposure
- Methods of implementation and schedule for any of the following that apply:
    - Methods of compliance
    - HIV, HBV, and HCV research laboratories and production facilities
    - Hepatitis B vaccination and post-exposure evaluation and follow-up
    - Communication of hazards to employees
    - Recordkeeping
- Effective procedures for the following:
    - Evaluating circumstances surrounding an exposure incident
    - Gathering the required information for the Sharps Injury Log
    - Periodic determination of the frequency of use of the types and brands of sharps involved in the exposure incidents documented on the Sharps Injury Log
    - Identifying currently available engineering controls and selecting such controls, where appropriate, for the procedures performed by employees in their respective work areas or departments
    - Documenting patient safety determinations
    - Obtaining the active involvement of employees in reviewing and updating the exposure control plan concerning the procedures performed by employees in their respective work areas or departments
    - Biosafety

Redwood Empire Food Bank ensures that the exposure control plan will be available to employees in accordance with 8 CCR §3204(e) and reviewed and updated at least annually and when the following occur:

- New or modified tasks and procedures which affect occupational exposure
- Changes in technology that eliminate or reduce exposure to bloodborne pathogens
    - Document considerations and implementations of proper commercially available needleless systems and needle devices and sharps with engineered sharps injury protection
- New or revised employee positions with occupational exposure

The exposure control plan will be reviewed at least annually

- Review and evaluate the exposure incidents which occurred since the previous update
- Review and respond to information indicating that the exposure control plan is deficient in any area

Redwood Empire Food Bank will seek and document input from employees responsible for direct patient care who are potentially exposed to injuries from contaminated sharps in identifying, evaluating, and selecting effective engineering and work practice controls.

Sharps Injury Log

Redwood Empire Food Bank will establish and maintain a sharps injury log to record each exposure incident involving a sharp. The following information of the exposure incident will be included, if known or reasonably available:

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- Date and time it occurred
- Type and brand of sharp involved
- Description of the incident which will include:
  - Job classification of the exposed employee
  - Department or work area where it occurred
  - Procedures that the exposed employee was performing at the time of the incident
  - How the incident occurred
  - Body part(s) involved
  - If the sharp had no engineered sharps injury protection, the injured employee's opinion as to whether and how such a mechanism could have prevented the injury
  - The employee's opinion about whether any engineering, administrative, or work practice control could have prevented the injury

Redwood Empire Food Bank ensures that each exposure incident will be recorded within 14 working days of being notified. The information in the sharp's injury log will be recorded and maintained in such a manner as to protect the confidentiality of the injured employee.

Exposure Determination

Redwood Empire Food Bank will prepare an exposure determination, without regard to the use of PPE, that contains a list of the following:

- Each job classification that employees have occupational exposure
- Each job classification that some employees have occupational exposure
- Tasks and procedures for each job classification having occupational exposure

Methods of Compliance

Redwood Empire Food Bank ensures that universal precautions will be observed to prevent contact with blood or OPIM. In addition, body fluids will be considered potentially infectious materials when it is difficult or impossible to differentiate. Therefore, procedures involving blood or OPIM will be conducted in a way that reduces splashing, spraying, spattering, and generation of droplets of these substances.

Engineering and work practice controls will be utilized to eliminate or minimize employee exposure. These controls will be evaluated and maintained regularly to ensure their effectiveness.

Needleless Systems, Needle Devices, and Non-Needle Sharps

Cal/OSHA requires needleless systems or needle devices with engineered sharps injury protection (ESIP) to be used for procedures involving the withdrawal of body fluids, administration of medications or fluids, and any other procedure involving the potential for an exposure incident for which a needleless system or needle device with ESIP is available as an alternative to the use of needle devices. If sharps other than needle devices are used, these items will include engineered sharps injury protection.

Redwood Empire Food Bank will use needleless systems or needle devices with engineered sharps injury protection (ESIP) when withdrawing body fluids, administering medications or fluids, and any other procedure involving the potential for an exposure incident for which a needleless system or

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needle device with ESIP is available as an alternative to the use of needle devices. If sharps other than needle devices are used, these items will include engineered sharps injury protection.

Needleless systems will be used for:

- Withdrawal of body fluids after initial venous or arterial access is established
- Administration of medications or fluids
- Any other procedure involving the potential for an exposure incident for which a needleless system is available as an alternative to the use of needle devices

Needle Devices. If needleless systems are not used, needles with engineered sharps injury protection will be used for:

- Withdrawal of body fluids
- Accessing a vein or artery
- Administration of medications or fluids
- Any other procedure involving the potential for an exposure incident for which a needle device with engineered sharps injury protection is available

Non-Needle Sharps. If sharps other than needle devices are used, these items will include engineered sharps injury protection.

Exceptions to engineering controls include market availability, patient safety, safety performance, and availability of safety performance information.

Prohibited Practices

- Shearing or breaking of contaminated needles and other contaminated sharps is prohibited
- Contaminated sharps will not be bent, recapped, or removed from devices unless:
    - It can be demonstrated that no alternative is feasible or that such action is required by a specific medical or dental procedure
    - The procedure is performed using a mechanical device or a one-handed technique
- Sharps that are contaminated with blood or OPIM will not be stored or processed in a manner that requires employees to reach by hand into the containers where these sharps have been placed
- Disposable sharps will not be reused
- Broken glassware that may be contaminated will be cleaned up using mechanical means and never directly with the hands
- Contents of sharps containers must be adequately reprocessed or decontaminated before accessing
- Sharps containers will not be opened, emptied, or cleaned in any manner that exposes employees to the risk of sharps injury
- Mouth pipetting or suctioning of blood or OPIM is prohibited
- Food and drink will not be kept in refrigerators, freezers, shelves, cabinets, or on countertops or benchtops where blood or OPIM are present
- Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in work areas where there is a reasonable likelihood of occupational exposure

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Contaminated Sharps and Containers

Redwood Empire Food Bank ensures that effective patient-handling techniques are used in all procedures involving sharps in connection with patient care. Contaminated sharps will be placed in the appropriate containers immediately or as soon as possible after use.

During the use of sharps, containers for contaminated sharps will be easily accessible, located near each area where sharps are used, maintained upright throughout use, and replaced as necessary.

All sharps containers for contaminated sharps will be rigid, puncture-resistant, leakproof, portable, and appropriately labeled on the sides and bottom. In addition, containers for discarded sharps that are not being reused will be closable and sealable, leakproof, and difficult to reopen.

Regulated Waste

Redwood Empire Food Bank ensures that regulated waste will be handled, stored, treated, and disposed of in accordance with all applicable federal, state, and local regulations.

Disposal of Sharps Containers

Containers of contaminated sharps moved from the area of use for disposal will be:

- Closed immediately before removal or replacement
- Placed in a secondary container that is closable, constructed to be leakproof, and appropriately labeled if there is a possibility of leakage
- Regulated waste that does not consist of sharps will be disposed of in closable containers, constructed to be leakproof, labeled, and color-coded properly.

Containers with outside contamination will be placed within a second container; these containers will meet all the requirements of the primary containers.

Handling Specimens of Blood or OPIM

Containers that prevent leakage will be used for blood specimens or OPIM and will be labeled or color-coded and closed before being stored, transported, or shipped.

If outside contamination occurs or a specimen could puncture the primary container, it will be placed within a second container to prevent leakage and puncture.

Servicing or Shipping Contaminated Equipment.

Redwood Empire Food Bank will examine equipment that may become contaminated with blood or OPIM before servicing or shipping as well as decontaminate if necessary. Equipment will have the appropriate label attached stating which portions remain contaminated.

Redwood Empire Food Bank will communicate information about all remaining contamination to any affected employees, service representatives, and manufacturers before any handling, servicing, or shipping begins.

Cleaning and Decontamination of the Worksite

Redwood Empire Food Bank will maintain each worksite in a clean and sanitary condition as well as determine and implement any appropriate written methods and schedules for cleaning and decontamination. These methods will be suitable for each:

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- Location within the facility
- Type of surface or equipment to be treated
- Type of soil or contamination present
- Task or procedure performed in the area

Equipment and work surfaces will be cleaned and decontaminated no later than at the end of each shift. Contaminated work surfaces will be cleaned and decontaminated with an appropriate disinfectant immediately or as soon as feasible when:

- Surfaces become overtly contaminated
- There is a spill of blood or OPIM
- Procedures are complete
- At the end of the work shift, if the surface may have become contaminated since the last cleaning

All receptacles intended for reuse will be inspected and decontaminated regularly and immediately upon visible contamination.

Protective coverings used to cover equipment and environmental surfaces will be removed and replaced as soon as feasible when they become overtly contaminated or at the end of the work shift.

Hygiene

Redwood Empire Food Bank will provide readily accessible handwashing facilities or an appropriate antiseptic hand cleanser in conjunction with clean towels or antiseptic towelettes, which require washing hands with soap and running water.

Employees must wash their hands immediately after removing gloves or other PPE and wash any skin or flush mucous membranes with soap and water immediately that contacts blood or OPIM.

Laundry

Redwood Empire Food Bank will handle contaminated laundry as little as possible with minimum agitation. Contaminated laundry will be bagged with the appropriate label or color code at the location it was used and never will be sorted or rinsed there. Laundry that may soak through or leak from a bag will be placed and transported in bags that prevent soak-through or leakage to the exterior. Employees who have contact with contaminated laundry will wear protective gloves and other appropriate PPE.

HIV, HBV and HCV Research Laboratories and Production Facilities

Research laboratories and production facilities will meet the following criteria (information does not apply to clinical or diagnostic laboratories engaged solely in the analysis of blood, tissues, or organs):

- All regulated waste will either be incinerated or decontaminated by a method such as autoclaving known to destroy bloodborne pathogens effectively
- Doors will be kept closed when work involving HIV, HBV, or HCV is in progress
- Contaminated materials to be decontaminated at a site away from the work area will be placed in a durable, leakproof, labeled, or closed color-coded container
- Access will be limited to authorized persons
- When OPIM or infected animals are present in the work area or containment module, a hazard warning sign incorporating the universal biohazard symbol will be posted on all access doors

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- Activities involving OPIM will be performed in biological safety cabinets or other physical-containment devices within the containment module. OPIM work will not be conducted on the open bench
- Laboratory coats, gowns, smocks, uniforms, or other protective clothing will be used in the work area and animal rooms and not worn outside of the work area
- Gloves will be worn when handling infected animals and when making hand contact with OPIM is unavoidable
- Before disposal, all waste from work areas and animal rooms will either be incinerated or decontaminated
- Vacuum lines will be protected with liquid disinfectant traps and HEPA filters or filters of equivalent or superior efficiency and are checked routinely and maintained or replaced as needed
- Hypodermic needles and syringes will be used only for parenteral injection and aspiration of fluids from laboratory animals and diaphragm bottles. Only needle-locking syringes or disposable syringe-needle units will be used for the injection or aspiration of OPIM

NOTE: Extreme caution will be used when handling needles and syringes. Needles will not be bent, sheared, replaced in the sheath or guard, or removed from the syringe after use. Instead, needles and syringes will be promptly placed in a puncture-resistant container and autoclaved or decontaminated before reuse or disposal.

- Spills will be immediately contained and cleaned up by appropriate professional staff or others properly trained and equipped to work with potentially concentrated infectious materials
- Spills or accidents that result in an exposure incident will be immediately reported to the laboratory director or other responsible person

Containment Equipment

Certified biological safety cabinets (Class I, II, or III) or other appropriate combinations of personal protection or physical containment devices will be used for all activities with OPIM that pose a threat of exposure to droplets, splashes, spills, or aerosols. In addition, Redwood Empire Food Bank will certify these cabinets meet manufacturers' specifications when installed, whenever they are moved, and at least annually.

HIV, HBV, and HCV research laboratories shall meet the following criteria:

- Each laboratory will contain a facility for hand washing and an eyewash facility readily available within the work area
- An autoclave for decontamination of regulated waste shall be available

HIV, HBV, and HCV production facilities will meet the following criteria:

- Work areas will be separated from areas open to unrestricted traffic flow within the building. Passage through two sets of doors will be the entry into the work area from access corridors or other contiguous areas
- Surfaces of doors, walls, floors, and ceilings in the work area will be water-resistant to be easily cleaned. Penetrations in these surfaces will be sealed to facilitate decontamination
- Each work area will contain a sink for handwashing and a readily available eyewash facility. The sink will be foot, elbow, or automatically operated and will be located near the exit door of the work area
- Access doors to the work area or containment module will be self-closing

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- An autoclave for decontamination of regulated waste will be available within or as near as possible to the work area
- A ducted exhaust-air ventilation system will be provided to create directional airflow that draws air into the work area through the entry area. The exhaust air will not be recirculated to any other building area, discharged outside, and dispersed away from occupied areas and air intakes

Hepatitis B Vaccine and Bloodborne Pathogen Post-Exposure Evaluation and Follow-Up

Redwood Empire Food Bank will make available the hepatitis B vaccine and vaccination series to all employees who have occupational exposure and post-exposure evaluation and follow-up for bloodborne pathogens exposure to all employees who have had an exposure incident.

Redwood Empire Food Bank will advise employees of their right to refuse post-exposure evaluation and follow-up from the healthcare professional following an exposure incident. If an employee refuses post-exposure evaluation, Redwood Empire Food Bank will immediately make available a confidential medical evaluation and follow-up from a healthcare professional.

Designated first aid providers who have occupational exposure are not required to be offered pre-exposure hepatitis B vaccine if the following conditions exist:

- First aid is provided as a collateral duty responding only to injuries resulting from workplace incidents, generally at the location where the incident occurred
- Designated first aid providers who regularly assist and emergency or public safety employees who are expected to provide first aid in the course of their work

Redwood Empire Food Bank 's exposure control plan will address the requirements of the hepatitis B vaccine to all unvaccinated first aid providers who have assisted in any situation involving the presence of blood or OPIM and the provision of appropriate post-exposure evaluation and follow-ups for those employees who experience an exposure incident including:

- Requirements for reporting procedures that ensure all first aid incidents involving blood or OPIM will be reported to Redwood Empire Food Bank before the end of the work shift during which the first aid incident occurred. The report will:
    - Include the names of the first aid providers who assisted regardless of whether PPE was used. The information will describe the first aid incident, including time and date
    - Be recorded on a list of first aid incidents and be readily available to all employees and provided to the Chief upon request
    - Include the requirements for the bloodborne pathogens training program
    - Note the criteria for the complete hepatitis B vaccination series to be made available as soon as possible, but no later than 24 hours, to all unvaccinated first aid providers who have assisted in any situation involving the presence of blood or OPIM regardless of whether or not a specific exposure incident occurred

Redwood Empire Food Bank will ensure that all medical evaluations and procedures, including the hepatitis B vaccine and vaccination series, post-exposure assessments, and follow-ups including prophylaxis, are:

- Available at no cost to the employee and at a reasonable time and place
- Performed by or supervised by a licensed physician or under the supervision of another licensed healthcare professional

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- Provided according to recommendations of the U.S. Public Health Service current at the time the evaluations and procedures take place

NOTE: Redwood Empire Food Bank will ensure that all laboratory tests are performed by an accredited laboratory and at no cost to the employee.

Hepatitis B Vaccination

The hepatitis B vaccination will be available after the employee has received the required training and within ten (10) working days of initial assignment and those with occupational exposure, unless the employee has previously received the complete vaccination series, antibody testing has revealed that the employee is immune, or the vaccine is not recommended for medical reasons.

Participation in a prescreening program will not require receiving the hepatitis B vaccination. For example, suppose the employee initially declines the hepatitis B vaccination but at a later date, while still covered under the standard, decides to accept the vaccination. In that case, Redwood Empire Food Bank will make the vaccination available at the time.

Employees who decline to accept the hepatitis B vaccination will sign the attached Appendix A statement (see Attachments). If the U.S. Public Health Service recommends a routine booster dose(s) of hepatitis B vaccine at a future date, Redwood Empire Food Bank will make the booster dose(s) available.

Post-Exposure Evaluation and Follow-Up

After an exposure incident is reported, Redwood Empire Food Bank will immediately make available a confidential medical evaluation and follow-up to the exposed employee, including the following elements:

- Documentation of the route(s) of exposure and circumstances under which the exposure incident occurred
- Identify and document the source unless it is established that identification is not practical or forbidden by state or local law
- The source individual's blood will be tested as soon as possible and after obtaining consent to determine HBV, HCV, and HIV infectivity.
    - If consent is not received, Redwood Empire Food Bank will establish that legally required permission cannot be obtained. When the individual's consent is not required by law, the source individual's blood, if available, will be tested and the results documented
    - If the individual is already known to be infected with HBV, HCV, or HIV, testing for HBV, HCV, or HIV status will not be repeated
    - Results of the individual's testing will be made available to the exposed employee, and they will be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual
- Redwood Empire Food Bank will provide for collection and testing of the employee's blood for HBV, HCV, and HIV serological status:
    - The exposed employee's blood will be collected and tested as soon as possible after consent is received

  - If the employee does not consent at that time for HIV serologic testing, the blood sample will be preserved for at least 90 days. If, within 90 days of the incident, the employee elects to have the baseline sample tested, such testing will be done as soon as practical
  - Additional collection and testing will be made available as recommended by the U.S. Public Health Service

- Post-exposure prevention will be provided when medically indicated, as recommended by the U.S. Public Health Service
- Employees will be provided with counseling and evaluation of reported illnesses

Information Provided to the Healthcare Professional

Redwood Empire Food Bank will ensure that the healthcare professional responsible for the employee's hepatitis B vaccination is provided a copy of this regulation. The healthcare professional assessing an employee after an exposure incident will be provided the following information:

- A copy of this regulation
- Description of the exposed employee's duties related to the exposure incident
- Documentation of the route(s) of exposure and circumstances under which exposure occurred
- Results of the blood testing for the source individuals, if available
- All medical records related to the appropriate treatment of the employee, including vaccination status

Healthcare Professional's Written Opinion

Redwood Empire Food Bank will provide the employee with a copy of the evaluating healthcare professional's written opinion within 15 days of the evaluation completion. The written opinion for hepatitis B vaccination will be limited to whether the vaccination is recommended for an employee and if the employee has received such vaccination.

The healthcare professional's written opinion for post-exposure evaluation and follow-up will be limited to the following information:

- That the employee has been informed of the results of the evaluation
- The employee has been told about any medical conditions resulting from exposure to blood or OPIM which require further evaluation or treatment

NOTE: All other findings or diagnoses will remain confidential and not be included in the written report.

Communication of Hazards

Labels and Signs

Warning labels will be affixed to containers of regulated waste, refrigerators, and freezers containing blood or OPIM and other containers used to store, transport, or ship blood or OPIM.

Regulated waste will include the following information:

BIOHAZARDOUS WASTE or SHARPS WASTE

Labels and signs will include the following legend:



These labels and signs will be fluorescent orange or orange red with lettering and symbols in a contrasting color. The labels will either be an integral part of the container or affixed as close to the container by string, wire, adhesive, or other methods that prevent their loss or unintentional removal.

Red bags or red containers may be substituted for labels except for sharp containers or regulated waste red bags. Bags used to contain regulated waste will be color-coded red and appropriately labeled. Labels on red bags or red containers do not need to be color-coded.

NOTE: Regulated waste that has been decontaminated will not need to be labeled or color-coded.

The following are exempted from labeling:

- Containers of blood, blood components, or blood products that are labeled and have been released for transfusion or other clinical use
- Individual containers of blood or OPIM that are placed in a labeled container during storage, transport, shipment, or disposal requirements

Redwood Empire Food Bank will post signs at the entrance to work areas for HIV, HBV, and HCV research laboratory and production facilities that will bear the biohazard sign (above) along with:

- The name of the infectious agent
- Specific requirements for entering the area
- Name, telephone number of the laboratory director, or other responsible people

Personal Protective Equipment

Redwood Empire Food Bank will provide the appropriate PPE where occupational exposure remains after implementing engineering and work practice controls. The proper sized PPE will be readily accessible at the worksite, and hypoallergenic gloves or similar alternatives will be available for employees with allergies. Appropriate PPE is considered equipment that does not permit blood or OPIM to pass through it or reach clothing underneath it, skin, eyes, or mouth.

All PPE will be removed before leaving the work area, and clothing will be removed immediately or as soon as feasible if blood or OPIM has penetrated it. PPE must be removed and placed in the correct designated area or container for storage, washing, decontamination, or disposal.

At no cost to the employee, Redwood Empire Food Bank will clean, launder, dispose of, and repair or replace PPE as needed to maintain its effectiveness.

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Gloves

Employees must wear gloves if they have hand contact with blood, OPIM, mucous membranes, and non-intact skin when performing vascular access procedures and handling or touching contaminated items or surfaces. These requirements are in addition to the provisions of 8 CCR §3384.

Disposable or single-use gloves will be immediately replaced or as soon as feasible when contaminated, torn, punctured, or their ability to function as a barrier is compromised. These gloves will not be washed or decontaminated for reuse.

Utility gloves will be discarded if they are cracked, peeling, torn, punctured, or exhibit other signs of deterioration. These gloves can be decontaminated for reuse if the integrity of the glove is not compromised.

If Redwood Empire Food Bank is in a volunteer blood donation center and judges that routine gloving for all phlebotomies is not necessary, then Redwood Empire Food Bank will:

- Periodically reevaluate this policy
- Make gloves available to all employees
- Not discourage the use of gloves
- Require gloves for phlebotomy when the employee:
    - Has cuts, scratches, or other breaks in their skin
    - Judges that hand contamination with blood may occur
    - Receives training in phlebotomy

Masks, Eye Protection, Face Shields, and Respirators

Employees must wear masks and eye protection whenever it is anticipated that splashes, spray, spatter, or droplets of blood or OPIM will be generated, and their eyes, nose, or mouth may be contaminated.

Redwood Empire Food Bank ensures that when respiratory protection is required, it will be used in accordance with the provisions of 8 CCR §5144 and §5147.

NOTE: Surgical masks are not considered respirators.

Gowns, Aprons, and Other Protective Body Clothing

Appropriate protective clothing such as, but not limited to, gowns, aprons, lab coats, clinic jackets, or similar outer garments will be worn in occupational exposure situations. The type and characteristics will depend upon the task and degree of exposure anticipated. These requirements are in addition to the provisions of Section 3383.

Surgical caps or hoods or shoe covers or boots will be worn in instances when gross contamination can reasonably be anticipated (e.g., autopsies, orthopedic surgery). These requirements are in addition to the provisions of Section 3383.

Training

Redwood Empire Food Bank will ensure that employees with occupational exposure participate in a training program provided at no cost to employees and during working hours. Training will be provided utilizing material appropriate in content and vocabulary to educational level, literacy, and language of

employees and at the time of initial assignment to tasks where occupational exposure may occur and at least annually (within one year of their previous training).

Additional training will be provided when changes such as Introduction of new engineering, administrative, or work practice controls, modification of tasks or procedures, or institution of new jobs affect the employee's occupational exposure.

The training program will be conducted by a knowledgeable person and will contain at a minimum the following elements:

- An accessible copy of the regulatory text of this standard and an explanation of its contents
- A general description of the epidemiology and symptoms of bloodborne diseases
- A basis of the modes of transmission of bloodborne pathogens
- Explanation of Redwood Empire Food Bank 's exposure control plan and how the employee can obtain a copy of the written plan
- Explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and OPIM
- Explanation of the use and limitations of methods that will prevent or reduce exposure, including appropriate engineering controls, administrative or work practice controls, and PPE
- Information on the types, proper use, location, removal, handling, decontamination, and disposal of PPE
- Explanation of the basis for selection of PPE
- Information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccination will be offered free of charge
- Information on the appropriate actions to take and persons to contact in an emergency involving blood or OPIM
- Explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident, the medical follow-up that will be made available, and the process for recording the incident on the Sharps Injury Log
- Information on the post-exposure evaluation and follow-up
- Explanation of the signs and labels and color-coding
- Opportunity for interactive questions and answers with the person conducting the training session

Additional Training

Employees in HIV, HBV, and HCV research laboratories and HIV, HBV, and HCV production facilities will receive additional initial training. Redwood Empire Food Bank will ensure that:

- Employees demonstrate proficiency in standard microbiological practices and techniques and the practices and operations specific to the facility before being allowed to work with HIV, HBV, or HCV
- Employees have prior experience in the handling of human pathogens or tissue cultures before working with HIV, HBV, or HCV
- A training program is provided to employees who have no prior experience handling human pathogens. Initial work activities will not include the handling of infectious agents. A progression of work activities will be assigned as techniques are learned and proficiency is developed

Recordkeeping

In accordance with §3204, all records will be provided upon request for examination and copying to the employee or anyone having written consent of the employee.

If Redwood Empire Food Bank ceases to do business and there is no successor to receive and retain the records for the required period, Redwood Empire Food Bank will notify NIOSH at least three (3) months before the disposal and transfer them to NIOSH if required to do so.

Medical Records

Redwood Empire Food Bank will institute and maintain accurate medical records of employees with occupational exposure. These records will include the following:

- Employee name and social security number
- Copy of employee's hepatitis B vaccination status, including the dates of the hepatitis B vaccinations and all medical records relative to the employee's ability to receive vaccination
- Copy of the results of examinations, medical testing, and follow-up procedures
- Copy of the healthcare professional's written opinion
- Copy of the information provided to the healthcare professional

Redwood Empire Food Bank will ensure that all employee medical records are kept confidential and not disclosed or reported without the employee's written consent to any person within or outside the workplace.

NOTE: Medical records will be maintained for at least the duration of employment plus 30 years. The Sharps Injury Log will be kept five (5) years from the exposure incident.

Training Records

All training records will include the following information:

- Session dates
- Content or summary
- Names and qualifications of persons conducting the training
- Names and job titles of employees attending the training sessions

NOTE: Training records will be maintained for three (3) years from when the training occurred.

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Hepatitis B Vaccine Declination

I _____understand that due to my occupational exposure to blood or OPIM, I may be at risk of acquiring hepatitis B virus (HBV) infection. Therefore, I have been vaccinated with the hepatitis B vaccine at no charge. However, I decline hepatitis B vaccination at this time. By declining this vaccine, I understand that I continue to be at risk of acquiring hepatitis B, a serious disease. However, suppose in the future, I continue to have occupational exposure to blood or OPIM, and I want to be vaccinated with hepatitis B vaccine. In that case, I can receive the vaccination series at no charge to me.

Employee Name

Signature Date

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5. Emergency Action Planning

Policy

Redwood Empire Food Bank has adopted this policy to provide a safe work environment and protect employees from fire and other emergencies.

References

- 8 California Code of Regulations:
  - §3220—Emergency Action Plan
  - §6184—Employee Alarm Systems

Responsibilities

Employer

- Implement, enforce, and maintain an effective emergency response plan
- Ensure safeguards are in place to mitigate possible emergencies
- Provide employees any necessary personal protective equipment (PPE)
- Provide the appropriate training on Redwood Empire Food Bank 's emergency action plan
- Communicate emergency contact information and each employee's role under the emergency action plan
- Ensure that all emergency response PPE, equipment, and supplies are restocked immediately after the plan has been implemented

Employee

- Attend and participate in all necessary training
- Follow all safe work practices and procedures
- Participate in all drills and exercises related to emergency action and response
- Immediately report unsafe work conditions and hazards to the appropriate supervisor
- Report damaged or malfunctioning safety systems or backup systems
- Assist in any capacity during planning for and during actual emergencies hazards

Emergency Coordinators

Each worksite will have enough employees trained to assist Rod Towery in the safe and orderly evacuation procedures. Emergency coordinators will be trained to give first aid and CPR and have the following primary duties:

- Check rooms or other enclosed spaces for employees who may be trapped or unable to evacuate during an emergency
- Coordinate emergency activities of employees in their designated work area
- Be knowledgeable of the workplace layout and help map evacuation routes
- Verify employees are in the designated areas after an evacuation by performing a headcount
- Direct the shutdown of critical workplace equipment or operations
- Assist in coordinating activities by professional responders (ambulance, police, and fire).
- Ensure employees understand how to respond to workplace emergencies

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Hazards

- Bomb threats
- Earthquakes
- Explosions
- Fire emergencies
- Hazardous chemical release
- Medical emergency
- Shelter-in-place
- The threat of violence/active shooter

Safe Practices

Redwood Empire Food Bank will develop, implement, enforce, and maintain an emergency action plan for each job site to ensure employees' safety from fire and other emergencies. Each emergency plan will include a means to report an emergency, information on who to contact for further explanation of duties under the plan as well as the following:

- Procedures for emergency evacuation, including the type of evacuation and exit route assignments
- Procedures to be followed by employees who remain to operate critical plant operations before they evacuate
- Procedures to account for all employees after emergency evacuation has been completed
- Procedures to be followed by employees performing rescue or medical duties

Employee alarm systems will be a distinctive visual or audio signal and will be established in accordance with Article 165.

Workplaces shared with other employers, Redwood Empire Food Bank will communicate and coordinate with them to ensure no interference between emergency action plans.

Evacuation

Each emergency plan will include exit routes, a system to account for employees, procedures for shelter in place, and first aid and medical rescue.

Redwood Empire Food Bank will post an evacuation diagram or floor plan of the workplace that illustrates evacuation routes and exits as well as describes the emergency evacuation procedure, including the designated assembly areas.

Exit Routes and Doors

Redwood Empire Food Bank ensures that every workplace building will have at least two (2) exits to allow for prompt evacuation during an emergency. These exits will be located so that if one (1) is inaccessible due to fire or smoke, the other can be used to evacuate. Exit routes will be adequately lit, clearly visible, and marked with appropriate signage.

Exit doorways will be maintained clear of all obstructions and readily accessible at all times. Exits will never pass through a room subject to locking and will never have a mirror, hanging, or drapery covering it. Exit doors will be able to unlock from the inside and hinged in a way that swings the door outward in the direction of exit travel. Exit signs will be posted above every stairway, elevator landing, and door identified as an exit.

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Assembly Areas and Accounting for Employees

Designated areas will be established for employees to gather after an evacuation. In addition, assembly areas will be located a safe distance from the building in case of a collapse.

Each area will have a designated person conducting a headcount and communicating the results to the appropriate supervisor. In addition, Redwood Empire Food Bank will be notified immediately when an employee cannot be accounted for.

Bomb Threats

- Employees that receive a bomb threat over the telephone should try and remain as calm as possible, gather as much detailed information as possible such as if the caller has an accent, their gender or emotional state, and any distinguishable background noise
- Do not touch, move, or, or shake any suspicious packages
- Notify the appropriate supervisor of any suspicious call or package and call 911

Earthquakes

- Take shelter under a doorway, table, or desk; if taking shelter is not feasible, cover your head while on your hands and knees
- Stay away from light fixtures, cabinets, and windows; if outdoors, stay away from trees, power lines, and roadways
- Be cautious of other potential hazards such as gas, broken glass, and unstable ground or walls
- Never return to the building until authorized and on alert for aftershocks
- Stairways should be used, and elevators should be avoided when evacuating

Explosions

- Take cover under something sturdy or evacuate the building if it is safe
- Avoid windows, flammable materials, and attempt to move away from the explosion
- Use stairways if instructed to evacuate, never use elevators

Fire Emergency

- Remove anyone in immediate danger
- Activate the nearest fire alarm or appropriate alarm
- Trained employees may attempt to extinguish the fire with a portable extinguisher
- Exit the building using the designated route and go to the assigned assembly area
- Contact the local fire and emergency services
- Touch closed doors with the back of the hand before attempting to open them

Medical Emergencies

- Contact 911 immediately if you are a victim or witness to a medical emergency and assistance is required
- Employees certified in first aid, CPR, and AED use can assist until medical services arrive.
    - Ensure the area is safe
    - Obtain consent before starting any assistance
    - Do not attempt to move the victim
    - Inform the appropriate supervisor of the situation

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- Stay within the scope of your training

Shelter-In-Place

Not all events require an evacuation. Some events require an element of flexibility in response. This should be discussed, then trained on in the planning stage. There is no one-size-fits-all emergency action plan. Evacuating a building may not be the correct response to an event. Certain contaminants and disasters present greater hazards outside than inside. If an emergency does not require evacuation, it may require employees to "Shelter-in-Place" instead. Identify a Planning Team to determine what events may require "Shelter-in-Place." Once identified, stockpile emergency supplies accordingly.

The threat of Violence/Active Shooter

- Suspicious people or situations will be reported to the appropriate supervisor
- Attempt to evacuate the building:
  - Leave any belongings behind
  - Help others evacuate, if possible, do not attempt to move wounded people
  - Prevent anyone from entering an area where the active shooter maybe
  - Keep your hands visible when exiting the building
  - Call 911 when you are safe
- If evacuation is not possible:
  - Run if possible. Attempt to escape as soon as possible
  - Hide if running is not possible. Find a secure room and lock or barricade the doors, avoid grouping on the same side of the room and windows, silence all cell phones, and remain as quiet and calm as possible
  - Fight when neither running nor hiding is possible. Coordinate with others to ambush the threat and use any available object to stop the attacker. If possible, pin the attacker and get any weapon they may have

Conducting Employee Rescues

Redwood Empire Food Bank will only attempt rescue during a catastrophe, such as a severe earthquake, which will delay professional emergency responders a significant amount of time. Only employees familiar with Redwood Empire Food Bank 's rescue procedures and trained to do so will attempt a rescue.

Local fire or emergency response departments will be notified if a rescue is required.

Fire Extinguishers

Fire extinguishers will be available and inspected by a designated supervisor every month; this inspection will be recorded and documented on the tag as well as the annual inspection.

Recordkeeping and Reporting

Redwood Empire Food Bank will report any significant release of a hazardous material to the California Office of Emergency Services (Cal/OES) State Warning Center, the appropriate Unified Program Agency (UPA), or 911.

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Per Health and Safety Code (HCS) §25510.1 and §25359.4, Redwood Empire Food Bank will submit written notice of any release of a reportable quantity of the hazardous substance to the Cal/OES within 30 days of discovery.

On or before the annual due date established under HSC §25508(a)(1)(B), the business owner, business operator, or officially designated representative of the business shall review and certify that the information in the statewide information management system is complete, accurate, and in compliance with 42 §11022. An annual electronic submittal to the statewide information management system satisfies the certification requirement of this section.

All training will be documented electronically or by hard copy and will be made available to the UPA and Cal/OSHA for a minimum of three (3) years.

Personal Protective Equipment

Redwood Empire Food Bank ensures that all appropriate protective equipment will be provided, used, and in stock. The following will be considered when selecting the appropriate equipment:

- Emergency related hazards for which PPE may be necessary
- Type of protection needed for each specific hazard
- Employees who will be utilizing the PPE
- Conditions under the equipment will be used

Responders will know how to wear, use, and maintain the equipment and discard contaminated equipment.

Training

Redwood Empire Food Bank will ensure every employee is provided training on the emergency action plan, disasters, events, and all other scenarios described herein. This training will be provided at no cost to the employees and held during their working hours. In addition, training will be provided at the time of assignment and annually after that and when there is a change to the plan or any responsibilities.

Additional training will be provided when procedures are changed to affect an employee's work. It is acceptable for additional training to address only the changes or additions to the employees' exposure.

Redwood Empire Food Bank will conduct regularly scheduled training drills that will include procedures for evacuation, shelter-in-place, active shooter, and other critical processes. Each drill will be evaluated for its effectiveness, and any deficiencies will be corrected.

Redwood Empire Food Bank will use only training material that is appropriate in content and vocabulary to the educational level, literacy, and language of employees. Training will be conducted by a qualified instructor and contain at a minimum the following elements:

- Safe work practices and procedures
- Hazards and potential hazards
- Reporting a fire or other emergency
- Procedures for responding to emergencies such as fires, earthquakes, bomb threats, etc.
- Emergency evacuation procedures, including exits routes and assembly areas

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- Methods for summoning medical and rescue responders
- Chain of Command members and any other roles and responsibilities
- Proper use, maintenance, and storage of PPE and fire extinguishers

Emergency coordinators and members of the first response team will be trained in first aid and cardiopulmonary necessitation (CPR), bloodborne pathogen protection, and the use of any applicable rescue equipment.

Employee training records will be retained for the length of their employment.

Training Records

Training records will include the following information:

- Dates of the training sessions
- Contents or a summary of the training sessions
- Names and qualifications of people conducting the training
- Names and job titles of all people attending the training sessions

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6. Fire Prevention Plan

Policy

Redwood Empire Food Bank has adopted this policy to ensure the safety of employees by establishing procedures to identify and mitigate fire hazards in the workplace.

References

- 8 California Code of Regulations:
  - §3221—Fire Prevention Plan
  - §5451—Flammable and Combustible Liquids--Storage and Handling
  - §5533—Design, Construction, and Capacity of Storage Cabinets
  - §5534—Design and Construction of Inside Storage Rooms
  - §5551—Housekeeping
  - §5572—Emergency Disconnect Switches
  - §5592—Normal Venting for Above-ground Tanks
  - §5595—Drainage, Dikes, and Walls for Above-ground Tanks
  - §5619—Loading and Unloading Facilities
  - §6151—Portable Fire Extinguishers
  - §6165—Standpipe and Hose Systems
  - §6170—Automatic Sprinkler Systems
  - §6184—Employee Alarm Systems

Responsibilities

Employer

- Ensure adequate workplace safeguards against potential fire and ignition hazards, including appropriate exit routes, fire alarms, and fire protection systems
- Prohibit smoking in flammable liquid storage areas
- Ensure containers are grounded and bonded when transferring liquids
- Put into place measures to prevent spills and promptly clean up spills in a safe manner
- Enact proper above-ground storage tank measures regarding placement, venting, drainage diking, and housekeeping
- Enact appropriate storage cabinet measures regarding labeling and maximum storage capabilities
- Ensure development, implementation, and enforcement of fire protection plan and emergency action plan
- Ensure training of employees in accordance with this policy

Employee

- Report on fire or other emergencies
- Follow all procedures outlined in both the fire protection and emergency action plan
- Report any suspected problem with fire control systems to the designated safety coordinator, a supervisor, or a member of the safety committee

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- Attend and participate in all training to identify the potential fire and ignition hazards on the worksite along with their control procedures and the type of fire protection equipment or systems which can control a fire involving them
- Assist in fire hazard assessment

Hazards

Employees who work with flammable materials or engage in firefighting run the risk of exposure to the following hazards:

- Burns
- Heat stress
- Smoke Inhalation
- Oxygen deficient atmospheres
- Chemical exposure

Redwood Empire Food Bank will implement all practical engineering and administrative controls to reduce or eliminate these hazards.

Safe Practices

Fire Prevention Plan

Redwood Empire Food Bank will implement, enforce, and maintain an effective written fire prevention plan, including the titles of those responsible for maintaining the equipment and systems used to prevent or control ignition or fires and those responsible for controlling the flammable or combustible waste and procedures for effective housekeeping.

Before operations begin, Redwood Empire Food Bank will assess each work area to identify potential fire hazards or ignition sources and determine the appropriate control methods, protective equipment, and procedures necessary to mitigate those hazards.

Alarm Systems

Each worksite will have an alarm system to alert employees and the local fire department in the event of a fire or any other emergency. The alarm will be easily identifiable above any ambient or light noise levels and provide employees time to escape safely from the affected work area. In addition, tactile devices will be provided to employees who cannot recognize an audible or visual alarm.

Redwood Empire Food Bank ensures that any required local fire alarm signaling systems will be designed and installed in an approved manner.

Redwood Empire Food Bank will communicate the means and methods of reporting an emergency and inform employees that any emergency message has priority over all non-emergency messages. In addition, when telephones are utilized to report an emergency, the appropriate telephone numbers will be conspicuously posted nearby.

Devices, components, and combinations of devices or systems will be constructed and installed in compliance with all applicable Cal/OSHA regulations.

Alarm systems will be restored to normal operating conditions as promptly as possible after each test or alarm and will have sufficient replacement components at each worksite.

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Maintenance and Testing

Redwood Empire Food Bank ensures that alarm systems will be maintained in operating condition except when undergoing repairs or maintenance, and power supplies will be replaced as often as necessary. Any servicing, maintenance, or testing will be performed by a person trained to do so. In addition, alternative alarm means will be provided when systems are out of services, such as employee runners or telephones.

Non-supervised systems will be tested every two (2) months, and supervised systems will be tested annually to ensure their reliability and adequacy; a different actuation device will be used in each test of a multi-actuation device system to avoid the same one being tested consecutively.

Redwood Empire Food Bank ensures that alarm circuitry installed after July 1, 1981, will be supervised, and when a deficiency exists, the assigned employee will be notified.

Fire Extinguishers

Redwood Empire Food Bank will provide mounted portable fire extinguishers in a readily accessible location to employees, except extinguishers that use carbon tetrachloride or chlorobromomethane extinguishing agents.

Extinguishers will be fully charged, maintained in operable condition, and kept in their designated places at all times except during use.

Redwood Empire Food Bank will select fire extinguishers based on the degree and size of the fire hazards present as well as their effectiveness and portability to minimize any travel distance while in use. Redwood Empire Food Bank will distribute portable fire extinguishers for use by employees on:

- Class A fires so that the travel distance for employees to any extinguisher is 75 ft. or less
    - Alternative: Standpipe systems or hose stations connected to a sprinkler system that provides total area coverage, and employees are trained at least annually
- Class B fires so that the travel distance from the hazard area to any extinguisher is 50 ft. or less
- Class C hazards based on the appropriate pattern for the existing Class A or B hazards
- Class D hazards so that the travel distance from the combustible metal working area to any extinguishing agent is 75 ft. or less
    - They are required incombustible metal working areas where combustible metal powders, flakes, shavings, or similarly sized products are generated a least once every two (2) weeks.

Inspection, Maintenance, and Testing

Redwood Empire Food Bank ensures that all portable fire extinguishers will be visually inspected monthly and subjected to an annual maintenance check, except for stored pressure extinguishers. Annual checks will be recorded and retained for one (1) year after the last entry or the life of the shell, whichever is less.

Stored pressure dry chemical extinguishers that require a 12-year hydrostatic test will be emptied and subjected to applicable maintenance procedures every six (6) years, with the exception to dry chemical extinguishers having non-refillable disposable containers

A trained person will conduct hydrostatic testing with suitable testing equipment and facilities. Extinguishers will be hydrostatically tested in accordance with 8 CCR §6151 Table L-1 except when:

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- The unit has been repaired by soldering, welding, brazing, or use of patching compounds
- The cylinder or shell threads are damaged
- There is corrosion that has caused pitting, including corrosion under removable nameplate assemblies
- The extinguisher has been burned in a fire
- Calcium chloride extinguishing agent

Redwood Empire Food Bank will visually inspect the internal and external cylinders and shells before hydrostatic testing, which includes testing:

- Carbon dioxide hose assemblies with a shut-off nozzle at 1,250 psi
- Dry chemical and dry powder hose assemblies with a shut-off nozzle at 300 psi
- On extinguisher hose assemblies which are equipped with a shut-off nozzle at the discharge end of the hose
- Carbon dioxide extinguishers and nitrogen or carbon dioxide cylinders used with wheeled extinguishers every 5 years at 5/3 of the service pressure as stamped into the cylinder
- Nitrogen cylinders that comply with 49 CFR §173.34(e)(15) may be hydrostatically tested every 10 years
- Stored pressure and halon 1211 types of extinguishers at the factory test pressure not to exceed two (2) times the service pressure
- Self-generating type soda acid and foam extinguishers at 350 psi
- Portable fire extinguishers whenever they show new evidence of corrosion or mechanical injury

Air or gas pressure will not be used for hydrostatic testing, and any equipment not fit for testing will be removed from the service and the workplace. Hose assemblies for carbon dioxide extinguishers will be tested within a protective cage device; assemblies that pass do not require any type of recording or stamping. Water jacket equipment with an expansion indicator that operates accurately within one percent of the total expansion or 0.1cc of liquid will be used to test compressed gas cylinders.

Equipment used to test non-compressed gas type cylinders will consist of the following:

- Hydrostatic test pump, hand or power operated, capable of producing not less than 150 percent of the test pressure, which will include appropriate check valves and fittings
- Flexible connection for attachment to fittings to test through the extinguisher nozzle, test bonnet, or hose outlet, as is applicable
- Protective cage or barrier for personal protection of the tester, designed to provide visual observation of the extinguisher under test

Redwood Empire Food Bank will maintain hydrostatic testing records in the form of a certification, which includes the date of the test, the signature of the person who performed the test, and the serial number, or the other identifier, of the fire extinguisher that was tested. Records will be retained until the extinguisher is retested at the time interval specified in Table L-1 or removed from service.

Alternatives to Portable Fire Extinguishers

Redwood Empire Food Bank may use uniformly spaced standpipe systems or hose stations connected to a sprinkler system installed for emergency use by employees instead of Class A portable fire extinguishers, provided that such systems meet the individual requirements of Articles

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158 or 159, that they provide total coverage of the area to be protected, and that employees are trained at least annually in their use.

Each 3,000 square ft. of the protected building during construction requires a fire extinguisher rated at least 2A placed with 75 ft. of any point of the protected area. In addition, in multi-story construction, each floor needs its extinguisher rated at least 2A, adjacent to the stairwell.

A 55-gallon drum with two (2) fire pails may substitute for a fire extinguisher with a 2A rating during construction activities.

A 0.75-inch diameter garden-type hose, with an adjustable nozzle no longer than 75 ft., can substitute for a fire extinguisher with a 2A rating if it can discharge at least five (5) gallons per minute and the stream ranges at least 30 ft. horizontally.

Further, 100 ft. or fewer of 1.5-inch hose with a nozzle capable of discharging water at 25 gallons or more per minute may be substituted if the hose line can reach all points in the area. (Make sure the hose connections are compatible with local firefighting equipment.)

Other Fire Protection Systems

Redwood Empire Food Bank will meet or exceed all legal requirements for any fire protection system in the workplace and keep in good working order all safeguards designed to protect employees during emergencies, including fire retardant paints and solutions.

In addition, any other fire protection systems in use will also meet applicable regulatory requirements and may include the following:

- Temperature limit switches
- Flashback arresters
- Fixed extinguishing systems
- Automatic sprinkler systems
- Fire detection systems
- Fire brigades
- Standpipe and hose systems

Water Supply

A water supply adequate for firefighting equipment will be available as soon as combustible materials are accumulated. Therefore, underground water mains will be made available as soon as practicable where they are to be provided. The minimum water supply for standpipe and hose systems, which are provided for the use of employees, will be sufficient to provide 100 gallons per minute (6.3 l/s) for at least 30 minutes.

Redwood Empire Food Bank will ensure that water supply tanks are kept filled to the proper level except during repairs. In addition, when pressure tanks are used, the employer ensures that proper pressure is maintained at all times except during repairs.

Redwood Empire Food Bank will ensure that valves in the main piping connections to the automatic sources of water supply are always kept fully open except during repair.

Redwood Empire Food Bank will ensure that hose system are inspected at least annually and after each use to assure that all the equipment and hose are in place, available for use, and serviceable condition.

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When the system or any portion thereof is found not to be serviceable, Redwood Empire Food Bank will remove it from service immediately and replace it with equivalent protection such as extinguishers and fire watches.

Hemp or linen hose on existing systems will be inspected for deterioration annually. Defective hoses will be replaced in accordance with 8 CCR §6165(d)(3)(B).

Redwood Empire Food Bank will designate trained people to conduct all inspections required under 8 CCR §6165.

The piping of Class II and Class III systems installed after July 1, 1981, including yard piping, is hydrostatically tested for a period for at least two (2) hours at not less than 200 psi (1380 kPa), or at least 50 psi (340 kPa) more than normal pressure when such pressure is greater than 150 psi (1030 kPa).

Redwood Empire Food Bank will assure that hose on all standpipe systems installed after July 1, 1981, is hydrostatically tested with couplings in place, at a pressure of not less than 200 psi (1380 kPa), before it is placed in service. This pressure will be maintained for at least 15 seconds and not more than one minute, during which time the hose will not leak, nor will any jacket thread break during the test.

Sprinklers

- If there will be an automatic sprinkler fire protection system, install, and place it in service as soon as permitted following completion of each story
- Ensure that sprinklers are spaced to provide a maximum protection area per sprinkler, a minimum of interference to the discharge pattern by building or structural members or building contents, and suitable sensitivity to possible fire hazards
- Maintain an 18-inch clearance between the top of stored material and sprinkler heads
- A stock of extra sprinklers will be on hand or readily available for each temperature rating and type so that the system can be returned to readiness as soon as possible
- An automatic sprinkler system having 20 or more sprinklers will have at least one (1) automatic water supply capable of providing designated water flow for at least 30 minutes
- During demolition or alterations, keep automatic sprinkler installations in service if reasonable. Only authorized employees may operate sprinkler control valves. Expedite sprinkler system modifications were made to permit alterations or additional demolition to return the automatic protection to service as quickly as possible. Check sprinkler control valves daily at close of work to ensure service
- No one may occupy a portion of a structure (except as permitted under the law) that automatic sprinklers will protect until the sprinkler system is operable and has been approved

Standpipes

If standpipe and hose systems are provided, they will be designed and installed in an approved manner.

NOTE: For information on standpipe and hose systems design and installation, consult the National Fire Protection Association's Standard for the "Installation of Standpipe and Hose Systems," NFPA 14, 2013 edition. Standpipes are located or otherwise protected against mechanical damage. Damaged standpipes will be repaired promptly.

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Suppose standpipes are required or exist in structures being altered. In that case, they will be put back online as soon as applicable laws permit and will be maintained as construction progresses so that they are always ready for fire protection use. Standpipes will be provided with Siamese fire department connections outside the structure, at the street level, and conspicuously marked. Local codes may specify lighting or painting requirements. There will be at least one (1) standard hose outlet on each floor.

During demolition, maintain a standpipe, if possible, in operable condition for firefighting use. Do not demolish the standpipe further than one (1) floor below the floor being demolished.

Reels and Cabinets

Where reels or cabinets are provided to contain fire hose, Redwood Empire Food Bank will assure that they are designed to facilitate prompt use of the hose valves, the hose, and other equipment at the time of a fire or other emergency. In addition, the employer will ensure that the reels and cabinets are conspicuously identified and used only for fire equipment.

Hose Outlets and Connections

Redwood Empire Food Bank will ensure that hose outlets and connections are located high enough above the floor to avoid obstructing and being accessible to employees.

Redwood Empire Food Bank will standardize screw threads or provide appropriate adapters throughout the system and assure that the hose connections are compatible with those used on the supporting fire equipment.

Hose

Redwood Empire Food Bank will assure that every 1.5 inches (3.8 cm) or smaller hose outlet used to meet this standard is equipped with a hose connected and ready for use. In extremely cold climates where such installation may result in damaged equipment, the hose may be stored in another location provided it is immediately available and can be connected when needed.

Standpipe systems installed after July 1, 1981, will be equipped with a lined hose for use by employees. The unlined hose may remain in use on existing systems. However, after this standard's effective date, an unlined hose that becomes unserviceable will be replaced with a lined hose.

The employer will provide a hose of such length that friction loss resulting from water flowing through the hose will not decrease the pressure at the nozzle below 30 psi (210 kPa). Therefore, the dynamic pressure at the nozzle will be within the range of 30 psi (210 kPa) to 125 psi (860 kPa).

Redwood Empire Food Bank will assure that all lined standpipe hose is equipped with shut-off type nozzles.

Fire Prevention

Controlling fire hazards (e.g., accumulations of flammable and combustible materials) and ensuring safe storage of building materials is a priority of the highest order for and its employees. Controlling fuel sources demand all workers maintain a clean work area and dispose of refuse in the appropriate receptacle; it also calls for consideration of piles and stacks or materials at the worksite. In addition, controlling ignition means following appropriate safety guidelines, especially around electricity, open flame, or any work that may produce arc, sparks, excessive heat, etc.

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No Smoking, No Open Flame

Smoking is always prohibited at the job site. Signs will be posted according to local requirements alerting employees and the public to this prohibition. Open fires may not be ignited or maintained at the worksite. Only approved heaters will be used in designated locations in such a way as to prevent fires.

Ignition Hazards

Combustible wastes and residue indoors or operating areas will be kept to a minimum, safely stored in metal receptacles, and disposed of daily. Maintenance and operating procedures will be in place to prevent leakage and accidental escape of flammable or combustible liquids. If a spill occurs, it will be cleaned up promptly.

Access for Firefighting Vehicles

Vehicle access to construction, remodel, or demolition sites will always be maintained within 100 ft. (consult local codes) of available fire department connections. Temporary vehicle access will be maintained until permanent access is established. Such roads may need to be inspected by local authorities to comply with local laws. Horizontal and vertical clearance for such access routes will be sufficient for emergency vehicle approaches and meet applicable local codes.

Flammable Liquids

Flammable liquids will be stored and handled in approved containers and tanks. Handling and use of flammable liquid materials in quantities of five (5) gallons or less require approved safety cans or DOT-approved containers. Flammable liquids that are hard to pour may be stored, handled, and used in quantities of one (1) gallon or less in their original container. Containers and portable tanks for flammable liquids and liquids with a flashpoint greater than 199.4°F (93°C) (formerly designated Class IIIB Combustible liquids) will conform to Table A in 8 CCR §1930. In addition, portable tanks will have emergency venting and other devices required by the Flammable and Combustible Liquids Code (NFPA 30-2012).

Flammable liquids or liquids with a flashpoint greater than 199.4°F (93°C) (formerly designated Class IIIB Combustible liquids) are kept clear of areas used for exits or safe passage of people.

Indoor Storage

Up to 60 gallons of Category 1, 2, or 3 flammable liquids and up to 120 gallons of Category 4 flammable liquids may be kept in a personal storage cabinet.

The outside of metal cabinets will be at least No. 18 gage sheet iron, double-walled with 1.5 inches of space. Joints will be secured by rivets, welds, or another effective way. The door needs a three-point lock with its bottom at least two (2) inches above the bottom of the cabinet.

The outdoor wooden cabinets will be at least one (1) inch thick approved grade of plywood that will not break down or delaminate under fire. Joints will be rabbeted and fastened in two (2) directions with flathead woodscrews. At least one (1) inch rabbeted overlap of multiple doors will be. Hinges need to keep their holding capacity and not loosen or have the screws burn out if subjected to the fire test. Storage more than 25 gallons of flammable liquids or 60 gallons of liquids with a flashpoint greater than 199.4oF (93oC) (formerly designated Class IIIB Combustible liquids) will be within cabinets constructed to the requirements of NFPA 30.

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No more than 25 gallons of flammable liquids will be stored in a room outside of an approved storage cabinet.

No more than 120 gallons of Category 1, 2, 3, and 4 flammable liquids may be stored in a storage cabinet. Of this total, not more than 60 gallons may be of Category 1, 2, and 3 flammable liquids. In addition, not more than three such cabinets may be in a single fire area, except that in an industrial occupancy, the additional cabinet may be in the same fire area if the additional cabinet, or group of not more than three cabinets, is separated from any other cabinets or group of cabinets by at least 100 ft.

Flammable liquids and liquids with a flashpoint greater than 199.4oF (93oC) (formerly designated Class IIIB Combustible liquids) more than that permitted inside storage rooms will be stored outside of buildings according to any applicable Cal/OSHA standards.

Every storage room will have at least one three (3) foot wide clear aisle, and normal egress points such as exits or stairs will be kept clear. Containers that can hold over 30 gallons cannot be stacked. Flammable liquid can only be dispensed from approved pumps or self-closing faucets.

Storage rooms will be constructed in accordance with 8 CCR §5534. Design and Construction of Inside Storage Rooms, which include:

- Complies with NFPA 251 fire tests
- If an automatic sprinkler is used, it is installed correctly
- There is a four (4) inch high barrier at openings (raised sills, ramps four (4) inch high, floor height), or an open-grated trench that drains to a safe location
- Self-closing doors
- Liquid-tight walls where they join the floor
- Windows and openings protected according to NFPA No. 80
- At least one (1) inch thick wood for shelving, racks, dunnage, scuff boards, and floor overlay
- Ventilation

Ventilation is necessary to prevent fire and explosion. Adequate ventilation prevents the accumulation of significant quantities of vapor-air mixtures in concentrations over one-fourth of the lower flammable limits (LFL).

A ventilation system, either gravity or mechanical exhaust ventilation system, can change the room's air at least six (6) times per hour. The mechanical exhaust system needs a switch outside the door to operate the ventilating equipment and light fixtures. Rooms with Category 1, 2, and 3 flammable liquids with a flashpoint below 100°F will have a pilot light next to the switch. Gravity ventilation will have the fresh air intake and exhaust outlet on the building's exterior.

Outdoor Storage

Flammable liquids more than the amount permitted inside storage rooms will be stored outside of buildings.

Limit groupings of containers (not more than 60 gallons each) to 1,100 gallons in any given pile or area. Piles or groups will be separated by a five (5) foot clearance and placed 20 ft. or further away from a building.

Within 200 ft. of such piles, ensure 12-foot-wide access for fire control approach.

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The area reserved for storing flammable and combustible liquids will be graded to divert spills from the building. Alternatively, the area may be surrounded by a curb or dike at least 12 inches high if provisions are made for draining off accumulations of ground or rainwater or spills of the stored liquids. Drains will terminate at a safe location and be accessible to operation under fire conditions.

Storage limits and distances from buildings, spill containment, and security rules will be enforced.

Up to 1,100 gallons of flammable liquids can be stored next to buildings; more than 1,100 gallons will be stored at least 10 ft. from buildings and other flammable liquid containers.

Spills will be contained by grading the storage area to divert spills away from the building or other exposures or surrounded by a curb at least six (6) inches tall that can protect the potential amount of spilled liquid with draining that ends in a safe location accessible under fire conditions. In addition, the storage area will be protected against tampering or trespassers and free of weeds, debris, and other combustible material(s) not necessary for storage.

Fire Control for Flammable Liquids

Smoking and open flames are not permitted in storage areas, and materials that react with water will not be stored in the same room as flammable liquids. Dispensing Flammable Liquids and Tank Storage

Flammable liquids will not be dispensed into containers unless the nozzle and container are electrically interconnected.

The distance between any two outside above-ground flammable liquid storage tanks will not be less than three (3) ft. Where hazardous, flammable liquids are stored, the distance between such tanks will not be less than one-half the sum of their diameters.

Storage tanks will be vented to prevent the development of vacuum or pressure sufficient to distort the roof of a cone roof tank or exceed the design pressure in the case of other atmospheric tanks because of filling or emptying and atmospheric temperature changes.

The area surrounding a tank or a group of tanks will be provided with drainage or diked to prevent accidental discharge of liquid from endangering adjoining property or reaching waterways.

No loose combustible material, empty or full drum or barrel, will be permitted within a diked area.

Limit the number of flammable liquids near any spraying operations to the minimum required for operations. This should not exceed a supply for one (1) day or one shift. Bulk storage of portable containers of flammable or combustible liquids will be in a separate, constructed building detached from other important buildings or cut off in a usual manner.

Handling Liquids at Point of Final Use

- Keep flammable liquids in closed containers when not in use
- Dispose of leakage or spillage of flammable or combustible liquids promptly and safely
- Flammable liquids may be used only where there are no open flames or other ignition sources within 50 ft. of the operation unless conditions warrant greater clearance

Service and Refueling Areas

- Flammable or combustible liquids will be stored in approved closed containers, in tanks located underground, or in above-ground portable tanks

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- Tank trucks will comply with the requirements covered in the latest edition of the Standard for Tank Vehicles for Flammable and Combustible Liquids, NFPA No. 385
- Only approved types of dispensing hoses will be used
- The dispensing nozzle will be an approved automatic-closing type without a latch-open device.
- Do not abandon underground tanks
- Provide identified and readily accessible switch(es) at a location remote from dispensing devices to shut off the power to all dispensing devices in the event of an emergency
- Heating equipment of an approved type may be installed in the lubrication or service area where there is no dispensing or transferring of flammable liquids, provided the bottom of the heating unit is at least 18 inches above the floor and is protected from physical damage
- Heating equipment installed in lubrication or service areas, where flammable liquids are dispensed, will be of an approved type for garages and will be installed at least eight (8) ft. above the floor
- No smoking or open flames will be permitted in the areas used for fueling, servicing fuel systems for internal combustion engines, receiving or dispensing flammable or combustible liquids.
- Post conspicuous and legible signs where smoking is prohibited.
- Shut off motors of equipment being fueled during the fueling operation; and provide each service or fueling area with at least one fire extinguisher having a rating of not less than 20B: C located so that an extinguisher will be within 75 ft. of each pump, dispenser, underground fill pipe opening, and lubrication or service area.

Personal Protective Equipment

Redwood Empire Food Bank will provide employees with all necessary protective equipment as required. This PPE may include safety glasses or goggles, respirators (if needed), and heat-resistant equipment.

Training

Redwood Empire Food Bank will ensure every employee is provided training on fire protection and emergency planning and the relevant parts of the fire prevention plan that the employee will know to protect the employee in an emergency. This training will be provided at no cost to the employees and held during their working hours.

Training will be conducted at the time of assignment and at least within one (1) year of the previous training after that. Additional training will be provided when tasks or procedures that affect an employee’s work are added or changed. This training may only address changes or additions to the employees' exposure.

Redwood Empire Food Bank will use only training material appropriate in content and vocabulary to the employees' educational level, literacy, and language. Training will include, at minimum, the following elements:

- Potential fire hazards within the workplace and the means to control or remove them
- Names or job titles responsible for maintenance of equipment and systems installed to prevent or control ignitions or fires and control accumulation of flammable or combustible waste materials
- Procedures for reporting a fire or other emergency
- Procedures for emergency evacuation for all areas of work, including the type of evacuation and exit route assignments

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- Safe assembly areas designated for all work areas in the event of an evacuation
- Procedures to be followed by employees who are requested to remain to operate critical plant operations before they evacuate, if applicable.

NOTE: Employee training records will be maintained onsite for three (3) years from the training date and available for inspection by the CUPA or the Fire Marshall.

Hazard Assessment for Fire Protection

Description	Yes	No*
Do you have a fire prevention plan?		
Does your plan describe the type of fire protection equipment or systems?		
Have you established practices and procedures to control potential fire hazards and ignition sources?		
Are employees aware of the fire hazards of the material and processes they are exposed to?		
Is your local fire department well acquainted with your facilities, location, and specific hazards?		
Is it tested at least annually if you have a fire alarm system?		
If you have a fire alarm system, is it certified as required?		
If you have interior standpipes and valves, are they inspected regularly?		
Are they flushed at least once a year and on a routine preventive maintenance schedule if you have outside private fire hydrants?		
Are fire doors and shutters in good operating condition?		
Are fire doors and shutters unobstructed and protected against obstructions, including their counterweights?		
Are the fire door and shutter fusible links in place?		
Are automatic sprinkler system water control valves, air, and water pressures checked weekly/periodically as required?		
Is maintenance of automatic sprinkler system assigned to responsible persons or to a sprinkler contractor?		
Are sprinkler heads protected by metal guards when exposed to physical damage?		
Is proper clearance maintained below sprinkler heads?		
Are portable fire extinguishers provided in adequate number and type?		
Are fire extinguishers mounted in readily accessible locations?		
Are fire extinguishers recharged regularly and noted on the inspection tag?		
Are employees periodically instructed in the use of extinguishers and fire protection procedures?		
Is vacuuming used whenever possible rather than blowing or sweeping combustible dust?		

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Are fire separators placed between containers of combustibles or flammables, when stacked one upon another, to assure their support and stability?		
Are fuel gas cylinders and oxygen cylinders separated by distance, fire-resistant barriers, or other means while in storage?		
Are liquefied petroleum storage tanks guarded to prevent damage from vehicles?		
Are all solvent wastes and flammable liquids kept in fire-resistant covered containers until they are removed from the worksite?		
If a Halon 1301 fire extinguisher is used, can employees evacuate within the specified time for that extinguisher?		
Are appropriate fire extinguishers mounted within 75 ft. of outside containing flammable liquids and within 10 ft. of any inside storage area for such materials?		
Is the transfer/withdrawal of flammable or combustible liquids performed by a trained employees?		
Are fire extinguishers mounted so that employees do not have to travel more than 75 ft. for a class "A" fire or 50 ft. for a class "B" fire?		
Are employees trained in the use of fire extinguishers?		
Are extinguishers free from obstructions or blockage?		
Are all extinguishers serviced, maintained, and tagged at intervals not to exceed one year?		
Are all extinguishers fully charged and in their designated places?		
Is a record maintained of required monthly checks of extinguishers?		
Where sprinkler systems are permanently installed, are the nozzle heads directed or arranged to not spray water into operating electrical switchboards and equipment?		
Are "NO SMOKING" signs posted where appropriate in areas where flammable or combustible materials are used or stored?		
Are "NO SMOKING" signs posted on liquefied petroleum gas tanks?		
Are "NO SMOKING" rules enforced in areas involving storage and use of flammable materials?		
Are safety cans used for dispensing flammable or combustible liquids at a point of use?		
Are all spills of flammable or combustible liquids cleaned up promptly?		
Are storage tanks vented to prevent the development of excessive vacuum or pressure because of filling, emptying, or atmosphere temperature changes?		
Are storage tanks equipped with emergency venting to relieve excessive internal pressure caused by fire exposure?		
Are spare portable or butane tanks used by industrial trucks stored in accord with regulations?		
Is proper storage practiced minimizing the risk of fire, including spontaneous combustion?		
Are approved containers and tanks used to store and handle flammable and combustible liquids?		
Are all connections on drums and combustible liquid piping, vapor, and liquid-tight?		
Are all flammable liquids kept in closed containers when not in use (e.g., parts cleaning tanks, pans)?		
Are bulk drums of flammable liquids grounded and bonded to containers during dispensing?		

* A mark in the “No” column indicates a need for corrective action.

7. First Aid and Medical Services

Policy

Redwood Empire Food Bank has adopted this policy to ensure the safety and health of employees by informing them about safe work practices and procedures for first aid and medical services.

References

- 8 California Code of Regulations:
  - §1512—Emergency Medical Services
  - §3400—Medical Services and First Aid
  - California Health and Safety Code 1797.196 Automated External Defibrillator (AED)

Responsibilities

Employer

- Establish a written plan to provide emergency medical services
- Inform employees of the Companies emergency procedures
- Ensure employees have access to emergency medical services
- Provide transportation to medical care as required
- Ensure an adequate number of appropriately trained people are available to provide first aid
- Provide First Aid Kits

Employee

- Follow all company safety practices and procedures
- Wear proper personal protective equipment as required
- Immediately report any unsafe acts or workplace condition
- Report any job-related injury or illness
- Seek medical treatment as required

Hazards

Many common workplace injuries requiring first aid or medical treatment are from physical hazards, such as slips, trips, falls, colliding with objects, improper use of tools and equipment, and failure to use personal protective equipment. Typical injuries associated with physical hazards include lacerations, contusions, sprains, strains, and fractures. Other types of workplace hazards can be chemical, biological, and ergonomic hazards.

Safe Practices (Procedures)

Ensure that emergency medical services will be available on any job site where an employee is present, and there are a suitable number of appropriately trained employees to render first aid. In addition, employees will be informed of the procedure to follow in case of an injury or illness.

Provide appropriate means for prompt transportation of an injured or ill employee to a medical facility, or a means to contact an emergency facility, physician, ambulance, or fire services will be provided. In

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addition, the telephone numbers of the local hospitals, physicians, ambulance, and fire-protection services will be posted near workplace telephones.

Workplaces that do not have a clinic, hospital, or infirmary nearby will have adequately trained employees to render first aid; this training will be equivalent to the American Red Cross.

Buildings and structures five (5) or more floors above or below ground level will have a two-way voice communication system installed.

Suitable facilities will be provided for drenching the body and flushing the eyes where employees may be exposed to corrosive materials. These facilities will be easily accessible and ready for immediate emergency use.

Provide adequate stretchers, blankets, or other warm covering unless emergency services are within 30 minutes of the workplace, under normal conditions.

Provisions will be developed in advance for prompt medical treatment in the event of serious injury or illness. They will be accomplished by one (1) or a combination of the following to avoid unnecessary delay:

- System for contacting an emergency medical service that can direct emergency services to the location of the injured or ill employee
- Accessible on-site facilities for suitable treatment of reasonably anticipated injury and illness
- Adequate and prompt means of transport when transportation of an injured or ill employee is necessary

First Aid Kits

Provide at least one (1) first aid kit in a weatherproof container. The first aid kits will be stored at conspicuous locations. The kits' contents will be regularly inspected, and any expended items will be replaced as soon as possible. Dressings will be sterile and sealed in separate packaging.

Medicines, antiseptics, eye irrigation solutions, inhalants, or proprietary preparations will only be included if specifically approved, in writing, by an authorized, licensed physician. The contents of each first aid kit will be determined by a licensed physician or in accordance with table 1 in attachments.

Automated External Defibrillator (AED)

All AEDs used by Redwood Empire Food Bank will be inspected and maintained on a quarterly basis to ensure they are in good working condition per California Health and Safety Code 1797.196. AEDs will be tested at least biannually and after each use. Any AEDs found to be damaged or defective will be removed from service and replaced immediately.

All AEDs must be registered with the local EMS agency of the existence, location, and type of AED installed. Redwood Empire Food Bank will post instructions next to the AED in 14-point type or greater, on how to use the AED.

Employees will receive training relating to the proper use of AEDs in an emergency. The safety coordinator is assigned as the individual responsible for training and compliance with this policy.

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Good Samaritan Law

Any good faith rescuer who renders emergency care or treatment without compensation and uses an AED during an emergency will not be liable for any civil damages resulting from any acts or omissions in providing the emergency care.

If a person collapses suddenly, do the following:

Perform Initial Assessment

- Check the scene for safety
- Verify there are no hazards associated with the person who collapsed
- Use personal protective equipment (PPE); Gloves, Pocket Mask, Barrier Shield if available

Assess Responsiveness

- Tap patient's shoulder and shout; "Are you OK?"
- If unresponsive, call 911 and get an AED or tell someone to do so

Assess Airway

- Perform head-tilt, chin-lift to open airway
- Inspect mouth and make sure it is clear

Assess Breathing

- Look for chest movement, listen for air movement at mouth and nose, feel for air with cheek
- For irregular gasping breaths with no air exchange, consider breathing to be absent
- If breathing is absent, use barrier device to deliver 2 rescue breaths. Begin CPR.

Perform CPR until AED Arrives

- Compress and release chest 30 times at a rate of 100 compressions per minute.
- Give 2 slow rescue breaths seeing a visible rise of the chest on both.
- Repeat 30 compressions and 2 rescue breaths until AED or Emergency Medical Services (EMS) arrive.

Defibrillator Use

When Defibrillator Arrives:

- Place the AED near the head of the patient on the same side as the rescuer
- Turn on the AED and follow voice prompts
- When a patient is a child under 8 years old or 55 pounds, use infant/child pads if available

Bare, Prepare, and Place Defibrillation Pads

- Bare and prepare chest
    - Cut or tear away clothing
    - Shave or clip excessive chest hair if necessary. Most AED kits include a razor or scissors
- Place pads on bare skin exactly as shown in illustrations on pads
    - For adults, place a pad on the right side of the chest and the other pad on the left side of the lower ribcage
    - For children or babies, one pad will be placed in the center of the chest and the other in the center of the back

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- Do not place pads over nipples, medication patches, or visible implanted devices

Defibrillate if Prompted by the Device

- Allow the AED to analyze automatically when it is fully attached to the patient
  - Make sure no one touches the patient during analysis
- If prompted by a defibrillator, deliver the shock. Make sure no one touches the patient when delivering the shock.
- Follow voice prompts and deliver additional shocks if indicated.

If No Shock is Indicated by Defibrillator, Reassess the Patient

- Reassess patient
- Begin CPR if indicated and continue until prompted by defibrillator or EMS to stop
- If normal breathing is present, roll patient on side to keep fluids out of the airway
- Continue to follow voice prompts until EMS arrives
- Continue care until EMS is ready to assume control

When EMS Arrives

If you are able, provide basic information to EMS personnel.

- Patient's name
- Estimated time patient collapsed or was found
- Initial and current assessment of patient
- Number of shocks delivered
- Any known medical problems, allergies or medications
- Assist the EMS providers as requested.

Post-Use Procedure

The safety coordinator will do the following after any AED use:

- Notify management personnel regarding AED use and retrieval of data from AED
- Conduct an incident debriefing with the employee
- Complete incident report as deemed necessary by the Medical Director
- Restock all used electrode pads, batteries, razors or gloves
- Inspect all supplies for any damage or old expiration dates
- Replace all batteries in the AED
- Perform a Battery Insertion Test prior to placing the AED back in service
- Clean the AED as needed. Review User's Guide for a list of appropriate cleaning agents

Personal Protective Equipment

Redwood Empire Food Bank will provide appropriate PPE when engineering controls are not feasible. Protective equipment will be adequate for any potential hazards, maintained in good working condition, sanitized, and regularly inspected

Training

- Employees will be trained on the procedures to follow in case of a workplace injury or illness

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- Redwood Empire Food Bank will train a suitable number of employees to provide first aid in the event a clinic, infirmary or hospital is not close to the workplace
- Employees will be trained in the proper use of AEDs in an emergency, as required

Training records will include the following information:

- Dates of the training sessions
- Subject contents or a summary of the training sessions
- Employee names and qualifications of persons conducting the training
- Employee names and job titles of all persons attending the training sessions

Attachments

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Attachment 1

Supplies for First Aid	Type of Supply Required by Number of Employees			
Dressings in adequate quantities consisting of:	1-5	6-15	16-200	200+
1. Adhesive dressings	X	X	X	X
2. Adhesive tape rolls, 1-inch wide	X	X	X	X
3. Eye dressing packet	X	X	X	X
4. 1-inch gauze bandage roll or compress		X	X	X
5. 2-inch gauze bandage roll or compress	X	X	X	X
6. 4-inch gauze bandage roll or compress		X	X	X
7. Sterile gauze pads, 2-inch square	X	X	X	X
8. Sterile gauze pads, 4-inch square	X	X	X	X
9. Sterile surgical pads suitable for pressure dressings			X	X
10. Triangular bandages	X	X	X	X
11. Safety pins	X	X	X	X
12. Tweezers and scissors	X	X	X	X
* Additional equipment in adequate quantities consisting of:				
13. Cotton-tipped applicators			X	X
14. Forceps			X	X
15. Emesis basin			X	X
16. Flashlight			X	X
17. Magnifying glass			X	X
18. Portable oxygen and its breathing equipment				X
19. Tongue depressors				X
Appropriate record forms	X	X	X	X
Up to date 'standard' or 'advanced' first-aid textbook	X	X	X	

*To be readily available but not necessarily within the first-aid kit.

8. Hazard Communication

Policy

Redwood Empire Food Bank has adopted this policy to ensure the safety and health of employees by informing them of safe work practices and procedures of hazard communication (HAZCOM) and how to identify and control hazardous chemicals. In addition, the California Occupational Safety and Health Administration (Cal/OSHA) has adopted the Globally Harmonized System (GHS) to classify and label chemicals.

References

- 8 California Code of Regulations: §5194—Hazardous Communication
- Globally Harmonized System of Classification and Labelling of Chemicals: GHS—Rev. 9, 2021
- American Society of Mechanical Engineers: A13.1-2020—Scheme for the Identification of Piping Systems

Responsibilities

Employer

- Establish, implement, and maintain an effective hazard communication program, including container labeling and safety data sheets (SDS)
- Ensure that proper safeguards are in place to protect employees working with or around hazardous chemicals
- Ensure an inventory of all hazardous chemicals is conducted regularly, which will include the product identifier used on the corresponding SDS
- Provide adequate training regarding the specific hazardous chemicals within each worksite and any necessary protective measures
- Maintain accurate employee training records
- Review HAZCOM procedures at least annually to evaluate the effectiveness of the program and take corrective action, if necessary

Employee

- Follow safe work practices and procedures
- Attend and participate in all required training
- Safely use and maintain all provided personal protective equipment (PPE)
- Verify that chemicals are correctly and clearly labeled
- Report any hazards or deficiencies immediately to the appropriate supervisor

Hazards

Physical hazards: Explosive chemicals; flammable; oxidizers; self-reactive; pyrophoric; self-heating; organic peroxide; corrosive to metal; combustible liquids; or water-reactive

Health hazards: Chemicals that may cause acute toxicity; skin corrosion or irritation; serious eye damage or eye irritation; respiratory or skin sensitization; germ cell mutagenicity; carcinogenicity; reproductive toxicity; specific target organ toxicity; or aspiration hazard.

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Safe Practices

Hazard Communication Program

Develop, implement, and maintain a written hazard communication program which at minimum describes the procedures for labeling and other forms of warning, SDS, and employee information and training, and will also include:

- An Inventory list of the known hazardous chemicals to be present using a product identifier that is referenced on the appropriate SDS
- Methods and procedures used to inform employees of the hazards of non-routine tasks and the hazards associated with chemicals contained in unlabeled pipes in their work areas

The program will also include the methods used to inform any other employer sharing the same work area of the hazardous chemical and any suggestions for appropriate protective measures. This will include the methods for providing other employers access to the SDS, or to make them available at a central location, any precautionary measures that need to be taken to protect employees during the normal operating conditions and in foreseeable emergencies, and the methods for informing other employers of the labeling system used.

As a Best Practice, have the chemical inventory on a database with access to SDS sheets for each chemical in inventory.

Ensure that the written hazard communication program and all SDS will be available, upon request, to employees, their designated representatives, Cal/OSHA, and the National Institute for Occupational Safety and Health (NIOSH).

Labels and Other Forms of Warning.

Containers of hazardous chemicals being stored, maintained, or leaving the workplace will be labeled, tagged, or marked; hazards not classified do not have to be addressed on the container. Labels will never be removed or intentionally defacing existing labels on incoming containers of hazardous chemicals unless the container is immediately marked with the required information. The following information will be provided on each required label, tag, or mark:

- Product identifier
- Signal word
- Hazard statement(s)
- Pictogram(s)
- Precautionary statement(s)
- Name, address, and telephone number of the manufacturer, importer, or other responsible parties

This information will be prominently displayed in English; other languages may also be included if appropriate and located together on the tag, label, or mark.

Use signs, placards, process sheets, batch tickets, operating procedures, or other such written materials instead of affixing a label. Ensure that if an alternative method is used, it will identify the container to which it is applicable, and it will convey any required information.

The written materials will be readily accessible to the employees in their work area throughout each work shift.

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Solid Materials

- For solid metal, such as a steel beam or a metal casting, that is not exempted as an article due to its downstream use or shipments of whole grain, the required label may be transmitted to the customer at the time of the initial shipment and need not be included with subsequent shipments to the same employer unless the information on the label changes
- The label may be transmitted with the initial shipment itself or with the safety data sheet that is to be provided before or at the time of the first shipment
- This exception to requiring labels on every container of hazardous chemicals is only for the solid material itself and does not apply to hazardous chemicals used in conjunction with, or known to be present with, the material and to which employees handling the items in transit may be exposed (for example, cutting fluids, pesticides in grains or lubricants)

Manufacturers, importers, or distributors shall ensure that each container of hazardous chemicals leaving the workplace is labeled, tagged, or marked in accordance with this section in a manner that does not conflict with the requirements of the Hazardous Materials Transportation Act (18 USC 1801 et seq.) and regulations issued under that Act by the Department of Transportation.

Workplace Labeling

Ensure that each container of hazardous chemicals in the workplace will be labeled, tagged, or marked with either:

The employer is not required to label portable containers into which hazardous chemicals are transferred from labeled containers and intended only for the immediate use of the employee who performs the transfer.

The employer shall not remove or intentionally deface existing labels on incoming containers of hazardous chemicals unless the container is immediately marked with the required information.

The employer shall ensure that workplace labels or other forms of warning are legible, in English, and prominently displayed on the container, or readily available in the work area throughout each work shift. Employers with employees who speak other languages may add the information in their language to the material presented, if it is English.

Manufacturers, importers, distributors, or employers who become newly aware of any significant information regarding the hazards of a chemical shall revise the labels for the chemical within six months of becoming aware of the new information. Labels on containers of hazardous chemicals shipped after that time shall contain the new information. Suppose the chemical is not currently produced or imported. In that case, the manufacturer, importer, distributor, or employer shall add the information to the label before the chemical is shipped or introduced into the workplace again.

Safety Data Sheets

Obtain an SDS, ensuring it is at least in English for each hazardous chemical that is produced, imported, and used. Each SDS will include at least the following section numbers, headings, and the associated information under each heading, in the order listed:

- Section 1, Identification
- Section 2, Hazard(s) identification
- Section 3, Composition/information on ingredients

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- Section 4, First-aid measures
- Section 5, Fire-fighting measures
- Section 6, Accidental release measures
- Section 7, Handling and storage
- Section 8, Exposure controls/personal protection
- Section 9, Physical and chemical properties
- Section 10, Stability, and reactivity
- Section 11, Toxicological information
- Section 12, Ecological information
- Section 13, Disposal considerations
- Section 14, Transport information
- Section 15, Regulatory information
- Section 16, Other information, including date of preparation or last revision
- A description of the specific potential health risks posed by the hazardous chemical that alerts anyone reading the information

Sub-headings within a section on the SDS that have no relevant information or if a category does not apply to the hazardous chemical, that space will be marked to indicate that.

Ensure that any significant information regarding the hazards of a chemical, or way to protect against it the hazards, will be added to the SDS within three (3) months of becoming aware of it.

Maintain copies of the required SDS for each hazardous chemical in the workplace and ensure that they will be readily accessible for employees during each work shift. Employees who conduct work at more than one location or are required to travel between workplaces will immediately obtain the required information in an emergency.

If the manufacturer or importer does not provide the SDS or any required information:

- Make a written inquiry to the manufacturer or importer within seven (7) working days of noting the missing information; the inquiry will ask that the complete SDS be sent except if a request has been made within the last 12 months about if an SDS is needed or within the last six (6) months for a new, revised, or additional information
- Notify the requester in writing of the date that the inquiry was made, to whom it was made, and the response, if any, received
- Send the Director a copy of the written inquiry if a response has not been received within 25 working days

The preparer of a safety data sheet will provide the Director with a copy of the safety data sheet. Where a trade secret claim is made, the preparer shall submit the information specified in §5194(i)(15).

Where Redwood Empire Food Bank manufactures, distributes, or imports, Redwood Empire Food Bank ensures that:

- Appropriate SDS are delivered with their initial shipment and with the first shipment after an SDS is updated
- Updated information will be provided to other distributors and purchasers
- The information provided accurately reflects the scientific evidence used for classification

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Training

Employees will be provided with adequate training at the initial assignment and whenever a new chemical hazard is introduced into the workplace. Training will be conducted in a way that will include an opportunity for employees to ask questions and will consist of at least the following:

- Requirements of the hazard communication regulation, including employee rights
- Location and availability of the written HAZCOM program and list of hazardous chemicals and SDS
- Work operations where hazardous chemicals are present, including non-routine tasks
- Methods and observations used to determine the presence or release of hazardous chemicals
- The physical and health effects of hazardous chemicals and how chemical-specific information will always be available through labels and safety data sheets
- Protective practices that have been taken to minimize or prevent exposure
- Details of the HAZCOM program, including how to read labels and review and obtain information from an SDS, as well as an overview of the workplace-specific labeling procedures for original and workplace containers, as well as stationary processes
- Symptoms of overexposure
- How to access SDS
- Measures employees need to put into practice to reduce or prevent exposure to these hazardous chemicals by engineering controls, work practices, and use of personal protective equipment
- Emergency and first aid procedures to follow if employees are exposed to hazardous chemicals
- The location and interpretation, if needed, of warning signs or placards to communicate that a chemical is known to cause cancer or reproductive toxicity is used in the workplace

Communicate and provide new or revised SDS information promptly, not to exceed 30 days after receipt, if the new information indicates significantly increased risks to, or measures necessary to protect, employee health as compared to those stated on an SDS previously provided.

Maintain employee training records for three (3) years from when the training occurred.

Attachments

- Hazardous chemical list
- SDS request letter

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Hazardous Chemical List

Hazardous Chemical (Product identifier matches SDS and label)	Operation/Work Area	SDS (date)

SDS Request Letter

Date:
Manufacturer or Distributor:
Address:
RE: SDS for listed product identifiers

Product name on the label	Additional identifying information

Please provide me with an up-to-date copy of your safety data sheet (SDS) for the above product(s). The SDS is needed for compliance with the State of California Hazard Communication Regulation, title 8, California Code of Regulations, §5194.

Please either send the SDS to:

Name:
Company name:
Address:

Or email to:

Email address:

Please notify us in writing if this product does not require an SDS.

If you have any questions regarding our request, please contact:

Name:	Phone number:

Sincerely,

Company representative name:
Company representative signature:

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9. General Electrical Safety

Policy

Redwood Empire Food Bank has established this electrical safety policy to protect all employees from the hazards of working with and around electricity. This policy is written primarily for employees who may not necessarily be exposed to electrical hazards routinely but for whom an electrical hazard may present itself. However, most employees can encounter electrical hazards at some point during their work and these employees should know how to protect themselves and those around them.

References

- Title 8 California Code of Regulations; Electrical Safety Orders; Low Voltage Electrical
  - Article 2—Administration
  - §2395.5—Grounding-Alternating Current-Circuits and Systems to be Grounded
  - §2395.23—Grounding Connections
  - §2395.51—Effective Grounding
  - Article 3—Work Procedures
  - Article 4—Requirements for Electrical Installations
  - §2340.1—Maintenance
  - §2340.2—Examination, Installation, and Use of Equipment
  - Article 6—Branch Circuits
  - §2360.3—GFCI
  - Article 13—Temporary Wiring
  - §2405.4—GFCI-Construction Site
  - Article 10—Overcurrent Protection
  - Article 11—Grounding
  - §2743—Grounding of Systems & Circuits
  - Article 59—Hazardous (Classified) Locations

Responsibilities

Employer

- Only Authorized persons perform electrical work on de-energized equipment that has been locked-tagged out
- Eliminate workplace hazards
- All equipment is kept in good repair
- Training employees to know and follow safe job procedures
- Employees are provided with proper electrical PPE (PERSONAL PROTECTIVE EQUIPMENT) and equipment
- Involving employees in Incident Investigations to determine root causes and develop mitigations

Employee

- Perform all electrical work as trained and equipped
- Work on controlled electrical equipment only if authorized.
- Energized and more involved electrical maintenance and repair by Qualified Persons only

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- Practice situational awareness on all electrical work
- Correct or report hazards to a supervisor immediately

Hazards

- Electrical shock
- Arc Flash
- Electrically Hazardous Environments

When working on or around electrical equipment, the most serious hazards are shock and arc flash. Shock occurs when an electrical current passes through the body and can result in injuries of many types. The severity of injury from electrical shock depends on the amount of electrical current and the length of time the current passes through the body. Throughout this chapter, avoidance and protection from shock is discussed in any number of work conditions

The other is an arc flash. This is a continuous electric discharge of current flowing between conductors or to a ground. It is extremely hot and is travelling at the speed of light. The outcome is electrical burns. Arc Flash is covered by both the worker and the equipment.

No electrical work will take place in an environment that is hazardous-such as a “classified environment” as this can create multiple hazards. This hazard is described below.

Hazardous Location Classifications

This section covers the requirements for electric equipment and wiring in locations that are classified depending on the properties of the flammable vapors, liquids or gases, or combustible dusts or fibers that may be present in the location of work. Each room, section or area will be considered individually in determining its classification. These hazardous locations are the six designations noted below.

Class I Locations

- Class I locations are those in which flammable gases or vapors are or may be present in the air in quantities sufficient to produce explosive or ignitable mixtures.

Class I, Division 1 Location :

The heavy presence of flammable or combustible vapors, mists such as fueling areas, natural gas, chemical use of cleaning fluids and/or spray finishing. A potential for an explosion exists from an electrical ignition under normal operating conditions. These are present during normal operations or exist frequently due to repair or maintenance operations (leakage) or a failure in equipment or process that would release ignitable concentrations of flammable gases or vapors and may also cause a simultaneous failure of electrical equipment.

- Class I, Division 2 Location
  - In which volatile flammable liquids, vapors or flammable gases are in use, but will typically be confined within closed containers from which they can only escape due to an accidental rupture or breakdown of the container or system due to abnormal use of equipment.
  - In which ignitable concentrations of gases or vapors are normally prevented by positive mechanical ventilation, and which might become hazardous through failure or abnormal operations of the ventilating equipment
  - That is adjacent to a Class I, Division 1 location, and to which ignitable concentrations of gases or vapors might occasionally be communicated unless such communication is prevented by

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adequate positive-pressure ventilation from a source of clean air, and effective safeguards against ventilation failure are provided.

Class II Locations

- Class II locations are those that are hazardous because of the presence of combustible dust.
- Class II Division 1 Location:
  - In which combustible dust is or may be in suspension in the air, under normal operating conditions, in quantities sufficient to produce explosive or ignitable mixtures
  - Where mechanical failure or abnormal operation of machinery or equipment may cause such explosive or ignitable mixtures to be produced and may also provide a source of ignition through simultaneous failure of electric equipment, operation of protection devices, or from other causes, or in which combustible dusts of an electrically conductive nature may be present.
- Class II, Division 2 Location is a Location:
  - In which combustible dust will not normally be in suspension in the air in quantities sufficient to produce explosive or ignitable mixtures and dust accumulations are normally insufficient to interfere with the normal operation of electrical equipment or other apparatus; or
  - In which dust may be in suspension in the air because of infrequent malfunctioning of handling or processing equipment and
  - Resulting dust accumulations on, in or near electrical equipment that may be of a sufficient amount to interfere with the safe dissipation of heat from electric equipment or may be ignitable by abnormal operation or failure of electrical equipment

Class III Locations

- Class III locations are those that are hazardous because of the presence of easily ignitable fibers or filings but in which such fibers or filings are not likely to be in suspension in the air in quantities sufficient to produce ignitable mixtures.
- Class III, Division 1 Location is a Location:
  - In which easily ignitable fibers or materials producing combustible filings are handled, manufactured, or used.
- Class lll, Division 2 Location is a Location:
  - In which easily ignitable fibers are stored or handled, except in process of manufacture.

Safe Practices

Electrical Installation Safety in Hazardous Locations

Equipment, wiring methods, and installations of equipment in hazardous locations will be either:

- Intrinsically safe (energy is reduced to a level where it cannot cause ignition) or
- Approved for the hazardous location or
- Safe for hazardous (classified) location.

Intrinsically Safe

- Equipment and associated wiring approved as intrinsically safe will be permitted in any hazardous location for which it is approved.

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Approved for the Hazardous Location

- Equipment will be approved not only for the class of location but also for the ignitable or combustible properties of the specific gas, vapor, dust, or fiber that will be or may be present.
- Equipment will be marked to show the class, group, and operating temperature or temperature range for which it is approved.
- The temperature marking may not exceed the ignition temperature of the specific gas or vapor to be encountered. However, the following provisions modify this marking requirement for specific equipment:
    - Equipment of the non-heat-producing type, such as junction boxes, conduit, and fittings, and equipment of the heat-producing type having a maximum temperature not more than 212 degrees F (100 degrees C) need not have a marked operating temperature or temperature range.
    - Fixed lighting fixtures marked for use in Class I, Division 2 locations only, need not be marked to indicate the group.
    - Fixed general-purpose equipment in Class I locations, other than lighting fixtures, which is acceptable for use in Class I, Division 2 locations need not be marked with the class, group, division, or operating temperature.
    - Fixed dust-tight equipment, other than lighting fixtures, which is acceptable for use in Class II, Division 2 and Class III locations need not be marked with the class, group, division, or operating temperature.
- Equipment that is safe for the location will be of a type and design which the employer demonstrates will provide protection from the hazards arising from the combustibility and flammability of vapors, liquids, gases, dusts, or fibers.
- All conduits will be threaded and will be made wrench tight. Where it is impractical to make a threaded joint tight, a bonding jumper will be utilized.

Equipment in Division 2 Locations

- Equipment that has been approved for a Division 1 location may be installed in a Division 2 location of the same class and group.
- General-purpose equipment or equipment in general-purpose enclosures may be installed in Division 2 locations if the equipment does not constitute a source of ignition under normal operating conditions.

Equipment with electrical deficiencies will be tagged and locked out according to the procedures outlined in the “Lockout/Tagout” chapter. Authorized Personnel will not perform a repair or install electrically powered equipment or components, where the electrical source is energized at greater than 50v. Where electrically powered equipment or electrical systems cannot be de-energized and placed in an electrically safe working condition for repair or installation of electrical components, work will only be performed by a Qualified Electrician.

Use of a Qualified Electrician and Authorized Personnel

A Qualified Electrician and Authorized Personnel will meet the minimum employment qualifications and will be trained and knowledgeable of the design and operation of equipment or a specific work method and be trained to recognize and avoid the electrical hazards that might be present with respect to that equipment or work method. Such persons will also be familiar with the proper use of

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special precautionary techniques, personal protective equipment, including arc flash, insulating and shielding materials, insulated tools and test equipment.

A person may be considered qualified with respect to certain equipment methods and still be considered unqualified for others.

Such persons permitted to work within the Limited Approach Boundary of exposed live parts operating at 50 volts or more will, at a minimum, be additionally trained in NFPA (National Fire Protection Association) 70e. See the “Arc Flash-NFPA 70e” chapter. This includes: familiarity with NFPA (National Fire Protection Association) 70e Handbook for Electrical Safety in the Workplace which details: the content the skills and techniques necessary to distinguish exposed energized parts from other parts of electrical equipment; the skills and techniques necessary to determine the nominal voltage of live parts; the approach distances and the corresponding voltages to which the Qualified person will be exposed; the decision-making process necessary to determine the degree and extent of the hazard and the personal protective equipment and job planning necessary to perform the task safely. Each Qualified Electrician and Authorized Personnel will be trained in emergency response procedures including methods of release of victims from contact with exposed, energized electrical conductors or circuit parts, and will be certified in cardiopulmonary resuscitation and first aid at least every two (2) years.

“Authorized” Persons may control hazardous electrical energy by their knowledge/training in de-energizing a component or system and are authorized to hang a lock and tag to perform electrical or other work on an electrically powered system. “Affected” Personnel are those who work with or in proximity to the electrical system under control.

Use of Non-qualified Personnel

Non-qualified personnel will be trained in and be familiar with any of the electrical safety-related practices that are necessary for their safety. This safety awareness training will include, but is not limited to:

- Procedures for resetting over current protective devices
- Techniques for approaching distances to overhead conductors
- The meaning of electrical safety warnings and barriers
- The proper handling of portable tools and appliance cords
- Electrical hazards associated with water
- The proper response to electric shock hazards
- Recognition of electric shock and emergency response actions
- Emergency response notifications and basic first aid and cardiopulmonary resuscitation (CPR)

Establishing Electrically Safe Work Conditions

The specific safety-related work practices will be consistent with the nature and extent of the associated electrical hazards. If possible, all energies will be controlled by a Lock Out-Tag Out (LOTO) Program and will be utilized first. Energized electrical conductors and circuit parts to which an employee might be exposed will be placed into an electrically safe work condition before an employee works within the Limited Approach Boundary of those conductors or parts by the following:

Determine all sources of electrical power supply, including battery backup and/or solar to the specific equipment. Check applicable up-to-date single-line drawings, diagrams and identification tags.

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After properly interrupting the load current, open the disconnect device(s) for each source.

Whenever possible, visually verify that all blades of the disconnecting devices are fully open, or that draw-out type circuit breakers are withdrawn to the fully disconnected position.

Apply lockout/tagout devices in accordance with the documented and established LOTO procedure for that piece of equipment or system.

ONLY determine a de-energized state by checking (on a 3-phase system) phase-to-phase and phase-to-ground with a multimeter. DO NOT rely on the on/off switch nor a “tick.”

Check the multimeter to a known voltage source first. Use adequately rated multimeters to test each phase conductor or circuit path to verify they are de-energized. Before and after each test, determine that the multimeter is operating satisfactorily.

Where the possibility of induced voltages or stored electrical energy exists, ground the phase conductors or circuit parts before touching them. Where it could be anticipated that the conductors or circuit parts being energized could contact other exposed energized conductors or circuit parts, apply ground connecting devices rated for the available fault duty.

De-Energized Electrical Equipment

- All de-energized exposed parts will be treated as live throughout the work process
- Conductors and parts of electric equipment that have been de-energized but have not been locked out or tagged will be treated as energized parts
- While any employee is exposed to contact with parts of fixed electric equipment or circuits which have been de-energized, the circuits energizing the parts will be locked out/tagged out.

Use of Insulated Tools and Equipment

Employees will use insulated tools and/or handling equipment where required such as around any energized equipment where tools or handling equipment might make accidental contact.

Insulated tools will be protected from damage to the insulating material. Insulated tools and equipment will be inspected prior to use. DO NOT just throw these into a common toolbox. This may cut the insulation, allowing an arc to occur.

The inspection will look for damage to the insulation or damage that may limit the tool from performing its intended function or could increase the potential for an incident, such as cuts in the insulating barrier that may allow energy to make contact with the user. Insulated tools will be rated for the voltages on which they are used and will be designed and constructed for the environment to which they are exposed and the way they are used. Typically, there will be a voltage rating, manufacturer name, where and when it was made a part number and the double triangle. Fuse or fuse holder handling equipment, insulated for the circuit voltage, will be used to remove or install a fuse if the fuse terminals are energized. Ensure the tool is marked with the triangle within the triangle logo.

Portable ladders, meeting ANSI (American National Standards Institute) Standard, will have non-conductive side-rails if they are used in applications where there are exposed live parts of 50 volts or higher.

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Engineering Design Safety

All electrical distribution panels, breakers, disconnect boxes, electrical switches, junction boxes will be completely enclosed. Watertight enclosures will be used where there is possibility of moisture entry either from operations or weather exposure. Electrical distribution areas will be guarded against accidental damage by locating in specifically designed rooms, use of substantial guard posts and rails and other structural means. All electrical conduit will be supported throughout its length. Non-electrical attachments to conduit are prohibited.

System Installation, Repair or Maintenance Safety

Only Qualified Persons, authorized contractors or employees under direct supervision of a Qualified Person may install or conduct repairs to electrical equipment. Contractors performing electrical work will conform to safe electrical work practices or will present and file a Job Safety Plan addressing electrical work.

All equipment will be labelled with maximum voltage potential with clear and distinct control markings and function. Where work may occur on energized equipment, or the equipment has the potential to become energized, the employee will be warned of the potential Arc Flash Hazard by the label. See “Arc Flash-NFPA 70e” chapter. Access to electrical distribution rooms will be limited to those employees who have a need to enter. Work on energized circuits will be avoided if possible. If not, work must be performed by Qualified employees trained in NFPA 70e, only. All employees will follow established electrical safety procedures and precautions. Maintenance procedures and schedules for servicing and maintaining equipment and facilities including documentation of repairs, removals, replacements, and disposals will be established. All persons working in areas of high hazard (with high-voltage power supplies, etc.) must be trained in emergency response procedures and at least one individual will be certified in cardiopulmonary resuscitation and first aid (CPR/FA).

Electrical Equipment Operational Safety

- Non-qualified Personnel may not get close to energized parts for their Safety.
- Flexible (extension) cords will not protrude through walls, ceiling tiles, windows, or doors and will not be affixed in any manner to walls or pipe.
- Terminal ends of cord connectors will be of plastic or non-conductive materials. Terminal ends with metal strain relief or stability rings will be eliminated.
- Extension cords will be properly sized (16 gauge minimum) with respect to cord length and load capacity. Low amperage extension cords (commonly known as “zip cords”) are not permitted.
- Extension cords will maintain a grounding lug or will be double insulated. Grounding adapters are not permitted.
- Cords will be inspected before use for cracks, cuts, or other physical damage that exposes cord insulation and wire.
- Cords exhibiting wire of any color will be immediately removed from service and repaired by a Qualified Person or destroyed and replaced before being returned to service. Splices will utilize approved hardware and technique and will return the insulating capacity of the cord to its original condition.
- Extension cords intended for outdoor use and event use will be protected with a Ground Fault Circuit Interruption (GFCI) outlet or will be plugged into a GFCI circuit.

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- Extension cords will not be utilized in place of permanent wiring. Extension cords may be utilized for functions such as holiday lighting or temporary events, not to exceed ninety (90) days. NEVER “Daisy Chain” extension cords.
- Power Strips (multi-outlet extension cords) will have over-current protection (internal circuit breaker). Power strips will not be placed in series (piggy backed – one unit plugged directly into another). The Power Strip must be UL (Underwriter Laboratories) approved and care will be taken not to electrically overload the unit. Power strips utilized in outdoor locations will be UL approved for outdoor use.
- Outlet expanding devices, except for Power Strips with integrated circuit override protection, are not permitted.

Fixed Electrical Equipment Safety

- Electrical equipment will be free from recognized hazards that are likely to cause physical harm to employees.
- Electrical equipment must be marked with the manufacturer's identity, voltage, current or other markings/ratings as necessary. Markings will not be removed, obscured, defaced, or painted over.
- Circuit breaker panels must have an updated and legible schedule in place identifying the circuit that each circuit breaker controls.
- Each disconnecting means for electrical equipment will be legibly marked to indicate its purpose. Each service, feeder, and branch circuit, at its disconnecting means or over current device, will be legibly marked to indicate its purpose. These markings will be of sufficient durability to withstand the environment involved.

Safe Access to Fixed Electrical Equipment

- Storage of material is not permitted in electrical rooms. Clear access of thirty-six (36) inches will be provided in front of any electrical control (J box, breaker panels and others). The depth of the working space will be clear to the floor. Working space will vary depending on voltage and physical conditions.
- At least one entrance, not less than 24 inches wide and 6 feet 6 inches high, will be provided to give access to the working space about electric equipment. On switchboard and control panels exceeding 48 inches in width, there will be one entrance at each end of such board where practicable. Ladders or stairways, permanent where required, will be provided to give safe access to the working space around electric equipment installed on platforms, balconies, mezzanine floors, in attic, roof rooms or spaces.

Housekeeping

- Where live parts present an electrical contact hazard, employees may not perform housekeeping duties at such close distances to the parts that there is a possibility of contact, unless adequate safeguards (such as insulating equipment or barriers) are provided
- Electrically conductive cleaning materials (including conductive solids such as steel wool, metalized cloth, and silicon carbide, as well as conductive liquid solutions) may not be used in proximity to energized parts unless procedures are followed which will prevent electrical contact.

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Interlocks

Only a Qualified person following the requirements of this section may defeat an electrical safety interlock, and then only temporarily while he or she is working on the equipment. The interlock system will be returned to its operable condition when this work is completed.

Safety Related Maintenance Requirements

Disconnecting Means

- All disconnecting means (switches or circuit breakers) will be located for easy access and will be clearly and permanently marked for the specific environment.
- The disconnect label will readily identify what equipment and/or circuits are affected by the device. Labeling should match and be traceable to appropriate drawings.
- Disconnecting means will be capable of being locked out where required.
- Multiple service main disconnects will be appropriately labelled to include:
    - Number (i.e., 1 of 3)
    - Physical location of other disconnects if not readily apparent
    - Location/equipment serviced
    - Amperage rating and system voltage and phases

Over-current Safety Protection-Circuit Breakers and Fuses

- Conductors and equipment will be protected from overcurrent in accordance with the National Electrical Code.
- Except for motor running overload protection, over-current devices will not interrupt the continuity of the grounded conductor unless all conductors of the circuit are opened simultaneously.
- Over-current protection of circuits and conductors will not be modified or taped, even on a temporary basis.
- Over-current devices will be readily accessible to each employee or authorized building management personnel. These over-current devices may not be located where they will be exposed to physical damage or in the vicinity of easily ignitable material.
- All fuses that are accessible to other than Qualified Persons and all fuses and thermal cutouts on circuits over 150 volts to ground will be provided with disconnecting means. This disconnecting means will be installed so that the fuse or thermal cutout can be disconnected from its supply without disrupting service to equipment and circuits unrelated to those protected by the over-current device.
- Fuses and circuit breakers will be located or shielded (dead fronts or enclosures or both) so that employees will not be burned or otherwise injured by their operation.
- Breakers that have been removed from a port will be covered by a plastic cover designed by the manufacturer for the manufactured equipment, for insertion into a blank port.
- Circuit breakers will clearly indicate whether they are in the open (off) or closed (on) position. Where circuit breaker handles on switchboards are operated vertically rather than horizontally or rotationally, the up position of the handle will be the closed (on) position.
- If used as switches in 120-volt, fluorescent lighting circuits, circuit breakers will be approved for the purpose and marked "SWD" (switch duty).
- For remodeling, where feasible or for new construction, circuit breakers will not be used as switches.

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- Any circuit over 600 volts will have short circuit protection.

Lighting

- Employees may not enter spaces containing exposed energized parts unless illumination is provided that enables the employees to perform the work safely.
- Where lack of illumination or an obstruction precludes observation of the work to be performed, employees will not perform a task near exposed energized parts.
- Employees will not reach blindly into areas which may contain energized parts.

Confined Spaces Safety

- Employees will conform to the Confined Space regulatory requirements when preparing to work in a confined space.
- When an employee works in a confined space (such as a utility access hole or vault) that contains exposed energized parts, the energy must be controlled by LOTO. ONLY if this is not feasible (employer must be able to demonstrate), the employer will provide, and the employee will use, protective shields, protective barriers, or insulating materials as necessary to avoid inadvertent contact with these parts.
- Doors, hinged panels, and the like will be secured to prevent their swinging into an employee and causing the employee to contact exposed energized parts.

Safe Opening and Closing of Circuits

- Only load rated switches, circuit breakers, or other devices specifically designed as disconnecting means under load will be used for the opening, reversing, or closing of circuits under load conditions. Cable connectors not of the load break type, fuses, terminal lugs, and cable splice connections will not be used for such purposes, except in an emergency.
- After a circuit is de-energized by a circuit protective device, the circuit may not be manually reenergized until it has been determined by a Qualified Electrician or Authorized Personnel that the equipment and circuit can be safely energized. The repetitive manual re-closing of circuit breakers or reenergizing circuits through replaced fuses is prohibited.
- To avoid injury from re-energizing, the Qualified Electrician or Authorized Employee will stand off to the side of the disconnecting device, look away from the device and re-energize the circuit with the weak hand. On a “knife switch” box, if the switch is on the right of the box, stand to the right side of the box (never across from it) grab the switch with the left hand, turn head so that the back of the head is toward the box and re-energize in one singular motion. If there is an arc generated on re-energizing, less of the body will be affected.

Grounding

- "Grounded" means that the connection to ground between the service panel and earth has been made. Grounding is used to:
    - Limit the electrical shock hazard to employees in case of ground fault
    - Safely conduct ground-fault current at sufficient magnitude for fast operation of the circuit over-current protection devices.
- Grounding will:
    - Be permanent and continuous

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- Have ample capacity to safely conduct ground-fault current
- Have impedance sufficiently low to limit the voltage to ground to a safe magnitude and to facilitate the operation of the circuit over current protection devices.

Systems to be Grounded

- Three wire DC (Direct Current) systems (neutral conductor grounded).
- Two wire DC systems between 50 and 300 volts.
- AC (Alternating Current) circuits of less than 50 volts if:
  - Installed as overhead conductors outside of buildings.
  - Supplied by transformer which is ungrounded or exceeds 150 volts to ground.
- AC circuits of 50 to 1,000 volts if:
  - The system can be so grounded that the maximum voltage to ground on the ungrounded conductors does not exceed 150 volts.
  - The system is nominally rated 480Y/277 volt (480Y=transformer is wye connected with 480 volts between any two phases. 277 volt= 277 volts between any phase and neutral. The phase-to-phase voltage is 1.732 times phase-to-neutral voltage; 277 X 1.732= 480), 3-phase, 4-wire system connected in a “Y” configuration in which the neutral is used as a circuit conductor.
  - The system is nominally rated 240/120 volt, 3-phase, 4-wire in which the midpoint of one phase is used as a circuit conductor: or
  - The service conductor is un-insulated.

Systems Not Required to be Grounded

- AC systems of 50 volts to 1,000 volts are not required to be grounded under the following conditions:
  - If the system is separately derived and is used exclusively for rectifiers supplying only adjustable speed industrial drives; or
  - If the system is separately derived and is supplied by a transformer that has a primary voltage rating of less than 1,000 volts, provided all the following conditions are met:

- The system is used exclusively for control circuits
- The conditions of maintenance and supervision assure that only Qualified Persons will service the installation
- Continuity of control power is required, and ground detectors are installed on the control system.

Grounding Connections/Conductors

- For AC premises wiring systems, the identified conductor will be grounded.
- A conductor used as a grounded conductor or as an equipment grounding conductor will be identifiable and distinguishable from all other conductors.
- No grounded conductor may be attached to any terminal or lead to reverse designated polarity.
- A grounding terminal or grounding-type device on a receptacle, cord connector, or attachment plug may not be used for purposes other than grounding.

Grounded Systems

- A grounding electrode conductor will be used to connect both the equipment grounding conductor and the grounded circuit conductor to the grounding electrode.

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- Both the equipment grounding conductor and the grounding electrode conductor will be connected to the grounded circuit conductor on the supply side of the service disconnecting means, or on the supply side of the system disconnecting means or overcurrent devices if the system is separately derived.
- A common ground loop will be utilized where appropriate.

Ungrounded Systems

- The equipment grounding conductor will be connected to the grounding electrode conductor at the service equipment. For an ungrounded separately derived system, the equipment grounding conductor will be connected to the grounding electrode conductor at, or ahead of, the system disconnecting means or overcurrent devices.

Branch Circuit Extensions

- Extensions of existing branch circuits that do not have an equipment grounding conductor will be grounded or GFCI receptacles may be used if appropriately labeled as ungrounded.

Supports, Enclosures and Equipment to be Grounded

- Supports and enclosures for conductors, metal cable trays, metal raceways, and metal enclosures for conductors will be grounded, except that:
    - Metal enclosures such as sleeves that are used to protect cable assemblies from physical damage need not be grounded.
    - Metal enclosures for conductors added to existing installations of open wire, knob-and-tube wiring, and nonmetallic-sheathed cable need not be grounded if all the following conditions are met:
    - Runs are less than 25 feet
    - Enclosures are free from probable contact with ground, grounded metal, metal laths (or slats), or other conductive materials
    - Enclosures are guarded against employee contact.
- Metal enclosures for service equipment will be grounded. Frames of electric ranges, wall-mounted ovens, counter-mounted cooking units, clothes dryers, and metal outlet or junction boxes that are part of the circuit for these appliances will be grounded.
- Exposed non-current-carrying metal parts of fixed equipment that may become energized will be grounded under any of the following conditions:
    - If within 8 feet vertically or 5 feet horizontally of ground or grounded metal objects and subject to employee contact
    - If located in a wet or damp location and not isolated
    - If in electrical contact with metal
    - If in a hazardous location
    - If supplied by a metal-clad, metal-sheathed, or grounded metal raceway wiring method.
- If equipment operates with any terminal at over 150 volts to ground; however, the following do not require grounding:
    - Enclosures for switches or circuit breakers used for other than service equipment and accessible to Qualified persons only

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  - Metal frames of electrically heated appliances which are permanently and effectively insulated from ground
  - Distribution apparatus such as transformers and capacitors mounted on wooden poles at a height exceeding 8 feet above ground or grade level.

- Equipment connected by cord and plug. Under any of the conditions below, exposed non-current-carrying metal parts of cord-and-plug connected equipment that may become energized will be grounded:
  - If in hazardous locations
  - If operated at over 150 volts to ground except for guarded motors and metal frames of electrically heated appliances if the appliance frames are permanently and effectively insulated from ground.
- If the equipment is of the following types:
  - Refrigerators, freezers, and air conditioners
  - Clothes-washing, clothes-drying and dishwashing machines, sump pumps, and electrical aquarium equipment
  - Hand-held motor-operated tools
  - Motor-operated appliances of the following types: hedge clippers, lawn mowers, and wet scrubbers
  - Cord-and-plug connected appliances used in damp or wet locations or by employees standing on the ground or on metal floors or working inside of metal tanks or boilers
  - Portable hand lamps
  - Tools likely to be used in wet or conductive locations or utilized outdoors (wet locations) for “construction-like” activities.
- Tools likely to be used in wet and conductive locations need not be grounded if supplied through an isolating transformer with an ungrounded secondary of not over 50 volts.
- Listed or labeled portable tools and appliances protected by an approved system of double insulation, or its equivalent, need not be grounded. If such a system is employed, the equipment will be distinctively marked to indicate that the tool or appliance utilizes an approved system of double insulation.
- Non-current-carrying metal parts of fixed equipment, if required to be grounded by this subpart, will be grounded by an equipment grounding conductor that is contained within the same raceway, cable, or cord, or runs with or encloses the circuit conductors. For DC circuits only, the equipment grounding conductor may be run separately from the circuit conductors.
- Electric equipment is considered to be effectively grounded if it is secured to, and in electrical contact with, a metal rack or structure that is provided for its support and the metal rack or structure is grounded by the method specified above.

Grounding of Systems over 1000 Volts

Grounding of systems with over 1,000 volts will comply with all requirements mentioned above. Additionally:

- Systems supplying portable or mobile high voltage equipment, other than substations installed on a temporary basis, will comply with the following:

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  - Portable and mobile high voltage equipment will be supplied from a system having its neutral grounded through an impedance. If a delta-connected high voltage system is used to supply the equipment, a system neutral will be derived
  - Exposed non-current-carrying metal parts of portable and mobile equipment will be connected by an equipment grounding conductor to the point at which the system neutral impedance is grounded.

- Ground-fault detection and relaying will be provided to automatically de-energize any high voltage system component that has developed a ground fault.
- The continuity of the equipment grounding conductor will be continuously monitored to de-automatically energize the high voltage feeder to the portable equipment upon loss of continuity of the equipment grounding conductor.
- The grounding electrode to which the portable or mobile equipment system neutral impedance is connected will be isolated from and separated in the ground by at least 20 feet from any other system or equipment grounding electrode and there will be no direct connection between the grounding electrodes, such as buried pipe, fence, etc.
- All non-current-carrying metal parts of portable equipment and fixed equipment including their associated fences, housings, enclosures, and supporting structures will be grounded. However, equipment that is guarded by location and isolated from ground need not be grounded.
- Additionally, pole-mounted distribution apparatus at a height exceeding 8 feet above ground or grade level need not be grounded.

Bonding

- "Bonding" means the permanent joining of metallic parts to form an electrically conductive path that will assure electrical continuity and the capacity to conduct safely any current likely to be imposed on the material.
- Bonding is required to:
  - Provide a permanent connection.
  - Provide a positive continuity at all times; and
  - Provide ample capacity to conduct fault current.

Requirements

Safe Wiring Methods, Components and Equipment

Installation

- Metal raceways, cable armor, and other metal enclosures for conductors will be metallically joined together into a continuous electric conductor and will be connected to all boxes, fittings, and cabinets to provide effective electrical continuity.
- Electrical wiring, even if encased in conduit, through duct work of any type is prohibited.
- Feeders will originate in an approved distribution center. The conductors will be run as multi-conductor cord or cable assemblies, or, where not subject to physical damage, they may be run as open conductors on insulators not more than 10 feet apart.
- Branch circuits will originate in an approved power outlet or panel board. Conductors will be multi-conductor cord or cable assemblies or open conductors. If run as open conductors, they will be fastened at ceiling height every 10 feet. No branch-circuit conductor may be laid on the floor. Each

branch circuit that supplies receptacles or fixed equipment will contain a separate equipment grounding conductor if run as open conductors.

- Receptacles will be of the grounding type. Unless installed in a complete metallic raceway, each branch circuit will contain a separate equipment grounding conductor and all receptacles will be electrically connected to the grounding conductor. No bare conductors or earth returns may be used for the wiring of any circuit.
- Suitable disconnecting switches or plug connectors will be installed to permit the disconnection of all ungrounded conductors of each temporary circuit.

Cable Trays

- Only the following may be installed in cable tray systems:
  - Mineral-insulated metal-sheathed cable (Type MI);
  - Armored cable (Type AC).
  - Metal-clad cable (Type MC).
  - Power-limited tray cable (Type PLTC).
  - Nonmetallic-sheathed cable (Type NM or NMC).
  - Shielded nonmetallic-sheathed cable (Type SNM)
  - Multi-conductor service-entrance cable (Type SE or USE).
  - Multi-conductor underground feeder and branch-circuit cable (Type UF)
  - Power and control tray cable (Type TC).
  - Other factory-assembled, multi-conductor control, signal, or power cables that are specifically approved for installation in cable trays.
  - Any approved conduit or raceway with its contained conductors.
- In industrial establishments only, where conditions of maintenance and supervision assure that only Qualified Persons will service the installed cable tray system, the following cables may also be installed in ladder, ventilated trough, or 4-inch ventilated channel-type cable trays:
  - Single conductor cables that are 250 MCM or larger and are Types RHH, RHW, MV, USE, or THW, and other 250 MCM or larger single conductor cables if specifically approved for installation in cable trays.
- Where exposed to direct rays of the sun, cables will be sunlight resistant.
- Cable Trays will not be installed or utilized in the following manner:
  - In hoist ways or where subjected to severe physical damage
  - As a climbing/walkway device
  - To support anything other than electrical cable and conduit
  - Installation of cables carrying over 600 volts. Requires a permanent separation barrier installed.
- Cable trays in hazardous locations will contain only the cable types permitted in such locations.

Cabinets, Boxes and Fittings

- Conductors entering boxes, cabinets, or fittings will also be protected from abrasion, and openings through which conductors enter will be effectively closed. Unused openings in cabinets, boxes, and fittings will be effectively closed.

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- All pull boxes, junction boxes and fittings will be provided with covers approved for the purpose. The following will apply to pull and junction boxes for systems over 600 volts:
  - Boxes will provide a complete enclosure for the contained conductors or cables AND
  - Boxes will be closed by suitable covers securely fastened in place.
- Underground box covers that weigh over 100 pounds meet this requirement. Covers for boxes will be permanently marked "HIGH VOLTAGE". The marking will be on the outside of the box cover and will be readily visible and legible.

Knife Switches (except enclosed disconnects)

- Knife switches will be so connected that the blades are dead when the switch is in the open position.
- Single-throw knife switches will be placed so that gravity will not tend to close them.
- Single-throw knife switches approved for use in the inverted position will be provided with a locking device that will ensure that the blades remain in the open position when open set.
- Double-throw switches may be mounted so that the throw will be either vertical or horizontal. However, if the throw is vertical, a locking device will be provided to ensure that the blades remain in the open position when set in the open position.

Switchboards and Panel boards

- Switchboards that have any exposed live parts will be located in permanently dry locations and accessible only to Qualified Persons.
- Panel boards will be mounted in cabinets, cutout boxes, or enclosures approved for the purpose and will have a dead front. However, panel boards other than the dead front externally operable type are permitted where accessible only to Qualified Electricians or Authorized personnel.

Enclosures for Damp or Wet Locations

- Cabinets, cutout boxes, fittings, boxes and panel board enclosures in damp or wet locations will be installed to prevent moisture or water from entering and accumulating within the enclosures.
- In wet locations the enclosures will be weatherproof.
- Switches, circuit breakers, and switchboards installed in wet locations will be enclosed in weatherproof enclosures.
- Receptacles must have a "weather-proof in-use" cover. Check the door gaskets of these enclosures regularly for wear and degradation.

Conductors for General Wiring

- All current carrying conductors used for general wiring will be insulated.
- The conductor insulation will be of a type that is approved for the voltage, operating temperature, and location of use.
- Insulated conductors will be distinguishable by appropriate color or other suitable means such as being grounded conductors, ungrounded conductors, or equipment grounding conductors.

Temporary Wiring

- Temporary electrical wiring of 600 volts or less is permitted during remodeling, maintenance, repair, or demolition of buildings, structures, or equipment, and similar activities and for

experimental or development work for a period not to exceed 90 days for event lighting, carnivals, and similar purposes.

- All temporary electrical wiring of 600 volts or less will be plugged into a Ground Fault Current Interrupting (GFCI) outlet or device, or in absence of a GFCI outlet, will be grounded by means of proper installation and will be documented as a component of an AEGCP (Assured Electrical Grounding Conductor Program) designed and implemented by a Qualified Electrician.
- All electrically powered tools or equipment utilized outdoors or in wet conditions, in building or facility maintenance, but utilized in a “construction-like” application will be plugged into a GFCI outlet or device.
- Temporary wiring over 600 volts is permitted only for testing, experiments, or emergencies.

Flexible Cords and Cables

- The flexible cord will be equipped with an attachment plug and will be energized from an approved receptacle outlet.
- Flexible cords and cables will only be used for the following and are otherwise prohibited:
    - Pendants (with wire-type strain relief)
    - Wiring of fixtures
    - Connection of portable lamps or appliances
    - Elevator cables
    - Wiring of cranes and hoists
    - Connection of stationary equipment to facilitate their frequent interchange
    - Prevention of the transmission of noise or vibration
    - Appliances where the fastening means and mechanical connections are designed to permit removal for maintenance and repair
    - Data processing cables approved as a part of the data processing system

Portable Cables Over 600 Volts

- Multi-conductor portable cable for use in supplying power to portable or mobile equipment at over 600 volts, nominal, will consist of No. 8 or larger conductors employing flexible stranding.
- Cables operated at over 2,000 volts will be shielded for the purpose of confining the voltage stresses to the insulation. Grounding conductors will be provided.
- Connectors for these cables will be of a locking type with provisions to prevent their opening or closing while energized. Strain relief will be provided at connections and terminations.
- Portable cables may not be operated with splices unless the splices are of the permanent molded, vulcanized, or other approved type.
- Termination enclosures will be suitably marked with a high voltage hazard warning, and terminations will be accessible only to Qualified and Authorized Personnel.

Lighting Fixtures

- Fixtures, lamp-holders, lamps, rosettes, and receptacles may have no live parts normally exposed to employee contact.
- Lamp-holders of the screw-shell type will be installed for use as lamp-holders only.
- Lamp-holders installed in wet or damp locations will be of the weatherproof type.

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- Fixtures installed in wet or damp locations will be approved for the purpose and will be so constructed or installed that water cannot enter or accumulate in wire ways, lamp-holders, or other electrical parts.
- Lamps for general illumination will be protected from accidental contact or breakage. Protection will be provided by elevation of at least 7 feet from normal working surface or by a suitable fixture or lamp-holder with a guard.
- Temporary lights will not be suspended by their electric cords unless cords and lights are designed for this means of suspension.

Transformers

- The following covers the installation of all transformers except the following:
  - Current transformers,
  - Dry-type transformers installed as a component part of other apparatus,
  - Transformers that are an integral part of an X-ray, high frequency, or electrostatic-coating apparatus,
  - Transformers used with Class 2 and Class 3 circuits, sign and outline lighting, electric discharge lighting, and power-limited fire-protective signaling circuits, AND
  - Liquid-filled or dry-type transformers are used for research, development, or testing, where effective safeguard arrangements are provided.
- The operating voltage of exposed live parts of transformer installations will be indicated by warning signs or visible markings on the equipment structure.
- Dry-type, high fire point liquid-insulated, and askarel-insulated transformers installed indoors and rated over 35kV will be in a vault.
- If they present a fire hazard to employees, oil-insulated transformers installed indoors will be in a vault and the vault labeled as to hazards inside.
- Combustible material, combustible buildings and parts of buildings, fire escapes, and door and window openings will be safeguarded from fires that may originate in oil-insulated transformers attached to or adjacent to a building or combustible material.
- Transformer vaults will be constructed to contain fire and combustible liquids within the vault and to prevent unauthorized access. Locks and latches will be so arranged that a vault door can be readily opened from the inside.
- Any pipe or duct system foreign to the vault installation may not enter or pass through the transformer vault.
- Nothing may be stored in transformer vaults.

Capacitors

- All capacitors, except surge capacitors or capacitors included as a component part of other apparatus, will be provided with an automatic means of draining the stored charge after the capacitor is disconnected from its source of supply.
- Capacitors rated over 600 volts, nominal, will comply with the following additional requirements:
  - Isolating or disconnecting switches (with no interrupting rating) will be interlocked with the load interrupting device or will be provided with prominently displayed caution signs to prevent switching load current.
- For series capacitors, the proper switching will be assured by use of at least one of the following:

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- Mechanically sequenced isolating and bypass switches, interlocks
- Switching procedure will be prominently displayed at the switching location.

Personal Protective Equipment

Non-conductive eye wear will be worn when performing work on or near energized parts (all parts are assumed to be energized until proven otherwise with the use of a multimeter). Conductive articles such as watches, metal watch bands, bracelets, neck chains, rings, metal pens in shirt pockets or pens with a metal clip, keys, ANY electrical device such as a cell phone may not be worn by the employee while performing an electrical work practice.

PPE at a minimum will include:

- EH (Electrical Hazard) rated shoes
- Nonconductive, non-melting apparel such as cotton clothing
- Class E Hardhat
- Electrically protective gloves

Attachments

The following information contains tables of clearances and a safe electrical practices checklist.

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Working Clearances

	Minimum clear distance for condition (2) (ft)		
Nominal voltage to ground	(a)	(b)	(c)
0-150	(1) 3	(1) 3	3
151-600	(1) 3	3 1/2	4

Minimum Depth of Clear Working Space in Front of Electrical Equipment

	Conditions (2a) (ft)		
Nominal voltage to ground	(a)	(b)	(c)
601 to 2,500	3	4	5
2,501 to 9,000	4	5	6
9,001 to 25,000	5	6	9
9,001 to 75kV(1a)	6	8	10
Above 75kV(1a)	8	10	12

Safe Electrical Work Practices Checklist

All employees are required to report (as soon as practical) any obvious hazard to life or property observed in connection with electrical equipment or lines

- Employees are instructed to make preliminary inspections and appropriate tests to determine what conditions exist before starting electrical equipment or lines
- When electrical equipment or lines are to be serviced, maintained, or adjusted, necessary switches are opened, locked out, and tagged
- Portable hand-held electrical tools and equipment grounded, or are of the double-insulated type
- All extension cords have a grounding conductor. Multiple plug adaptors are prohibited
- GFCI are installed on each temporary 15, 20, or 30 amperes, 125-volt AC circuit at locations where construction, demolition, modifications, alterations, or excavations are being performed.
- An AEGCP is in place
- Temporary circuits protected by suitable disconnecting switches or plug connectors at the junction with permanent wiring
- Exposed wiring and cords with frayed or deteriorated insulation are repaired or replaced promptly
- Flexible cords and cables are free of splices or taps
- Clamps or other securing means are provided on flexible cords or cables at plugs, receptacles, tools, equipment, and the cord jackets securely held in place
- All cords, cable, and raceway connections intact and secure
- Electrical tools and equipment appropriate for the use of (or otherwise protected) for wet locations
- All electrical power lines and cables are located (overhead, underground, underfloor, another side of walls) before drilling or similar work begins
- Metal measuring tapes, ropes, hand lines, or similar devices with metallic thread woven into the fabric are prohibited when these could contact energized parts of equipment or circuit conductors
- The use of metal ladders is prohibited in areas where the ladder or the person using the ladder could be exposed to energized parts of equipment, fixtures, or circuit conductors
- Disconnecting switches and circuit breakers are labeled to indicate their use or equipment served
- All disconnecting means are always opened before fuses are replaced
- All energized parts of electrical circuits and equipment are guarded against accidental contact by approved cabinets or enclosures
- Sufficient access and working space is provided and maintained around all electrical equipment to permit ready and safe operations and maintenance
- All unused openings (including conduit knockouts) of electrical enclosures and fittings closed with appropriate covers, plugs, or plates
- All electrical enclosures such as switches, receptacles, and junction boxes are provided with tight-fitting covers or plates
- Employees are prohibited from working alone on energized lines or equipment more than 600 volts
- All employees are forbidden (unless properly qualified/certified) from working closer than 10 ft. from high-voltage (more than 750 volts) lines
- All underground utilities are located before any excavation work
- All digging within four (4) ft. of power lines is done by hand, and
- Power lines de-energized. Utility company is consulted before digging
- The power company has been notified if work is done near overhead lines

- Live parts of electrical circuits are de-energized before an employee works on or near them
- All exposed energized parts are protected from contact in the temporary power supply
- All power-supply circuit disconnects are marked according to their functions
- Splicing is allowed on extension cords only if larger than size 12 and the splicing retains insulation protection equal to the original extension cord
- All plug connections are used with the voltage for which they were designed
- Always ensure that flexible cords are not immersed in water or exposed to damage from vehicles
- All junction boxes used in a wet environment waterproof
- Using a GFCI, or has established an AEGCP

10. Personal Protective Equipment

Policy

Redwood Empire Food Bank has adopted this policy to protect employees from exposure to workplace hazards through the use of personal protective equipment (PPE) and only when engineering and administrative controls are inadequate or not feasible.

References

- 8 California Code of Regulations:
  - §1514—Personal Protective Devices
  - §1518—Protection from Electric Shock
  - §1522—Body Protection
  - §3380—Personal Protective Devices
  - §3381—Head Protection
  - §3382—Eye and Face Protection
  - §3383—Body Protection
  - §3384—Hand Protection
  - §3385—Foot Protection
  - §3390—Protection from Electric Shock

Responsibilities

Employer

- Conduct a hazard assessment to determine the appropriate PPE for every job task
- Provide employees with the appropriate PPE and ensure the use when required
- Ensure that the provided PPE properly fits
- Provide employees with adequate PPE training, including the safe use and proper maintenance
- Ensure that all defective PPE is removed from service and replaced promptly
- Provide employees with adequate PPE training, including the safe use and proper maintenance
- Periodically assess the effectiveness of Redwood Empire Food Bank 's PPE program update it as necessary

Employee

- Attend and participate in all required PPE training
- Follow safe work practices and procedures
- Inspect PPE before use and remove any defective equipment from service of use
- Properly use and maintain PPE in good working condition
- Report workplace hazards immediately to the appropriate supervisor

Safe Practices

Ensures that all PPE, whether provided or the employee’s, will comply with the applicable standards set forth by the California Occupational Safety and Health Administration (Cal/OSHA) and will be used in accordance with the manufacturer's instructions.

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Protectors will provide adequate protection against the hazards they are intended for, be reasonably comfortable, and not restrict the user from any necessary movement for them to perform their work.

Defective or damaged equipment will be removed from service immediately and properly repaired.

Hazard Assessment

Conduct a hazard assessment of each workplace to determine if any hazards may present and if those hazards require PPE to prevent employee exposure. If PPE is needed, select the necessary equipment to protect employees from the hazards identified in the assessment, communicate the selection decisions, and ensure that the equipment fits each affected employee properly.

Each required workplace hazard assessment will be verified and performed through a written certification to identify the evaluated workplace, the person certifying the evaluation, and the assessment date.

Head Protection

Employees who risk receiving a head injury due to a flying or falling object, electric shock, or burns must wear approved head protection. Provide the appropriate head protection when it is required and ensures it will meet the criteria in one of the following American National Standards Institute (ANSI) or International Safety Equipment Association (ISEA) standards:

- ANSI/ISEA Z89.1-2009—American National Standard for Industrial Head Protection
- ANSI/ISEA Z89.1-2003—American National Standard for Industrial Head Protection
- ANSI/ISEA Z89.1-1997—American National Standard for Industrial Head Protection

Ensure that the appropriate type of impact helmet will be selected and used to reduce the force from a blow only to the top of the head (Type I) or to the top and sides of the head (Type II).

When there is no risk of head injury from contact with electrical conductors, and protective helmets are only required to reduce the danger of injury from flying or falling objects, protective helmets will be ANSI-Z89.1 designated Class C, E, or G.

When there is a risk of head injury from contact with conductors:

- Less than 600 volts, protective helmets will be ANSI-Z89.1 designated Class E or G
- Greater than 600 volts, protective helmets will be ANSI-Z89.1 designated Class E

Approved protective helmets will bear the permanent markings required by the ANSI standard under which it was approved; the marking will identify the manufacturer, designated ANSI standard number and date, and class and impact type.

There is a risk of injury from hair entanglements in moving parts of machinery, combustibles, or toxic contaminants; employees will confine their hair to eliminate the hazard.

Body Protection

Employees will be provided with the appropriate body protection when conducting work that exposes them to injurious materials.

Loose sleeves, tails, ties, frills, lapels, cuffs, or other loose clothing will not be worn around machinery that it may get caught or tangled in. Additionally, clothing that becomes saturated with flammable

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liquids, corrosive substances, irritants, or oxidizing agents will be removed immediately and not worn until thoroughly cleaned.

Eye and Face Protection

Employees who risk receiving eye injuries such as punctures, abrasions, contusions, or burns due to contact with flying particles, hazardous substances, projections, or injurious light rays inherent in the workplace must wear appropriate face or eye protection. Screens or shields that isolate the hazardous exposure will be considered adequate protection for nearby employees. In addition, employees will use side shield protection whenever the hazard of a flying object may be angular.

Provide one of the following when an employee requires vision correcting lenses and eye protection:

- Safety spectacles designed for correcting lenses
- Safety goggles designed to fit over spectacles
- Protective goggles with corrective lenses mounted behind the protective lenses

Employees are prohibited from wearing contact lenses when working in an environment with harmful exposure to materials or light flashes unless special medically approved precautionary procedures have been established.

Provide employees with shaded lenses when exposed to damaging light rays or performing welding operations.

Table EP-1--Filter Lens Shade Numbers for Protection Against Radiant Energy

Welding Operation	Shade Number
Shielded metal-arc welding 1 1/16-, 3/32-, 1/8, 5/32-inch diameter electrodes	10
Gas-shielded arc welding (nonferrous) 1/16-, 3/32-, 1/8-, 5/32-inch diameter electrodes	11
Gas-shielded arc welding (ferrous) 1/16-, 3/32-, 1/8-, 5/32-inch diameter electrodes	12
Shielded metal-arc welding 3/16-, 7/32-, 1/4-inch diameter electrodes	12
5/16-, 3/8-inch diameter electrodes	14
Atomic hydrogen welding	10-14
Carbon-arc welding	14
Soldering	2
Torch brazing	3 or 4
Light cutting, up to 1 inch	3 or 4
Medium cutting 1-6 inches	4 or 5
Heavy cutting over 6 inches	5 or 6
Gas welding (light) up to 1/8-inch	4 or 5
Gas welding (medium) 1/8-1/2-inch	5 or 6
Gas welding (heavy) over 1/2-inch	6 or 8

The design, construction, testing, and use of eye and face protection devices purchased:

- After January 12, 1995, it will be in accordance with ANZI Z87.1-1989
    - Except for integral lens and frame design will be allowed if the lens frame combination provides unit strength, as well as impact, penetration, heat and flammability resistance, optical qualities, and eye zone coverage equal to or greater than is required by ANSI Z87.1-1989
- On or before January 12, 1995, it will be in accordance with ANSI Z87.1-1968

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Employees whose assignment requires exposure to laser beams will be furnished with suitable laser safety goggles that will protect the laser's specific wavelength and be of optical density adequate for the energy involved.

Table EP-2 lists the maximum power or energy density for which adequate protection is afforded by glasses of optical densities from 5 through 8.

Table EP-2--Selecting Laser Safety Glass

Intensity		Attenuation
CW maximum power density (watts/cm2)	Optical density (O.D.)	Attenuation factor
10^{-2}	5	10^{5}
10^{-1}	6	10^{6}
1.0	7	10^{7}
10.0	8	10^{8}

All protective goggles will have a label that identifies the following data:

- The laser wavelengths for which use is intended
- The optical density of those wavelengths
- The visible light transmission

Foot Protection

Employees who risk receiving a foot injury or who are required to work in abnormally wet locations will be provided and must wear appropriate foot protection.

Protective footwear purchased after January 26, 2007, will meet the requirements and specifications in American Society for Testing and Materials (ASTM) F 2412-05, Standard Test Methods for Foot Protection, and ASTM F 2413-05, Standard Specification for Performance Requirements for Foot Protection.

Protective footwear purchased on or before January 26, 2007, will meet the requirements of either ANSI Z41-1999 or ASTM F2412-05, Standard Test Methods for Foot Protection and ASTM F 2413-05, Standard Specification for Performance Requirements for Foot Protection.

Hand Protection

Employees exposed to hazards such as skin absorption of harmful substances, cuts or lacerations, abrasions, punctures, chemical burns, thermal burns, radioactive materials, and harmful temperature extremes must wear appropriate hand protection.

Wristwatches, rings, other jewelry, and hand protection that may become entangled will not be worn when working on or around moving machines or electrically energized equipment.

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PPE Hazard Assessment Certification

Name of workplace:	Assessment conducted by:
Workplace address:	Date of assessment:
Work area(s):	PPE Selected by:
Job/task(s):	Effective date:

Eyes/Face	☐ Negligible Hazard	Can hazard be eliminated without the use of PPE? Yes ☐ No ☐	
Work-related exposure to: ☐ Airborne dust ☐ Flying particles ☐ Hazardous Liquids/Chemicals ☐ Intense light ☐ Blood splashes ☐ Other: _____	PPE required to manage hazard: ☐ Safety glasses ☐ Safety goggles ☐ Face Shield ☐ Shading/Filter (#) ☐ Welding shield ☐ Other: _____		Comments:
Head	☐ Negligible Hazard	Can hazard be eliminated without the use of PPE? Yes ☐ No ☐	
Work-related exposure to: ☐ Beams ☐ Pipes ☐ Falling objects ☐ Exposed electrical wiring or components ☐ Machine parts ☐ Other: _____	PPE required to manage hazard: ☐ Protective Helmet ☐ Type A (low voltage) ☐ Type B (high voltage) ☐ Type C ☐ Hair net or soft cap ☐ Other: _____		Comments:
Hands/Arms	☐ Negligible Hazard	Can hazard be eliminated without the use of PPE? Yes ☐ No ☐	
Work-related exposure to: ☐ Hazardous liquids/chemicals ☐ Scrapes, bruise, or cut ☐ Injuries from tools ☐ Extreme heat/cold ☐ Blood (OPIM) ☐ Other: _____	PPE required to manage hazard: ☐ Gloves ☐ Chemical resistance ☐ Liquid/leak ☐ Temperature resistance ☐ Cut resistance ☐ Gauntlet or long necked ☐ Work Gloves ☐ Chemical Protective sleeves ☐ Long sleeves ☐ Other: _____		Comments:
Feet/Legs	☐ Negligible Hazard	Can hazard be eliminated without the use of PPE? Yes ☐ No ☐	
Work-related exposure to: ☐ Hazardous liquids/chemicals ☐ Heavy falling/rolling objects ☐ Heavy equipment ☐ Exposed electrical wiring or components ☐ Slippery surfaces ☐ Explosive atmospheres ☐ Tools ☐ Other: _____	PPE required to manage hazard: ☐ Closed shoes (e.g., no opened toes or sandals) ☐ Long pants ☐ Safety shoes or boots ☐ Toe protection ☐ Metatarsal protection ☐ Electrical protection ☐ Heat/cold protection ☐ Anti-slip soles ☐ Chemical resistance ☐ Leggings or chaps ☐ Foot-Leg guards ☐ Other: _____		Comments:
Body/Skin	☐ Negligible Hazard	Can hazard be eliminated without the use of PPE? Yes ☐ No ☐	
Work-related exposure to: ☐ Hazardous liquids/chemicals ☐ Sharp or rough edges ☐ Extreme heat/cold ☐ Other: _____	PPE required to manage hazard: ☐ Lab Coat ☐ Raingear ☐ Coveralls, Body suit ☐ Apron ☐ Welding leathers ☐ Abrasion/cut ☐ Other: _____		Comments:
Body/Whole	☐ Negligible Hazard	Can hazard be eliminated without the use of PPE? Yes ☐ No ☐	
Work-related exposure to: ☐ Working from heights of 4 ft. or more ☐ Working near water ☐ Other: _____	PPE required to manage hazard: ☐ Fall Arrest/Restraint: Type: ☐ PFD: Type: ☐ Other: _____		Comments:
Lungs/Ears	☐ Negligible Hazard	Can hazard be eliminated without the use of PPE? Yes ☐ No ☐	
Work-related exposure to: ☐ Irritating dust or particulate ☐ Irritating or toxic gas/vapor ☐ Loud work environment ☐ Noisy machines/tools ☐ Other: _____	PPE required to manage hazard: ☐ Respirator (Cartridge type:) ☐ Particulate Mask ☐ Hearing Protection		Comments:

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11. Workplace Violence and Harassment

Policy

REDWOOD EMPIRE FOOD BANK has adopted this policy to protect employees by maintaining a work environment free of any acts of verbal or physical threats of violence, harassment, intimidation, and other disruptive behavior. Although these acts will not be tolerated, all reports will be taken seriously and appropriately addressed.

References

- 8 California Code of Regulations §3203—Injury and Illness Prevention Plan

Responsibilities

Employer

- Implement and enforce effective written workplace violence and harassment policy and review its effectiveness as often as necessary, but at least annually
- Ensure the policy is posted throughout the workplace in apparent locations
- Communicate no tolerance for any violence or harassment in the workplace and will take the appropriate disciplinary action when necessary
- Conduct a security and safety assessment on a regularly scheduled basis to identify unsafe conditions and work practices
- Develop a security plan with measures to protect employees and visitors from aggressive or violent behavior as well as track incidents of aggressive or violent behavior
- Provide adequate training and ensure employees are aware of workplace violence and harassment policy
- Immediately and appropriately respond to incidents of workplace violence or harassment
- Establish and implement a system for communicating workplace security hazards, including a means that employees can use to report security hazards without fear of reprisal
- Conduct an annual review of the workplace violence and harassment policy and communicate the results to every employee
- Prepare and practice an effective response plan for actual or potential workplace violence emergencies, including mass casualty threats such as active shooters; including procedures for evacuating or sheltering in place and methods to warn employees of an emergency and contacting law enforcement
- Provide timely reporting to California Department of Industrial Relations, Division of Occupational Safety and Health (DOSH)

Employee

- Follow guidelines regarding workplace violence and harassment
- Treat other employees with dignity and respect
- Never bring weapons to the workplace
- Report any incidents of violence or harassment immediately
- Attend and participate in all required training

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- Actively participate in providing input into the initial workplace violence and harassment policy and all annual reviews

Requirements

REDWOOD EMPIRE FOOD BANK will create a Workplace Violence Prevention Plan (WVPP), which will include/require the following:

- A written plan, easily accessible to employees, authorized employee representatives and authorized governmental representatives at all times.
- Clearly identify the names or job titles of the individual(s) responsible for implementation of the plan.
- Establish an effective procedure for proactive participation in identifying, evaluating and correcting workplace violence hazards as well as training, reporting and investigations.
- Identify methods that the employer will employ to coordinate implementation.
- Develop effective procedures to accept, acknowledge and respond to reports of workplace violence concerns, ensuring compliance and communication.
- Establish methods of employee reporting.
- Implement effective means of alerting employees of workplace violence emergencies, evacuation or sheltering plans – and obtaining assistance from staff.
- Implement procedures for providing training sessions for employees, including identification and evaluation of workplace violence hazards and procedures to correct hazards.
- Training materials should be appropriate in content and vocabulary to the educational level, literacy and language of the employees.
- Establish procedures for post-incident response actions and investigations
- Define methods that the employer will use to coordinate implementation
- Review of the effectiveness of the plan at least annually.
- Maintain training records for a minimum of one year, including training dates or a summary of the sessions, names and qualifications of the individuals who conducted the training, as well as the names and job titles of all persons who attended the sessions

Incident Log

In addition to the specific requirements listed above, the WVPP must include an incident log for every workplace violence/harassment incident (see example of log at the end of this chapter). The violence incident log will be maintained for a minimum of five years and made available to authorized governmental representatives upon request. The information required in the log includes the following:

- Investigation findings and statements from employees who were involved in the incident. However, personal identifying information – alone or in combination with other publicly available information revealing the person's identity – will be omitted.
- Date, time and location of incident(s).
- The type of violence and a detailed description of the attack. (e.g., physical attack, attack with weapon, sexual assault, animal attack, etc.). *(Refer to the table below)*
- Classification of the perpetrator (e.g., client, customer, friend, co-worker, etc.).
- Classification of circumstances at the time of incident. (e.g., performing regular job duties, rushed activities, working during low staffing times, etc.).
- Classification of the location where the incident occurred.
- Whether security or law enforcement was called.
- Actions taken by the employer to protect the employee or other hazards identified due to the incident.
- Information about the person completing the log, including name, job title and date of log entry.

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Workplace Violence Reference	
Workplace Violence Types	**Description**
Type 1	Workplace violence committed by a person who has no legitimate business at the worksite, and includes violent acts by anyone who enters the workplace or approaches workers with the intent to commit a crime
Type 2	Workplace violence directed at employees by customers, clients, contractors, subcontractors, or visitors
Type 3	Workplace violence against an employee by a present or former employee, supervisor, or manager
Type 4	Workplace violence committed in the workplace by a person who does not work there, but has or is known to have had a personal relationship with employee

Hazards

Perform an initial hazard assessment for risk factors that may contribute to violence or harassment in the workplace. These factors may include:

- Working in areas with high crime rates
- Handling or guarding money and valuables or providing services or care
- Disgruntled former or current employees
- Domestic or personal life issues
- Conflicts between employees

Safe Practices

Reporting

Encourage employees to report all incidents of violence or harassment to the human resources department or a supervisor immediately. The reporting employee can anonymously or directly without fear of reprisal. Records of reports will be considered confidential and not disclosed unless legally obligated.

Employees who intentionally report an incident in bad faith will be subject to disciplinary action.

Risk Assessments

Conduct an assessment of each workplace to determine any potential risks of workplace violence. Each assessment will consider both common and specific circumstances to the workplace being assessed as well as the following:

When assessing the potential for workplace violence, consider:

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- Other prescribed elements
- Nature and design of work activities and conditions
- Frequency of situations that present a risk of workplace violence
- Employee observations
- Current preventative measures

Assessment results will be provided to the appropriate committee or safety representative and made available to employees upon request.

Controls

Identify and implement controls that will be determined based on the work, the environment, the organizational context of the work. Controls will include a variety of engineering and administrative approaches to control the hazards associated with violence in the workplace.

Engineering

- Install, inspect, and maintain emergency signaling, alarms, and monitoring systems
- Increase visibility, especially in high-risk areas, such as cameras or curved mirrors in hallways and adequate lighting in parking lots
- Restrict public access to the workplace with keycards or employee ID cards
- Design public areas in a way that minimizes the risk of an assault
- Provide employees with an adequate number of restrooms and emergency exits
- Install enclosed stations, deep service counters, or bullet-resistant and shatterproof glass enclosures in reception areas, if appropriate
- Arrange furniture and other objects with safety in mind

Administrative and Work Practice Controls

- Demonstrate concern for employees' emotional and physical health and safety, communicating that violence is not permitted
- Conduct routine inspections to identify potential workplace violence or harassment hazards and any corrective actions necessary
- Provide security escorts to the parking lots at night, if appropriate
- Develop a system for alerting security personnel or management to threats of violence and recording incidents to determine the need for additional controls
- Encourage employees to use the "buddy system" when personal safety is threatened
- Limit the amount of accessible cash and valuables in the workplace
- Areas where appropriate procedures and policies to prevent violence should be in place include:
    - Pre-employment screening
    - Employee assistance
    - Employment transition or outplacement services during layoffs
    - Substance abuse prevention programs
    - Detailed post-termination security protocol

Notification

Establish a means to alert the entire workplace of an emerging incident. This may include an audio or visual alarm or signal communicated to employees before their initial assignment.

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Post-Incident Assistance and Treatments

Provide victims and witnesses with the appropriate treatment regardless of the severity of the incident. These may include treatments for victims of physical, mental, sexual trauma.

After a violent incident, victims will be offered medical attention, referral to legal assistance, and debriefing with those involved.

Recordkeeping

This policy will be reviewed, and these reviews documented, at least once a year or under the following circumstances:

- Following a workplace violence incident or report
- Change in management
- Change of contact person
- To make needed changes or improvements to the policy
- To identify new training or refresher training needs

Training

Ensure that all employees are trained in our workplace violence and harassment policy and the workplace violence prevention plan. Training will use only training material that is appropriate in content and vocabulary to the educational level, literacy, and language of employees.

Employees will be instructed and trained in the following policies and procedures:

- How to recognize workplace violence
- Workplace preventative controls that effectively minimize or eliminate workplace violence
- The appropriate response to workplace violence, including how to obtain assistance
- The procedures for reporting, investigating, and documenting incidents of workplace violence

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Incident Log - Workplace Violence and Harassment (For Workplace Violence Incidents Affecting Employees)

Establishment Name and Address:

	Information on Person Recording Log Entry														
Log Entry Date	First Name	Last Name	Job Title	Phone Number	Email	Incident Date	Incident Time	Department of the Facility Where the Incident Occurred	Incident Location	Incident Description - Use "Incident Description" sheet for long entries *keep PII confidential (e.g., name, address, email, phone number, social security number)	Classification of Person Who Committed the Act	Circumstances Surrounding Employee	Incident Type	Medical Treatment Provided	Agencies Contacted	Hours Employee Lost from Work	Preventative Actions Taken

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12. Confined Spaces

Policy

Redwood Empire Food Bank has adopted this confined space policy to ensure the safety and health of employees by limiting exposure to the hazards present while performing construction work in and around confined or inert spaces.

References

- 8 California Code of Regulations:
  - Article 37—Confined Spaces in Construction

Responsibilities

Employer

- Identify all confined spaces that employees could enter and inform all affected employees of their presence
- Identify each confined space that is a permit-required confined space (PRCS)
- Ensure that safety inspections of the facility occur regularly
- Train employees on the identification and elements of confined space safety and trained in worksite specific procedures
- Respond quickly to eliminate workplace hazards
- Ensure all equipment is kept in good repair
- Ensure employees follow safe job procedures
- Review job hazard analysis (JHA), whenever there is a significant change to any element of the job or, there has been an injury or illness
- Document training and keep training records for all current employees
- Complete all confined space entry permits and maintain canceled permits until an annual review can be conducted
- Prevent unauthorized entry by using covers, posting signs, or an attendant at the entrance
- Enforce safe permit space entry procedures
- Provide the necessary equipment
- Evaluate permit spaces during entry
- Provide attendants outside permit spaces during entry
- Train attendants assigned to monitor multiple spaces will respond to emergencies
- Assign a role to every person in an entry, identify their duties, and provide required training
- Arrange for rescue and emergency services for PRCS
- Coordinate entry operations
- Review this policy annually
- Follow up on any incidents or near misses
- Provide all documents to the Secretary of Labor upon request
- Develop and implement a written Permit Space Program
- Re-evaluate and reclassify, as necessary, a non-permit confined space when there are changes in use or configuration of that space that may increase hazards to entrants

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- Abide by all applicable standards and regulations when working with a contractor involves permit space entry
- Provide and keep in good repair all equipment necessary for the written Permit Space Program
- Evaluate permit space conditions when entry operations are concluded
- Develop and implement all other elements of a permit space program, including:
    - A system for preparing, issuing, using, and canceling entry permits
    - Procedures for summoning rescue and emergency services
    - Procedures for concluding entry operations
- Review entry operations and the permit space program to ensure employees are protected from permit space hazards
- Consult with affected employees or their representatives in the development and implementation of all elements of the permit space program, and make available to them all information required for the program

Entry Supervisor

- Know and understand the hazards of the confined space
- Verify the permit is complete, all tests specified have been conducted, and all procedures and equipment specified in the permit are in place before signing and allowing entry
- Order evacuation and canceling or suspending the permit
- Communicate with and verify the availability of emergency and rescue services
- Remove unauthorized individuals who enter or attempt to enter a permit space during entry operations
- Assessing the permit-confined space when taking over responsibility and periodically as needed
- If trained and equipped may serve as an attendant or authorized entrant
- Terminate entry when any of the following apply:
    - Operations covered by the entry permit are complete
    - Thoroughly reassess the space before allowing re-entry when temporary prohibited conditions arise in or near the permit space

Attendant

- Know and understand the hazards of the confined space
- Aware of possible behavioral effects in authorized entrants
- Maintain an accurate count of authorized entrants
- Remain outside the permit space during entry operations until relieved by another attendant
- Communicate with authorized to assess entrant status and alert entrants of the need to evacuate
- Assess activities and conditions inside and outside the space to determine if it is safe for entrants to remain in the space
- Order evacuations of permitted spaces immediately during any of the following prohibited conditions occur:
    - Apparent behaviors effects of hazard exposure in an entrant
    - Situations outside the space could endanger entrants
    - Duties assigned cannot be adequately performed
- Contact emergency services when entrants need assistance to escape permit space hazards

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- Takes the following actions when unauthorized persons approach or enter a permit space during entry:
  - Warns unauthorized persons to stay away
  - Advise people to exit immediately
  - Inform authorized entrants and entry supervisors of the unauthorized entrance to the permit space
- Performs non-entry rescues
- Will not perform duties that may interfere with attendants' duties to assess and protect authorized entrants

Authorized Entrant

- Know and understand the hazards of the confined space
- Correctly use all equipment, communicate with the attendant and be ready to exit any permit space quickly
- Communicate with attendants to enable them to assess entrant status and attention to alert entrants of evacuation as needed
- Alert attendant whenever:
  - Any warning sign or symptom of a possibly dangerous situation
  - Detection of prohibited condition
- Exit permit space immediately whenever:
  - Order to evacuate is given by attendant or entry supervisor
  - Warning signs of exposure to a dangerous situation arise
  - Detection of prohibited condition or evacuation alarm is activated

Hazards

Identifying Confined Spaces

A confined space is an area a worker can enter but is not designed for continuous occupancy and does not have an unrestricted entry or exit. A PRCS has a serious health or safety hazard, such as a hazardous atmosphere, material that can engulf a person or is in a shape that can trap or asphyxiate a person (e.g., converging or sloping walls or floor).

Redwood Empire Food Bank ensures that a competent person will identify all confined spaces before the work begins and determine which require permits. Employees and the controlling contractor will be informed directly of the location and danger in each permit space. Redwood Empire Food Bank will notify exposed employees of permit spaces by posting danger signs or other effective means of each permit space's existence, location, and danger. For example, a sign reading, "DANGER -- PERMIT-REQUIRED CONFINED SPACE, DO NOT ENTER" of using other similar languages. Additionally, Redwood Empire Food Bank will promptly inform its employees' authorized representatives and the controlling contractor of each permit space's existence, location, and danger.

A competent person will re-evaluate non-permit spaces and determine if they are permit spaces whenever there is an indication that the use or configuration has changed, increasing the danger, or the initial evaluation is incorrect.

Confined and Inert Spaces

- Oxygen-deficient atmospheres
- Flammable atmospheres
- Toxic atmospheres
- Engulfing potential
- Trapping or asphyxiation risk
- Temperature extremes
- Noise
- Slippery surfaces
- Falling objects

Flammable Atmospheres

An atmosphere is flammable and hazardous if any of the following conditions are true:

- Flammable gas, vapor, or mist is present in excess of 10% of its lower flammable limit (LFL)
- Airborne combustible dust is present at a concentration at or above its LFL
- Atmospheric oxygen concentration exceeds 23.5%

Safe Practices

Redwood Empire Food Bank ensures that it will prepare a written permit space program if it requires employees to enter a permit space. This program will be available before and during entry operations for inspection by employees and authorized representatives.

If there is no controlling contractor on site, the host employer or other employer who arranges to have employees of another employer perform permit-space entry work will assume the duties and role of the controlling contractor.

Permit Space Entry Communication and Coordination

Before entry operations begin, the host employer will provide the following information, if available, to the controlling contractor:

- Location of each known permit space
- Hazards or potential hazards in each space or the reason it is a permit space
- Any precautions implemented to protect employees in the permit space by the host employer, the previous controlling contractor, or entry employer

Before entry operations begin, the controlling contractor will:

- Obtain the host employer's information about the permit space hazards and previous entry operations
- Provide the following information to each entity entering a permit space and any other entity at the worksite whose activities could foreseeably result in a hazard in the permit space:
    - Information received from the host employer
    - Any additional information the controlling contractor has about the permit space locations, the hazards in each space, and precautions implemented for each permit space
    - Precautions that the host employer, controlling contractor, or other entry employers implemented for the protection of employees in the permit spaces

Before entry operations begin, each entry employer will:

- Obtain all the controlling contractor's information regarding permit space hazards and entry operations
- Inform the controlling contractor of the permit space program that the entry employer will follow, including any hazards likely to be confronted or created in each permit space

The controlling contractor and entry employer(s) will coordinate entry operations when:

- More than one entity performs permit space entry at the same time
- Permit space entry is performed simultaneously so that any activities that could foreseeably result in a hazard in the permit space are performed

After entry operations:

- The controlling contractor will debrief each entity that entered a permit space regarding the permit space program followed and any hazards confronted or created in the permit space(s) during entry operations
- The entry employer will inform the controlling contractor in a timely manner of the permit space program followed and of any hazards confronted or created in the permit space(s) during entry operations
- The controlling contractor will inform the host employer of the information exchanged with the entry entities

Use of Alternative Procedures for Entering Permit Spaces

Redwood Empire Food Bank need not comply with Cal/OSHA provisions for Permit-Required Confined Space Programs (8CCR1953), Permitting Process (8CCR1954), Entry Permit (8CCR1955), Duties of Authorized Entrants (8CCR1957), Duties of Attendants (8CCR1958), Duties of Entry Supervisors (8CCR1959), and Rescue and Emergency Services (8CCR1960) if the following conditions are met:

- Redwood Empire Food Bank can demonstrate that all physical hazards in the space are eliminated or isolated through engineering controls so that the only hazard posed by the permit space is an actual or potentially hazardous atmosphere
- Redwood Empire Food Bank can demonstrate that continuous forced air ventilation alone is sufficient to maintain that permit space safe for entry and that, in the event, the ventilation system stops working, entrants can exit the space safely
- Redwood Empire Food Bank develops monitoring and inspection data that supports the demonstrations required by §1952(e)(1)(A) and (e)(1)(B)
- If an initial entry of the permit space is necessary to obtain the data required by §1952(e)(1)(C), the entry is performed in compliance with §1953 through §1960
- The determinations and supporting data required by §1952(e)(1)(A), §1952(e)(1)(B), and §1952(e)(1)(C) are documented by Redwood Empire Food Bank and are made available to each employee who enters the permit space under the terms of §1952(e) or to that employee's authorized representative
- Entry into the permit space under the terms of §1952(e)(1) is performed in accordance with the requirements of §1952(e)(2)

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Alternative Procedures:

- Any conditions making it unsafe to remove an entrance cover will be eliminated before the cover is removed
- When entrance covers are removed, the opening will be immediately guarded by a railing, temporary cover, or another temporary barrier that will prevent an accidental fall through the opening and protect each employee working in the space from foreign objects entering the space.
- Before an employee enters the space, the internal atmosphere will be tested, with a calibrated direct-reading instrument, for oxygen content, for flammable gases and vapors, and potential toxic air contaminants, in that order. Any employee who enters the space, or that employee's authorized representative, will be provided an opportunity to observe the required pre-entry testing
- No hazardous atmosphere is permitted within the space whenever any employee is inside the space
- Continuous forced air ventilation will be used, as follows:
    - An employee will not enter the space until the forced air ventilation has eliminated any hazardous atmosphere
    - The forced air ventilation will be so directed as to ventilate the immediate areas where an employee is or will be present within the space and will continue until all employees have left the space
    - The air supply for the forced air ventilation will be from a clean source and will not increase the hazards in the space

The atmosphere within the space will be continuously monitored unless the entry employer can demonstrate that equipment for continuous monitoring is not commercially available or periodic monitoring is sufficient. If continuous monitoring is used, Redwood Empire Food Bank will ensure that the monitoring equipment has an alarm to notify all entrants if a specified atmospheric threshold is achieved. In addition, an employee will check the monitor with sufficient frequency to ensure that entrants have adequate time to escape. If continuous monitoring is not used, periodic monitoring is required.

All monitoring will ensure that the continuous forced air ventilation prevents the accumulation of a hazardous atmosphere. Any employee who enters the space, or that employee's authorized representative, will be provided with an opportunity to observe the required testing. If a hazard is detected during entry:

- Each employee will leave the space immediately
- The space will be evaluated to determine how the hazard developed
- Redwood Empire Food Bank implements measures to protect employees from the hazard before any subsequent entry takes place
- Redwood Empire Food Bank ensures a safe method of entering and exiting the space. If a hoisting system is used, it will be designed and manufactured for personnel hoisting; however, a job-made hoisting system is permissible if it is approved for personnel hoisting by a registered professional engineer, in writing, before use

Redwood Empire Food Bank verifies that the space is safe for entry and that the pre-entry measures required by this policy section have been taken through a written certification that contains the date, the location of the space, and the signature of the person providing the certification. The certification will be made before entry and made available to each employee entering the space or to that employee's authorized representative.

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When changes to a non-permit space might increase the hazards to entrants or indicate that the initial evaluation of the space was insufficient, Redwood Empire Food Bank will have a competent person re-evaluate that space and reclassify it as a PRCS, if needed.

Reclassifying Permit-Required Confined Spaces for Entry

PRCS without any potential atmospheric hazard can be reclassified as non-permit required when a competent person determines that:

- The hazards can be eliminated or isolated without entering the space
- If the entry employer can show they have to enter the space to remove the hazard, then they can do that following the permit process
- The entry employer will document the basis for determining that all hazards in a permit space have been eliminated or isolated through a certification that contains the date, the location of the space, and the person's signature making the determination. The certification will be made available to each employee entering the space or to that employee's authorized representative
- If hazards arise within a permit space reclassified as a non-permit space, each employee in the space will exit the space. The entry employer will then re-evaluate the space and reclassify it as a permit space

Entry Permit System

Redwood Empire Food Bank will ensure measures to prevent unauthorized entry are implemented, identify and evaluate hazards of permit spaces before employees can enter them, and develop and implement the means, procedures, and practices necessary for safe permit space entry operations. These practices include:

- Specifying safe entry conditions
- Providing authorized entrants and their representatives the opportunity to observe any monitoring or testing of permit spaces
- Isolating the permit space and physical hazards within the space
- Purging, Inserting, flushing, or ventilating the permit space to control or eliminate atmospheric hazards
- Determining that, in the event the ventilation system stops working, the monitoring procedures will detect an increase in atmospheric hazard levels insufficient time for the entrants to exit the permit space safely
- Providing pedestrian, vehicle, or other barriers as necessary to protect entrants from external hazards
- Verifying that conditions in the permit space are acceptable for entry throughout an authorized entry, and ensuring that employees are not allowed to enter into, or remain in, a permit space with a hazardous atmosphere unless Redwood Empire Food Bank can demonstrate that personal protective equipment (PPE) will provide effective protection for each employee in the permit space and provides the appropriate PPE to each employee
- Eliminating any conditions (for example, high pressure) that could make it unsafe to remove an entrance cover

Redwood Empire Food Bank also completes, and signs documentation of the measures used to render the space safe for entry and maintain control over potential hazards to workers (an entry permit). The permit will be readily available to all authorized entrants or representatives posted at the

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entry. If the nature of the space prevents permit posting at the entry, the permit will remain available by an equally effective means.

The entry permits that document compliance with this section and authorizes entry to a permit space will include a written description of:

- Location of permit space to be entered
- Purpose of the entry, including the type of work that will be done
- Time, date, and authorized duration of the permit (the duration of the permit will not exceed the time required to complete the assigned task or job identified on the permit)
- Means of detecting an increase in atmospheric hazard levels in the event the ventilation system stops working
- Names of authorized entrants within the permit space
- Personnel, by name, currently serving as attendants
- Name and signature of the entry supervisor, and if different, the names and signatures of the qualified person responsible for securing the permit and of the qualified person responsible for reviewing conditions before entry
- Hazards of the permit space to be entered
- Measures used to isolate the permit space and eliminate or control permit space hazards before entry, including all means of isolation, cleaning, purging, or inserting
- Minimum acceptable environmental conditions for entry/work in the space:
    - See the National Institute for Occupational Safety and Health (NIOSH) standards for the current PEL (Permissible Exposure Limit) and Immediately Dangerous to Life and Health (IDLH) levels for the chemicals that can be found in confined spaces
- PPE required, including respiratory protection, clothing, or harnesses required for entry and rescue:
    - Results of initial and periodic (at least hourly) atmospheric tests performed to ensure safe entry/work conditions, accompanied by the names of the testers, as well as when the tests were performed
    - Last calibration dates for the oxygen detector and combustible gas indicator being used
- Additional permits needed to complete the task in the confined space:
    - The rescue and emergency services that can be summoned and the means of summoning those services
    - The communication procedures used by authorized entrants and attendants to maintain contact during the entry
    - Equipment to be provided for compliance with this section
    - Special work practices or procedures, or any other information whose inclusion is necessary, given the circumstances of the dedicated confined space, to ensure employee safety
- Any additional permits, such as for hot work, which have been issued to authorize work in the permit space

NOTE: Entry permits (and canceled permits) will be retained for at least one (1) year to help in the required regular evaluation of the confined space program. If entry or work presents any problems, the entrant, attendant, or supervisor will note them on the permit to facilitate necessary revisions to the permit space program.

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Entry Operations

Redwood Empire Food Bank's test conditions in the permit space to determine if acceptable entry conditions exist before changes to the space's natural ventilation are made. Before entry is authorized to begin, except that, if Redwood Empire Food Bank demonstrates that isolation of the space is infeasible because the space is ample or is part of a continuous system (such as a sewer), Redwood Empire Food Bank will:

- Perform pre-entry testing to the extent feasible before entry is authorized
- If entry is authorized, continuously monitor entry conditions in the areas where authorized entrants are working, except that employers may use periodic monitoring for monitoring an atmospheric hazard if they can demonstrate that equipment for continuously monitoring that hazard is not commercially available
- Provide an early-warning system that continuously monitors for non-isolated engulfment hazards. The system will alert authorized entrants and attendants insufficient time for the authorized entrants to safely exit the space

Redwood Empire Food Bank must continuously monitor atmospheric hazards unless it can demonstrate that the equipment for continuously monitoring a hazard is not commercially available or that periodic monitoring is of sufficient frequency to ensure that the atmospheric hazard is controlled at safe levels. If continuous monitoring is not used, periodic monitoring is required with sufficient frequency to ensure that acceptable entry conditions are being maintained during entry operations

- When testing for atmospheric hazards, Redwood Empire Food Bank will test first for oxygen, then for combustible gases and vapors, and then for toxic gases and vapors
- Redwood Empire Food Bank provides each authorized entrant or that employee's authorized representative an opportunity to observe the pre-entry and any subsequent testing or monitoring of permit spaces
- The permit space will be re-evaluated in the presence of any authorized entrant or that employee's authorized representative who requests that the employer conduct such reevaluation because there is an indication that the evaluation of that space may not have been adequate
- Redwood Empire Food Bank immediately provides each authorized entrant or that employee's authorized representative with the results of any testing conducted

At least one attendant will be provided outside the permit space into which entry is authorized for the duration of entry operations. Attendants may be assigned to more than one permit space, provided the duties can be effectively performed for each permit space. In addition, attendants may be stationed outside the permit space if the duties can be effectively performed for each permit space to which the attendant is assigned. Suppose multiple spaces are to be assigned to a single attendant. In that case, Redwood Empire Food Bank will include in the permit program the means and procedures to enable the attendant to respond to an emergency affecting one or more of those permit spaces without distraction from the attendant's responsibilities.

Redwood Empire Food Bank to designate each person who is to have an active role (as, for example, authorized entrants, attendants, entry supervisors, or persons who test or monitor the atmosphere in a permit space) in entry operations, identify the duties of each such employee, and provide each such employee with required training.

Redwood Empire Food Bank develop and implement procedures for summoning rescue and emergency services (including procedures for summoning emergency assistance in the event of a

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failed non-entry rescue), for rescuing entrants from permit spaces, for providing necessary emergency services to rescued employees, and for preventing unauthorized personnel from attempting a rescue.

Redwood Empire Food Bank develop and implement a system for the preparation, issuance, use, and cancellation of entry permits as required by this standard, including the safe termination of entry operations under both planned and emergency conditions.

Redwood Empire Food Bank develop and implement procedures to coordinate entry operations, in consultation with the controlling contractor, when employees of more than one employer are working simultaneously in a permit space or elsewhere on the worksite where their activities could, either alone or in conjunction with the activities within a permit space, foreseeably result in a hazard within the confined space, so that employees of one employer do not endanger the employees of any other employer.

After Entry

Redwood Empire Food Bank develop and implement procedures (such as closing off a permit space and canceling the permit) necessary for concluding the entry after entry operations have been completed.

When the measures taken under the permit space program may not protect employees, Redwood Empire Food Bank will review and revise the program to correct existing deficiencies before subsequent entries are authorized.

- Examples of circumstances requiring the review of the permit space program include but are not limited to any unauthorized entry of a permit space, the detection of a permit space hazard not covered by the permit, the detection of a condition prohibited by the permit, the occurrence of an injury or near-miss during entry, a change in the use or configuration of a permit space, and employee complaints about the effectiveness of the program.

Testing the Air

Before entry, the air will be tested by a qualified individual to determine whether an oxygen enrichment or an oxygen deficiency exists, if potential flammable hazards (gases and vapors) exist, and if there is the presence or potential for toxic air contaminants—in that order. Oxygen levels must remain between 19.5% and 23%. A written record of such testing results will be made and kept at the worksite during work and for at least one year afterward. Affected employees or their representative(s) may review and record the testing results.

Testing is not necessary if toxic material exists, and appropriate PPE is worn.

Outside Rescue and Emergency Services

Outside rescue and emergency services will be evaluated to ensure they can respond quickly and have both the equipment and ability to rescue when considering each PRCS and the identified hazards.

Redwood Empire Food Bank provides hazard information about its confined spaces and allow the service to the PRCS and develop rescue plans. The service selected must have the training, equipment, ability, and willingness to perform rescues. The service also must agree to tell Redwood Empire Food Bank when it will be unable to perform rescues.

The time it takes the service to reach the permit space, enter, and retrieve entrants will also be considered, along with the rescue requirements of other regulations. For example, if the PRCS could

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have an IDLH atmosphere, the respiratory protection standard requires standby rescue personnel equipped with respiratory protection.

Employee Rescue and Emergency Services

When selecting a team of employees to provide rescue and emergency services, they will: have the necessary equipment and PPE; be trained to be proficient as entrants and rescuers, correct PPE use, basic first aid, and CPR; and practice attempting the type of rescue needed at least once every 12 months. In addition, at least one rescue team member will have current basic first aid and CPR certifications.

If a rescue operation is correctly performed in the last 12 months, practice is unnecessary.

Non-entry Rescue and Retrieval Equipment

Non-entry rescue is required unless the retrieval equipment increases the overall risk of entry or would not contribute to the rescue of the entrant. Redwood Empire Food Bank will designate an entry rescue service whenever the non-entry rescue is not selected. Whenever non-entry rescue is selected, Redwood Empire Food Bank will ensure that retrieval systems or methods are used whenever an authorized entrant enters a permit space and confirm, before entry, that emergency assistance would be available if non-entry rescue fails.

Authorized entrants who enter a permit space must wear a chest or full-body harness with a retrieval line attached to the center of their backs near shoulder level or above their heads. Wristlets may be used if the employer can demonstrate that a chest or full-body harness is not feasible or creates a greater hazard.

The other end of the retrieval line must be secured outside the permit space, either by another person holding the line or by attaching it to a mechanical device or a fixed point. A mechanical device must be available to retrieve someone from vertical-type permit spaces deeper than five (5) ft. deep. When entry is made through a top opening, a hoisting device such as a tripod must be provided for lifting employees out of the space.

The line will be attached outside the permit space so that it can be used to pull entrants out as soon as they need to be rescued. This can either be a mechanical device like a block and tackle, a winch system, or a fixed point. Vertical entrances more than five (5) ft. deep call for a mechanical device to assist rescue.

Equipment that is unsuitable for retrieval will not be used. Circumstances described by OSHA that increase the risk of or hamper rescue include anything that can catch onto or entangle the retrieval line like physical obstructions, airlines, electric cords, and additional retrieval lines from multiple entrants. The distance entrants must go into the space and how much they will have to move around can also affect the decision that a retrieval system is too dangerous.

If an injured entrant is exposed to a substance for which a Safety Data Sheet (SDS) or other similar written information is required to be kept at the worksite, that SDS or written information will be made available to the medical facility treating the exposed entrant.

Personal Protective Equipment

Redwood Empire Food Bank provides, at no cost to employees, maintain, and ensure the use of the following equipment:

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- Testing and monitoring equipment to verify acceptable entry conditions exist
- Ventilating equipment needed to obtain proper entry conditions
- Communications equipment, including any necessary electronic communication equipment for attendants assessing entrants' status in multiple spaces
- PPE when feasible engineering and work practice controls do not adequately protect employees
- Lighting equipment that meets the minimum illumination requirements that is approved for the ignitable or combustible properties of the specific gas, vapor, dust, or fiber that will be present, and that is sufficient to enable employees to see well enough to work safely and to exit the space quickly in an emergency
- Barriers and shields
- Equipment, such as ladders, needed for safe ingress and egress by authorized entrants
- Rescue and emergency equipment, except to the extent that the equipment is provided by rescue services
- Any other equipment is necessary for safe entry into, safe exit from, and rescue from, permit spaces

Training

Redwood Empire Food Bank provides training to each employee whose work is regulated by this policy, at no cost to the employee, and ensure that the employee possesses the understanding, knowledge, and skills necessary for the safe performance of the duties assigned under this standard. This training will result in an understanding of the hazards in the permit space, the methods used to isolate, control, or in other ways protect employees from these hazards, and for those not authorized to perform entry rescues, in the dangers of attempting such rescues.

Employees will be trained in a vocabulary and language they understand to be proficient in their expected responsibilities. This training will occur:

- Before they are first assigned duties that involve confined-spaces work
- Before there is a change in their assigned tasks, as applicable to confined spaces
- When there is a change in permit space operations that warrants training
- When new hazards arise
- When the employee does not follow or understand entry procedures

Training Components

All employees will be trained in the following minimum elements:

- How to identify a confined workspace and the hazards associated
- Use of respiratory protection equipment, if required
- Use of atmospheric testing devices
- Use of any special equipment and tools
- Emergency and rescue procedures and methods

Training Records

Certified training will be provided to all employees and authorized representative(s) before entering an inert space. Documentation of the training will ensure the proper certification has been accomplished. The training documentation record will include the following:

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- Date of the training
- Name of the trainer
- Name of the trainee
- Both signatures

Employee training records will be retained for the length of their employment and will be made available to employees and their representatives.

Hazard Assessment for Confined Spaces

Description	Yes	No*
Before entry, are confined spaces thoroughly emptied of any corrosive or hazardous substances, such as acids or caustics?		
Before entry, are all lines in a confined space containing inert, toxic, flammable, or corrosive materials valved off and blanked or disconnected and separated?		
Is it required that all impellers, agitators, or other moving equipment inside confined spaces be locked-out if they present a hazard?		
Is either natural or mechanical ventilation provided before confined space entry?		
Before entry, are appropriate atmospheric tests performed to check for oxygen deficiency, toxic substance, and explosive concentrations in the confined space before entry?		
Is adequate illumination provided for the work to be performed in the confined space?		
Is the atmosphere inside the confined space frequently tested or continuously monitored during work?		
Is there an assigned safety standby employee outside the confined space whose sole responsibility is to watch the work in progress, sound an alarm if necessary, and render assistance?		
Is the standby employee or other employees prohibited from entering the confined space without lifelines and respiratory equipment if there are any questions about the cause of an emergency?		
In addition to the standby employee, is there at least one other trained rescuer in the vicinity?		
Are all rescuers appropriately trained and using approved, recently inspected equipment?		
Does all rescue equipment allow for lifting employees vertically from a top opening?		
Are there trained personnel in First Aid and CPR immediately available?		

Is there an effective communication system in place whenever respiratory equipment is used, and the employee in the confined space is out of sight of the standby person?		
Is approved respiratory equipment required if the atmosphere inside the confined space cannot be made acceptable?		
Is all portable electrical equipment used inside confined spaces grounded and insulated or equipped with ground fault protection?		
Before gas welding or burning is started in a confined space, are hoses checked for leaks, compressed gas bottles forbidden inside of the confined space, torches lighted only outside of the confined area, and the confined area tested for an explosive atmosphere each time before a lighted torch is to be taken into the confined space?		
Suppose employees use oxygen-consuming equipment such as salamanders, torches, furnaces in a confined space. Is sufficient air provided to assure combustion without reducing the oxygen concentration of the atmosphere below 19.5 percent by volume?		
When combustion-type equipment is used in a confined space, are provisions made to ensure the exhaust gases are vented outside the enclosure?		
Is each confined space checked for decaying vegetation or animal matter, producing methane?		
Is the confined space checked for possible industrial waste containing toxic properties?		
If the confined space is below the ground and near areas where motor vehicles will be operating, is it possible for vehicle exhaust or carbon monoxide to enter the space?		

* A mark in the "No" column indicates a need for corrective action.

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13. Cyber Information Security

Policy

Redwood Empire Food Bank has adopted the following program to ensure the safety of Redwood Empire Food Bank and its employees in relation to technology. Cybersecurity can have real-world consequences to safety and health, not just immaterial ones. For example, a breach of an insecure network in first-responder arenas (e.g., police, ambulance, or fire) could have far-reaching consequences to public safety and health. In private organizations, vulnerabilities can likewise pose risks to the employees of those organizations. This policy will identify some risks; suggest solutions, training, policies, and controls; and provide resources, standards, and best practices. The Safety Coordinator is responsible for working with the Information Technology (IT) department to enforce this policy.

References

- Health Insurance Portability and Accountability Act of 1996 (HIPAA)
- Payment Card Industry Data Security Standard (PCI DSS) (v3.2.1)
- International Safety Organization (ISO)/International Electrotechnical Commission (IEC) 27002, Information technology—Code of practice for information security controls (2013)
- National Institute of Standards and Technology (NIST) Special Publication:
    - 800-53 (Revision 4)—Security and Privacy Controls for Federal Information Systems and Organizations
    - 800-46 (Revision 2)—Guide to Enterprise Telework, Remote Access, and Bring Your Device (BYOD)—Security
    - 800-45 (Revision 2)—Guidelines on Electronic Mail Security
    - 800-61 (Revision 2)—Computer Security Incident Handling Guide
    - 800-344 (Revision 1)—Contingency Planning for Federal Information Systems

Responsibilities

Employer

- Establish and maintain policies that adhere to federal regulations and reflect industry standards and cybersecurity best practices
- Protect employees from exposure of personally identifiable information (PII) or otherwise sensitive data in keeping with federal regulations such as the Health Insurance Portability and Accountability Act (HIPAA) and standards set about by organizations such as the National Institute of Standards and Technology (NIST)
- Maintain the health and safety of employees
- Respond promptly and thoroughly to cybersecurity threats, breaches, or disasters and ensure the continuity of business
- Train employees in proper information security practices
- Require employees to adhere to safe work practices regarding information security

Employee

- Follow safety training and policies

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- Maintain working knowledge of IT best practices
- Do not engage in behavior that increases company exposure to threats such as data breach
- Notify the supervisor and IT department in the event of a security breach

Hazards

The costs of data breaches are often discussed in terms of monetary consequences, but the human costs are more important. The hazards of cybersecurity breaches can include:

- Identity theft- Stolen social security numbers, credit card account holder data, or other PII
- Physical harm- Unauthorized access to places or systems that can pose an immediate threat to physical safety
- Halt of or loss of business (which might lead to unemployment), such as through a ransomware attack that disables employee access to mission-critical services
- Psychological stress- Emotional distress caused because of cybercriminal activity
- National security threats- Such as election interference, copyright infringement, or classified information leaks

Implementing policies, controls, and procedures can help avoid these potential hazards.

Policy Controls

Redwood Empire Food Bank establishes, maintains, and enforces each policy and control listed in this section.

Information Security Policy

Redwood Empire Food Bank implements an Information Security Policy, the purpose of which is to:

- Identify high-risk, high-value data that is most likely to be the target of an attack
- Protect sensitive data from an intentional or unintentional breach
- Ensure the safety of employees by safeguarding the information that could lead to potentially harmful consequences

All policies and controls in this section should serve the following objectives:

- Confidentiality: Only people with authorization can/should access company-controlled assets
- Integrity: Data should not be tampered with, and the IT department should remain operational
- Availability: Users should have access to what they need when they need it

Where another policy has not specified specific controls, the Information Security Policy (ISP) shall fill the gaps. In addition to those controls, Redwood Empire Food Bank will implement the following best practice controls as informed by guidance from ISO/IEC 27002, Information technology—Code of practice for information security controls (2013):

- Develop and maintain a formal document that includes the ISP
- Review the ISP at regular intervals
- Address information security when beginning new projects
- Delegate all information security responsibilities to the appropriate parties
- Perform background checks on new employees in accordance with relevant laws
- Provide information security training

- Write a formal disciplinary process for employees who have intentionally committed a data breach
- Maintain an inventory of computer assets and keep track of those assets to identify if something is stolen, lost, or destroyed
- Create physical barriers or define security perimeters to those facilities that contain critical data or infrastructure
- Protect access to all facilities (based on risk) through appropriate entry controls such as badge-in-badge-out, password entry, biometric scans, etc.
- Mission-critical equipment should be protected from power failure or environmental threats
- Ensure essential equipment is not removed from the site without prior authorization
- Wipe equipment that has fallen into disuse or marked for disposal of sensitive information
- Clear sensitive information from desks or screens when employees are away
- Implement a solution to detect, prevent, and remove malware
- Implement an event logging and monitoring solution to record user activities, exceptions, fault, and information security events and ensure that this data is stored in a secure place
- Manage and control networks in a secure way to avoid leaks of sensitive information

Health Insurance Portability and Accountability Act (HIPAA) Compliance

To the extent that Redwood Empire Food Bank is or becomes a "covered entity" under the Health Insurance Portability and Accountability Act of 1996 (HIPAA) or is a business associate of a "covered entity" as per HIPAA and the Health Information Technology for Economic and Clinical Health (HITECH) Act, Redwood Empire Food Bank will:

- Ensure the confidentiality, integrity, and availability of all electronically protected health information (E-PHI)
- Reasonably anticipate and guard against threats to the security or integrity of E-PHI
- Reasonably anticipate and prevent impermissible use or disclosures of E-PHI
- Ensure compliance by the workforce
- Perform risk analysis according to HIPAA requirements
- Use administrative, technical and physical safeguards according to HIPAA requirements

Payment Card Industry (PCI) Compliance

In accordance with the Payment Card Industry Data Security Standard (PCI DSS), where Redwood Empire Food Bank stores, processes, or transmits cardholder data (CHD), Redwood Empire Food Bank will transfer responsibilities to an appropriate third party to reduce the scope of compliance or, where applicable:

- Build and maintain a secure network and systems-
  - Install and maintain a firewall configuration to protect CHD according to PCI guidance
  - Change vendor-supplied default passwords and other security parameters
- Protect CHD-
  - Protect stored CHD through encryption, truncation, masking, and/or hashing (Requirement 3)
  - Encrypt CHD in transit through open, public networks (Requirement 4)
- Maintain a vulnerability management program-

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  - Protect all systems involving CHD against malware and regularly update anti-virus (Requirement 5)
  - Develop and maintain secure systems and applications (Requirement 6)
- Implement strong access control measures-
  - Restrict access to CHD to only those who need it for business purposes (Requirement 7).
  - Identify and authenticate access to system components (Requirement 8)
  - Restrict physical access to CHD (Requirement 9)
- Monitor and test networks often-
  - Track and monitor all access to network resources containing CHD or related to CHD (Requirement 10)
  - Regularly test security systems and processes (Requirement 11)
- Maintain an information security policy that addresses all personnel (Requirement 12)

Acceptable Use Policy

Redwood Empire Food Bank implements an Acceptable Use Policy (AUP), the purpose of which is to:

- Provide guidance on how to use technology appropriately
- Provide guidance on what is an unacceptable or prohibited use of technology
- Manage risks associated with misuse of technology

The AUP shall establish controls against misuse of technology, many of which will deal with prohibiting access to those systems that pose cybersecurity risks such as:

Shadow Information Technology: This refers to any application installed onto a computer without the direct knowledge or authorization of the IT department. Through these applications, which IT does not have the knowledge or often capability to protect, sensitive data can leak, or unexpected attack vectors can develop.

Unknown Web Services and Applications: Navigating to insecure or inappropriate websites could allow malware to enter systems, phishing scams to capture sensitive data, or any number of security threats to damage IT systems.

Unauthorized changes to firewall or access control lists: Firewalls and access control lists determine how external packets can and cannot interact with your private network, if at all. The control must be tightly maintained, and changes must be carefully considered.

Unauthorized use of and/or access to physical systems: Any system employees should not have physical access should be restricted. This includes network routers, servers, thermostats, or other internet-of-things (IoT)/network-attached devices that could expose data or pose a safety risk. Physical access might allow users to make unauthorized changes such as uploads or downloads of sensitive data, configurations, or tampering that could lead to destruction. Such changes can negatively affect the safety of all employees, as they can have physical consequences (disabling fire alarms, changing carefully regulated temperatures, stolen identities, etc.) or psychological consequences (stress, fear, etc.).

Illegal or illicit activity: Systems shall not be used to conduct illegal or illicit activities. In addition to being illegal, many of these activities increase the risk of breach, exposure, or other threats to the safety of employees or private systems.

The "Dark" Web: The Dark Web is an unregulated peer-to-peer (P2P) network system that includes websites not indexed by search engines. Employees shall not connect to The Dark Web. In addition, the use of The Dark Web on Redwood Empire Food Bank network-attached devices poses a security risk, as The Dark Web is fraught with phishing scams, illegal pornography, and similar dangerous, unidentified content.

Communication over/through unencrypted channels: A security risk is a communication over/through unencrypted channels, especially where sensitive data is transmitted. Such channels can include third-party email or messaging clients, personal IOT devices such as cell phones or tablets, and more. Unencrypted traffic, if intercepted, can be read. This is strictly prohibited where sensitive data is concerned, such as medical records, PCI or trade secrets.

Access Control Policy

Redwood Empire Food Bank implements an Access Control Policy (ACP), the purpose of which is to:

- Prevent unauthorized or unintended access to potentially dangerous systems
- Protect internal systems from unauthorized or unintended breaches
- Safeguard sensitive information
- Provide employees with not more nor less than access to applications, systems, and services necessary to fulfill tasks within their role (the principle of least privilege)

Access control plays a role in protecting employees' privacy and safety. For example, it prevents unintentional leaks of PII, which could include primary account numbers (PAN) or medical records. Human error is the most common cause of data breaches, and a strong ACP can help alleviate these errors. In addition, access control stops malicious actors from acquiring resources that could cause harm to physical or psychological safety.

The ACP shall establish technical access controls. To the extent applicable and where Redwood Empire Food Bank deems fit, those controls shall comply with NIST SP 800-53 (Revision 4), *Security and Privacy Controls for Federal Information Systems and Organizations*. At a minimum, the ACP shall include the following:

- Redwood Empire Food Bank’s written access control policy document, maintained at regular intervals
- Redwood Empire Food Bank management of information systems accounts, including:
    - Identifying account types
    - Establishing conditions for group membership
    - Identifying authorized users and specifying access privileges
    - Requiring approval for establishing new accounts
    - Deletion of accounts no longer in use or revocation of any privileges
    - Periodic review of access rights
    - Guidelines for managing temporary/guest accounts such as how such accounts are deactivated and after what amount of time
    - Automated monitoring and notification (to the appropriate people) for create, read, update, delete (CRUD) operations in the account directory

  - Automated session logout after a defined period
  - They have automated session lockout after a specified number of failed attempts. Session lockout will prevent access to the account for a set period or until an admin reauthorizes access. This is to guard against brute force attempts and other attempts at unauthorized access
  - Guards against atypical or suspicious activity

- ACP will have enforcement mechanisms that ensure ACP rules cannot be circumvented
- The principle of least privilege will govern ACP; the principle of least privilege states that the administrator shall only provide users with authorized access to those resources necessary for them to accomplish assigned tasks. Only IT personnel who administrate the information system shall have superuser (root) privileges
- The ACP shall establish guidelines for working with wireless access, which shall include the following controls:
  - Usage restrictions
  - Monitoring of unauthorized access
  - Authentication before connection
  - Encryption (WPA2)
- The ACP shall restrict the use of mobile devices and monitor for the unauthorized use of mobile devices
- Per HIPAA, only authorized persons will access E-PHI
- Nonpublic or sensitive information such as PII shall never be accessible from a public place (such as a website)

Password Management

Redwood Empire Food Bank establishes a password management system that ensures quality passwords based on ISO/IEC 27002. This system will:

- Enforce the use of identifications and passwords
- Allow users to change their passwords and account for input errors by providing a confirmation prompt
- Enforce the use of high-quality passwords; ones with different casings, letters, numbers, symbols, and greater than six (6) characters
- Enforce password reset on initial login to prevent the use of default passwords
- Periodically force users to change passwords
- Maintain a password history for each account and prevent re-use of passwords
- Mask passwords on entry (most password fields do this by default)
- Ensure passwords are stored separately from application system data
- Store and transmit passwords in a protected form (i.e., use encryption)

Telework/Remote Access

Redwood Empire Food Bank implements a telework/remote access policy informed by guidance from NIST SP 800-46 Guide to Enterprise Telework, Remote Access, and Bring Your Device (BYOD), Security (Revision 2) and from NIST SP 800-53, Security and Privacy Controls for Federal Information Systems and Organizations, the purpose of which is to:

- Create an appropriate balance between usability and exposure to risk

- Establish the means of remote access to internal resources
- Minimize threats to confidentiality, integrity, or availability of systems and resources on the internal network—especially regarding high-sensitivity data such as PII

Telework, any form of conducting business that requires access to internal resources from an external location, exposes Redwood Empire Food Bank to increased risks. This risk mitigation depends entirely on the degree to which Redwood Empire Food Bank can control the external systems that connect to the internal (the *thickness* of the remote access solution), a problem not easily addressed because telework naturally places limits on Redwood Empire Food Bank 's controls. Some issues often associated with teleworking include:

- Lack of physical security controls
- Unsecured networks
- Potential malware exposure
- Exponentially increased vectors of attack

Threat Modeling

Before implementing a telework/remote access policy, Redwood Empire Food Bank will perform threat modeling that identifies resources of interest, potential vulnerabilities, controls to mitigate those vulnerabilities, likelihood of successful attacks, and where improvements and controls might be implemented.

Initiation

Enacting a documented remote access control policy provides Redwood Empire Food Bank with a set of guidelines for creating a cybersecurity architecture where telework is concerned. This policy will include:

- The permissible form(s) of remote access: Tunneling, portals, remote desktop, or direct application access
- The client devices used and their restrictions: Redwood Empire Food Bank 's devices, third party-controlled devices (e.g., temp agencies), employee devices referred to as bring your device (BYOD), or unknown devices (e.g., a library computer)
- Additional user requirements: Requirements that users need training on but that Redwood Empire Food Bank cannot enforce

Development

Redwood Empire Food Bank needs to determine and develop the technical characteristics of the remote work solutions to be implemented. This will include:

- The architecture: Placement of remote access server, installation of client software (if any), and design of one or more network segments for non-organization-controlled client devices
- Authentication: Selecting the method of remote access authentication
- Cryptography: Algorithms for encryption and supported key lengths/strengths
- Access control: Communications permitted and denied from remote client devices

Implementation

At a minimum, the following controls shall be met in implementing the remote access policy.

- Users will connect only to permitted resources as determined by the ACP governed by the controls listed in this document
- Traffic flow will be protected and monitored/logged
- Users shall not use a public network to connect to remote access points
- Users shall shut down their machine or properly disconnect from resources when they have completed work
- Redwood Empire Food Bank documents a procedure for handling potential theft of the remote access client device in its ACP. Where possible, Redwood Empire Food Bank will implement mechanisms to prevent theft of the remote access client device (e.g., locking stations)
- Only authenticated users will connect to resources remotely. Authentication shall be established before connection
- Permissible software applications can be used through remote access and do not interfere with client device operations (such as the firewall)
- The IT department can effectively and securely manage the solution
- Configurations that affect the integrity of the remote access solution shall not be changed inadvertently. Automating configuration such that remote employees cannot change these, whether intentionally or accidentally, can mitigate this problem
- The remote access solution shall log security events, and the IT department will regularly check for suspicious activity
- The solution shall perform adequately during normal and peak usage
- All components of the solution shall be kept up to date with the latest patches and configured following best practices
- To the extent possible, the company will deploy a "thick" remote access solution, one which maximizes the control over the remote access environment
- Sensitive data stored at rest shall be encrypted using NIST-approved algorithms
- Sensitive data transmitted over communication channels shall be encrypted using NIST-approved algorithms
- Configurations shall not fall back to insecure default settings

Maintenance

In maintaining the remote access solution, Redwood Empire Food Bank will, at a minimum:

- Check for and deploy updates to remote access software components
- Ensure that each remote access component has a standard, synchronized time to make certain that timestamps will match (for logging and monitoring purposes, for example)
- Reconfigure access control features as needed
- Detect, document, and respond to anomalies that might indicate malicious activity or policy/procedural errors

Disposal

Before a device used for remote access permanently leaves an organization, Redwood Empire Food Bank will, to the extent pragmatic, purge the device of sensitive data. Where possible, the organization will strongly consider completely erasing all stored data from the device. This might not be possible in Bring Your Own Device (BYOD) devices. Suppose Redwood Empire Food Bank allows the use of BYOD devices for business purposes. In that case, sensitive business data will be logically

separated and partitioned from the storage of personal data, so Redwood Empire Food Bank can erase such data before the device is taken out of use.

Email Communication Policy

Redwood Empire Food Bank implements an Email Communication Policy, the purpose of which is to:

- Prevent unauthorized parties from gaining access to email communication
- Provide guidelines to employees communicating via email
- Establish acceptable and unacceptable means of email communication
- Protect employees from common cybercriminal activity such as phishing scams

When email was developed in the 1970s, its developers and users did not emphasize security. The result is that securing email today is still challenging, yet email's widespread use means security is vital. The email introduces many points of entry for attackers. From an email's contents alone, malicious code(s) can be attached, Internet Protocol (IP) addresses can be recorded, or social engineering scams (see "Social Engineering Red Flags" attachment) can be executed. Some of the challenges associated with email security include:

- Most email access protocols (e.g., Internet Message Access Protocol (IMAP) and Post Office Protocol (POP)) default to weak authentication mechanisms or send clear-text passwords for authentication, which means intercepted messages have usable data
- Encryption helps to secure emails, but it is more process-intensive, requires administrative overhead, and complicates malware scans. The most performant algorithms are too weak, and the most secure too intense, so striking a balance with email encryption is difficult
- Email archiving needs to be considered, as some email protocols delete mail archives from the server after the message is sent, meaning it is up to the mail client to host emails
- Users must be trained to recognize emails that pose a threat, such as phishing, social engineering, malware, or other such hazards
- Because most email solutions do not include strong end-to-end encryption by default, users must be trained not to send highly sensitive or confidential data through email unless certain steps are taken to encrypt the email
- Physical security can be difficult to achieve with email, as email clients can be on multiple devices, including mobile phones. Should the device be stolen, the thief might also access emails. Policies should be in place to prevent this
- Redwood Empire Food Bank recognizes the challenges of email and will exercise the following minimal controls, guided in part by NIST SP 800-45, Guidelines on Electronic Mail Security (Version 2), as part of its email communication policy:
- If applicable, deploy and administer its mail server, taking necessary security consideration to do so (hardening the mail server, determining an access-restricted location, etc.). Otherwise, when selecting a third-party vendor, Redwood Empire Food Bank will ensure that the vendor provides it with a secure mail server and all it needs to maintain the security of its email client application, content, and more
- Select a mail solution that allows for malware protection with such features as:
    - Blocking specific file types
    - Restricting attachment size
    - Restricting active message contents

  - Installing malware scanners on client hosts
  - Filtering content (configured to block phishing attempts, spam, etc.)

- Select an operating system for all client host machines that minimize vulnerabilities and can be appropriately administered and secured
- Ensure appropriate access controls according to the principle of least privilege throughout email solution deployment
- Implement a secure network infrastructure on which the mail server operates
- Regularly patch and update mail clients and web browsers (where applicable)
- Use a logging solution and regularly review logs
- Conduct vulnerability scans periodically on the mail server (if not done by and permitted by the host) and supports network

Incident Response and Disaster Recovery

Redwood Empire Food Bank implements incident response and disaster recovery policies, the purpose of which is to:

- Provide a standard protocol to immediately address and contain incidents related to cybersecurity, especially those that pose hazards to employee health and safety
- Safeguard business continuity
- Ensure appropriate measures are taken to prevent future incidents or disasters

Both incident response and disaster recovery initiate a company's reaction to a situation rather than pre-empting it. This does not mean a company should not proactively investigate potential incidents or disasters. While a company cannot anticipate or prevent every incident or disaster, it can prepare for them proactively to react immediately and forecast other incidents. Responding quickly is often vital during disaster situations or potential cybersecurity threats. Therefore, Redwood Empire Food Bank will institute controls meant to allow it to respond to a wide array of security events and disasters quickly and effectively. The controls listed in this section are informed by the NIST SP 800-61, Computer Security Incident Handling Guide (Revision 2) and NIST SP 800-344, Contingency Planning for Federal Information Systems (Revision 1).

For this document, the following definitions will apply:

- Event: An observable, negative occurrence in a system or network
- Incident: A violation of or imminent threat to cybersecurity
- Disaster: An incident that has systemwide consequences that prevent business continuity; often caused by uncontrollable circumstances such as weather

Common Cybersecurity Incidents

A few common cybersecurity incidents include:

- An attacker uses a script to send a high number of connection requests to a web server over a short period of time, causing the server to crash (denial-of-service attack)
- A scammer sends an email with a link to a web form, usually posing as a more credible source, to trick users into providing valuable information (phishing attack)
- A user runs the structured query language (SQL) code through an improperly secured web form to gain access to database records (SQL injection attack)

- An unauthorized party gains access to facilities on-site and downloads information from a computer onto a flash drive
- An employee opens an attachment from a suspicious email, and a virus seizes control of network resources (malware attack)

Many incidents have common trends. For example, almost all computer security incidents involve the internet (where Redwood Empire Food Bank 's internal network meets the outside world). It's impossible to memorize every security incident, but it is possible to identify common trends and best practices. Redwood Empire Food Bank will train employees to recognize potential incidents based on best practices.

Logging and Monitoring

To identify incidents, Redwood Empire Food Bank will log and monitor events. Redwood Empire Food Bank will use automated logging and monitoring tools to record events, and the IT team will regularly review events to identify possible incidents. The logging and monitoring tools will:

- Provide synchronized timestamps across different systems to ensure consistency
- Filter events based on level of importance to allow for easier identification of incidents
- Retain logs for the period deemed necessary by the IT department
- Allow the IT team to create alerts to respond to specific security incidents (breach of server facilities, server downtime, etc.)

Incident Response Team

Redwood Empire Food Bank establishes an incident response team composed of people with the skills necessary to address security incidents using the incident response policy/plan. In addition, the incident response team should notify any other groups within the organization that needs to participate in the incident handling.

Incident Response Plan

The incident response team will handle incidents according to the NIST incident response lifecycle. The phases are outlined below.

Preparation: Redwood Empire Food Bank will attempt to limit the number of incidents using the controls outlined in the incident response policy and any information gathered from previous incidents.

Detection and Analysis: Redwood Empire Food Bank will use its logging and monitoring tools to detect potential security breaches. In addition, it will use the reports of employees to investigate incidents or any other tools at its disposal.

Containment, Eradication, and Recovery: Depending on the severity, Redwood Empire Food Bank will respond to the incident and attempt to contain it. Often this means returning to the detection phase to determine if the scope of the incident was larger than anticipated (e.g., to check if more user passwords were breached than initially thought). Once contained, Redwood Empire Food Bank will ensure that the issue has been resolved and attempt to recover any materials lost, resources blocked, information stolen, etc.

Post-Incident Activity: Once the incident is appropriately contained, the incident will be documented in order to further prepare for potential future incidents. For example, more controls or tools might need implementation.



Figure 1-A NIST Incident Response Lifecycle (Adapted from NIST SP 800-61)

Disaster Recovery

Disaster recovery should be part of the incident response plan, as with other incidents. Disasters should be prepared for, but sometimes disasters will be outside the organization's control. For example, a power failure requires incident response to continue with the business, but the organization cannot always control the circumstances that cause a power failure. Nonetheless, they can prepare for such disasters and respond accordingly. Therefore, Redwood Empire Food Bank will use its incident response plan to respond to disasters in addition to putting the following controls in place:

- Installation, implementation, and maintenance of backup and recovery mechanisms for critical data loss, taking into consideration: Storage capacity, frequency of backup, software used, a lifetime of media and equipment interoperability
- Identification of high-risk resources and systems to recover in the event of a disaster, with determination of maximum tolerable downtime, recovery time objectives, and recovery point objectives where applicable
- Implementation of preventative controls where applicable, such as uninterruptible power supplies, fire suppression systems, water sensors, etc.
- Implementation of failure testing where applicable

Training

Redwood Empire Food Bank’s employees will be provided training on cyber information security that sufficiently addresses topics outlined in this policy and, where applicable, as determined by Redwood Empire Food Bank 's information technology department. Along with other topics the IT department identifies, these topics will include, at a minimum:

- Information security
- Acceptable use of computers, mobile phones, and other network-attached devices as well as applications (web browsers, email clients, etc.) installed on such devices
- Access control and password management
- Safely conducting work remotely
- Identifying and reporting cybersecurity incidents such as social engineering, phishing scams, or unauthorized access
- Safe and appropriate email communication

Employees will receive cybersecurity training immediately on hire or as a part of initial duty training. According to incident response investigations, retraining will occur regularly as needed or as systems and processes change.

Attachments

The following pages contain these documents for company use.

- Social Engineering Red Flags

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Social Engineering Red Flags

Email contents	Red Flags
John Doe <jg249m8@someeservices.com>[1] To: Safety Sam Your Subscription Has Ended!![2] (File attached)[4] 03/19/2020 (3:22 a.m.)[3] Hi Sam,[6] Sorry I have said your subscription ended. You need to pay to continue to use the service. Use the link below or send the form I already attached to this email. http://www.someeservices.com[5] Yours, Jon	*Sender*: The sender is unknown The domain name looks wrong The address is unusual The sender is someone who has never communicated with the recipient before
	Subject: The subject is unrelated to the role of the recipient (irrelevant) The subject may even be inaccurate (i.e., the organization doesn't have a subscription to the service)
	Date and Time: The timestamp is at an unusual hour There had been no prior notice This might not even be the deadline for the subscription if it exists
	Attachment: The attachment might be a file type that the email client does not recognize Unexpected attachments should not be opened
	Hyperlinks: Hyperlinks should be treated with caution This URL does not have a certificate (HTTP, not HTTPS), meaning it is less likely to be secure Hover over all hyperlinks to ensure the destination is expected
	Message contents: The email contains multiple misspellings and grammar errors The email uses fear to compel the user The contents of the message may contain inaccuracies about a product or service; always conduct research

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14. Driver Safety

Policy

Redwood Empire Food Bank has adopted this policy as a commitment to reduce traffic-related injuries and accidents. This policy will be maintained and designed to support a culture of safety.

References

- 8 California Code of Regulations:
  - §1597—Jobsite Vehicles
  - §6336—Truck Driving
- CA Department of Motor Vehicles (DMV):
  - Vehicle Industry Registration Procedures Manual, Chapter 13.010—Commercial Vehicle Definitions
- California Vehicle Code:
  - Division 10, Chapter 1—Accidents and Accident Reports, 2000–20018
  - Division 14.8—Safety Regulations, 34500–34520
  - Division 6, Chapter 7—Article 4 Employer Responsibilities,15240
- Assembly Bill 2285, Committee on Transportation—Transportation

Responsibilities

Employer

- Ensure employees that drive a company vehicle or their vehicle for business use have a valid California driver's license
- Establish and maintain policies and rules in accordance with applicable regulations and best industry practices to promote safety and prevent injuries and illnesses
- Ensure that every employee asked to drive a company car or personal car on Company business has been trained in Redwood Empire Food Bank 's driver safety policy and safe driving practices
- Record and maintain documents about the eligibility and qualification of an employee to drive a company car or a personal vehicle on company business
- Ensure vehicles driven on company business are in good repair and adhere to all legal regulations and requirements
- Encourage and respect the involvement of employees in the planning and implementation of a safe driving policy
- Ensure drivers participate in regular safety meetings to promote a continued culture of safety and address safety concerns
- Devise and implement a system of disciplinary action and rewards to encourage safe driving habits, as appropriate
- Prevent unnecessary travel by employees
- Provide resources needed to support a culture of safety and will actively encourage employees to participate in planning and implementation of the Driver Safety Program

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Employee

- Complete a driver safety course that addresses general driver safety as well as hazards specific to the job being done
- Ensure the roadworthiness of their vehicle before operation
- Operate the vehicle according to the best safety practices
- Respond to accidents and near misses according to established Company policies and procedures
- Inform a supervisor of any changes to their motor vehicle record (MVR) that may impact their eligibility to drive
- Maintain a driver's license that permits them to perform their job in compliance with the law
- Demonstrate awareness and understanding of Redwood Empire Food Bank Driver Safety Policy
- Make recommendations to improve Redwood Empire Food Bank 's Driver Safety Policy

Hazards

Some hazards associated with driving can be vehicle accidents from speeding, reckless, aggressive, and distracted driving behaviors. Other hazards can be poor maintenance of the vehicle, overloaded vehicles, road debris, road conditions, and the experience/skill of other drivers.

Safe Practices

A driver safety program prevents material losses and helps Redwood Empire Food Bank guard against the range of liabilities that may emerge from a vehicular accident.

If Redwood Empire Food Bank operates any of the following types of commercial motor vehicles in the State of California, it will comply with applicable Cal DOT safety regulations.

- A vehicle to be used or maintained for the transportation of persons for hire, compensation, or profit
- Designed, used, or maintained primarily for the transportation of property
- Multipurpose vehicles
- Passenger-type vehicles transporting persons for hire
- Pickup trucks with a camper permanently attached
- Station wagons
- A bus when used to transport persons for hire, compensation, or profit bus, when used to transport persons for hire compensation, or profit
- A bus used for paying customers seeking bus service as a primary service

Fleet

Redwood Empire Food Bank maintains a fleet of vehicles, if necessary, for business in accordance with relevant regulatory standards and vehicle manufacturer's advice. Redwood Empire Food Bank will maintain a fleet of vehicles, if necessary, for business in accordance with relevant regulatory standards and vehicle manufacturer's advice.

Fleet Selection

The safety coordinator will work with Redwood Empire Food Bank 's insurance carrier to establish guidelines for the selection of company vehicles and will include the following:

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- The appropriate vehicle type for expected use
- Required safety equipment
- Maintenance procedures
- Inspection procedures
- Protections against unauthorized use
- Recordkeeping procedures
- Insurance

The National Highway Transportation Administration (NHTA) provides information on vehicle safety according to make and model.

Preventive Maintenance

All company vehicles will be maintained according to a regular schedule to ensure their safety and roadworthiness. A qualified individual or automotive shop will perform all maintenance according to the manufacturer's recommended service schedule.

In addition to regularly scheduled maintenance, fleet upkeep should include, but not be limited to:

- Basic inspections of the vehicle by the driver before every trip
- Immediate removal from service of any vehicle with mechanical problems
- Managerial certification of requested repairs before return to service

Recordkeeping

All vehicle maintenance, repair certification, and driver review will be recorded and kept throughout the vehicle's life.

Vehicle Inspection

Operators will inspect each vehicle or piece of equipment daily before and after the operation. Operators will inspect each vehicle or piece of equipment daily before and after the operation. Each operator is responsible for the safe condition of the equipment. Vehicles with steering, brake, or other safety problems will not be driven until mechanical repairs. Drivers will report any other unsafe conditions to their supervisor as soon as safely possible.

Driver Selection, Qualification, and Evaluation

Licenses

All company vehicle drivers or personal vehicles used for company business will possess a valid driver's license appropriate for the vehicle that will be driven and the circumstances in which the vehicle will be driven. All company vehicle drivers or personal vehicles used for company business will possess a valid driver's license appropriate for the vehicle that will be driven and the circumstances in which the vehicle will be driven. In addition, all government regulations and insurance carrier requirements will be followed concerning driver qualification.

A driver will only operate a vehicle that requires a commercial driver's license (and any endorsement) if they have the appropriate license. A driver will only operate a vehicle that requires a commercial driver's license (and any endorsement) if they have the appropriate license.

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Motor Vehicle Records

Redwood Empire Food Bank checks the driving records of any employee expected to drive for work. Further, periodic review of an MVR for employees expected to drive for work reasons will indicate if they remain eligible to drive a company vehicle or their own for company business.

Initial Assignment

Redwood Empire Food Bank requests and reviews an MVR for new applicants or current employees expected to add to existing responsibilities, whether operating their vehicle or a company vehicle. Redwood Empire Food Bank will request and review an MVR for new applicants or current employees expected to add to existing responsibilities, whether operating their vehicle or a company vehicle. The MVR review will consider the most recent three (3) years of driving and should include motor vehicle records from all states where the applicant lived during that time.

An MVR and the information contained therein will remain as confidential as possible. Thus, discussions of motor vehicle records will be restricted to individuals with a legitimate “need to know.”

Any qualification standard may entail a multi-tiered or point system driver eligibility based on the employee’s anticipated work driving frequency and the severity of traffic convictions recorded in the MVR.

The following are some examples of violations that, having occurred in the past three (3) years, may warrant ineligibility to drive on company business:

- DWI/DUI
- Negligent motor vehicle homicide
- Operating with a suspended license
- Using a motor vehicle for the commission of a felony
- Aggravated assault with a motor vehicle
- Operating a motor vehicle without the owner’s consent
- Reckless, careless, or negligent driving, including speeding more than 15 MPH over the limit
- Hit and run or leaving the scene of an accident with injury or death resulting, or property damage more than $1,000

The following are examples of violations that, having occurred more than three (3) times in two (2) years, may warrant ineligibility to drive:

- Minor moving violations
- Accidents

Annual Review

Employees cited for a violation that may affect their eligibility to drive on company business will inform their supervisor.

In addition to the initial MVR review, a review of an employee’s MVR will occur annually to confirm the driver’s continued eligibility to drive for work.

A driver or other employee who permits an unauthorized individual to operate a company vehicle will face disciplinary action and financial accountability for any costs incurred by allowing unauthorized personnel to operate a Company vehicle. A driver or other employee who permits an unauthorized

individual to operate a company vehicle will face disciplinary action and financial accountability for any costs incurred by allowing unauthorized employees to use a Company vehicle.

Securing Materials

The driver will prevent the unsafe movement of any materials such as tools or equipment by securing them appropriately. In addition, drivers should secure anything that may present a hazard outside the passenger compartment.

Vehicle Occupancy/Seat Belts

No company vehicle will transport more passengers than safely possible. All Company employees will wear seatbelts when operating a company-owned vehicle or any vehicle on company premises or company business. Any occupant of a vehicle owned by Redwood Empire Food Bank , on company premises, or in a vehicle on company business will wear a seatbelt or, if required, an appropriate child restraint system.

Alcohol and Drug Use

Redwood Empire Food Bank forbids employees from consuming or being under the influence of alcohol or illegal drugs during “duty hours.” Duty hours include working hours, break periods, and on-call periods. The consumption of alcohol or illegal drugs while performing company business or while in a company facility may result in disciplinary action up to and including termination.

Suppose an employee takes prescribed medication or over-the-counter medication known to affect operating a motor vehicle or other heavy machinery. In that case, the employee will inform their immediate supervisor and refrain from such duties until able to do so safely.

Drivers will remain aware of driving behaviors that indicate impairment, such as weaving, inappropriate speed, and erratic or abrupt driving. In addition, staying a safe distance from drivers who may be impaired and bringing dangerous drivers to the attention of the authorities helps keep roads safe.

Drivers who operate a commercial motor vehicle as defined by the Federal Highway Administration (FHA) must possess a CDL and be subject to FHA’s alcohol and drug use and testing regulations.

A drug-free workplace policy and supporting procedures must be in place and communicated to all employees before drug testing. The rule requires pre-employment, reasonable suspicion, random, post-accident, return-to-duty, and follow-up testing. For details on the program, refer to the Federal Motor Carrier Safety Regulations (FMCSR) Title 49, Part 382.

Distracted Driving

Distractions include, but are not limited to the following:

- Text messaging and other cell phone use
- Watching an object, person, or event outside the vehicle
- Reading
- Electronics use (computer, tablet, GPS)
- Horseplay
- Reaching for an object in the vehicle

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- Eating and drinking
- Grooming and hygiene
- Adjusting non-critical controls
- Emotional distractions

Aggressive Driving

Redwood Empire Food Bank prohibits aggressive driving while operating a company vehicle or a personal vehicle on company business. Aggressive driving behaviors include, but are not limited to, the following:

- Excessive Speed
- Tailgating
- Failure to signal a lane change
- Running a red light or stop sign
- Passing on the right
- Any offensive, rude, or hostile act or gesture directed at another driver

Young Drivers

Federal law prohibits drivers under 17 from operating a vehicle as part of their job, and you must be 18 to drive a commercial motor vehicle in California. Federal law prohibits drivers under 17 from operating a vehicle as part of their job, and you must be 18 to drive a commercial motor vehicle in California.

Driving in Work Zones

Drivers must be vigilant and minimize distractions to respond quickly to the unexpected when behind the wheel, especially when driving in work zones.

Drivers are required to slow down or move over to another lane when approaching emergency vehicles, including law enforcement, fire personnel, ambulances, Caltrans vehicles, and tow trucks, displaying lights and are parked along the side of the highway street or roadway.

Monitoring

Redwood Empire Food Bank‘s driver safety policy requires periodic review and its impact on the safety and health of employees.

Incident, Accident Analysis and Reporting

If an employee experiences a vehicular accident while driving a company car or a personal car on company business, the following will be done:

- Stop the vehicle. If it can be done safely, move the vehicle off the road
- Call the appropriate law enforcement authority if the damage is done to another vehicle or property that does not belong to Redwood Empire Food Bank. For an emergency, call 9-1-1 to dispatch both police and emergency medical services
- Mark the scene as necessary for safety
- Gather the names of other drivers and witnesses

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- Diagram the accident, noting vehicles involved, where vehicle occupants were seated at the time of the accident, the date, time, and weather conditions
- Exchange the following information with other drivers involved: License plate number, registration information, and insurance information
- Document the name and badge number of the responding law enforcement professional
- Notify the supervisor as soon as safely possible
- Cooperate with law enforcement professionals and participate in Redwood Empire Food Bank ’s accident investigation

Do not assume blame or apologize. Only give statements about what happened to the police or an appropriate member of company management.

Any accident will be investigated according to Redwood Empire Food Bank ’s accident investigation policy. Use the motor vehicle accident report at the end of this chapter to accompany Redwood Empire Food Bank ’s accident/incident report.

Redwood Empire Food Bank complies with all recordkeeping requirements of our Safety Policy and any applicable regulatory authority.

Disciplinary Actions

Safety incidents involving an employee and a violation of our safety policy in a company vehicle (or personal vehicle used on company business) may result in disciplinary actions up to termination, including the revocation of driving privileges as determined by management.

Reward Program

It is at the discretion of the safety coordinator and, if appropriate, the safety committee to devise and implement a safe driver reward program (SDRP) to encourage safe driving habits and reward safe driving behaviors. It is at the discretion of the safety coordinator and, if appropriate, the safety committee to devise and implement a SDRP to encourage safe driving habits and reward safe driving behaviors.

Policy Review

All aspects of this policy and Redwood Empire Food Bank ’s driver safety program are subject to annual review by the safety coordinator to ensure the effectiveness of the policy to guarantee a safe working environment for company employees.

Training

Redwood Empire Food Bank trains every employee who will drive for work-related reasons on driver safety at no cost during working hours.

Redwood Empire Food Bank uses only training material appropriate in content and vocabulary to the educational level, literacy, and language of employees.

Driver Training

The Driver Safety Program focuses on training and prevention. All new drivers must complete an orientation to cover:

- Policies and procedures for drivers
- Governmental regulations
- Maintenance guidelines and inspection procedures
- Driver training that encourages safe, defensive road behavior

Training Components

Drivers will complete training in the following minimum elements for driver safety:

- Defensive driving
- Safe distances
- Intersection driving
- Poor driving conditions
- Split-second decision making
- Distracted driving
- Driving in work zones
- Safety restraints
- Dangers of driving drowsy

Training Records

Training records will include the following information:

- Dates of the training sessions
- Contents or a summary of the training sessions
- Names and qualifications of persons conducting the training
- Names and job titles of the employees attending the training

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15. Fall Protection

Policy

Redwood Empire Food Bank has adopted this policy to protect employees by ensuring they can recognize fall hazards in the workplace and the appropriate measures to address these hazards. All employees have the responsibility to work safely on the job.

References

- 8 California Code of Regulations:
- Article 24—Fall Protection
- §1621—Railings and Toeboards
- §1732—Roofing
- §3209—Standard Guardrails
- §3212—Floor Openings, Floor Holes, Skylights and Roofs
- §3273—Working Area
- §3276—Portable Ladders
- §3299—Personal Fall Protection

Responsibilities

Employer

- Implement, enforce, and maintain an effective fall protection plan
- Identify work areas with potential fall hazards and inform employees of those hazards
- Ensure that all employees understand and adhere to the procedures of this policy
- Ensure appropriate personal protective equipment (PPE), fall arrest systems, and equipment are provided, used, and maintained in good working condition
- Provide affected employees adequate training, including fall protection methods, systems, and rescue procedures
- Regularly review and revise the fall protection plan when necessary

Employees

- Follow company safe work practices and procedures
- Inspect necessary fall protection equipment before each use and immediately report any defective equipment
- Safely use and maintain fall protection equipment, including personal fall arrest systems (PFAS), in good working
- Report unsafe conditions to the appropriate supervisor
- Attend and participate in all required fall protection training

Hazards

- Death or severe injury due to falls from elevated surfaces
- Injury from unsafe walking or working surfaces and slip/trip hazards
- Injury from falling objects

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Safe Practices

Use of a Qualified Person

Redwood Empire Food Bank identifies a qualified person as someone who has successfully demonstrated the ability to solve problems relating to the project by possessing a recognized degree, certificate, professional standing, or extensive knowledge, training (40 hours), and experience. Qualified persons are responsible for:

- Analyzing and designing anchor points and horizontal lifeline systems that comply with applicable structural engineering strength requirements and local and state building code requirements
- Establishing the clearance requirements for the selected fall protection systems
- Verifying the fall protection equipment systems are adequate for the specific fall hazards
- Verifying the available fall clearances are adequate before permitting work at heights
- Maintaining a safety factor of 2X against failure of the structural system for both anchor points and horizontal lifeline systems
- Establishing adequate vertical and horizontal clearance requirements for selected fall protection systems as well as analyzing swing fall considerations and establishing limitation requirements for selected fall protection systems
- Supervising the design, installation, and use of lifeline systems to ensure they maintain a safety factor of at least twice the impact of an employee free-falling six (6) ft
- Supervising the design, installation, and use of personal fall-arrest and fall-restraint anchorages
- Verifying that fall protection systems are installed and inspected in compliance with all applicable regulations and standards
- Identifying, evaluating, and imposing limits on workplace activities to control fall hazard exposures and swing falls
- Communicating limits to all employees
- Preparing, updating, or approving written fall protection plans and rescue procedures
- Providing or ensuring that a prompt rescue can be accomplished with the rescue procedures
- Ensuring the written fall protection rescue procedures include:
    - Self-rescue
    - Assisted rescue
    - Other required fall protection equipment
    - Review the written procedures as workplace activities, change for needed additional practices, procedures, or training

Use of a Competent Person

Redwood Empire Food Bank identifies a competent person as capable of identifying existing and predictable conditions in the surroundings and work areas that are unsanitary, hazardous, or dangerous and has the authorization to take prompt corrective action to eliminate them. A competent person will have experience, training (8 hours) and are responsible for:

- Assisting qualified persons
- Recognizing and communicating potential fall hazards in the workplace
- Ensuring that fall protection equipment has a corrosion-resistant finish

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- Ensuring that surfaces and edges in contact with fall protection are smooth to prevent damage
- Verifying safety nets meet all applicable requirements
- Inspecting PFAS after a fall to determine the magnitude of damage before use
- Evaluating any changes to a PFAS to determine if it is safe to use
- Training employees how to recognize fall hazards and company safe work practices and procedures

Construction Industry Fall Safety

Approved PFAS, personal fall restraint or positioning systems will be worn by employees whose work exposes them to falling in excess of 7.5 ft. from the perimeter of a structure with unprotected sides and edges, leading edges, through shaft ways and openings, sloped roof surfaces steeper than 7:12, or other sloped surfaces steeper than 40 degrees not otherwise adequately protected.

Employees will be protected from falls when working on:

- Structural wood framing at 15 ft. near a leading edge
- Scaffold 7.5 ft. or higher
- Steel erection of two stories or 30 ft., whichever is less
- Roofs at 20 ft. or greater

General Industry Fall Safety

When working 30 inches or more above a working surface in a building, guardrails will be provided on all open sides of an unenclosed elevated surface.

Elevated surfaces not located within a building structure, with unprotected sides, are 4 ft. above a working surface will be provided with guardrails.

Redwood Empire Food Bank provide a lower railing when an overhead clearance prohibits the installation of a 42-inch guardrail; when necessary, a toeboard will be provided on platforms 6 ft. or more above places where employees normally work or pass.

Personal Fall Arrest System

All components of a PFAS will meet the specifications of Title 8 of California Code of Regulations for fall protection and will be used in accordance with the manufacturer’s instructions.

NOTE: Body belts are not acceptable as part of a PFAS but can be used as a part of a positioning device system.

Lifelines

- Horizontal lifelines will be designed, installed, and used under the supervision of a qualified person and will be part of a complete PFAS that has a safety factor of at least two (2)
- Lanyards and vertical lifelines will have a minimum breaking strength of 5,000 lb
- Except when vertical lifelines are used, whereby each employee will be attached to a separate lifeline unless it is in the construction of elevator shafts, see Article 24, §1607
- Protect lifelines from being cut or abraded
- Self-retracting lifelines and lanyards that limit free fall distance of two (2) ft. or less must withstand a minimum load of 3,000 lb applied with the lifeline or lanyard in the fully extended position

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- Self-retracting lifelines and lanyards that do not limit free fall distance of two (2) ft. or less, rip stitch, tearing, and deforming lanyards will be capable of sustaining a minimum load of 5,000 lb applied in the same fashion
- Ropes or webbing straps in lanyards, lifelines, and strength components of body belts and body harnesses will be made from synthetic fibers; unless used in welding applications where the lanyard may be exposed to heat or flame

Attachment anchorages for a PFAS will be independent of any anchorage used to support or suspend a platform and can support at least 5,000 lb per employee attached. Or designed, installed, and used as part of a complete PFAS, which maintains a safety factor of at least two (2) and is designed, installed, and used under the supervision of a qualified person.

When stopping a fall, a fall arrest system will:

- Limit maximum arresting force on an employee’s harness to 1,800 lb.
- Be installed and set up so that an employee cannot free fall nor make any contact to a lower level, plus the lanyard will be anchored at a level not lower than the employee's waist
- Stop a falling employee in 3.5 ft.
- Be strong enough to take twice the potential impact energy of an employee free falling a distance of six (6) ft., or the free fall distance permitted by the system, whichever is less
- The use of non-locking snap hooks is prohibited

Before each use, employees will inspect ALL equipment to determine if it has any flaws, defects, or excessively worn parts which would render it unusable and unsafe. Such equipment will be immediately removed from service, red-tagged “Do Not Use,” and sent back to the shop for repair or destroyed and properly disposed of.

Guarding

- Guarding of unprotected sides and edges, leading edges, hoist areas, dangerous equipment, wall openings, floor openings, floor holes, and roofs with slopes will be implemented
- A top rail not less than 42 inches or more than 45 inches in height measured from the upper surface of the top rail to the floor, platform, runway, or ramp
- Wherever feasible, all work areas above dangerous equipment will be guarded with a guardrail system, PFAS and/or safety nets
- A mid-rail will be halfway between the top rail and the floor, platform, runway, or ramp when there is no wall or parapet wall at least 21 inches (53 cm) high
- All fall protection systems will be installed in accordance with accepted practices
- Wooden posts must be no more than eight (8) ft. apart
- All employees exposed to injury from falling objects will be required to wear a hard hat

Guardrails, Handrails, Holes, and Covers

The following procedures will be utilized to prevent the possibility of employees or materials from falling through or from any openings or elevated surfaces:

- Wherever feasible and required, employees will be protected from areas of potential falls, which are more than 7.5 ft. above a lower level, with a guardrail system (including toe boards), a PFAS or

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safety nets (except at entrances to stairways), and while properly using portable ladders and extension ladders

- All railings, including their connections and anchorage, will be capable of withstanding without failure, a force of at least 200 lb applied within two (2) inches of the top edge in any outward or downward direction at any point along the top edge without failure. When applied in a downward direction, the top rail may not deflect to a height less than 39 inches
- Railings will be so surfaced as to prevent injury to an employee from punctures or lacerations and to prevent snagging of clothing
- All ladderway floor openings will be guarded with standard railings and standard toe boards.
- All hatchways and chute floor openings will be guarded by:
    - Hinged covers of standard strength and construction and standard railings
    - A standard removable railing with toe boards
    - Fixed standard railings will guard skylight openings
    - Fixed and trap door openings will be guarded by floor opening covers of standard strength and construction
    - Standard covers will guard manhole openings

Walking, Working Surfaces

Any permanent flooring/platforms will remain in good repair and be maintained free of dangerous projections or interferences and oils, greases, water, or any fluids that could create an unsafe walking/working surface. Any surface in use that may require attention will be protected using matting, cleats, grating, or other slip prevention methods. Where Redwood Empire Food Bank uses wet processes, it will also provide drainage, false floors, platforms, mats, or other dry standing places.

Permanent roadways, walkways, and material storage areas require maintenance to keep them from any dangerous depressions, debris, or obstructions.

Redwood Empire Food Bank comply with all requirements for machines and equipment in 8 CCR 3273 in paragraphs g through m.

Except for catwalks, any elevated working levels greater than 30 inches or more above the level below, such as runways, platforms, ramping, will be no less than two (2) feet wide with no less than 6.5 inches of unobstructed headroom. If an existing installation does not meet this requirement, the work area will be relocated until the obstructions are removed. If relocation is impracticable, Redwood Empire Food Bank will post warning signage at the employee entry. Padding may be installed to protect against head or body strikes due to the obstruction.

Company catwalks will meet the following requirements:

- 18 inches or wider unless these must meet the bowling alley requirements in 8 CCR 3273(d)(2)
- 6.5 ft. clear headroom unless padding is provided, and warning signage is posted nearby in employees' immediate view
- Sloped 18° or less unless installed along inclined conveyors, crane booms, etc. where structural load conditions make complying with ramp standards unreasonable

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Dropped Object Protection

When working from heights, a process to protect those below the point of work must be in place. To this end, Redwood Empire Food Bank will follow one or more of the following:

- Provide toe boards, screening, or a guardrail system per 8 CCR 3209.
- Provide a canopy structure to protect employees from falling objects
- Limit platform or runway openings to a size that prevents materials from falling through
- Provide a physical barrier- fencing, barricades, or equivalent to stop entry into an unsafe area where objects may fall.

Lowering Objects

Where there is any exposure below an elevated work area, all objects in use, including any materials, equipment, or tools, will be lowered in a controlled manner. This can include chutes, material handling equipment, hand lines, or similar arrangements.

Suppose controlled lowering cannot be done or may create a greater risk to employees of falling objects. In that case, protection can take the form of physical barriers such as canopies, fencing, barricades, or barrier tape (if it is monitored by a spotter on the same level as the possible exposure and is authorized to keep employees out) or similar and as effective.

Warning signage is required for these operations along the perimeter of the affected work area.

Portable Ladders

- When using step ladders, no employee will stand on the top two steps of the ladder
- A qualified person will inspect ladders for any visible defects that frequently and after any occurrence that could affect their safe use
- Ladders will be free of any grease, oil, or slippery materials
- Wood ladders will not be painted
- No ladder will have its working load exceeded (based on the ladder-type)
- Ladders will only be used for the purpose they were designed for
- Before using a portable ladder, consideration will be given to the ladder length or height required, the working load. The duty rating and the worker position to the task to be performed
- Ladders will be maintained appropriately
- Portable rung ladders will be leaned against the structure, so that distance between the base of the ladder and the structure is 0.25 of the height of the ladder
- If it is necessary to work on any ladder, employees will keep their weight centered on the ladder and will never extend their center of gravity beyond the vertical rails of the ladder
- Fixed ladders will be provided with cages, wells, ladder safety devices, or self-retracting lifelines if the length of climb is less than 24 ft. but the top of the ladder extends 24 ft. above the lower levels
- Metal and plastic ladders will be washed if overcome with debris or material that can make the ladder unsafe in any manner or shorten the normal lifespan of the ladder
- Fiberglass ladders will be washed and waxed periodically to prevent fiber bloom (aka slivers)

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Safety Nets

A canopy structure should be built on the lower level to protect employees if necessary. In addition, the area should be barricaded, and the employee entrance should be off-limits when the potential for objects to fall exists.

Where the use of conventional fall protection such as personal fall arrest or restraint systems, positioning device systems, and others are impractical, and the elevation is 25 ft. or more above the ground, safety nets will be installed as close as practicable under the walking/working surface on which employees are working. When nets are used on bridges, the potential fall area from the walking/working surface to the net will be unobstructed. Only one level of nets is required.

Safety nets will extend outward from the outermost projection of the work surface as follows:

Vertical distance from working level to horizontal plane of net	Minimum required horizontal distance of outer edge of net from the edge of the working surface
Up to 5 feet	8 feet
More than 5 feet up to 10 feet	10 feet
More than 10 feet	13 feet

- Safety nets will be installed with sufficient clearance under them to prevent contact with the surface or structures below when subjected to an impact force equal to the drop test specified in the full-body harness section Appendix C, Article 6
- Safety nets and their installations will be capable of absorbing an impact force equal to that produced by the drop test specified in the full-body harness section
- Safety nets and safety net installations will be drop-tested at the job site before using a fall-protection system. The drop-test will consist of a 300 (+/- 5) lb.-test weight that will be a rigid, metal, cylindrical, or torso shaped object with a circumference of 38 inches +/- 4 inches dropped into the net once from the highest walking/working surface on which employees are to be protected. When Redwood Empire Food Bank can demonstrate that a drop-test is not feasible or practicable, the net and net installation will be certified by a qualified person to follow the provisions of this section
- Safety nets will be inspected weekly for mildew, wear, damage, and other deterioration, and defective components will be removed from service
- Materials, scrap pieces, and tools which have fallen into the safety net will be removed as soon as possible from the net, and at least before the next work shift
- The maximum size of each safety net mesh opening will not exceed 36 square inches nor be longer than six (6) inches on any side measured center-to-center of mesh ropes or webbing. All mesh crossings will be secured to prevent the enlargement of any mesh opening
- Each safety net (or section of it) will have a border rope for webbing with a minimum breaking strength of 5,000 lb.
- Connections between the safety net panels will be as strong as integral net components and will be spaced not more than six inches apart
- Safety net systems consist of mesh nets and connecting components
- Safety nets will not be installed more than 30 ft. below the working surface

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- Inspect safety nets regularly and remove debris from them no later than the start of the next work shift

Fall Protection Plan

Redwood Empire Food Bank's fall protection plan addresses non-conventional means of fall protection. For example, during the construction of some structures, it is sometimes infeasible, or it creates a greater hazard to use conventional fall protection systems in specific areas or for specific tasks.

Only write and use a fall protection plan if any conventional fall protection cannot be used because it is impractical or if it can make an unsafe condition.

A qualified person will develop a plan that is unique to a specific task or location. The plan will be kept updated daily. It will have the qualified person's name, date, and location. Redwood Empire Food Bank may write just one plan for operations at different locations that are identical with similar hazards.

- The qualified person must review any changes and agree with the changes
- A maintained copy of the plan will be available at the work location
- The plan will also have the name of the competent person who has oversight of the plan implementation
- The plan will contain all the reasoning behind why conventional fall protection is unworkable and/or how a greater risk would be created
- The plan will have all other measures that will be taken to reduce or eliminate the fall hazard for workers who cannot be provided with protection by conventional fall protection systems

Controlled Access Zone

The plan will describe the different locations that conventional fall protection methods won't work. These will then be identified as controlled access zones (CAZ's), and the employer must then follow all CAZ's and safety monitoring compliance.

If there is no other method that has been determined for use, the employer will implement a safety monitoring system.

The plan will have the names of the employees and their job title that is allowed to work in controlled access zones. No other employees may enter controlled access zones.

Suppose a fall occurs, or a similar serious incident happens. In that case, the employer will consider the conditions of the fall or other incident to see if the plan needs to be changed to include different practices, procedures, or training and will implement those. When using the fall protection site plan to implement the other fall protection options available, employees will be protected through limited access to high hazard locations.

Before any non-conventional fall protection systems are used as part of the fall protection site plan, a CAZ will be clearly defined by the competent person as an area where a recognized hazard exists.

The demarcation of the CAZ will be communicated by the competent person in a recognized manner, either through signs, wires, tapes, ropes, chains, or an employee acting as a safety monitor that remains in the CAZ for the duration of the job's workday.

The job site supervisor will take the following steps to ensure that the CAZ is marked or controlled by a competent person:

- All-access to the CAZ will be restricted to authorized entrants
- All employees who are permitted in the CAZ will be listed in the appropriate sections of the fall protection site plan (or be visibly identifiable by the competent person) before implementation
- The competent person will ensure that all protective elements of the CAZ be implemented before the beginning of work

Safety Monitoring Systems

When no other fall protection has been implemented, a competent person will monitor the safety of employees in these work areas. The competent person will be:

- Competent in recognition of fall hazards
- Capable of warning workers of fall hazard dangers
- Operating on the same walking/working surfaces as the employees and able to see them
- Close enough to work operations to communicate orally with employees
- Free of other job duties that might distract them from the monitoring function

No employees other than those engaged in the work under the safety monitoring system will be allowed in the area. All employees under a safety monitoring system are required to promptly comply with the fall hazard warnings of the competent person.

Fall Arrest Rescue Plan

Title 8 Appendix C to Article 6 I Care & Use of Fall Protection Equipment and Systems states, “The employer will provide for prompt rescue of employees in the event of a fall or will assure the self-rescue capability of employees.”

Prolonged suspension from fall arrest systems can cause suspension trauma/orthostatic intolerance, which, in turn, can result in serious physical injury, or potentially, death. Research indicates that suspension in a fall arrest device can result in unconsciousness in five (5) minutes and lead to death. To reduce the risk associated with prolonged suspension in fall arrest systems, Redwood Empire Food Bank ’s rescue plan addresses the necessary factors to prevent prolonged suspension in fall protection devices. The plan includes procedures to prevent prolonged suspension, identify orthostatic intolerance signs and symptoms, and perform rescue and treatment as quickly as possible. (within 15 minutes).

Description of Hazard

Suspension trauma may be experienced by workers using fall arrest systems. Following a fall, a worker may remain suspended in a harness. The sustained immobility may lead to a state of unconsciousness. Depending on the length of time the suspended worker is unconscious, and the level of venous pooling may lead to death. While not common, such fatalities often are referred to as "harness induced pathology" or "suspension trauma."

Signs and symptoms that may be observed in an individual who is approaching suspension trauma:

Faintness	Nausea

Breathlessness	Dizziness
Sweating	Unusually Low Heart Rate
Paleness	Unusually Low Blood Pressure
Hot Flashes	"Greying" or Loss of Vision

Factors that can affect the degree of risk of suspension trauma:

Inability to move legs	Hypothermia
Pain	Shock
Injuries during fall	Cardiovascular disease
Fatigue	Respiratory disease
Dehydration	Blood loss

Rescue Procedures

Redwood Empire Food Bank provides for prompt rescue of employees in the event of a fall or assure that employees can rescue themselves. Redwood Empire Food Bank ’s policy is to initiate rescue procedures immediately and procedures should occur within five (5) minutes of the fall.

Rescue procedures will include the following contingency based actions:

- If self-rescue is impossible or rescue cannot be performed promptly, the worker should be trained to "pump" their legs frequently to activate the muscles and reduce the risk of venous pooling. Footholds can be used to alleviate pressure, delay symptoms, and provide support for "muscle pumping."
- Continuous monitoring of the suspended worker for signs and symptoms of orthostatic intolerance and suspension trauma
- Ensuring that a worker receives standard trauma resuscitation once rescued
- If the worker is unconscious, keep the worker's air passages open and obtain first aid

Monitoring the worker after rescue and ensuring that the worker is evaluated by a healthcare professional. The worker should be hospitalized when appropriate. Possible delayed effects, such as kidney failure, which is not unusual in these cases, are difficult to assess on the scene

Personal Protective Equipment

Personal protective equipment (PPE) will be provided as required, including fall arrest systems; this includes, but is not limited to:

- Fall harnesses
- Positioning belts
- Lanyards
- Shock-absorbing lanyards
- Self-retracting lifelines

- Carabiners
- Connectors

The steps below will be followed throughout all phases of work:

- All fall protection equipment will be conspicuously located
- All fall protection equipment will be periodically inspected, inspected before each use, and maintained in good operating condition. Defective equipment will be immediately taken out of service and red tagged “Do Not Use.” All Redwood Empire Food Bank ’s fall protection equipment will meet industry or regulatory standards
- Any lifelines or lanyards that have been subjected to an in-service load will be removed from service and red tagged “Do Not Use.” Such equipment will NOT be used for employee safeguarding again under any circumstances

Training

Training will be provided for all employees who have the potential to be exposed to fall hazards. The training will enable employees to recognize the hazards of falling and train in the practices to be followed to minimize these hazards.

The training will be conducted by a competent person who is aware of the nature of fall hazards likely to be encountered by the employees, the correct procedures for erecting, maintaining, and disassembling, and inspecting fall protection systems role of employees in fall protection plans and standards.

Employees who wear fall arrest devices while working, and those who may perform rescue activities, will also be trained in:

- How to ascertain whether their protective equipment is properly fitted and worn so that it performs as intended
- How orthostatic intolerance/suspension trauma may occur
- The factors that may increase a worker's risk
- How to recognize the signs and symptoms identified in this bulletin
- The appropriate rescue procedures and methods to diminish risk while suspended
- All authorized employees for fall protection will be trained in fall arrest and fall protection, including how to don and doff equipment, inspect before use and care for the equipment

The qualified person will approve any changes to this policy, and this policy is to be reviewed at least annually. Some reasons for updating this policy and/or the fall protection site plan are:

- The job progresses, requiring meaningful change to practices, procedures, or training as implemented by a competent person
- Improvement to existing fall protection equipment or adding new equipment

Employees will be notified and trained, if necessary, in the revised policy and procedures.

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16. General Office Safety

Policy

Redwood Empire Food Bank has adopted this policy to ensure the safety and health of employees while working in an office environment by providing general safe work practices and guidelines. In addition, employees must follow any other applicable procedures and safe practices.

References

- 8 California Code of Regulations:
  - §3203—Injury and Illness Prevention Program

Responsibilities

Employer

- Establish, implement, and enforce safe work practices
- Provide employees with adequate training, including general office safety and equipment
- Conduct periodic workplace inspections and address any deficiencies observed
- Provide employees with necessary office supplies and equipment

Employee

- Attend and participate in all required training and meetings
- Immediately report any unsafe act or incident to the appropriate supervisor
- Follow all company safe work practices, procedures, and guidance
- Use all provided equipment and supplies safely and report any defective equipment

Hazards

- Slipping, tripping, and falling
- Burns and lacerations
- Electrical shock
- Body stress and fatigue

Safe Practices

Office Housekeeping

Redwood Empire Food Bank ensures that workplaces will be kept clean and organized. Employees must follow these housekeeping practices to reduce hazards such as slipping, tripping, or falling objects:

- Ensure work areas have adequate lighting; replace broken or burned-out light bulbs
- Keep electrical cords out of areas such as walkways, aisles, or other areas that pose a tripping hazard; use cord covering strips and avoid tape and running cords under carpet
- Clean or report spills immediately; pick up any trash or debris that poses a tripping hazard
- Maintain office equipment and machines in good working condition
- Regularly clean and disinfect work surfaces such as counters, desks, cabinets, and equipment

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- Ensure doorways and aisleways are clear and easily accessible

Equipment and Furniture

Redwood Empire Food Bank ensures that employees will be trained to operate office equipment such as copy machines, computers, and paper shredders. Additionally, employees must take special precautions when working with or around office furniture such as cabinets, ladders, and desks. Specifically, employees will:

- Ensure cabinets and desks are away from air vents and doorways
- Use handles to open and close cabinet doors or drawers
- Ensure shelving or tall furniture are away from fire suppression sprinklers
- Never climb on desks, chairs, shelving, or cabinets; use an approved ladder
- Keep desk and cabinet drawers closed when not in use
- Use ladders with slip-resistant feet on a dry level surface
- Never load a ladder above its intended rated capacity

Workstations

Redwood Empire Food Bank provides employees with the necessary workstation furniture and equipment to perform their job comfortably and effectively. However, employees must maintain an organized and clean workstation. In addition, Redwood Empire Food Bank has established the following workstation safety guidelines:

- Keep computer monitors about eye level and at an arms distance
- Maintain wrists as flat and straight as possible while using a keyboard and mouse
- Adjust the chairs height, backrest, and armrests to allow sitting upright and comfortably
- Keep cords and cables as neat as possible and out of the way, i.e., away from walkways; do not use means that could puncture the wires, such as staples, to fasten or otherwise organize cords
- Use adequate lighting to avoid glaring and squinting
- Maintain desks and other workstation equipment or furniture in good condition
- Keep keyboard and mouse within a comfortable reaching distance
- Change computer settings such as contrast, screen font, and pointer size to comfortable settings

Body Stress and Fatigue

Redwood Empire Food Bank will provide employees with the necessary ergonomic equipment. Along with the use of this equipment, employees will be trained to recognize signs and symptoms of repetitive motion injuries such as musculoskeletal disorder. To prevent physical stress and fatigue, employees will:

- Take periodic breaks to stand and stretch
- Focus on distant objects intermittently when working to refocus the eyes
- Maintain a comfortable position with feet flat on the ground; avoid slouching or hunching
- Use headsets, if possible, to avoid holding the phone by bending the neck
- Keep elbows and wrists as relaxed as possible; use wrist pads if necessary

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Emergency Situations

Redwood Empire Food Bank communicates the designated exit routes and doors if an evacuation is required. These routes and doorways will always be readily accessible and maintained free of obstructions. In addition, exit signs will be posted above every stairway, elevator landing, and door identified as an exit.

Assembly areas will be established for employees to gather after an evacuation. Each area will have a designated person conducting a headcount and communicating the results to the appropriate supervisor. If any person cannot be accounted for, Redwood Empire Food Bank will immediately notify the appropriate emergency services.

Fire extinguishers and alarm systems of a distinctive visual or audio signal will be periodically inspected to ensure they are maintained in good working order. Defective extinguishers or alarm systems will be repaired or replaced immediately.

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17. Hearing Conservation Program

Policy

Redwood Empire Food Bank is committed to ensuring a safe, healthy work environment. This commitment includes monitoring the workplace for noise levels that may damage hearing and protecting the hearing of those who work in high noise environments and implementing a hearing conservation program (HCP) if necessary.

Reference

- 8 California Code of Regulations:
  - §5095—General Requirements for Hearing Protection
  - §5096—Exposure Limits
  - §5097—Hearing Conservation Program
  - §5098—Hearing Protectors
  - §5099—Training Program
  - §5100—Recordkeeping

Responsibilities

Employer

- Protect employees from work-related hearing loss
- Provide employees with appropriate personal protective equipment (PPE) and training.
- Ensure that employees wear and maintain their assigned PPE
- Use engineering and/or administrative controls to keep noise levels below the permissible exposure level (PEL) whenever possible Develop and implement a hearing conservation program (HCP) as necessary
- Provide audiometric testing for employees enrolled in the HCP
- Maintain records of training and medical tests
- Investigate any injury or illness incidents and implement corrective action(s) to ensure that the injury/illness will not recur.

Employee

- Participate in all training provided by Redwood Empire Food Bank
- Wear and maintain hearing protection devices as required
- Report on any problems or concerns about noise levels at the facility
- Participate in audiometric testing, as required

Hazards

All hearing measurement is based on the amount of exposure in decibels (dB) on the “A” scale. A-frequency-weighting is the most used and covers the full frequency range of 20Hz up to 20 kHz. The human ear is most sensitive to sound frequencies between 500 Hz and 6 kHz whereby at lower and higher frequencies, the human ear is not very sensitive. The A-weighting adjusts the sound pressure

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readings to reflect the human ear's sensitivity and is therefore mandated worldwide for hearing damage risk measurements.

At 85 dBA – this is the "Action Level" where hearing protection is required. 90 dBA – the Cal/OSHA, 8-hour time-weighted average (TWA) exposure limit. The dBA Short Term Exposure Limit (STEL) is 100 dBA and exposures longer than 15 minutes are not recommended at this level. At 110 dBA, regular exposure of more than 1-minute risks permanent hearing loss.

Signs and symptoms of hearing loss may include:

- Muffling of speech and other sounds
- Difficulty understanding words, especially against background noise or in a crowd
- Trouble hearing consonants
- Frequently asking others to speak more slowly, clearly, and loudly
- Needing to turn up the volume of the television or radio
- Withdrawal from conversations
- Avoidance of some social settings

Safe Practices

Where noise exposure levels are expected to be above the California Department of Industrial Relations, Division of Occupational Safety and Health Administration (Cal/OSHA) action level of 85 dBA, over an 8-hour time-weighted average, exposure measurements will be taken to determine the extent of hearing protection necessary and identify tools or processes where sound abatement opportunities exist.

Identifying high-noise activity, tools, and equipment at a worksite is the first step to lowering site-wide noise levels and reducing noise exposure.

Engineering Controls

Redwood Empire Food Bank implement the following engineering controls to abate noise hazards whenever practicable:

- Low-noise tools and machinery
- Appropriate maintenance of all equipment
- Barriers between noise sources and employees
- Enclosure or isolation of noise sources

Administrative Controls

Redwood Empire Food Bank also implement the following administrative controls to reduce employee exposure to noise:

- Scheduling regular maintenance activities
- Operating noisy machines in shifts when fewer employees are present
- Limiting time employees are exposed to noise

Administrative and work practice controls are usually less expensive than engineering controls because there are no significant capital costs involved in changing or modifying equipment. In some cases, administrative controls have reduced employee exposure to noise and increased productivity

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by rotating employees through a demanding, noisy task. Work-practice controls also improve employee performance by emphasizing safe work practices.

On the other hand, administrative controls and work-practice controls usually are not as effective as engineering controls because they do not control the noise source.

Examples of administrative and work-practice controls include the following:

- Reducing the time employees spend working in noisy areas — for example, rotating two or more employees so that each is exposed to noise levels less than 85 decibels, averaging over an eight-hour day
- Shutting down noisy equipment when it is not needed for production
- Ensuring that employees maintain their equipment to keep it running smoothly and quietly
- Ensuring that employees know how to perform tasks and operate equipment at safe noise levels
- Using warning signs to identify work areas where noise exceeds safe levels
- Teaching employees' appropriate methods for eliminating or controlling noise
- Encouraging employees to report noise hazards to supervisors

Workplace noise may be present in several ways, each of which has a different potential impact on employees' hearing and demands different controls to prevent damage to their hearing.

Unacceptable levels of noise that may warrant a hearing conservation program are often present on construction sites. Therefore, Cal/OSHA mandates an effective hearing conservation program when sound levels exceed the values shown in Table 1, Permissible Noise Exposure.

Table 1 Permissible Noise Exposure

Duration per day, hours	Sound level dBA slow response
8	90
6	92
4	95
3	97
2	100
1½	102
1	105
½	110
≤ ¼	115
Footnote: When the daily noise exposure is composed of two or more periods of noise exposure of different levels, their combined effect will be considered, rather than the individual effect.	

If employees need to raise their voice for someone within arm's reach to hear, the site is noisy enough to require employees to wear hearing protection.

Exposure to impulsive or impact noise needs to stay below 140 dB peak sound pressure level.

The following trades are routinely overexposed to noise. Therefore, they will practice hearing protection as a matter of course: carpenters, plumber pipefitters, sprinkler installers, mobile equipment operators, welders/fabricators, sandblasters, drillers, electricians, steel erectors, drywallers shooting tracks or boarding.

Engineering and administrative noise controls will be implemented to reduce sound sufficiently. Where such controls fail to reduce sound levels sufficiently, Redwood Empire Food Bank will provide appropriate personal protective equipment for hearing.

Requirements

Hearing Conservation Program

Suppose an acceptable noise level cannot be maintained through engineering and/or administrative controls. In that case, Redwood Empire Food Bank will implement an HCP that will include noise monitoring, hearing protection devices (HPD), and audiometric testing (AT). Redwood Empire Food Bank will administer a continuing, effective HCP whenever employee noise exposures equal or exceed an 8-hour TWA sound level of 85 decibels measured on the A-scale (slow response) or, equivalently, a dose of fifty percent. Employee noise exposures will be computed according to Appendix A and Table A-1 of 8 CCR §5097 without regard to any attenuation provided using PPE.

Noise Monitoring

When information indicates that any employee's exposure may equal or exceed the 8-hour TWA of 85 dBA, Redwood Empire Food Bank will obtain measurements for employees exposed at or above that level. The monitoring requirement will be met by either area monitoring or personal monitoring that is representative of the employee's exposure.

The sampling strategy will be designed to identify employees for inclusion in the hearing conservation program and enable the proper selection of hearing protectors. Where circumstances such as high worker mobility, significant variations in sound level, or a significant component of impulse noise make area monitoring inappropriate, Redwood Empire Food Bank will use representative personal sampling to comply with the monitoring requirements. All continuous, intermittent, and impulsive sound levels from 80 dB to 130 dB will be integrated into the computation. The instruments used to measure employee noise exposure will be calibrated to ensure accuracy.

Monitoring will be repeated whenever a change in production, process, equipment, or controls increases noise exposure to the extent that:

- Additional employees may be exposed at or above the action level
- The attenuation provided by hearing protectors being used by employees may be rendered inadequate to meet the requirements

Redwood Empire Food Bank provide affected employees or their representatives with an opportunity to observe any measurements of employee noise exposure. In addition, Redwood Empire Food Bank will notify each employee exposed at or above the action level of the monitoring results.

Hearing Protection

A HPD will be used to establish engineering or administrative noise controls or if these controls fail to provide sufficient protection.

Redwood Empire Food Bank provide and replace HPD at no cost to all employees who work in the following situations:

- Where other controls fail to reduce noise exposure below an 8-hour TWA of 90 dBA

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- Where employees are exposed to noise at or above an 8-hour TWA of 85 dBA and have experienced hearing loss

In-ear protective devices may not be plain cotton and must be fitted or determined by a competent person to ensure a good fit.

When using hearing protectors, devices should not lower noise levels below 70 dBA to ensure employees can hear instructions and ambient sounds to ensure safety.

Redwood Empire Food Bank consider the “Three C’s” of hearing protection selection — Comfort, Convenience, and Compatibility—to ensure the devices will be worn correctly 100% of the time when needed.

According to laboratory testing, hearing protectors available on the market will be labeled with a noise reduction rating (NRR), which indicates how much noise the protective device can block. Employees in trades subject to more noise will wear an HPD with a higher NRR.

Audiometric Testing

Audiometric testing monitors an employee’s hearing over time. Redwood Empire Food Bank will establish and maintain an Audiometric Testing Program by making audiometric testing available to all employees whose exposures are equal to or exceed the action level. The program will be provided at no cost to employees.

Audiometric tests will be performed by a licensed or certified audiologist, otolaryngologist, or another physician, or by a technician who is certified by the Council of Accreditation in Occupational Hearing Conservation, or who has satisfactorily demonstrated competence in administering audiometric examinations, obtaining valid audiograms, and properly using, maintaining, and checking calibration and proper functioning of the audiometers being used.

All audiograms will meet the requirements of 8 CCR §5097, Appendix B: Audiometric Measuring Instruments.

A valid baseline audiogram will be conducted against which subsequent audiograms can be compared for each employee exposed at or above the action level. Testing to establish a baseline audiogram will be preceded by at least 14 hours without exposure to workplace noise. This requirement may be met by wearing hearing protectors to reduce the employee’s exposure to a sound level of 80 dBA or below. Redwood Empire Food Bank will notify employees of the need to avoid elevated levels of non-occupational noise exposure during the 14-hour period immediately preceding the audiometric examination.

At least annually after obtaining the baseline audiogram, Redwood Empire Food Bank will obtain a new audiogram for each employee exposed at or above the action level.

Audiogram

A baseline audiogram will be established for each employee within six (6) months of their first exposure at or above the 85-dBA 8-hour TWA action level, except that where a mobile test van is used to conduct the audiometric test, the test will be made available within one (1) year of an employee’s first exposure at or above the action level provided that all such employees are given an opportunity for testing.

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Audiometric examinations will be administered in a room meeting the requirements listed in Appendix C, Audiometric Test Rooms.

Audiometric tests will be pure tone, air conduction, hearing threshold examinations, with test frequencies including a minimum of 500, 1000, 2000, 3000, 4000, and 6000 Hz. Tests at each frequency will be taken separately for each ear. Audiometric tests will be conducted with audiometers (including microprocessor audiometers) that meet the specifications of and are maintained and used according to ANSI S3.6-1969. In addition, if used, pulsed tone and self-recording audiometers will meet the requirements specified in 8 CCR §5097, Appendix B, Audiometric Measuring Instruments.

The functional operation of the audiometer will be checked before each day's use by testing a person with known, stable hearing thresholds and by listening to the audiometer's output to make sure that the output is free from distorted or unwanted sounds. Deviations of 10 dB or greater will require an acoustic calibration.

Audiometer calibration will be checked acoustically at least annually in accordance with 8 CCR §5097, Appendix D, Acoustic Calibration of Audiometers. Test frequencies below 500 Hz and above 6000 Hz may be omitted from this check. Deviations of 15 dB or greater necessitate a specific calibration.

An exhaustive calibration will be performed at least every two (2) years in accordance with Sections 4.1.2, 4.1.3, 4.1.4.3, 4.2, 4.4.1, 4.4.2, 4.4.3, and 4.5 of ANSI S3.6-1969. Test frequencies below 500 Hz and above 6000 Hz may be omitted from this calibration.

Evaluation of Audiogram

A physician or an audiologist will compare each employee's annual audiogram to that employee's baseline audiogram (first audiogram) to determine if the audiogram is valid and if a standard threshold shift has occurred. A technician may make this comparison.

Suppose the annual audiogram shows that an employee has suffered a standard threshold shift. In that case, Redwood Empire Food Bank may obtain a retest within 30 days and consider the retest results as the annual audiogram.

An audiologist, otolaryngologist, or physician will review problem audiograms and determine whether further evaluation is needed. Redwood Empire Food Bank will provide the person performing this evaluation with the following information:

- A copy of the requirements for hearing conservation
- Baseline audiogram and most recent audiogram of the employee to be evaluated
- Measurements of background sound pressure levels in the audiometric test room as required in Appendix C, Audiometric Test Rooms
- Records of audiometric calibrations

Suppose a comparison of the annual audiogram to the baseline audiogram indicates a standard threshold shift. In that case, the employee will be informed of this fact, in writing, within 21 days of the determination.

In determining whether a standard threshold shift has occurred, the allowance may be made for the contribution of aging (presbycusis) to the change in hearing level by correcting the annual audiogram according to the procedure described in 8 CCR §5097, Appendix F: Determination and Application of

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Age Correction to Audiograms

Unless a physician determines that the standard threshold shift is not work-related or aggravated by occupational noise exposure, Redwood Empire Food Bank will ensure that the following steps are taken when a standard threshold shift occurs:

- Employees not using hearing protectors will be fitted with hearing protectors, trained in their use and care, and required to use them
- The employees already using hearing protectors will be refitted and retrained in the use of hearing protectors and provided with hearing protectors offering greater attenuation if necessary
- Refer the employee for a clinical audiological evaluation or an ontological examination, as appropriate, if additional testing is necessary or if Redwood Empire Food Bank suspects that a medical pathology of the ear is caused or aggravated by the wearing of hearing protectors
- Inform the employee of the need for an ontological examination if a medical pathology of the ear that is unrelated to the use of hearing protectors is suspected
- If subsequent audiometric testing of an employee whose exposure to noise is less than an 8-hour time-weighted average of 90 decibels indicates that a standard threshold shift is not persistent, Redwood Empire Food Bank :
- Will inform the employee of the new audiometric interpretation
- May discontinue the required use of hearing protectors for that employee
- An annual audiogram may be substituted for the baseline audiogram when in the judgment of the audiologist, otolaryngologist, or physician who is evaluating the audiogram the:
- The standard threshold shift revealed by the audiogram is persistent
- The hearing threshold shown in the annual audiogram indicates significant improvement over the baseline audiogram

Personal Protective Equipment

Redwood Empire Food Bank provides all necessary hearing protectors to all employees exposed to an 8-hour time-weighted average of 85 decibels or greater at no cost to the employees. All employees are required to use the hearing protectors provided, and Redwood Empire Food Bank will ensure the worker is properly instructed in its use.

Training

Redwood Empire Food Bank ensures every employee is provided with training in hearing protection. This training will be provided at no cost to the employee during working hours.

Redwood Empire Food Bank uses only training material appropriate in content and vocabulary to the employees' educational level, literacy, and language.

Training will be repeated annually with an updated training program reflecting changes in protective equipment and work processes.

Training Components

The Safety Coordinator will ensure that every employee will be trained in the following minimum elements:

- Use and care of all hearing protectors provided
- Effects of noise on hearing

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- Purpose of hearing protectors, advantages, disadvantages, and attenuation of various types, and instructions on selection, fitting, use, and care
- The purpose of audiometric testing and an explanation of test procedures (if offered)
- Steps an employee can take in the workplace and outside of the workplace to protect hearing

Training Records

Training records will include the following information:

- Dates of the training sessions
- Contents or a summary of the training sessions
- Names and qualifications of people conducting the training
- Names and job titles of all people attending the training sessions

Employee training records will be retained for the length of their employment.

Recordkeeping

According to this policy, Redwood Empire Food Bank will maintain accurate employee exposure measurements and audiometric test records. This audiometric test record will include the following:

- Name and job classification of the employee
- Date of the audiogram
- Examiner's name
- Date of the last acoustic or exhaustive calibration of the audiometer
- Employee's most recent noise exposure assessment

The following records will be maintained for at least the following periods:

- Noise exposure measurement records for two years
- Audiometric test records for the duration of the affected employee's employment

All HCP records will be maintained for the affected worker's employment and be provided upon request to employees, former employees, representatives designated by the individual employee, and any authorized government official.

If Redwood Empire Food Bank ceases to do business, it will transfer HCP records to the successor employer.

Attachments

- Self-Reported Employee History

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Self-Reported Employee History

Medical history	Hobby/Military	Additional Information
Diabetes	Hunt/Shoot	Noisy 2nd Job
Ear Surgery	Car Racing	Noisy past job
Head Injury	Motorcycles	Exposure to Solvents
High Fever	Other Loud Vehicles	Exposure to Metals
Measles	Loud Music/Band	Difficulty Hearing
Mumps	Power Tools	Hearing Aid
Hypertension	Other Noisy Hobbies	Recent Change in Hearing
Ringing in Ears	Military Service	See Physician about Ears
Ear Infection	Other:	Other:
Other:		

Audiogram

	Test Frequency						
	500	1000	2000	3000	4000	6000	8000
Right Ear							
Left Ear							

Audiometer _____ Serial Number _____

Exhaustive Cal. date _____/_____/_____ Biological Cal. Date _____/_____/_____

Tester ID _____ Test reliability □ Good □ Fair □ Poor

Review ID _____ Audiogram Classification _____

Comments:

Page Break

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18. Heat Illness Prevention

Policy

REDWOOD EMPIRE FOOD BANK has implemented this plan to ensure no employee is exposed to heat-related illnesses (HRI) in the workplace and will evaluate if heat will be a problem on a particular day based on temperature and humidity levels, and then implement adequate controls, methods, or procedures to reduce the risk of HRI. This policy will be available to all employees.

REFERENCES

- §3203 – Injury and Illness Prevention Program
- §3395 – Heat Illness Prevention in Outdoor Places of Employment
- §3396 – Heat Illness Prevention in Indoor Places of Employment
- Cal/OSHA Heat Illness Prevention Guidance and Resources
- Heat Illness Prevention in Indoor Workplaces - Information for Employers

RESPONSIBILITIES

Employer Responsibilities

- Training employees in HRI.
- Responding quickly to prevent HRI in high heat environments.
- Ensuring all equipment is kept in good repair.
- Ensuring employees follow safe job procedures.
- Reviewing job hazard analysis (JHA) whenever there is a significant change to any element of the job or there has been an injury or illness.

Rod Towery Responsibilities

Rod Towery is responsible for ensuring the Heat Illness Prevention Program Policies are communicated to all employees and maintained according to all applicable regulations, standards, and industry best practices.

Supervisor Responsibilities

- Establishing and maintaining safe and healthy working conditions.
- Being familiar with heat when working to both indoor or outdoor safety and health hazards to which their employees are exposed, how to recognize them, the potential effects these hazards have on the employees, and rules, procedures, and work practices for controlling exposure to those hazards.
- Setting good examples, instructing their employees, making sure they fully understand and follow safe procedures.

Employee Responsibilities

- Drinking liquids in high heat situations.
- No employees will undertake a job that is unsafe.
- Report all unsafe conditions.

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TRAINING

REDWOOD EMPIRE FOOD BANK will provide effective training employees, including supervisors, before any work assignment that anticipates the risk of exposure to heat illness. Training will be conducted in accordance with the National Institute of Occupational Safety and Health (NIOSH), and will cover the following:

- Knowledge of heat stress hazards.
- Recognition of risk factors, danger signs and symptoms.
- Awareness of first-aid procedures for, and potential health effects of, heat stroke.
- Employee responsibilities in avoiding heat stress.
- Dangers of using alcohol and/or drugs (including prescription drugs) in hot work environments.

Employee Training

- Environmental and personal risk factors for heat illness, and exertion, clothing and personal protective equipment (PPE) may cause extra heat load on the body.
- Procedures for identifying, evaluating, and controlling exposures to the environmental and personal risk factors for heat illness, such as providing shade, water, frequent breaks, etc.
- Importance of frequent consumption of water (up to four (4) cups per hour).
- The methods and importance of acclimatization.
- Common signs and symptoms of heat illness, the different types, and the appropriate first aid or emergency response for each type.
- The importance of immediately reporting signs and symptoms of heat illness, in themselves or others directly or through the employee's supervisor.
- Procedures for responding to symptoms of heat illness, including how emergency medical services will be provided will become necessary.
- Procedures for contacting emergency medical services, and if necessary, for transporting employees to a point where they can be reached by medical service employees.
- How to provide emergency responders clear and precise directions to the work site.

Supervisor Training

Prior to assignment to supervision of employees working in the heat, training on the following topics will occur:

- The information provided for employee training.
- Procedures the supervisor will follow to implement controls as determined by the employer.
- Procedures the supervisor will follow when an employee exhibits signs or reports symptoms consistent with heat illness, including emergency response procedures.
- How to monitor weather reports and how to respond to hot weather advisories, particularly in cases when indoor workplaces are affected by outdoor temperatures.

All training will be documented and kept on file. The training roster will identify the names of the employees who attended the training, a brief description of what the training was on, and the supervisor's name and signature who held the training. Heat stress training will be given annually or as deemed necessary by management.

PROCEDURES

REDWOOD EMPIRE FOOD BANK will establish, implement, and maintain an effective Heat Illness Prevention Plan. The plan will be in writing in both English and the language understood by the

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majority of the employees and will be made available at the worksite to employees and to representatives of the Division upon request. The plan contain heat illness prevention measures at a minimum:

- Access to water.
- Access to shade and cool-down areas.
- High-heat procedures (for outdoor workplaces).
- Assessment and control measures (for indoor workplaces)
- Weather monitoring and acclimatization.
- Employee and supervisory training.
- Written procedures including emergency response.

Access to Water

- Potable drinking water will be made available at no cost to the employees who are exposed to temperatures more than 80°F.
- Maintain, always, enough fresh, pure, suitably cool potable drinking water (i.e., enough to provide at least one (1) quart per employee per hour for the entire shift).
- Water will be fit to drink. Water containers cannot be refilled from non-potable water sources (e.g., irrigation wells, sprinklers, or firefighting systems).
- Take care to prevent contamination of the drinking water supplied to the employees.
- Implement and maintain effective replenishment procedures when beginning the shift with smaller quantities.
- The water will be located as close as practicable to the areas where employees are working and in indoor cool-down areas.
- Keep it readily accessible, move it with the employees.
- Encourage the frequent drinking of water.

Access to Shade and Cool-Down Areas

- Maintain one (1) or more areas of shade and cool-down areas when employees are present.
- Locate the shade and cool-down area as close as practical to the area where employees are working.
- Provide enough shade and cool-down area to accommodate the number of the employees on the shift at any one time. However, retain the ability to permit access to all employees that request it.
  NOTE: Access to shade and cool-down areas will be permitted at all times.
- Encourage employees to take a preventative cool-down rest period in the shade or cool-down areas, for at least five (5) minutes at a time.
- Allow employees who ask for a cool-down rest period to take one.
- Monitor employees taking such rest periods for symptoms of heat-related illness.
- Shaded area will not cause exposure to another health or safety hazard. Areas underneath mobile equipment (e.g. tractors), or areas that require crouching in order to sit fully in the shade are not acceptable.
- For outdoor workplaces, shade will be present when temperatures are greater than 80°F. When temperatures are less than 80°F, shade will be available upon request.
- For indoor workplaces, provide access to at least one (1) cool-down area which will be kept at a temperature below 82°F.
- Shade and cool-down areas will be:

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  - Blocked from direct sunlight
  - Large enough to accommodate the number of employees on rest breaks so they can sit comfortably without touching each other
  - Close as possible to the work areas
- For indoor workplaces, the cool-down areas will be kept at less than 82°F and shielded from other high-radiant heat sources.
- In situations where the employer can demonstrate that it is not safe or feasible to shade upon request or, for non-agricultural employers, alternative cooling measures that provide equivalent protection.
- Shaded area will be open air or provided with ventilation or cooling.

High-Heat Procedures (for Outdoor Workplaces)

When the temperature is equal or exceeds 95°F, REDWOOD EMPIRE FOOD BANK will implement the following procedures at a minimum:

- Ensure effective communication (by voice, observation, or electronic means) is maintained so employees can contact a supervisor if necessary. When reception is reliable in the area, an electronic device may be used for this purpose.
- Observe employees for alertness and signs and symptoms of heat illness, to ensure effective observation, REDWOOD EMPIRE FOOD BANK will implement one or more of the following:
  Supervisor or designee observation of 20 or fewer employees.
  Mandatory buddy system.
  Regular communication with sole employees.
  Other effective means of observation.
- Designate one or more employees per worksite to call for emergency medical services.
- Encourage employees to drink plenty of water throughout the workday.
- Conduct pre-shift meetings to review high heat procedures, encourage employees to drink plenty of water, and remind employees of their right to take a rest to cool down.

Assessment and Control Measures (for Indoor Workplaces)

- Measure the temperature and heat index and record whichever is greater whenever the temperature or heat index reaches 87°F (or temperature reaches 82°F for employees working in clothing that restricts heat removal or high-radiant-heat areas).
  Records will be retained for 12 months or until the next measurements are taken, whichever is later. The records will be made available to employees or designated representatives at the worksite and upon request.
- Implement control measures to keep employees safe. Feasible engineering controls will be implemented first.
  Employers have options when implementing control measures to protect their employees against heat illness and to comply with the standard:
  - Engineering controls: These are controls that remove or reduce heat or create a barrier between the employee and the heat source. Examples include:
    - Increased natural ventilation, such as open windows and doors when the outdoor temperature or heat index is lower than the indoor temperature and heat index.
    - Cooling fans or air conditioning.
    - Local exhaust ventilation at points of high heat production or moisture (such as exhaust hoods in laundry rooms).
    - Reflective shields to block or reduce radiant heat.

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- Insulating or isolating heat sources from employees, or isolating employees from heat sources.
- Elimination of steam leaks.
- Cooled seats or benches.
- Evaporative coolers.

o Administrative controls: These controls are methods that limit exposure to heat by adjusting work procedures, practices, or schedules. Administrative controls will be used once all feasible engineering controls have been implemented.
- Modify work schedules and activities to times of the day when the temperature is cooler or schedule shorter shifts, especially during heat waves. For newly hired employees and unacclimatized existing employees, gradually increase shift length over the first one (1) to two (2) weeks.
- Require mandatory rest breaks in a cooler environment, such as a shady location or an air-conditioned building. The duration of the rest breaks will increase as heat stress rises.
- Schedule work at cooler periods or times of day, such as early morning or late afternoon.
- Rotate job functions among employees to help minimize exertion and heat exposure. If employees will be in proximity to heat sources, mark them clearly, so they are aware of the hazards.
- Require employees to work in pairs or groups during extreme heat so they can monitor each other for signs of heat illness.

o Personal heat-protective equipment: If feasible engineering controls do not decrease the temperature enough and administrative controls do not minimize the risk of heat illness, special cooling devices that the employees wear can protect them in hot environments:
- Water- or air-cooled garments, cooling vests, jackets, and neck wraps. The cooling source can be reusable ice packs or cooled air connected to an external source.
- Supplied-air personal cooling systems.
- Insulated suits.
- Heat-reflective clothing.
- Infrared reflecting face shields.

Employees will be aware that the use of certain PPE for other hazards, such as respirators, impermeable clothing, and head coverings, can increase the risk of heat-related illness.

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Monitor the Weather

- Instruct supervisors to track the weather of the job site (by monitoring predicted temperature highs and periodically using a thermometer).
- Determine, and instruct supervisors on, how weather information will be used to modify work schedule, increase number of water and rest breaks, or cease work early if necessary.
- Monitor outdoor temperature and ensure that once the temperature exceeds 80°F, shade structures will be opened and made available to the employees.
- When it is at least 95°F, implement high-heat procedures (for outdoor workplaces).
- For both outdoor and indoor workplaces (affected by outdoor temperatures), train supervisors on how to check weather reports and how to respond to weather advisories.

Acclimatization

As an employer, we are responsible for the working conditions of our employees, so we will act effectively when conditions result in sudden exposure to heat that our employees are not used to. Thus, determine how we will:

- Lessen the intensity and/or shift length of the newly hired employees' work during a two (2) or more-week break-in period.
- Modify the work schedule or reschedule non-essential duties, during the hot summer months.
- Be extra-vigilant with our employees to recognize immediately symptoms of heat illness.
- Closely observe new employees and newly assigned employees working in hot areas during a 14-day acclimatization period, as well as all employees working during a heat wave.

NOTE: "Heat wave" means any day in which the predicted high temperature for the day will be at least 80º F and at least 10º F greater than the average high daily outdoor temperature for the preceding five (5) days.

Emergency Response Procedures

The employer will implement effective emergency response procedures including:

- Ensuring that effective communication by voice, observation, or electronic means is maintained so that employees at the worksite can contact a supervisor or emergency medical services when necessary.
- Responding to signs and symptoms of possible heat illness, including but not limited to first aid measures and how emergency medical services will be provided.
- Contacting emergency medical services and, if necessary, transporting employees to a place where they can be reached by an emergency medical provider.
- Ensuring that, in the event of an emergency, clear and precise directions to the work site can and will be provided as needed to emergency responders.

ATTACHMENTS

- Recognizing and Avoiding Heat Stress
- Heat Stress Risk Assessment Factors

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RECOGNIZING AND AVOIDING HEAT STRESS

Signs of Heat Stress

The longer a person goes without assistance in excessive heat, the more likely they are to become seriously ill. Some symptoms of heat illness include the following:

- Headache
- Fatigue
- Dizziness
- Confusion
- Muscle pain and spasms
- Elevated heart rate
- Heavy sweating
- Hot/dry skin
- Nausea/vomiting
- Fainting/unconsciousness

Certain medical conditions are risk factors of heat stress and related heat illnesses. Employees with heart disease or high blood pressure and those taking certain medications will take extra precautions with their heat exposure.

Heat Stress in Construction

Construction operations involving heavy physical work in hot, humid environments can put considerable heat stress on employees. Hot and humid conditions can occur either indoors or outdoors.

Outdoors

- Road building
- Residential construction
- Work on bridges
- Trenching
- Pouring and spreading tar or asphalt
- Roofing operations
- Steel Erection
- Excavation and grading

Indoors

- Steel mills and foundries
- Boiler rooms
- Pulp and paper mills
- Electrical utilities
- Petrochemical plants
- Smelters
- Furnace operations
- Oil and chemical refineries
- Electrical vaults
- Interior construction and renovation

Asbestos removal, work with hazardous wastes, and other operations that require employees to wear semi-permeable or impermeable protective clothing can contribute significantly to heat stress. Heat stress causes the body's core temperature to rise.

When the Body's Core Temperature Rises

The human body functions best within a narrow range of internal temperature. This "core" temperature varies from 96.8°F to 100.4°F. A construction employee performing heavy work in a hot environment builds up body heat. To get rid of excess heat and keep internal temperature below 100.4°F, the body uses two cooling mechanisms:

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- The heart rate increases to move blood – and heat – from the heart, lungs, and other vital organs to the skin.
- Sweating increases to help cool blood and body. Evaporation of sweat is the most important way the body gets rid of excess heat.

When the body's cooling mechanisms work well, the core temperature drops or stabilizes at a safe level (around 98.6°F). But when too much sweat is lost through heavy labor or working under hot, humid conditions, the body does not have enough water left to cool itself. The result is dehydration. Core temperature rises above 100.4°F. A series of heat-related illnesses, or heat stress disorders, can then develop.

Recognizing Heat Stress Disorders

Heat stress disorders range from minor discomforts to life-threatening conditions: heat rash, heat cramps, heat exhaustion, heat strokes.

Heat Rash

Heat rash – also known as prickly heat – is the most common problem in hot work environments.

Symptoms include:

- Red blotches and extreme itchiness in areas persistently damp with sweat.
- Prickling sensation on the skin where sweating occurs.

Treatment — cool shaded environment, cool shower, thorough drying. In most cases, heat rashes disappear a few days after heat exposure ceases. If the skin is not cleaned frequently enough, the rash may become infected.

Heat Cramps

Under extreme conditions, such as removing asbestos from hot water pipes for several hours in heavy protective gear, the body may lose salt through excessive sweating. Heat cramps can result. These are spasms in larger muscles – usually back, leg, and arm. Cramping creates hard painful lumps within the muscles.

Treatment — shade, stretch and massage muscles; replace salt by drinking commercially available carbohydrate/electrolyte replacement fluids.

Heat Exhaustion

Heat exhaustion occurs when the body can no longer keep blood flowing to supply vital organs and send blood to the skin to reduce body temperature at the same time. Heat exhaustion signs and symptoms include weakness, difficulty continuing work, headache, breathlessness, nausea or vomiting, feeling faint or fainting.

Employees fainting from heat exhaustion while operating machinery, vehicles, or equipment can injure themselves and others.

Treatment —heat exhaustion casualties respond quickly to prompt first aid. If not treated promptly, however, heat exhaustion can lead to heat stroke—a medical emergency.

- Call 911.
- Help the casualty to cool off by resting in a cool shaded place, drinking cool water, removing unnecessary clothing, loosening clothing, showering or sponging with cool water.

It takes at least 30 minutes to cool the body down once an employee becomes overheated and suffers heat exhaustion.

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Heat Stroke

A heat stroke occurs when the body can no longer cool itself and body temperature rises to critical levels.

WARNING*:* Heat stroke requires immediate medical attention.

The primary signs and symptoms of heat stroke are:

• Confusion • Irrational behavior • Loss of consciousness • Convulsions	• Lack of sweating • Hot, dry skin • Abnormally high body temperature — for example, 104°F

For any employee showing signs or symptoms of heat stroke, Call 911:

- Provide immediate, aggressive, general cooling in a shaded area.
- Immerse casualty in tub of cool water.
- Place in cool shower.
- Spray with cool water from a hose.
- Wrap casualty in cool, wet sheets and fan rapidly.
- Transport casualty to hospital.
- Do not give anything by mouth to an unconscious casualty.

WARNING: Heat stroke can be fatal even after first aid is administered. Anyone suspected of suffering from heat stroke will not be sent home or left unattended unless that action has been approved by a physician. If in doubt as to what type of heat-related disorder the employee is suffering from, call for medical assistance.

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HEAT STRESS RISK ASSESSMENT FACTORS

Factors that will be considered in assessing heat stress include personal risk factors, environmental factors, job factors.

Personal Risk Factors

It is difficult to predict just who will be affected by heat stress and when, because individual susceptibility varies. There are, however, certain physical conditions that can reduce the body's natural ability to withstand high temperatures:

Weight – employees who are overweight are less efficient at losing heat.

Poor physical condition – being physically fit aids your ability to cope with the increased demands that heat places on your body.

Previous heat illnesses – employees are more sensitive to heat if they have experienced a previous heat-related illness.

Age – as the body ages, its sweat glands become less efficient. Employees over the age of 40 may therefore have trouble with hot environments. Acclimatization to the heat and physical fitness can offset some age-related problems.

Heart disease or high blood pressure – in order to pump blood to the skin and cool the body, the heart rate increases. This can cause stress on the heart.

Recent illness – employees with recent illnesses involving diarrhea, vomiting, or fever have an increased risk of dehydration and heat stress because their bodies have lost salt and water.

Alcohol consumption – alcohol consumption during the previous 24 hours leads to dehydration and increased risk of heat stress.

Medication – certain drugs may cause heat intolerance by reducing sweating or increasing urination. People who work in a hot environment will consult their physician or pharmacist before taking medications.

Lack of acclimatization – when exposed to heat for a few days, the body will adapt and become more efficient in dealing with raised environmental temperatures. This process is called acclimatization. Acclimatization usually takes six (6) to seven (7) days.

Benefits include:

- Lower pulse rate and more stable blood pressure
- More efficient sweating (causing better evaporative cooling)
- Improved ability to maintain normal body temperatures

Acclimatization may be lost in as little as three (3) days away from work. People returning to work after a holiday or long weekend – and their supervisors – will understand this. Employees will be allowed to gradually re-acclimatize to work conditions.

ENVIRONMENTAL FACTORS

Environmental factors such as ambient air temperature, air movement, and relative humidity can all affect an individual's response to heat. The body exchanges heat with its surroundings through radiation and sweat evaporation. The rate of evaporation is influenced by humidity and air movement.

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Radiant Heat

Radiation is the transfer of heat from hot objects through air to the body. Working around heat sources such as kilns or furnaces will increase heat stress. Additionally, working in direct sunlight can increase heat stress. An employee is far more comfortable working at 80°F under cloudy skies than working at 80°F under sunny skies.

Humidity

Humidity is the amount of moisture in the air. Heat loss by evaporation is hindered by high humidity but helped by low humidity. As humidity rises, sweat tends to evaporate less. As a result, body cooling decreases and body temperature increases.

Air Movement

Air movement affects the exchange of heat between the body and the environment. As long as the air temperature is less than the employee's skin temperature, increasing air speed can help employees stay cooler by increasing both the rate of evaporation and the heat exchange between the skin surface and the surrounding air.

JOB FACTORS

Clothing and PPE

Heat stress can be caused or aggravated by wearing PPE such as fire - or chemical-retardant clothing. Coated and non-woven materials used in protective garments block the evaporation of sweat and can lead to substantial heat stress. The more clothing worn or the heavier the clothing, the longer it takes evaporation to cool the skin. Remember that darker clothing absorbs more radiant heat than lighter-colored clothing.

Workload

The body generates more heat during heavy physical work. For example, construction employees shoveling sand or laying brick in hot weather generate a tremendous amount of heat and are at risk of developing heat stress without proper precautions. Heavy physical work requires careful evaluation even at temperatures as low as 75° F to prevent heat disorders. This is especially true for employees who are not acclimated to the heat.

CONTROLLING HEAT STRESS

Heat stress can be controlled through education, engineering and work procedures. Controls will:

- Protect health – illness can be prevented or treated while symptoms are still mild.
- Improve safety – employees are less liable to develop a heat-related illness and have an accident. Heat stress often creeps up without warning. Many heat-induced accidents are caused by sudden loss of consciousness.
- Increase productivity – employees feel more comfortable and are likely to be more productive as a result.

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Training Record	
Course:	
Trainer Name:	
Trainer Signature:	Date:
Attendee Name:	Attendee Signature:

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19. Heavy Equipment

Policy

Redwood Empire Food Bank has adopted this policy to ensure a safe work environment for all employees engaged in heavy equipment operations by providing safe work practices and procedures. This policy applies to haulage and earthmoving equipment, industrial trucks, pile drivers, skid steer loaders and job site vehicles. It does not provide an exhaustive list of requirements for cranes or mobile elevating work platforms, which may be covered in other sections of this manual.

References

- 8 California Code of Regulations:
  - §1541—General Requirements Excavations
  - §1591—Haulage Vehicles, Equipment-Construction and Maintenance
  - §1592—Warning Methods
  - §1593—Haulage Vehicle Operation
  - §1595—Repair of Haulage Vehicles, Tractors, Bulldozers and Similar Equipment
  - §1596—Rollover Protective Structures (ROPS)
  - §1597—Job Site Vehicles
  - §1599—Flaggers
  - §1600—Pile Driving
  - §2946—Provisions for Preventing Accidents Due to Proximity to Overhead Lines
  - §3650—Industrial Trucks. General
  - §3659—Back Guards
  - §3663—Maintenance of Industrial Trucks
  - §5185—Changing and Charging Storage Batteries
  - §8483—Haulage and Earthmoving Equipment

Responsibilities

Employer

- Designate a competent person to implement and enforce this written heavy equipment policy
- Ensure heavy equipment operators are adequately trained and competent
- Provide employees with training in the use of the personal protective equipment (PPE) necessary for their jobs
- Perform daily safety inspections and ensure operational capability of all safety features
- Ensure that equipment is correctly used, stored, and maintained in good working conditions
- Obtain all required permits before starting operations
- Ensure that employees follow safe work practices and procedures
- Review the effectiveness of this policy at least annually and whenever there are changes to our processes that can affect the procedures and safe practices

Employee

- Follow safe practices and operate equipment safely

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- Review the operator's manual before use
- Inspect equipment daily
- Maintain all walking and working surfaces free of grease and fluids
- Keep unauthorized personnel and vehicles safe with barriers
- Keep co-workers off equipment and out from under suspended loads
- Attend and participate in all required heavy equipment training
- Use and maintain all necessary PPE
- Report all unsafe conditions promptly

Hazards

- Falls
- Rollovers
- Electrocution
- Burns
- Equipment collisions

Safe Practices

General Requirements

- Levers that control hoisting or dumping devices on load hauling vehicles will have a latch or other device that prevents accidental starting or tripping of the mechanism
- Equipment will have seatbelts and ROPS (roll over protective structures)
- Trip handles for tailgates of dump trucks be located so that the operator is in the clear when dumping occurs
- Motor vehicle equipment with rubber tires will be equipped with fenders or mud flaps
- Before moving equipment, a daily inspection will be performed, which includes walking around the equipment to make sure the area is clear
- Controls will be marked and in the neutral position before starting the machine
- Employees will use a three (3) point climbing technique when entering and exiting equipment
- Machines will only be started when the operator is seated, and the surrounding area is clear
- Seatbelts will always be used
- Equipment parked on an incline will have the wheels chocked and the parking brake set
- Batteries will be adequately charged and maintained in good working condition
- Elevating parts will never be used as a man lift

Summary of Safe Operation Requirements

- Authorized operators will be able to demonstrate the ability to perform steering and maneuvering as well as:
    - Digging and loading
    - Fueling
    - Moving
    - Implementing and operating attachments
    - Inspecting and maintaining equipment as required
    - Using a ground guide or flaggers when needed

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- Operators will ensure a visually clear path before backing up and use a spotter, signaler, or reversing alarm when visibility is limited. In addition, ground workers will know equipment blind spots and swing areas
- Equipment that may contact overhead power lines will keep a safe, minimum distance. Redwood Empire Food Bank and a competent person will ensure that all operators and spotters are aware of these distance requirements for the power lines in the area
- Seat belts will be adjusted to fit properly before starting the engine and worn while the equipment is used
- Operators will ensure that an operational warning alarm sounds when backing up equipment.
- Vehicles and equipment will only be used as designed
- Vehicles and equipment will not be loaded beyond their established load limit and will not be moved until it is centered and secured for safe transport
- Operators will maintain a low speed while traveling on rough terrain, reduce speed when turning, and check for overhead lines or obstructions before raising any overhead implementation
- Operators will always look in the direction of and keep a clear view of the path of travel
- Operators will ascend or descend grades slowly
- When ascending or descending grades over 10 percent, loaded equipment will be driven with the load upgrade
- The load and load-carrying implement will be kept tilted back on grades
- The operator will drive at a speed that will permit the equipment to stop in a controlled manner
- Employees will not horseplay, joyride, stunt drive, or otherwise endanger others through misbehavior
- Employees will not hitch rides on pieces of equipment not equipped or designed to carry passengers
- Operators will slow down on wet and slippery surfaces
- Operators will ensure that ramps or bridge plates are secured, and the load supports their rated capacity before they are driven over
- Operators will not use heavy equipment to demolish structures taller than the machine unless overhead protection prevents debris from striking the cab
- Operators will never under-cut a bank higher than the machine
- Operators will use extreme caution when approaching or operating near excavations
- Soil should be wet to ease loading and aid in dust control
- Redwood Empire Food Bank ensures soil is ripped tight before scraping or excavating to improve speed and efficiency
- Buckets or hoppers will be loaded downgrade to increase the speed of operation, lessen wear on equipment, and reduce the need for a push tractor
- Operators will maintain a safe distance from the edge of ramps or elevated platforms and the edge of any excavation
- Operators should avoid loose objects on a roadway surface and should not run over them
- Operators will never drive up to anyone standing in front of an excavation or fix an object
- Employees must not stand or walk under elevated portions of any equipment
- Equipment will have clearance in the front and the rear if equipped with rear implements

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- Employees must never place body parts under a raised implement unless the implement is blocked correctly out
- Operators will ensure unauthorized personnel will not be permitted to ride on the equipment unless equipped to accommodate riders safely.

Idle Equipment Safety

Before employees work under or between suspended heavy equipment (or its parts), it must be blocked or cribbed. Bulldozer and scraper blades, end-loader buckets, dump bodies, skid steer loaders and similar equipment will be either fully lowered or blocked when being repaired or when not in use. All controls will be in a neutral position, with the motors stopped and brakes set, unless performing work requires otherwise.

- Equipment parked will always have the brake set. If on an incline, wheels will also be chocked.
- When equipment is left unattended, implements will be fully lowered, controls neutralized, power shut off, and brakes set.
- Heavy equipment is considered unattended when the operator is 25 ft away or more, even if it is still in their view.
- When the equipment operator is dismounted, and within 25 ft. of the machine still in his view, the implements will be fully lowered, controls neutralized, and the brakes set to prevent movement.
- All equipment left unattended at night, next to a highway or a construction area where work is in progress, will have appropriate lights, reflectors, or barricades equipped with appropriate lights or reflectors to ensure visibility.

Equipment Guards

- ROPS are required
- An overhead guard protects from falling objects. This guard is intended to offer protection from the impact of small objects, not to withstand the impact of a falling capacity load
- A load backrest extension will be used, whenever necessary, to reduce the risk of the load, or part of it, falling rearward
- Only rated (non-sparking) heavy equipment can be used in hazardous locations

Spotters/Signalers and Operators

Any employee operating a vehicle or equipment with an obstructed rearward view or near overhead power lines will have a designated spotter/signaler to protect against incidents or injuries.

Operators and spotter/signalers will understand and use an approved set of signals to control equipment movement.

- Operators must always obey the spotter/signaler
- Only one person will be designated as a spotter/signaler
- If possible, operators must remain in the cab when in areas where other equipment is likely to be backing up
- The operators will blow the horn twice before backing up
- Operators will stop the vehicle when a spotter/signaler, co-worker, or anyone else disappears

Loading

- Loaders will do the following:
- Strike the bucket to avoid scattering loads before traveling with equipment
- Handle only loads that are within the rated capacity of the equipment
- Ensure the load is securely within the bucket or hopper as far as possible and tilt the bucket backward to stabilize the load
- Use extreme care when tilting a load forward or backward when it's elevated
- Never tilt the bucket forward while it's elevated except to pick up a load
- Do not tilt an elevated load forward except when it's in a deposit position over a hopper or stack
- Ensure all personnel who are not within a guarded enclosure, including truck drivers, stay clear of loading operations

Mounting and Dismounting

Safety regulations require that construction equipment have a means of access to the operator's station that will not endanger the operator and will have clean, skid-resistant walking, climbing, and work surfaces. Similarly, all running boards, treads, steps, footholds, and platforms will be clear of mud, ice, snow, grease, debris, and other hazards. The operator will use the access points provided to get on or off the equipment. The operator may not jump to the ground and use three-point contact techniques when entering or exiting equipment.

Workers on Foot

Those working on foot around heavy equipment must:

- Know how to work safely around trucks and operating equipment
- Understand and avoid entering or standing in blind spots
- Make eye contact with the driver or operator before approaching equipment
- Signal your intentions to the driver or operator
- When possible, avoid using vehicle ramps to enter and exit the site
- Do not stand near vehicle paths, grading operations, and other locations where heavy equipment is moving
- Keep foot traffic to a minimum in areas where trucks and equipment are operating. Do not bypass any barricades in place unless authorized to do so

Housekeeping

- To ensure safe operation of equipment, the operator will:
- Keep equipment operator compartments free of clutter and controls free of oil and grease
- Secure personal tools and equipment
- Maintain a clean and hazard-free cab

Jobsite Safety

Redwood Empire Food Bank and the Competent Person will ensure that all equipment operators and ground workers understand the factors at the workplace that affect their job. These include:

- Ramps, slopes, and other surface conditions at the job site

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- Composition and stability of the loads
- Maneuvering for loading and unloading of trucks and hoppers
- Pedestrian traffic in the area
- Confined, restricted, or hazardous places where equipment will be operated
- Material, underground utility, and overhead hazards
- The marked, exact location of underground utilities when working near them

In addition to considering the above factors, employees on the job site must:

- Know where to get assistance in case of an emergency
- Know where to find the first aid kits and fire extinguishers

All underground utilities in the work area will be located before digging. Utility companies will be notified in advance of your intention to excavate. (Check local codes for notification time requirements). All equipment will comply with safety requirements when working near or being moved in the vicinity of power lines or energized transmitters

Working Near Power Lines

All equipment covered under this policy will comply with the following requirements when being moved near power lines or energized transmitters.

- For lines rated 50 kV or below, the minimum clearance between the lines and any equipment part is 10 ft. See Table 1 in REQUIREMENTS
- For lines rated over 50 kV. See Table 1 in REQUIREMENTS
- In transit with no load and boom lowered, the equipment clearance will be a minimum of six (6) ft. for voltages less than 50 kV, and 10 ft. for voltages over 50 kV, up to and including 345 kV, and 16 ft. for voltages up to and including 750 kV. See Table 2 in REQUIREMENTS
- A spotter/signaler will be designated to observe clearance of the equipment and give a timely warning for all operations where it is difficult for the operator to maintain the desired clearance by visual means.
- Any overhead wire will be considered an energized line unless and until the owner or the electrical utility authorities indicate it is not energized and has been visibly grounded.
- Combustible and flammable materials will be removed from the immediate area before operations.
- Unless the electrical distribution and transmission lines have already been de-energized and visibly grounded or have insulating barriers to prevent direct physical contact, before working near transmitting towers where an electrical charge can be induced in the equipment or materials being handled, the transmitter will be de-energized, or tests will be made to determine if the electrical charge is induced on the equipment. The equipment will be provided with an electrical ground.

Traffic and Driving Rules

- All traffic regulations will be observed, including authorized site speed limits. In addition, operators will maintain at least three vehicle lengths from vehicles in front of them and always keep equipment under control.
- Operators will yield the right to ambulances, fire trucks, or other emergency vehicles.
- Operators will not pass other vehicles traveling in the same direction at intersections, blind spots, or other dangerous locations.

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- Operators will slow down and sound the horn at intersections of roadways, paths, and other locations where vision is obstructed. If the load being carried obstructs forward view, they will travel with the load trailing (to the rear).
- Wherever equipment operations encroach on a public thoroughfare, a system of traffic controls and devices will be used (see the California Manual on Uniform Traffic Control Devices).
- Flaggers are required where barricades or warning signs cannot control moving traffic
- Wherever possible, operators will cross railroad tracks diagonally. Parking closer than 8 and 1/2 ft. from the center of railroad tracks is prohibited.

The rules under this heading apply to these types of earthmoving equipment:

- Scrapers
- Crawler or wheel tractors
- Agricultural and industrial tractors
- Off-highway trucks
- Loaders
- Graders
- Bulldozers
- Skid steer loaders
- Similar equipment

Seat Belts

Heavy earthmoving equipment will have seatbelts that meet the specifications of the Society of Automotive Engineers.

Rollover Protective Structures

The employer will provide ROPS for each piece of earthmoving equipment (required by Title 8) operated by an employee. ROPS will adhere to all applicable Cal/OSHA standards and ISO for ROPS for designated scrapers, loaders, dozers, graders, and crawler tractors.

Brakes

Earthmoving equipment will have a braking system capable of stopping and holding the equipment.

Audible Alarms

Bidirectional machines, such as rollers, compacters, front-end loaders, bulldozers, skid steer loaders and similar equipment, will be equipped with an operational horn, distinguishable from the surrounding noise level. The alarm will be used as needed when moving in either direction.

Scissor Points

Scissor points on all front-end loaders are a hazard to the operator during normal operation and will be guarded.

Excavating and Other Equipment

Tractors will have seatbelts for operators when seated in the normal seating arrangement for tractor operation, regardless of whether they are used with attachments for excavating.

Modifications or Additions

No modifications or additions that affect the capacity or safe operation of the equipment may be made without the manufacturer's written approval. If such modifications are made, the capacity, operation, and maintenance instruction plates, tags, or decals will be changed accordingly. In no case can the original safety factor of the equipment be reduced.

Steering or Spinner Knobs

Steering or spinner knobs will not be attached to the steering wheel unless the steering mechanism design prevents road reactions from causing the steering wheel to spin. Instead, the steering knob will be mounted within the periphery of the wheel.

Operating in Reverse

The following applies to all General Industry and Construction vehicles, machinery, or equipment capable of operating in reverse and with an obstructed view to the rear, which may be caused by the vehicle itself, its load, its height, damage to windows/mirrors, weather conditions, or work done after dark in insufficient lighting.

Redwood Empire Food Bank not use any motor vehicle equipment having an obstructed view to the rear unless the vehicle has an operational reverse signal alarm that is audible above the surrounding noise level. If a vehicle's reverse signal alarm is not operational, the vehicle will either: be operated in reverse only when a designated spotter/signaler signals that it is safe to do so; or be removed from service until the reverse signal alarm is repaired; or is equipped with operable video or similar technology that provides the driver with a full view behind the vehicle. Before moving the covered vehicle in reverse, the driver will ALWAYS visually determine that no person is in the path of the vehicle.

While an employee is functioning as the designated spotter/signaler during reverse signaling activities such as giving verbal instructions to drivers or spotting/signaling to drivers in reverse operation of the covered vehicle, the designated spotter/signaler will:

- Not engaging in any activities other than those related to the vehicle signaled
- Not use personal cell phones, personal headphones, or similar items that could create a distraction for the designated spotter/signaler
- Be provided with and wear, during operations, a Hi-Vis safety vest or jacket that meets the color and reflectivity requirements of ANSI/ISEA 107-2015. Specifically, the Department of Transportation (DOT) required Type R, Class 3 Hi-Vis apparel visible at 1,000 ft.
- Not cross behind, near a covered vehicle, while it is operating in reverse
- Always maintain visual contact with the driver of the covered vehicle while operating in reverse. If visual contact is lost, the driver will immediately stop the vehicle until visual contact is regained and a positive indication is received from the designated spotter/signaler to restart reverse operations
- Maintain a safe working distance from the covered vehicle

Access Roadways and Grades

- No construction equipment or vehicles can be moved on any access roadway or grade unless the roadway or grade is constructed and maintained to handle the safe movement of that equipment

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- Every emergency access ramp and berm used by an employer will be built to restrain and control runaway vehicles

Inspections

All equipment will be inspected at the beginning of each shift to ensure that the following parts, equipment, and accessories are in safe operating condition and free of any damage that could cause failure:

- Any trailer brake connections
- Steering mechanism
- Safety devices such as seat belts
- Emergency and parking brakes
- Tires and coupling devices
- Operating controls
- Horn

Any defects found will be repaired before the equipment may be used. These requirements also apply to secondary equipment such as lights, reflectors, windshield wipers, defrosters, and fire extinguishers.

Pile Driving

A pile or piling is a vertical structural element of a deep foundation, driven or drilled deep into the ground at the building site. A pile driver is a piece of equipment used to drive piles into the soil to provide foundational support for buildings, bridges, or other structures that require a deep foundation.

All boilers, piping systems, and pressure vessels that are a part of, or used with, pile driving equipment will meet the applicable requirements of the American Society of Mechanical Engineers (ASME), Power Boilers (Section I), and Pressure Vessels (Section VIII):

- Overhead protection, which will not obscure the vision of the operator, and which meets Cal/OSHA requirements, will be provided. Protection will be the equivalent of 2-inch planking or other solid material of equivalent strength
- Stop blocks will be provided for the leads to prevent the hammer from being raised against the head block
- A blocking device capable of safely supporting the hammer's weight will always be provided for placement in the leads under the hammer while employees are working under the hammer. Similarly, guards will be provided across the top of the head block to prevent the cable from jumping out of the sheaves
- When the leads are inclined to drive batter piles, provisions will be made to stabilize the leads
- Fixed leads will have a ladder and adequate rings or similar attachment points so that the loft worker may engage his safety belt lanyard to the leads. If the leads are provided with loft platforms(s), protect such platform(s) by standard guardrails
- Steam hoses leading to a steam hammer or jet pipe will be securely attached to the hammer with at least a 1/4-inch diameter chain or cable to prevent whipping if the joint at the hammer breaks
- Safety chains, or equivalent means, are required for each hose connection to prevent the line from thrashing around if the coupling becomes disconnected

- Steam line controls will consist of two shutoff valves, one of which will be a quick-acting lever-type within easy reach of the hammer operator
- Guys, outriggers, thrust outs, or counterbalances will be provided as necessary to maintain the stability of pile driver rigs

Equipment

- Engineers and winchmen will accept signals only from the designated spotter/signaler
- All employees will keep clear when piling is being hoisted into the leads
- When piles are being driven in an excavated pit, the pit walls will be sloped to the angle of repose or sheet-piled and braced
- When steel tube piles are being blown out, employees will be kept well beyond the range of falling materials
- All-access pits will have ladders and bulkheaded curbs to prevent material from falling into the pit when driving jacked piles

Site Clearing

Protect employees engaged in site clearing from hazards of irritant and toxic plants and ensure each is suitably instructed in the first aid treatment available.

All equipment used in site clearing operations will be equipped with ROPS to meet Cal/OSHA requirements.

Rider-operated equipment will be equipped with overhead and rear canopy guards. The opening will be covered with not less than 1/4-inch woven wire mesh with openings no greater than 2 inches.

Equipment Maintenance-General

Any time heavy equipment requires routine maintenance, needs repair, or is found to be defective or unsafe in any way; the machine will be taken out of service until it has been restored to safe operating condition.

- Open flames will not check electrolyte levels in storage batteries or the gasoline level in fuel tanks
- All repairs will be made by authorized personnel
- No repairs will be made in Class I, II, and III hazardous locations (see below)

Class 1 locations	Class 2 locations	Class 3 locations
Locations where easily ignitable fibers are present but not likely to be in the air in quantities sufficient to produce ignitable mixtures	Locations in which flammable gases or vapors are or may be present in the air in quantities sufficient to produce explosive or ignitable mixtures	Locations that are hazardous because of the presence of combustible dust

Repair Guidelines

- Repairs to the fuel and ignition systems of equipment that involve fire hazards can be only performed in designated safe locations
- Equipment in need of repairs to the electrical system will have the battery disconnected before starting those repairs

- All parts of any heavy equipment needing replacement can only be replaced with manufacturer-approved parts with safety ratings equal to the original part
- Equipment will not be altered so that the location of parts differs from the manufacturer's original configuration, nor will they be altered either by the addition of extra parts not provided by the manufacturer or by eliminating any parts except for fuel system conversions

Conversions

If approved by the manufacturer, heavy equipment originally approved to use gasoline for fuel may be converted to liquefied petroleum gas fuel, provided the complete conversion results in a vehicle that meets the LP or LPS-designated equipment features.

Routine Maintenance

- Equipment will be inspected daily before being placed in service and will not be used if the inspection shows any condition that affects the vehicle's operational safety. If so, any equipment failing an inspection will be placed into maintenance
- All heavy equipment will be on a maintenance schedule
- Where heavy equipment is used on 24/7 basis, it will be examined after each shift
- Heavy equipment will be kept clean, free of excess oil and grease. Noncombustible agents should be used for cleaning equipment. Solvents with a low flash point (below 100° F) can't be used. High flash point (at or above 100° F) solvents may be used, appropriate precautions for toxic fumes, ventilation, and fire hazards for the agent or solvent used will be followed

Repair Requirements

If, during the inspection, defects are found, they will be immediately reported and corrected.

- Vehicles with mufflers having screens or other parts that may become clogged cannot be operated if those screens or parts are clogged
- Any vehicle that emits hazardous sparks or flames from the exhaust system will immediately be removed from service until the cause of the sparks and flames has been eliminated
- When the temperature of any part of any equipment is found to be more than its normal operating temperature, thus creating a hazardous condition, the equipment will be removed from service and not returned until repaired

Repair Safety

When repairing heavy earthmoving equipment, follow these guidelines:

- Heavy machinery, equipment, or any of its parts, suspended by slings, hoists, or jacks, will be properly blocked or cribbed to prevent falling or shifting before employees can work under or between them.
- Bulldozer and scraper blades, end-loader buckets, dump bodies or another elevating part will be either fully lowered or blocked during repair or when not in use. All controls will be in a neutral position, with motors stopped and brakes set unless work being performed requires otherwise.
- A safety tire rack, cage, or equivalent protection will be provided and used when inflating, mounting, or dismounting tires installed on split rims or rims equipped with locking rings or similar devices.

Batteries

The use, care, and charging of all batteries will conform to the following:

- Ventilation will be provided to ensure diffusion of the gases from the battery and to prevent the accumulation of an explosive mixture
- Face shields, aprons, and rubber gloves will be provided for workers handling batteries or battery acid
- Facilities for quick drenching of the eyes and body will be provided within 10 seconds of travel in battery handling areas.
- Facilities will be provided for flushing and neutralizing spilled electrolyte and fire protection.

Gasoline and Diesel Fueling

Most types of earthmoving equipment are powered by diesel fuel or gasoline. Although diesel fuel isn't as volatile as gasoline, use the same precautions.

Fueling Station

- Fueling stations will be located outside; never fuel a vehicle indoors
- No one will be permitted on the vehicle during fueling
- Turn off the engine. Put your vehicle in park and/or set the emergency brake
- Make sure that the nozzle of the filling hose contacts the filling neck of the fuel tank

During Fueling:

- Do not smoke, light matches, or lighters when fueling
- If you experience a fire when fueling, leave the nozzle in the fill pipe and back away
- Know where the pumping station's emergency shutdown button is located. In case of fire, shut off fuel to prevent the fire from becoming any worse
- Use only the fueling grip provided on the gasoline dispenser nozzle. Never set the fueling latch on the nozzle in the open position
- Do not over-fill or top-off your vehicle tank, which can cause gasoline spillage
- Avoid prolonged breathing of gasoline vapors. Use gasoline only in open areas
- Keep your face away from the nozzle or container opening
- Before starting any equipment, make sure the fuel cap is screwed on tightly and that any spilled gas has evaporated or been cleaned up
- Never siphon gasoline by mouth for any reason. Gasoline can be harmful or fatal if swallowed. If someone swallows gasoline, do not induce vomiting. Contact Poison Control and/or Call 911

Fuel Safety

- Fuel tanks will not be filled while the engine is running
- Spilled oil or fuel will be carefully washed away or completely evaporated and the fuel tank cap replaced before starting the engine
- No equipment can be operated with a leak in the fuel system
- Keep gasoline away from your eyes and skin; it may irritate. Remove gasoline-soaked clothing immediately
- Use gasoline as fuel only. Never use it to wash your hands or as a cleaning solvent

- Rags or other material used to clean spilled fuel should be disposed of immediately in a red fireproof step that can
- Remember, gasoline vapors are highly flammable and explosive

Carbon Monoxide Hazards

Carbon monoxide (CO) is an odorless, colorless, highly poisonous gas created when burned fuel. Breathing high concentrations of Carbon Monoxide can be lethal in minutes. Even low concentrations over a long period are dangerous. Long-term exposure can cause permanent heart and brain damage. When using fuel-powered equipment, there is a danger of carbon monoxide buildup. For this reason, don't operate gasoline or diesel-powered equipment indoors unless there is proper ventilation to prevent a buildup of carbon monoxide.

Requirements

Motor Vehicles

As covered by this section, motor vehicles are those vehicles that operate within an off-highway job site, not open to public traffic.

All vehicles will have a service brake system, an emergency brake system, and a parking brake system. These systems may use common components and will be kept in good working condition

- Whenever nighttime visibility conditions warrant additional light, all vehicles, or combinations of vehicles, in use will be equipped with at least two headlights and two taillights in operable condition
- All vehicles, or combination of vehicles, will have brake lights in operable condition regardless of light conditions
- All vehicles will be equipped with an operational audible warning device at the operator's station
- All vehicles with cabs will be equipped with windshields and powered wipers. Cracked and broken glass will be replaced. Vehicles operating in areas or under conditions that cause fogging or frosting of the windshields will be equipped with operable defogging/defrosting devices
- All haulage vehicles whose payload is loaded using power shovels, loaders, or similar equipment, will have a cab shield and/or canopy adequate to protect the operator from shifting or falling materials
- Tools and material will be secured to prevent movement when transported in the same compartment with employees
- Vehicles used to transport employees will have seats firmly secured and adequate for the number of employees to be carried as well as seat belts and anchorages meeting the DOT requirements
- Trucks with dump bodies will have a positive means of support, be permanently attached, and be capable of being blocked in position to prevent accidental lowering of the body during maintenance or inspection work
- Operating levers controlling hoisting or dumping devices on haulage bodies will be equipped with a latch or other device that will prevent accidental starting or tripping of the mechanism
- Trip handles for tailgates of dump trucks will be arranged so that, during dumping, the operator will be in a safe location
- Mudflaps may be used in place of fenders whenever motor vehicle equipment is not designed for fenders

All defects will be corrected before placing the vehicle in service. These requirements apply to equipment such as lights, reflectors, windshield wipers, defrosters, fire extinguishers, etc., where such equipment is necessary.

All vehicles in use will be checked at the beginning of each shift to assure that the following parts, equipment, and accessories are in safe operating condition and free of apparent damage that could cause failure while in use:

- Service brakes, including trailer brake connections
- Parking system (hand brake)
- Steering mechanism
- Emergency stopping system (brakes)
- Tires
- Horn
- Coupling devices
- Seat belts
- Operating controls
- Safety devices

Working Near Power Lines Clearance Tables

Table 1

Nominal voltage {Phase to Phase)		Minimum required clearance (ft.)
600	50,000	10
over 50,000	75,000	11
over 75,000	125,000	13
over 125,000	175,000	15
over 175,000	250,000	17
over 250,000	370,000	21
over 370,000	550,000	27
over 550,000	1,000,000	42

Table 2

Nominal voltage {Phase to Phase)		Minimum required clearance (ft.)
600	50,000	6
over 50,000	345,000	10
over 345,000	750,000	16
over 750,000	1,000,000	20

Personal Protective Equipment

All employees are expected to be familiar with and use the necessary PPE associated with their job functions. This PPE can include, but is not limited to:

- Hardhats
- Safety shoes
- Safety gloves
- Reflective vests or clothing

- Safety glasses or goggles (as required)
- Hearing protection
- Fall protection devices (when required)
- Dust masks or other respiratory protection

Training

Redwood Empire Food Bank ensures that every company driver and every designated spotter/signaler is trained in the requirements of this section. Re-training will occur if an employee is observed to violate the requirements of this chapter, such as not operating safely or if an accident or near-miss occurs.

Refer to the manufacturer's instructions for additional information regarding the safe operation of a specific type of equipment. Redwood Empire Food Bank will only use training material appropriate in content and vocabulary to the employees' educational level, literacy, and language. Training will consist of a combination of the following:

- Formal instruction (e.g., lecture, discussion, interactive computer learning, videotape, written material)
- Practical training (demonstrations performed by the trainer and practical exercises performed by the trainee)
- Evaluation of the operator's performance on the job site
- Trainees may operate heavy equipment only:
- Under the direct supervision of persons who have the knowledge, training, and experience to train operators and evaluate their competence
- Where such operation does not endanger the trainee or other employees
- Heavy equipment operators will be regularly evaluated on the operation of the heavy equipment they use and retrained as required

All operator training and evaluation will be conducted by people who have the knowledge, training, and experience to train heavy equipment operators and evaluate their competence.

Training Components

The Competent Person will ensure that every employee will be trained in the following minimum elements:

Equipment-Related Topics

- Operations, capabilities, and limitations of the specific piece of heavy equipment
- Maintenance and equipment requirements
- Pre-use inspection requirements
- Operating requirements of heavy equipment, including safe loading and unloading
- Use of required PPE (personal protective equipment) and apparel
- Equipment controls and instrumentation: where they are located, what they do, and how they work
- Implement and attachment adaptation, operation, and limitations
- Equipment capacity
- Vehicle stability

- Fueling and/or charging and recharging of batteries
- Any other operating instructions, warnings, or precautions listed in the operator's manual for the types of equipment that the employee is being trained to operate

Site Safety Related Topics

- Surface conditions and special hazards where the equipment will be operated
- Composition of loads to be carried and load stability
- Load maneuvering, loading, and unloading. (Includes trucks, hoppers, etc.)
- Pedestrian traffic in areas where the equipment will be operated
- Confined areas and other restricted places where equipment will be operated
- Overhead Power Lines
- Hazardous locations where the equipment will be operated
- Ramps and other sloped surfaces that could affect the vehicle's stability
- Closed environments and other areas where insufficient ventilation or poor vehicle maintenance could cause a buildup of carbon monoxide or diesel exhaust
- Other unique or potentially hazardous environmental conditions in the workplace that could affect safe operation

Training Records

- Training records will be kept for each employee to certify each operator has been trained and evaluated and will include the following information:
- The dates of the training sessions and evaluation
- A written description of the training program
- The names and qualifications of persons conducting the training or evaluation
- The names and job titles of all people attending the training sessions
- Where the employee received safety training
- Retain training records for employees for a minimum of 3 years

Attachments

- Heavy Equipment Daily Inspection Checklist

Heavy Equipment Safety Checklist

Inspect daily and before use onsite

Date: ___/___/___ Time: ___: ___ am/pm Equipment Type:

Location: Inspector:

Item	Good	Need Repair	N/A	Item	Good	Need Repair	N/A
Tires				Blade/Boom/ Ripper condition			
Steering/Clutch				Exhaust system			
Safety guards and devices				Transmission fluid			
Motor oil				Hydraulic Oil			
Cab, mirrors, seat belt, glass, horn				Cooling system fluid			
Operational Controls				Windshield wipers and fluid			
Gauges/Fire extinguisher				Coupling devices and connectors			
Lighting system				Fan belts/hoses			
Turn signals				Cables/lines / etc.			
Backup lights and alarm				Notes:			
Brakes, Parking Brake, Trailer Brake and Brake Fluid							

20. Housekeeping and Sanitation

Policy

Redwood Empire Food Bank has adopted this policy to ensure a safe, healthy, productive work environment for employees.

References

- 8 California Code of Regulations:
  - §1513—Housekeeping
  - §1519—Sanitation
  - §1524—Water Supply
  - §1526—Toilets at Construction Jobsites
  - §1527—Washing Facilities
  - §1549—Piling Material
  - §1736—Disposal of Waste Material
  - §3362—General Requirements
  - §3363—Water Supply
  - §3364—Sanitary Facilities
  - §3365—Toilet Rooms
  - §3366—Washing Facilities
  - §3367—Change Rooms
  - §3368—Consumption of Food and Beverages
  - §5551—Housekeeping

Responsibilities

Employer

- Train employees in safe housekeeping and sanitation practices
- Provide and maintain proper sanitation facilities
- Maintain all necessary procedures for waste removal, facilities, and storage procedures
- Provide employees with potable water, proper sanitary facilities, change rooms, and waste disposal, housekeeping, and sanitation guidelines
- Provide employees with the essential tools and supplies to maintain a safe working environment
- Provide personal protective equipment (PPE)

Employee

- Adhere to Redwood Empire Food Bank ’s safe housekeeping practices
- Maintain a clean work area
- Report any unsafe conditions or acts
- Use and maintain the required PPE

Hazards

The hazards associated with poor housekeeping and sanitation include:

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- Injuries from slips, trips, and falls
- Illnesses caused by unsanitary conditions
- Exposure to hazardous materials and/or vermin
- Being struck by falling objects
- Impeded access to exit routes in case of a fire or other emergency
- Fire hazards presented by improper disposal of flammable or combustible materials

Safe Practices

- Redwood Empire Food Bank ensure that maintenance and operating practices will be in accordance with established procedures to the extent practicable. In addition, all workplaces will be kept clean, orderly, and sanitary to control leakage and prevent accidental escape of flammable or combustible liquids.
- Spills will be cleaned up promptly
- Debris will be kept cleared from work areas, storage areas, passages, walkways, and stairs in and around buildings or other structures during construction, alteration, or repairs, form and scrap lumber with protruding nails
- Interiors, exteriors, and surrounding areas of buildings that contribute to hazards will be cleaned and maintained to avoid harmful exposures to dust, fumes mists, vapors, or gases
- The ground area within six (6) ft. of a building under construction will be free from irregularities wherever it is practicable to attain by grading or similar methods, and open ditches will be bridged to provide passageways at convenient places
- Combustible debris accumulated within buildings or structures will be removed during construction. Redwood Empire Food Bank will provide the safe means to expedite the removal
- Combustible waste material and residues in buildings or operating areas will be kept to a minimum, stored in closed metal waste cans, and disposed of daily
- The ground area around buildings and operating areas will be kept free of tall grass, weeds, trash, or other combustible materials
- Flammable or hazardous wastes will be placed in covered containers separate from normal debris
- All waste will be disposed of at intervals determined by the rate of accumulation and capacity of the job site container
- Waste, material, or tools will not be thrown from buildings or structures to areas where employees may be located unless the area where the material falls is guarded by fences, barricades, or other means to prevent employees from entering and being struck by falling objects. Signs will be posted to warn employees of the hazard
- Adequate aisles will be maintained for unobstructed movement of employees so that fire protection equipment can be brought to bear on any part of the processing equipment
- Sweeping and cleaning will be done in a manner that minimizes the contamination of the air and that will avoid harmful exposures to dust, fumes, mists, vapors, and gases
- All work areas will be kept free from protruding nails, splinters, loose boards, and unnecessary holes and openings
- All perishable waste will be stored in a receptacle that does not leak and may be easily cleaned. The receptacle will be maintained in a sanitary condition and equipped with a tight-fitting cover
- Sweeping, perishable wastes and garbage will be removed as often as necessary to avoid the creation of hazards to health due to the development of unsanitary conditions

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- Enclosed workplaces and personal service rooms will be equipped and maintained to prevent insects, rodents, or other vermin. An extermination and control program will be put in place whenever vermin are detected
- Exterior water intrusion, leakage from interior water sources, or other uncontrolled accumulation of water will be corrected to prevent the growth of mold

Safe Material Storage

- Piles of brick, tile, masonry blocks, and similar material will be stabilized against falling using headers at least every sixth course. For example, when a loose brick stack reaches a height of four (4) ft., it will be tapered back at least two (2) inches in every foot of height above the four (4) ft. level. Stacked bricks will not be more than seven (7) ft. in height. When masonry blocks are stacked higher than six (6) ft., the stack will be tapered back one-half block per tier above the six (6) ft. level
- When piling bags of cement or other material more than five (5) ft. high, the face of the pile will be tapered back (unless walls support it), or the bags will be tied in horizontal layers to prevent them from falling or collapsing
- Piles of lumber, structural steel, and similar materials will be maintained to stabilize the stack against falling or collapsing. Headers, crosspieces, or other means will be used as needed in a pile to prevent slipping, tipping, or collapsing. Lumber piles will not exceed 20 ft. in height, provided that lumber to be handled manually will not be stacked more than 16 ft. high
- Sheetrock, plywood, trusses, and similar material will not be stacked on the edge unless positively secured against tipping or falling
- Material inside buildings under construction will not be placed within six (6) ft. of any hoistway or inside floor openings, nor within 10 ft. of an exterior wall that does not extend above the top of the material unless the material is positively barricaded, placed, or secured to prevent it from falling. In addition, the material on balconies or in other similar elevated locations on the exteriors of buildings under construction will be placed, secured, or positively barricaded to prevent the material from falling
- The maximum safe load limits of floors will not be exceeded
- Materials that may cause a hazardous reaction or unstable condition while in storage will be separated

Disposal of Waste Material

- Chutes used to load trucks will be fully enclosed
- Gates will be installed in each chute at or near the discharge end. A qualified person will be assigned to control the operation of the gate and the backing and loading of trucks
- Enclosed chutes will be designed to free material flow; if clogging or stoppage occurs, picks or other suitable implements will be used. Employees will not remove the material with their hands
- A guardrail will protect chute openings used for employees to dump debris by hand. The chute and floor openings through which the chute passes will be covered
- The end of the chute will be securely closed off, barricaded, or fenced when operations are not in progress
- Areas where the material is dropped off through holes in the floor, without the use of chutes, will be completely enclosed with barricades no less than 42 inches high and no less than six (6) ft. back

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from the projected edge of the opening above. Warning signs of falling hazards will be posted at each level. Debris removal will not be permitted in the lower drop area until debris handling ceases above
- All scrap, lumber, waste material, and garbage will be removed from the immediate work area as work progresses
- Solvent waste, oily rags, and flammable liquids will be kept in fire-resistant covered containers until removed from the work site
- A toeboard or bumper no less than six (6) inches thick and six (6) inches high will be provided at each chute opening where the material is dumped from mechanical equipment or wheelbarrows
- Chutes will be designed and constructed strong enough to eliminate failure due to the impact of loaded materials or debris
- Chutes and sections at an angle more than 45 ° from the horizontal will be entirely enclosed, except openings equipped with closures at or about floor level for the intersection of materials. Openings will not exceed 48 inches in height measured along the chute wall. All openings at stories below the top floor will be kept closed when not in use

Water Supply

- Redwood Empire Food Bank provides potable water for drinking, washing, bathing, cooking, washing food, eating utensils, preparation or processing premises, and personal service rooms.
- All drinking water sources will be maintained in clean and sanitary conditions. Drinking fountains and potable water dispensers will not be located in toilet rooms
- Potable drinking water dispensers will be equipped with a faucet or drinking fountain and capable of being tightly closed. Dispensers will be marked with their contents
- Dipping or pouring of drinking water from containers, such as barrels, pails, or tanks, is prohibited
- Common drinking cups are prohibited
- Single-service cups must have a sanitary container for the unused cups
- A receptacle for disposing of single-service cups or sealed one-time use water containers will be provided
- If re-usable, closable containers are used for individual use, they must be marked to identify the user and kept in a sanitary condition
- Non-potable water will not be used for drinking, washing, bathing, washing of clothing, cooking, food, cooking and eating utensils, food preparation, or processing premises and personal service rooms
- Non-potable water outlets will be posted indicating that the water is unsafe and will not be used for drinking, washing, cooking, or personal service purposes
- Non-potable water systems or systems carrying other non-potable substances will be installed to prevent backflow or back-siphonage into a potable water system

Sanitary Facilities

According to the table below, Redwood Empire Food Bank will provide separate toilet facilities for each sex. Each water closet will occupy a separate compartment equipped with a door and latch. The door and walls or partitions between fixtures will be sufficient to assure privacy.

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Number of Toilet Facilities	
Number of Employees	Toilets
1 to 15	1
16 to 35	2
36 to 55	3
56 to 80	4
81 to 110	5
111 to 150	6
Over 150	1 additional for each additional 40 employees

Urinals may be installed instead of water closets in toilet rooms to be used only by men, provided that the number of water closets will not be less than 2/3 of the minimum number of toilet facilities specified. The length of trough urinals to the equivalent number of individual urinals will be based on the following table.

Number of Urinals	
Length of Trough Urinal	Individual Urinals
24	1
36	2
48	2
60	4
72	5

Toilet facilities will be kept clean, maintained in good working order, and accessible. An adequate supply of toilet paper will be provided for every water closet. Where practicable, toilet facilities will be within 200 ft. of working areas and will not be more than one floor-to-floor flight of stairs.

All water-carried sewage will be disposed of using either a public sewage system or a sewage disposal system per applicable state and local laws, ordinances, and regulations. The sewage disposal method will not endanger the health of employees.

If a gender-neutral, single-user toilet facility is used as one of the required separate facilities, the following conditions will be met:

- The total number of toilet facilities will be followed:
  - All single-user toilet facilities are designated for all-gender use
  - All multi-user separate toilet facilities are provided in equal numbers to each sex

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Washing Facilities

Redwood Empire Food Bank provide washing facilities for the maintenance of personal cleanliness. The facilities will be reasonably accessible to all employees and maintained in good working and sanitary conditions. Washing facilities will be made available according to the following table.

Number of Washing Facilities		
Type of Employment	Number of Employees	Minimum Number of Washing Facilities
Nonindustrial office buildings, public buildings, and similar establishments	1 to 15 16 to 35 36 to 60 61 to 90 91 to 125 Over 125	1 2 3 4 5 1 additional for each additional 45 employees or fraction thereof
Industrial factories, warehouses, loft buildings, and similar establishments	1 to 100 Over 100	1 additional for each additional 15 employees or fraction thereof
NOTE: In multiple use washing facilities, 24 lineal inches of sink or 18 inches of the circular basin, when provided with an individual faucet, will be considered equivalent to one washing facility.		

Each washing facility will be provided with running water and suitable cleaning agents. The water will be available at temperatures of at least 85 ºF in instances where substances regulated as carcinogens are used or skin contact with contaminants may occur. In addition, clean individual hand towels of cloth or paper or warm air blowers will be provided.

Where showering is required, Redwood Empire Food Bank will comply with the following:

- Separate shower rooms will be provided for each sex
- One shower facility with hot and cold water feeding a common discharge line will be provided for every 10 employees who must shower during the same shift. When there are less than five (5) employees, the same shower room may be used by both sexes, provided the shower room can be locked from the inside
- Body soap or other appropriate cleaning agents convenient to the shower will be provided
- Clean individual towels will be provided

Change Rooms

Whenever employees are required to change from street clothes into protective clothing, Redwood Empire Food Bank will provide change rooms equipped with storage facilities for street clothes and separate facilities for the protective clothing. In addition, if Redwood Empire Food Bank ’s working clothes become wet or washed between shifts, Redwood Empire Food Bank will ensure that clothing is dry before reusing.

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Consumption of Food and Beverages

Where employees are permitted to consume food or beverages on the premises, Redwood Empire Food Bank will comply with the following:

- Receptacles constructed of smooth, corrosion-resistant, easily cleanable, or disposable materials will be provided and used to dispose of food waste. The receptacles' number, size, and location will encourage their use and not result in overfilling
- Receptacles containing food waste will be emptied at least once each working day and maintained clean and sanitary. They will be provided with solid, tight-fitting covers unless sanitary conditions can be maintained without the use of covers
- Food and beverages will not be stored or consumed in a toilet room or in an area where any toxic material may contaminate them

All facilities providing food or beverage service for employees must be operated per sound hygienic principles. Food will be processed, prepared, handled, served, and stored to be protected against contamination and spoilage.

Personal Protective Equipment (PPE)

All PPE will be kept clean and in good condition. Safety devices, including protective clothing, will not be interchanged among employees until it is properly cleaned except for devices worn over shoes or outer clothing.

Training

Redwood Empire Food Bank provide employees with the following training:

- Housekeeping and sanitation policy
- How to avoid slips, trips, and falls
- Proper waste disposal procedures and storage locations

Training Records

Training records will be retained for the duration of employment and will include the following information:

- Dates of the training sessions
- Content or a summary of the training sessions
- Names and qualifications of persons conducting the training
- Names and job titles of all people attending the training sessions

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21. Ladder and Stair Safety

Policy

Redwood Empire Food Bank has adopted this policy to protect employees by informing them how to select the correct ladder for each specific task and recognizing hazards associated with ladders in the workplace.

References

- 8 California Code of Regulations:
  - Subchapter 4 Article 25—Ladders
  - §1629—Stairways and Ladders
  - §3276—Portable Ladders
  - §3277—Fixed Ladders
  - §3278—Use of Fixed Ladders

Responsibilities

Employer

- Administer Redwood Empire Food Bank ’s safe work practices
- Ensure ladders meet safety requirements and are maintained in good working condition
- Provide appropriate ladders according to the operations being conducted
- Inspect ladders at least annually
- Provide employees with adequate training, including ladder selection, use, and storage
- Remove defective ladders and equipment immediately from service

Employee

- Attend and participate in required ladder training
- Follow Redwood Empire Food Bank ’s safe work practices and recommend safety improvements
- Report safety hazards, such as damaged or unsafe ladders immediately to the appropriate supervisor
- Use the personal protective equipment provided (PPE) safely and wear any necessary equipment when required

Hazards

- Falling to a lower level due to:
  - Insecure ladder placement
  - Collapsing from a damaged ladder
  - Slipping or losing grip while climbing
- Exposure to electricity

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Safe Practices

Inspection, Maintenance, and Use

Stairways, ramps, or ladders will be provided at all points where a break in elevation of 18 inches or more occurs in a frequently traveled passageway, entry, or exit.

Redwood Empire Food Bank ensures that any point of access between levels will allow free passage, and when not feasible, an alternative entry will be provided.

Redwood Empire Food Bank ensures that ladders will be kept in good working condition, including making sure the joint between steps and side rails is tight, fittings and hardware is secure, and all moving parts move freely. Metal ladders will not be exposed to corrosive materials that reduce the ladder's strength.

Ladders will be inspected frequently or as needed; damaged ladders will not be used until repaired or tagged and disposed of. Ladders will be kept free of oil, grease, or other slippery materials. Wooden ladders will only be painted with a transparent material.

Redwood Empire Food Bank ensures that the following safe work practices will be followed:

- Portable ladders will not be loaded beyond the maximum intended load or the manufacturer's rated capacity
- The base of a ladder will be secured on level footing and never placed on an unstable base to obtain additional height
- Ladders will never be used on snow, ice, or slippery surfaces unless something is used that prevents slipping
- Platforms or landings will be used when multiple ladders are used to reach an elevated area; except when a portable ladder is used to reach a fixed ladder
- Side rails will extend at least 36 inches above the upper landing
- Grasping devices will be used where extensions are not possible; extensions are not necessary when appropriate fall protection is used or during emergency rescue where it is not practical
- Ladders will not be tied or fastened together unless designed to do so
- Extension ladders will be erected so that the top section is above and resting on the bottom section with rung locks engaged
- Ladders will never be placed in driveways, doorways, passageways, or any other area where they may be inadvertently moved unless they are protected by guards or barricades
- Employees will never carry anything that prevents the safe use of a ladder and will maintain 3-points of contact while ascending or descending
- Firm handholds or proper fall protection is required to work on the top three (3) steps
- Pail shelf, top caps, or the step below the top cap will not be used for sitting or standing
- Ladders will only be used for what they were designed for
- Employees will not use planks on the top step or top cap of step ladders
- Step ladders partially closed will not be used
- Portable rung ladders with reinforced rails will only be used with metal reinforcement
- Conductive ladders will be marked "CAUTION - Do Not Use Around Electrical Equipment"
- Non-conductive ladders will only be used in locations where there are unprotected energized electrical conductors or equipment

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- Ladders will not be moved, shifted, or extended while in use

Fixed Ladders

A fixed ladder will support a single concentrated load of 200 lbs. Additional concentrated live loads of 200 lbs. may be allowed if the ladder is so designed. Fixed ladders will also support anticipated loads caused by ice buildup, winds, rigging, and impact loads resulting from ladder safety devices.

Individual rung/step ladders will extend at least 42 inches above an access level or landing platform, either by continuing the rung spacing as horizontal grab bars or by providing vertical grab bars with the same lateral spacing as the vertical legs of the ladder rails.

Each step or rung of a fixed ladder will be capable of supporting a load of at least 250 lb applied in the middle of the step or rung.

Ladders will be maintained in good condition and inspected regularly. Inspection intervals will be determined by use and exposure.

If the total length of a climb on a fixed ladder equals or exceeds 24 ft., at least one of the following items is required:

- Ladder safety devices
- Self-retracting lifelines and rest platforms will not exceed 150 ft.
- A cage or well, and multiple ladder sections, each ladder section not to exceed 50 ft. in length, these ladder sections will be offset from adjacent sections, and landing platforms will be provided at maximum intervals of 50 ft.

Cages or Wells

- Cages will be provided for fixed ladders 20 ft. in length to a maximum unbroken length of 30 ft. and extend at least 42 inches above the top of the landing unless other protection is provided
- Cages will be between 7-8 ft. above the base of the ladder with the bottom flared at least 4 inches; cage extensions will be provided for ladders that terminate on an elevated platform or walkway more than 30 inches above the ground
- Cage extensions will be:
    - Capable of withstanding a force of at least 200 lbs. applied horizontally at any point
    - Solid construction, grille work with vertical bars at a maximum spacing of 9.5 inches, center-to-center, or slat-work with openings between slats not more than four (4) vertical inches.
    - Free of hazardous projections
    - Provide no less than two (2) ft., each side of the ladder center line is exposed.
- Cages will be between 27-30 inches from the centerline of the ladder's rungs and no less than 27 inches wide
- Vertical bars will be located at a maximum spacing of 9.5 inches, center-to-center around the circumference
- Ladder wells will have a clear width of at least 15 inches measured each way from the centerline of the ladder
- Smooth-walled wells will be a minimum of 27 inches and a maximum of 30 inches from the centerline of rungs to the well's wall on the climbing side of the ladder

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- Where other obstructions on the climbing side of the ladder exist, there will be a minimum of 30 inches from the centerline of the rungs
- Cages and wells will be kept free of projections

Distances and Pitch

- The distance from the nearest permanent object to the centerline of the rungs on the climbing side of the ladder will be 36 inches if the pitch is 76 degrees and 30 inches if the pitch is 90 degrees
- The width will be at least 15 inches from the centerline of the ladder in the climbing space, except when using cages or wells
- The distance from the centerline of the rungs, steps, or cleats to the nearest permanent object in the back of the ladder will be at least 7 inches unless there are unavoidable obstructions
- The distance from the centerline of the grab bar to the nearest permanent object in the back of the grab bars will be at least 4 inches
- The step-across distance from the edge of the ladder to the edge of the structure or equipment will not be more than 12 inches or less than 2.5 inches
- Hatch covers will open at least 60 degrees. The distance from the centerline of cleats or rungs to the edge of the hatch opening on the climbing side will be at least 24 inches for offset wells or 30 inches for straight wells. Therefore, there will be no protruding hazards within 24 inches of the centerline of cleats or rungs. Any protruding hazards within 30 inches of the centerline of rungs or cleats will be protected with deflector plates installed at an angle of 60 degrees from the horizontal

Landing Platforms

Where ladders are used to climb greater than 20 ft., landing platforms will be provided. If there are no cages, wells, or ladder safety systems, landing platforms are required for each 20 ft. of height. If there are cages or wells but on a ladder safety system, landing platforms are required for every 30 ft. of height. Ladder sections will be offset from adjacent ladder sections at each landing.

Platforms will be provided anywhere an employee must step more than 12 inches from the centerline of the ring to the nearest edge of the structure or equipment. The minimum step across distance will be 2.5 inches. Platforms will be at least 24 inches in width and 30 inches in length and equipped with toe-boards and guardrails. One (1) rung of the ladder will be positioned at the landing level laterally served by the ladder.

Ladder Extensions, Grab Bars, and Safety Systems

The side rails through, or side-step fixed ladders will extend 3.5 ft. above parapets and landings. For a parapet ladder, the access level will be at the roof if the parapet is cut to permit passage through it; if the parapet is continuous, the access level is the top of the parapet.

Steps or rungs for through-fixed-ladder extensions will be omitted from the extension, and the extension of side rails will be between 18 inches and 24 inches. For side-step or offset fixed ladder, at landings, the side rails and rungs will be carried to the next regular rung beyond or above the 3.5 ft. minimum.

Grab bars will be spaced by continuing the rung spacing when located in the horizontal position. Vertical grab bars will have the same spacing as the ladder side rails. Therefore, grab bar diameters will be the equivalent of the round-rung diameters.

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Ladder safety systems can be used on the tower, water tank, and chimney ladders greater than 20 ft. in unbroken length instead of cages. Landing platforms are not necessary in these cases. Ladder safety systems will be designed for the ladder which they serve.

Specific Features

Fixed ladders will be protected from deterioration. Metal ladders will be painted or treated to resist rusting and corrosion. Wood ladders will be treated with a nonirritating preservative, preventing or minimizing the accumulation of water on wood parts. Do not paint wood ladders. Wood ladders can be coated with a transparent sealant after inspection.

The distance between the top of rungs, steps, or cleats will not be greater than 12 inches and will be uniform throughout the ladder. Therefore, they will be free of splinters, burrs, sharp edges, or projections that can be hazardous. Side rails, which may be used as climbing tools, will also be free of burrs, sharp edges, and splinters.

The minimum clear distance between the sides of individual rung/step ladders and between the side rails of other fixed ladders will be 16 inches.

The rungs of an individual-rung ladder shall be so designed that the climber's foot cannot slide off the end of a rung.

Fastenings shall be an integral part of fixed ladder design

All splices made by whatever means shall meet design requirements as noted in (c). All splices and connections shall have a smooth transition with original members and with no sharp or extensive projections

Adequate means shall be employed to protect dissimilar metals from electrolytic action when such metals are joined

All welding shall be per procedures of the American Welding Society or equivalent

Individual rungs of ladders installed in manholes and underground vaults having a wall thickness that will not permit at least 6 inches of embedment shall have anchoring devices that will provide the minimum design load requirements of 8 CCR §3277(c) in addition to the following requirements:

- The minimum design live load will be a single concentrated load of 300 lbs.
- Steps or rungs shall be embedded in the wall a minimum distance of three (3) inches

Portable Ladders

Redwood Empire Food Bank considers ladder length, height, the working load, the duty rating, worker position, and frequency of use when selecting a ladder. Single-rail ladders will not be used, and scaffolds or other worker positioning equipment will be used when work cannot be safely done from ladders.

- Stepladders will be used on firm and level surfaces
- Ladders will have a metal spreader or locking arms no longer than 20 ft., measured along the front edge of the side rails
- Wood ladders will not have more than two (2) sections and not exceed 60 ft.
- Metal and fiberglass ladders may have three (3) sections and will not exceed 72 ft.

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- No one section of an extension ladder will be longer than 30 ft.
- Extension ladders will have a non-slip base where appropriate
- Two equally supported rails will be placed atop non-self-supporting ladders unless a single support attachment is provided and used
- Standing or working from the top step of a ladder is prohibited
- Single portable ladders will be no longer than 30 ft. and used by only one worker at a time
- Extension sections will be assembled where the sliding upper section is on top of the lower; sections will overlap with the adjacent one at a minimum distance, based on the ladder's overall length, see Table 2.

Portable ladders will meet the following requirements:

Table 1		Table 2	
# of sections for metal ladders	# of sections for metal ladders	Normal length for ladder	Overlap
One section (or any section of a multiple-section ladder)	30 ft.	0-36 ft.	3 ft.
Two-section ladder	48 ft.	36-48 ft.	4 ft.
More than two sections	60 ft.	48-60 ft.	5 ft.

Ladder Material	In service after January 1, 2011	In service on or before January 1, 2011
Wood*	ANSI A14.1-2007, American National Standard for Ladders - Wood Safety Requirements	ANSI A14.1 standard in effect at the time such ladders were placed in service
Metal	ANSI A14.2-2007, American National Standard for Ladders - Portable Metal - Safety Requirements	Either the ANSI A14.2 standard or the ANSI A14.10 standard, American National Standard for Ladders - Portable Special Duty Ladders, in effect at the time such ladders were placed in service
Reinforced Plastic	ANSI A14.5-2007, American National Standard for Ladders - Portable Reinforced Plastic - Safety Requirements	Either the ANSI A14.5 standard or the ANSI A14.10 standard in effect at the time such ladders were placed in service

*Exception: Portable job-made cleat ladders that are designed and constructed in accordance with the requirements of Section 1676 of the Construction Safety Orders

Redwood Empire Food Bank ensures that ladders will be used according to the following duty classifications:

Duty Rating	Ladder Type	Working Load
Special Duty	IAA	375 lbs.
Extra Heavy Duty	IA	300 lbs.

Heavy Duty	I	250 lbs.
Medium Duty	II	225 lbs.
Light Duty	III	200 lbs.

Stairways

- Redwood Empire Food Bank provides structures, 36 ft. or three (3) stories tall, with at least one (1) stairway for accessing and exiting; structures taller than 36 ft. or three (3) stories will be provided with two (2) or more stairways
- Stairways will be kept clear to permit free passage for employees
- Spiral stairways will only be used if they are part of a permanent structure
- Stairways will have at least five (5) ft. candles of light on the steps; lamps will be substantially guarded either physically or by location
- Stairways to the second floor, or higher, will be completed before studs are raised to support the next floor
- Cleats will not be nailed to studs to provide access to and egress from a roof or other work area
- Stairways will extend to the uppermost floor that has been planked or decked
- Stairways will extend to the lowermost floor which a complete vertical shoring system is in place; a minimum of two (2) ladders at different locations for each floor may be used above this floor but will not exceed three (3) floors
- Roof and attic areas will be provided with a safe means of access and egress, such as stairways, ramps, or ladders

Personal Protective Equipment

Employees will be provided and are required to have all necessary PPE, including hard hats, slip-resistant gloves, rubber or neoprene footwear, and fall protection.

Training

Employees will be provided with adequate ladder and stairway training during working hours and at no extra cost. A competent person will conduct training with material appropriate in content and vocabulary to his/her employees' educational level, literacy, and language. Redwood Empire Food Bank ensures that the following elements will be included:

- Importance of safe ladder use, including injuries related to falling from a ladder
- Ladder selection including type, correct length, and maximum working loads
- Maintenance, inspection, and removal of damaged ladders from service
- Erecting ladders including footing support, top support, securing, and angle of inclination
- Climbing and working on ladders, including user's position and points of contact with the ladder
- Factors contributing to falls include sudden movement, lack of attention, footwear, and user's physical condition
- Prohibited uses include uses other than designed, climbing on cross bracing, maximum lengths, and a minimum overlap of extension ladder sections

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Training Records

Redwood Empire Food Bank maintains employee training records for the length of their employment; records will include the date training was conducted, a summary of the content, and the names of those who attended and the instructor.

Hazard Assessment for Ladders and Stairways

Description	Yes	No*
Are all ladders maintained in good condition, joints between steps and side rails tight, all hardware and fittings securely attached, and moveable parts operating freely without binding or undue play?		
Are non-slip safety feet provided on each ladder?		
Are non-slip safety feet provided on each metal or rung ladder?		
Are ladder rungs and steps free of grease and oil?		
Is it prohibited to place a ladder in front of doors opening toward the ladder except when the door is blocked open, locked, or guarded?		
Is it prohibited to place ladders on boxes, barrels, or other unstable bases to obtain additional height?		
Are employees instructed to face the ladder when ascending or descending?		
Are employees prohibited from using ladders that are broken, missing steps, rungs, or cleats, broken side rails or other faulty equipment?		
Are employees instructed not to use the top 2 steps of ordinary stepladders as a step?		
When portable rung ladders are used to gain access to elevated platforms, roofs, and the like does the ladder always extend at least 3 ft. above the elevated surface?		
Is it required that when portable rung or cleat type ladders are used the base is so placed that slipping will not occur, or it is lashed or otherwise held in place?		
Are portable metal ladders legibly marked with signs reading “CAUTION” “Do Not Use Around Electrical Equipment” or equivalent wording?		
Are employees prohibited from using ladders as guys, braces, skids, gin poles, or for other than their intended purposes?		
Are employees instructed to only adjust extension ladders while standing at a base (not while standing on the ladder or from a position above the ladder)?		
Are metal ladders inspected for damage?		
Are the rungs of ladders uniformly spaced at 12 inches, center to center?		

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Do standard stair rails or handrails on all stairways have four or more risers?		
Are all stairways at least 22 inches wide?		
Do stairs have at least a 6'6" overhead clearance?		
Do stairs angle no more than 50 and no less than 30 degrees?		
Are stairs of hollow-pan type treads and landings filled with solid material?		
Are step risers on stairs uniform from top to bottom, with no riser spacing greater than 7-1/2 inches?		
Are steps on stairs and stairways designed or provided with a surface that renders them slip resistant?		
Are stairway handrails located between 30 and 34 inches above the leading edge of stair treads?		
Do stairway handrails have at least 1-1/2 inches of clearance between the handrails and the wall or surface they are mounted on?		
Are stairway handrails capable of withstanding a load of 200 pounds, applied in any direction?		
Where stairs or stairways exit directly into any area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees stepping into the path of traffic?		
Do stairway landings have a dimension measured in the direction of travel, at least equal to width of the stairway?		
Is the vertical distance between stairway landings limited to 12 ft. or less?		

* A mark in the "No" column indicates a need for corrective action.

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22. Pandemic Preparedness

Policy

Redwood Empire Food Bank has adopted this policy to prevent the spread of infectious diseases and provide a safe and healthy workplace.

This policy does not include the necessary information to meet the requirements of California's COVID-19 Prevention regulation. Therefore, Redwood Empire Food Bank will develop and maintain a separate policy in accordance with 8 CCR §3205.

References

- 8 California Code of Regulations
  - §3203—Injury and Illness Prevention Program

Responsibilities

Employer

- Designate a safety coordinator that will develop and implement a worksite specific pandemic disease plan
- Contact local health and emergency departments and coordinate with the workplace
- Provide communications to employees and suppliers
- Ensure employees receive appropriate pandemic preparedness training
- Provide PPE as needed and implement cleaning and disinfecting procedures

Employee

- Attend and participate in all offered training
- Follow all elements of the pandemic preparedness and PPE policies
- Report any unsafe acts or workplace hazards immediately
- Assist in any capacity during planning for and during actual emergencies hazards

Hazards

- Risk of infectious pathogens
- Antimicrobial resistance
- Transmission of infectious diseases through global travel and trade
- Acts of bioterrorism
- Vulnerable public health infrastructures
- Illness and death

Safe Practices

Employees are urged to stay at home when ill, care for ill family members, or care for children when schools or daycares close, without repercussion.

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Working Remotely

Redwood Empire Food Bank will strategize to develop flexible work schedules and remote work policies individually.

Business Continuity Plans

Redwood Empire Food Bank develops a plan for continuing work operations if a large percentage of employees become ill. In addition, business continuity plans will be prepared so that if significant absenteeism or changes in business practices are required, business operations can be effectively maintained.

Immunizations

Employees will be encouraged to obtain appropriate immunizations to help avoid disease. When vaccines become available in the community, granting time off work to receive the vaccine will be considered.

Internal Communication Procedures

To ensure proper internal communication, Redwood Empire Food Bank will develop procedures that include:

- Identification of key contacts
- A chain of communications
- Contact numbers for employees and their status
- Processes for tracking business

External Customer Communications

To ensure effective external communications, Redwood Empire Food Bank will develop a system to inform key contacts, including both customers and suppliers, when an outbreak has affected Redwood Empire Food Bank ’s ability to perform services and procedures to notify key contacts when operations resume.

Social Distancing

If an outbreak or a heightened state of disease has developed, Redwood Empire Food Bank will determine to restrict large or crowded gatherings of employees.

Redwood Empire Food Bank will enforce social distancing, which increases the space between employee work areas to decrease the possibility of contact.

Routine Cleaning

Redwood Empire Food Bank will conduct routine cleaning of work areas and areas frequently contacted, such as desks, lunch tables, doorknobs, faucets, handrails.

Plan, Emergency Communication Test, and Lessons Learned

This policy and emergency communication strategies are tested annually to ensure their effectiveness. Following a pandemic, the Designated Safety Coordinator will identify learning opportunities and implement any corrective actions.

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Personal Protective Equipment

The required PPE may include, but is not limited to:

- Face coverings
- Gloves
- Goggles or face shields
- Respirators, if required

Training

Redwood Empire Food Bank provides periodic training on Redwood Empire Food Bank ’s illness prevention policies and receive the appropriate training in health issues, initial disease symptoms, preventing the spread of the disease, and when it is appropriate to return to work.

Communicating information with non-English speaking employees or those with disabilities will be considered.

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23. Personal Hygiene and Dress Code

Policy

Redwood Empire Food Bank has implemented this policy to ensure a safe and professional workplace. This Policy covers:

- Work-appropriate hygiene
- Acceptable levels of personal grooming
- Workplace appropriate and inappropriate attire
- Personal protective equipment
- Policy compliance

Responsibilities

Employer

All managers, supervisors, and employees will abide by the policies set forth in the personal hygiene and dress policy. Disciplinary action will be brought against those employees who do not comply.

Employee

Redwood Empire Food Bank's employees are expected to meet hygiene requirements during regular business hours for the duration of their employment. These requirements in summary are:

- Maintain personal cleanliness by bathing daily
- Keep oral hygiene (brushing of teeth)
- Use deodorant/antiperspirant to minimize body odors
- Do not wear heavily scented perfumes, colognes, and lotions; these can cause allergic reactions, migraines, and respiratory difficulty for some employees
- Keep fingernails clean and trimmed (1/4 inch long or less)
- Wash hands after eating or using the restrooms

Requirements

Personal Grooming

- Wear clean, well-kept clothes without visible dirt or tears and rips
- Wear socks or hose with shoes
- Maintain neat and well-groomed hair, sideburns, mustaches, and beards (no artificial colors, e.g., pink, green, etc. are permitted that would be deemed unprofessional)
- Wear little to moderate make-up

Personal Hygiene and Dress

- No open toed footwear in warehouse/manufacturing or construction environments
- Secured long hair (hair must be tied back to prevent the potential for being caught in equipment or machinery)
- Clothing must not interfere with the safe operation of equipment or machinery
- No dark glasses (unless prescribed by a medical professional)

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- Limited jewelry and no dangling or large hoop jewelry that may create a safety hazard to self or others. A general rule of thumb is that if a pencil can be passed through a hoop earring, it is not safe to wear near operating equipment
- Body piercing must be limited to three per ear. Other visible body piercings are unacceptable. (An exception is in the case of religion/culture)
- Tattoos perceived as offensive, hostile, or that diminish the effectiveness of the employee's professionalism must be covered and not visible

Attire

Any Redwood Empire Food Bank staff that maintains regular, in-person contact with customers will be required to wear appropriate business attire.

Inappropriate Attire

The following items are not permitted in any area during normal working hours:

- Sweatpants; jogging pants; yoga pants; or pants that expose the midriff, underwear, or leggings
- Gym shorts
- Bicycle shorts or other athletic shorts
- Low-cut tops
- Halter tops
- Spaghetti strap tops
- Tops that expose the midriff or underwear
- Mini skirts
- Any form of clothing that is mesh, sheer, see-through or otherwise revealing; offensive, controversial, disruptive, or otherwise distracting; overtly commercial or contains political, personal, or offensive messages
- Plastic flip-flops or sandals
- Beach footwear

Clarification

Every Redwood Empire Food Bank employee is responsible for always using good judgment and common sense for his or her attire. If an employee is deemed to be wearing inappropriate attire, his/her manager is responsible for coaching the employee accordingly.

Individual situations relating to appropriate workplace attire may be addressed on a case-by-case basis. If you have questions about these guidelines or particular dress requirements, contact your manager.

Compliance

Departure from appropriate grooming, hygiene, and attire standards will result in employee counseling and/or disciplinary action up to and including termination of employment. Theme days are occasionally approved by Redwood Empire Food Bank and/or appropriate department when a deviation from these guidelines is appropriate and when the business necessities will not be affected. Personal appearance standards may be reviewed periodically and updated as deemed necessary.

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24. Powered Industrial Trucks - Forklifts

Policy

Redwood Empire Food Bank is committed to creating a safe and healthy work environment by ensuring the safe use of powered industrial trucks, commonly known as forklifts, and protecting employees from any potential hazards.

Forklift operators will be considered competent once they have completed the required training and evaluation.

References

- Title 8 California Code of Regulations:
  - §3650—Industrial Trucks. General
  - §3655—Overhead Guards for High-Lift Rider Trucks
  - §3657—Elevating Employees with Lift Trucks
  - §3664—Operating Rules
  - §3668—Powered Industrial Truck Operator Training

Responsibilities

Employer

- Select and purchase equipment compliant with relevant regulations and safety standards
- Ensure safe operation of forklifts in the workplace
- Designate areas to store fuel and batteries, change and charge batteries, and maintain forklifts safely, including equipment to prevent and respond to hazard(s) exposure
- Ensure operators and those maintaining forklifts are thoroughly trained and re-tested not less than every three (3) years, mentally and physically competent, knowledgeable in safe practices regarding forklifts
- Provide a safe work environment free from hazards to employees

Employee

- Operate a forklift only if trained and competent to operate the specific manufacturer and model of the forklift
- Be aware of hazards associated with forklifts
- Store and handle fuel and batteries in a safe manner, according to established safety procedures
- Actively participate in all training relevant to their position
- Operate forklifts safely, according to all applicable standards and regulations
- Report potentially hazardous situations or maintenance concerns as soon as safely possible
- Load and unload forklifts in a safe manner

Hazards

Improper operation and use, such as speeding, sharp cornering, and overloading, are serious hazards. In addition, refueling and recharging a forklift pose safety hazards due to combustibility and

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electrocution risks. Additional hazards while operating a forklift are floor conditions, overhead obstructions, pedestrians, attachments, and insufficient maintenance.

Safe Practices

Design and Construction Requirements

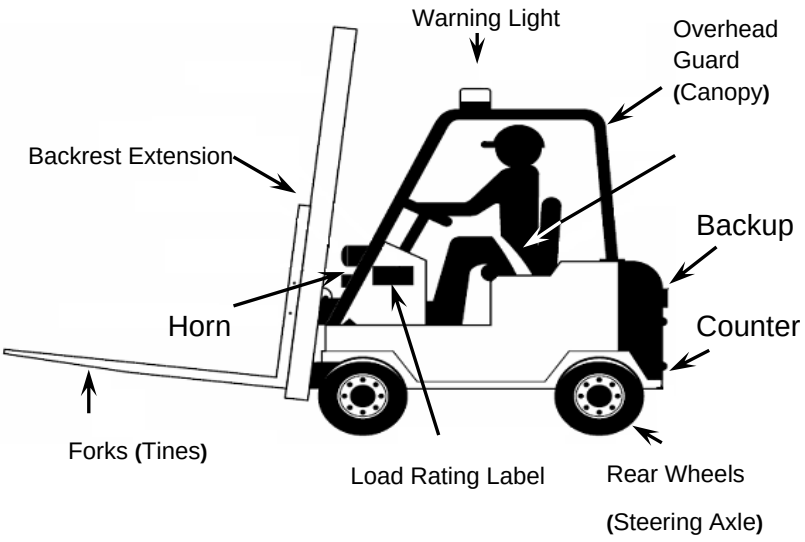
Forklifts and attachments will be selected based on the work performed, with the utmost concern for the safety and wellbeing of employees. Forklifts will meet Cal/OSHA-approved design and construction requirements for trucks of their type.

Labels, Nameplates, Markings

Forklifts in use will bear a durable, corrosion-resistant nameplate that includes approval by a nationally recognized testing lab that has verified the listed specifications for the forklift. Nameplates will be inscribed with the following information:

- Truck make, model, and serial number
- Truck weight
- Designation of compliance with the mandatory requirements of ASME B56.1, “Safety Standard for Low and High Lift Trucks,” applicable to the manufacturer
- Designation (as described in this procedure)
- Truck lift capacity/load rating
- Lift heights
- Load center measurements and alarm
- Attachments

Proper Design for Forklifts



Before operating a forklift, they will demonstrate reading and interpreting truck nameplates to prevent overloading or improper use.

Modifications and Attachments

Modifications or additions to industrial trucks used that will affect their capacity or safe operation require the original manufacturer’s written approval unless the amendment is designed, manufactured, and installed following recognized sound engineering and manufacturing principles. The capacity, process, and maintenance instruction data plates must be changed accordingly.

If the forklift is equipped with front-end attachments other than factory-installed attachments, the nameplate will be marked:

- To identify the attachments
- Show the approximate weight of the truck and attachment combination

- With the capacity of the truck and attachment combination at maximum load elevation and centered laterally

Safety Guards and Other Components

Overhead Guard

An end control, reach, narrow aisle, order picker high-lift, order picking and stacking, and motorized hand rider truck will be equipped with an overhead guard that extends beyond the operator's position on each side. The guard will withstand a compression load equal to the impact of the maximum load capacity. In addition, the guard will permit rapid and unobstructed access to and from the truck. All high-lift rider trucks, order-picker trucks, and rough-terrain forklift trucks will be equipped with an overhead guard following listed Cal/OSHA regulations and American National Standards Institute (ANSI) B56.1, "Safety Standard for Low and High-Lift Trucks."

Seat Belts

Suppose the forklift is equipped with a seat belt or any operator restraint system designed to contribute to the safety of truck operation. In that case, the operator is required to use the restraint.

Handling Controls and Guards

Concerning levers or handle-type controls, including toggle switches, the sense of rotation of the control handle should be in the same direction as the desired motion of the mast or load (if the load should go forward, the control should go forward, etc.).

Moving parts that represent a hazard from the operator's position will be protected by suitable guards.

Vertical Load Backrest

A load backrest extension prevents the load from shifting back when the carriage is lifted to full height and will be used when necessary to prevent any part of a load from falling rearward.

Steering Controls

Except on a motorized hand and motorized hand or rider truck, the steering controls of a forklift are best suited to be contained inside the truck. If not, the steering controls will be guarded to prevent injury to the operator's hands during the truck's movement.

On a motorized hand or rider truck, the steering handle will be provided with a guard or device to protect the operator's hands from injury when passing obstacles.

A spinner knob will not be attached to the steering handwheel unless the truck is equipped with power steering.

Platforms

An employee will not be lifted or transported on a forklift, except when a platform is attached to the forks by enclosed sleeves, a safety chain, or a mechanical device that prevents the platform from tipping or slipping.

Personnel on a platform will have the means to shut off power to the truck. In addition, personnel on a platform will protect falling objects as necessitated by the environment and operating conditions.

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A platform will be equipped with a railing not less than 42 inches and not more than 45 inches. The railing will consist of one of the following materials:

- Wood posts of at least 2x4-inch nominal stock; the top rail will be made of two right-angle pieces of not less than 1x4-inch nominal stock and a mid-rail of 2x4-inch nominal stock
- Standard metal pipe posts, rails, and mid-rails will be not less than 1.5 inches outside diameter
- Structural metal posts, rails, and mid-rails of angle iron of not less than 2x2x3/8inch size, or other shapes of equal strength, if installed after May 26, 2011
- Structural metal posts, rails, and mid-rails of angle iron of not less than 2x2x1/4 inch size, or other shapes of equal strength, if installed before May 26, 2011

Where toe-boards are required, they will be made of nominal wood stock, concrete, metal, or other suitable material. Where constructed of the metal grille, mesh will not exceed one (1) inch. The top of the toeboard must be not less than 3.5 inches above the platform, walkway, or another functional level, and the bottom clearance will not exceed 1/4-inch.

Other Safety Guards

Forklifts may be equipped with a range of other devices designed to contribute to safe operation. Employees will maintain all safety equipment in good repair, and all operators will understand the use of such safety equipment and devices. These include but are not limited to the following: horns, flashing warning lights, back-up alarms, directional signals, fire extinguisher, and mirrors.

Forklift Classes

Forklifts come in various sizes and configurations; the industrial truck association classifies industrial trucks into eight (8) categories that suggest the truck’s utility. Lift codes subdivide each class. Table 1 outlines the classifications and lift codes of forklifts.

Table 1 - Forklift Classes and Lift Codes		
Classes	Lift codes	Description
Class I: electric motor rider trucks	1	Counterbalanced rider type, stand up
	4	Three-wheel electric truck, sit down
	5	Counterbalanced rider type, cushion tires, sit down
	6	Counterbalanced rider, pneumatic or either tire type, sit down
Class II: electric motor narrow aisle trucks	1	High lift straddle
	2	Order picker
	3	Reach type outrigger
	4	Side loaders, turret trucks, swing mast, and convertible turret/stock pickers
	6	Low lift pallet and platform (rider)
Class III: electric motor hand trucks	1	Low lift platform
	2	Low lift walkie pallet
	3	Tractors
	4	Low lift walkie/center control
	5	Reach type outrigger
	6	High lift straddle
	7	High lift counterbalanced
	8	Low lift walkie/rider pallet
Class IV: internal combustion engine trucks (cushion tires only)	3	Fork, counterbalanced (cushion tire)
Class V: internal combustion engine trucks (pneumatic tires only)	4	Fork, counterbalanced (pneumatic tire)
Class VI: electric and internal combustion engine tow tractors	1	Sit-down rider
Class VII: rough terrain forklift trucks	1	All rough-terrain lift trucks
Class VIII: personnel and burden carriers	1	All personnel and burden carriers

High-Lift, Order-Picker Trucks

All the following apply to high-lift, order-picker trucks:

- A removable operator platform (device) will directly attach to the lifting means (the forks themselves or unattached boards, planks, etc. are prohibited from serving as a platform)
- The operator platform will be equipped with side guardrails
- When the platform is elevated, the horizontal travel speed of the truck will be automatically reduced to a degree necessary to maintain stability under maximum braking load and turning

When the high-lift truck is equipped with vertical-only or vertical and horizontal controls traveling with the lifting carriage or forks for lifting an employee, employers will assure that the following is provided:

- A platform equipped with a railing or other limiting device, including but not limited to a chain, strap, or tether
- A control device that allows the employee on the platform to shut off power to the truck
- Protection from falling objects, as indicated necessary by the operating conditions

Telehandlers

Telehandlers resemble forklifts but work as a cross between a forklift and a crane. Each operator must be competent to operate the equipment safely, as demonstrated by the successful completion of the training and evaluation specified in regulations.

Stability

The stability of a telehandler is impacted by a range of factors, including, but not limited to the following:

- Condition of the ground
- Vehicle speed
- Load arrangement, attachments
- Tires, wheels
- Operator capability
- Stabilizers and outriggers

Telehandlers should only be used on firm ground where stabilizers (if so equipped) and wheels will not sink. When lifting, telehandlers should be on level ground or be stabilized with a frame-leveling feature.

Longitudinal Load Moment Indicator or Longitudinal Load Moment Control

The Longitudinal Load Moment Indicator (LLMI) senses the load imposed on the back axle and warns the operator when forward stability is approaching its limits, but not lateral stability or stability to the rear. Newer telehandlers may be equipped with a Longitudinal Load Moment Control (LLMC). An LLMC works similarly to a LLMI, but an LLMC will block motion that will further destabilize the handler.

Load Handling

- Handle only stable or safely arranged loads. Exercise caution when handling off-center loads which cannot be centered
- Trucks will not be loaded in excess of their rated capacity.
- If loads are lifted by two or more trucks working in unison, the total weight of the load will not exceed the combined rated lifting capacity of all trucks involved
- Long or high loads that may affect capacity will be adjusted
- Operate telehandlers with attachments as partially loaded when not handling a load
- Place the load engaging means under the load as far as possible; carefully tilt the mast backward to stabilize the load
- Use extreme care when tilting the load forward or backward, particularly when high tiering. Do not tilt load engaging means forward while elevated except to pick up a load. Do not tip an elevated load forward unless the load is in a deposit position over a rack or stack. When stacking or tiering, use only enough backward tilt to stabilize the load

Suspended Loads

Suspended loads may only be moved on a telehandler that is equipped with a specifically designed attachment. When a telehandler is operated with such an attachment, the operator must follow the safety rules for mobile cranes, and appropriate training must be in place.

Elevating Personnel

Where telehandlers are used to elevate personnel, the operation must adhere to the following conditions:

- If the telehandler has a load chart for elevating personnel, the work platform will be loaded and positioned according to the load chart
- If the telehandler does not have a load chart for elevating personnel, the combined weight of the work platform, load, and personnel must not exceed one-third of the rated capacity of the telehandler at the load center
- The telehandler will be placed on firm ground. When used, outriggers or stabilizers must be placed on a solid surface. If necessary, pads or cribbing will be used to provide a firm footing
- Each person on a work platform supported telehandler will use a personal fall restraint system or positioning device system
- A lanyard will be attached to each person's harness or safety belt and to an anchorage provided on the work platform. Each person's lanyard must be attached to an approved anchorage point
- Anchorages must be capable of supporting the greater of 3000 pounds or twice the intended load
- For positioning device systems, anchorage locations and lanyard lengths will be positioned so that workers cannot fall more than two feet from the work platform
- For personal fall restraint systems, anchorage locations and lanyard lengths must be set to allow the movement of employees only as far as the sides of the work platform

When elevating personnel with a telehandler, the operator must maintain the platform at a level position throughout the personnel lifting operation and alert elevated personnel before moving the platform, then move the platform smoothly and with caution. Never travel with personnel on the work platform, except for construction operations when positioning the work platform along a straight line where the path of movement is free from excavations, holes, obstructions and debris.

Industrial Truck Designations and Operating Locations

Workplace hazards may limit the types of forklifts permitted in the workplace. Internal combustion engines and electric motors may ignite explosive atmospheres. Redwood Empire Food Bank will follow all restrictions on trucks in potentially hazardous environments. Cal/OSHA provides guidelines based on National Fire Protection Administration (NFPA) standards to establish the types of safeguards present in trucks used in such environments.

Designations

In addition to classification based on the truck’s configuration, use, and features, forklifts are categorized based on safety features and power sources to indicate which potentially hazardous locations the truck may be used. Table 2 lists the designations of industrial trucks based on their power sources and safeguards.

Table 2 - Designations of Forklifts

Power Source	Class	Safeguards
Diesel	D	Minimum
	DS	exhaust, fuel, and electrical systems
	DY	exhaust, fuel, and electrical systems; no electrical equipment including the ignition; temperature limitation features

Electric	E	Minimum
	ES	electrical system (prevent the emission of hazardous sparks, limit surface temperatures)
	EE	electrical system: electric motors and all other electrical equipment completely enclosed
	EX	electrical system: electric motors and all other electrical equipment wholly enclosed; electrical fittings and equipment designed, constructed, and assembled to be used in certain atmospheres containing flammable vapors or dust
Gasoline	Gasoline	Minimum
	Gasoline	exhaust, fuel, and electrical systems
Liquefied Petroleum Gas	LP	Minimum
	LPS	exhaust, fuel, and electrical systems

Internal Combustion Engines

Forklifts powered by internal combustion engines run on various fuels, including gasoline, diesel fuel, liquid petroleum gas (LPG), and compressed natural gas (CNG). Forklifts with internal combustion engines can be quickly refueled but require regular maintenance checks for leaks of fuel or oil and worn parts to keep systems working correctly. In addition, forklifts powered by internal combustion engines used indoors may increase worker exposure to exhaust and noise. Safeguards to exhaust, fuel, and electrical systems and electrical equipment limitations and temperature limitation features allow internal combustion engine trucks in designated locations.

Electric

Electric-powered forklifts are primarily used indoors in warehouses. Unlike internal combustion forklifts, electric forklifts are quiet and generally non-polluting but present other hazards to address, specifically related to batteries and their charging.

Safeguards to the electrical system, motors, fittings and equipment, and special construction will still be in place to operate such trucks in certain locations.

Locations

Cal/OSHA and NFPA classify environments to define which designations of industrial trucks are appropriate to use with the hazards present.

Other Operating Environment Concerns

Any environment where employees operate forklifts will provide the necessary protection to allow safe use.

Lighting

If lighting is less than two lumens/ft2, the truck will be equipped with directional lighting.

Noxious Gases and Fumes

Trucks with internal combustion engines produce exhaust and fumes hazardous to forklift operators and other employees. Trucks powered by an internal combustion engine require well-ventilated areas. Powered industrial trucks will not be operated in atmospheres containing more than 20 percent of the Lower Explosive Limit of flammable gas or vapor unless approved for the area. Only industrial trucks approved for the exposure may be operated in atmospheres containing hazardous quantities of

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combustible dust and ignitable fibers. Approval and area designation will be based on NFPA 505-1982 with appropriate labeling.

NOTE: Concentrations below 20% of the Lower Explosive Limit may still require mandatory use of air-supplied respiratory protection (see §5144).

Loading Trucks, Trailers, and Railroad Cars

Operators will take the following precautions when loading or unloading from trucks or railroad cars to ensure safety:

- The brakes of highway trucks will be set, and wheel chocks placed under the rear wheels to prevent the trucks from rolling when boarded with forklifts
- Wheel stops or other recognized positive protection will prevent railroad cars from moving during loading or unloading operations (including while dock-boards or bridge plates are in position)
- Provisions will be made to isolate rail cars during switching operations
- Fixed jacks may be necessary to support a semi-trailer and prevent upending during the loading or unloading when the trailer is not coupled to a tractor
- The landing gear of all semi-trailers will be visually inspected immediately before the trailer is uncoupled from the tractor to assure the landing gear is fit to support the imposed load
- Employers will ensure that the flooring of trucks, trailers, and railroad cars is safe, free from breaks and weakness before it is driven onto

Dock-boards and Bridge Plates

A positive means such as, but not limited to, chocks, blocks, or brakes will be used to restrict a vehicle or rail car from moving while a dock-board or bridge plate is in position. Dock-boards and bridge plates will:

- Be strong enough to carry the load driven over them
- Include a carrying capacity that is marked
- Be secured in position by anchoring or devices that will prevent it from slipping
- Include handholds or other means for placement that will protect the employee during handling; where a fork truck is used, fork loops, pockets, or lugs will be provided for safe handling
- Have a slip-resistant surface, such as a tread plate
- Be designed so that the edges have sufficient contact with the dock or loading platform to prevent the board or plate from rocking or sliding out of position
- Have curbs if a forklift uses it to bridge an opening more than 18 inches wide; the height of the curbs will be at least 15% the diameter of the largest tire of the truck but need not exceed three inches

Maintenance and Related Concerns

The policy requires all equipment to remain in good repair and for operators to always use equipment safely. Any power-operated industrial truck not in safe operating condition will be removed from service so that authorized personnel may repair it. In addition, all maintenance, refueling, and battery charging will be performed to ensure the safety of employees.

Pre-Operation Inspection

Industrial trucks will be examined daily or after each shift if used around the clock and before being placed in service. Operators will report any defects immediately after they are found so that an authorized person can service the truck appropriately. An example pre-operation daily checklist is included at the end of this chapter, but one specific to the truck in service should be available from its manufacturer.

Visual Check

Before starting the vehicle, the operator will conduct a pre-operation (or pre-start) inspection to check a variety of items, including but not limited to:

- Fluid levels — oil, water, and hydraulic fluid
- Leaks, cracks, or any other visible defect, including hydraulic hoses and mast chains. Operators should not place their hands inside the mast. Use a stick or other device to check chain tension
- Tire condition and pressure, including cuts and gouges
- State of the forks, including the top clip retaining pin and heel
- Load backrest extension
- Finger guards
- Safety decals and nameplates. Ensure all warning decals and plates are in place and legible.

Check that information on the nameplate matches the model and serial numbers and attachments

- Operator manual and legible nameplate
- Operator compartment. Check for grease and debris
- All safety devices are working correctly, including the seat belt

In addition to this general inspection, operators check forklift-specific (electric or internal combustion, including liquid propane) features.

Operational Check

After completing the pre-operation inspection, operators should conduct an operational review with the engine running. This inspection includes:

- Accelerator linkage, brakes, and lights
- Steering and drive control: forward, reverse
- Hoist and lowering control
- Horn (mandatory, except for motorized hand trucks)
- Back-up alarm (if equipped)
- Inch control (if equipped)
- Attachment control

Reporting

Employees/operators will report to their supervisor immediately:

- All defects, physical or operational, related to forklifts, including unusual noises or vibrations, leaks, broken parts, deficiencies in operation, etc.

NOTE: Any defect must be fully repaired before the forklift is returned to service.

- All accidents or near misses, regardless of whether they were the cause of injury or death. A review of these incidents will take place, and employees will be instructed on safe operating procedures to prevent the same or similar events from happening again

All damage to Redwood Empire Food Bank property or the property of others, including the forklift itself, buildings, trailers, rail cars, equipment, products, or inventory, etc.

Gasoline, Diesel, and Liquid Petroleum Gas

Handling and Storage

LPG is a commonly used fuel for forklifts. It is a safe fuel when handled properly. However, LPG is highly flammable and extremely cold when exposed to the atmosphere. When mishandled, it can cause severe injury or death. Areas to refuel LPG-powered trucks will permit vapors to dissipate and will be away from heat sources. Only authorized personnel will replace LPG containers. LP gas will be used and stored as specified in 8 CCR §4650 Storage, Handling, and Use of Cylinders.

Refueling with gasoline or diesel presents the potential hazard of exposure to explosive fumes. Therefore, Redwood Empire Food Bank will adhere to the provisions in 8 CCR §1930 Flammable and Combustible Liquids for handling and storage of gasoline and diesel fuel.

Refueling

Refueling will be restricted to safe, designated locations that are posted as such, preferably outdoors, and not less than 25 ft. from a source of open flame or spark. In addition, safety fuel cans will be provided where forklifts are refueled with gasoline at any location other than a gas pump area.

Forklift operators will adhere to the following requirements and recommended practices:

- Stop the engine during refueling
- Do not smoke while refueling, and do not check the fuel level with an open flame
- Do not allow the forklift to become low on fuel or run out of power. Sediment or other impurities in the tank drawn into the fuel system can cause difficulties in starting and damage internal components
- Fill the fuel tank at the end of each day
- Do not fill the tank to the top; it may overflow because fuel expands as it is heated
- Follow correct refueling procedures:
    - Park the forklift in the designated refueling area
    - Place the transmission in neutral
    - Lower the forks to the ground
    - Engage the parking brake
    - Shut off the engine
    - Open the filler cap
    - Fill the tank slowly (if spillage occurs, wipe off and wash the area with water)
    - Close the filler cap

Redwood Empire Food Bank ensures that employees are protected from airborne contaminants created in exhaust gases (e.g., carbon monoxide) of fossil fuel forklifts when levels approach permissible exposure limits.

Changing and Charging Batteries

The lead-acid batteries that electric power trucks require frequent charging and infrequent changing. If battery-powered forklifts are used, the safety committee or the safety coordinator will work with the appropriate personnel to develop facility-specific safety procedures based on the manufacturer's recommendations and the following guidelines:

- The operator will position the truck and apply brakes before the battery may be changed or charged
- Appropriate lifting equipment will be used to lift the battery (a conveyor, overhead hoist, or equivalent), ensuring the safe handling and servicing of the battery
- An employee will not place their body under a forklift or its components unless properly arranged blocks support the truck or components or jack stands capable of supporting, in total, a minimum of 1.5 times the weight of the truck or components above the employee
- Authorized personnel should only pour acid into the water when charging batteries, never the other way around
- Care will be taken to ensure that vent caps are functioning. The battery or compartment covers will be opened to dissipate heat
- Metal jewelry should be removed before charging or servicing batteries and keep all other metallic objects from the top of uncovered batteries
- Appropriate personal protective equipment (PPE) should be worn
- Check the water level, do not add water before recharging. Record in the service log
- Check the voltage; if the battery has sealed vents, do not recharge with a current more significant than 25 amperes
- Unplug and turn off the charger before connecting or disconnecting the clamp connections
- Attach the positive clamp (+, usually colored red) to the positive terminal first and then the negative clamp (–, typically colored black) to the negative terminal, keeping the proper polarity
- Turn off the charger if the battery becomes hot or the electrolyte fluid comes out of the vents. Restart charging at a lower charging rate
- Check water level after setting. Add distilled water or de-ionized water if the water level is below the level indicator. Record in the service log
- Return battery to forklift with lifting beam and secure in place after charging
- Check the needle on the hour meter to see if the battery is fully charged

A spreader bar or equivalent will be used with any overhead battery hoist to vertical lift stresses.

When a chain-type or hand hoist is used, the battery will be covered to prevent the cell connectors or terminals from shorting on the chain or other tools and metallic objects.

Under normal operating conditions, forklift batteries remain in service for 2,000 charge/discharge cycles. The battery maintenance program is designed to increase the life of the batteries and help protect employees.

Battery failure could lead to mechanical breakdowns and possible accidents involving forklift operators and/or other personnel. Therefore:

- Do not keep a battery in service merely because it continues to deliver power
- Do not exceed the service hours in the manufacturer's recommendations

- Do not overcharge or undercharge batteries
- Avoid discharging batteries beyond the manufacturer's discharge level as this can result in permanent battery damage and shorten battery life considerably
- Observe and act upon the warning signs of a low battery, including slow starting, dim headlights, and the ammeter indicating discharge at high RPM
- Recycle or properly dispose of batteries. Spent batteries are a hazardous waste unless properly reclaimed at a lead smelter or battery recycler

Appropriate precautions to control the hazards from battery acid include PPE and a detailed safety procedure formulated by the safety committee to respond to an acid splash or spill.

Battery Charging and Changing Areas

Trained and authorized employees will charge and change batteries only in designated areas. Smoking and other ignition sources are forbidden in battery charging areas, including but not limited to open flames, sparks, or electric arcs.

Employers will ensure that their properly equipped battery charging area will have:

- "Warning – No Smoking" signs posted
- Adequate fire protection
- An emergency spill kit with supplies for neutralizing and cleaning up spilled electrolyte
- Adequate PPE for potential splashes from corrosive electrolyte solutions, if present, including eye protection, gloves, and apron
- Suitable facilities for the quick drenching or flushing of the eyes and body (an eyewash station should be able to provide a 15-minute flow, and enormous installations should include a plumbed drench shower) within the work area
- A phone or other means of communication in the event of an emergency
- A dry chemical, CO_2, or aqueous film-forming foam (AFFF) fire extinguisher
- A means to protect charging apparatus from damage from trucks
- Chock blocks, support blocks, or safety/jack stands, for use when there is a hazard from movement or for support when forklifts are elevated by a hoist or chain

Other Maintenance Concerns

The following are requirements of Cal/OSHA regarding the maintenance of forklifts:

- Make repairs to forklifts only in designated locations, away from fire hazards, never in class I, II, or III locations
- Replacement parts for trucks will be equivalent to the original features in terms of safety, and the truck's configuration will not be altered
- Keep open flames away from batteries and fuel tanks and disconnect the battery before making any electrical system repair
- Any alteration, removal, or addition of parts or change in their configuration will be per manufacturer recommendations and should generally not be undertaken
- The truck manufacturer will approve additional counterweighting of forklifts
- Water mufflers will be filled daily or as frequently as is necessary to prevent depletion of the supply of water below 75 percent of the filled capacity

- Vehicles with mufflers having screens or other parts that may become clogged will not be operated while such screens or parts are clogged

Employees will immediately remove from service (and repair) any vehicle if:

- It emits hazardous sparks or flames from the exhaust system
- The service and parking brakes do not perform their intended function
- The fuel system leaks
- A lift cylinder of a load-engaging means allows a downward drift of the load-engaging standards, loaded or unloaded, more than five inches in five minutes
- A tilt cylinder of a mast allows a forward drift of the mast more than two degrees in five (5) minutes with the mast in a vertical position and a capacity load on the fork or load engaging means
- The steering mechanism allows free play of the steering wheel of more than 1/4 turn on trucks capable of speeds up to eight (8) miles per hour and more than 1/8 turn on trucks capable of speeds over eight (8) miles per hour
- A hydraulic system leaks and creates a hazard for employees or equipment in the area
- It exhibits a part for which the temperature exceeds average operating temperature (allow the piece to cool)
- It is found to have any part in need of repair, or if the truck exhibited any defect that would render it unsafe or unfit for efficient and capable use

Employees will keep trucks in a clean condition, free of lint, excess oil, and grease. Employees will use only non-combustible agents to clean trucks.

Industrial trucks approved for gasoline may be converted to liquefied petroleum gas fuel, provided the complete conversion results in a truck that embodies the features specified for LP or LPS designated trucks.

Truck Operations

- Cal/OSHA requires the posting and enforcing of a set of Operating Rules for Industrial Trucks. Do not drive trucks up to anyone standing in front of a bench or other fixed object
- Do not stand or pass under the elevated portion of any truck, whether loaded or empty
- Do not permit unauthorized personnel to ride-on forklifts. Regulations permit passengers only when there is a seat under an overhead guard
- Keep arms and legs away from between the uprights of the mast or outside the running lines of the truck
- Maintain a safe distance from the edge of ramps or platforms while on any elevated dock, or platform, or freight car
- Ensure sufficient headroom under overhead installations, lights, pipes, sprinkler system, etc.
- Keep fire aisles, access to stairways, and fire equipment clear
- Do not use a forklift to tow or push railroad cars unless specifically designed for it. Do not open or close freight car doors with a forklift unless it is equipped with attachments designed for that purpose
- When operating a forklift in a hazardous area, only a truck specifically equipped for those types of operations will be used

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Maneuvering and Traveling

- Observe all traffic regulations, including speed limits, and maintain a safe distance (approximately three (3) truck lengths) from the truck ahead. Always keep the truck under control
- Yield right of way to ambulances, fire trucks, or other vehicles in emergencies
- Do not pass other vehicles traveling in the same direction at intersections, blind spots, or other dangerous locations
- Slow down and sound the horn at cross aisles and other locations where vision is obstructed. If the load obstructs forward view, the driver will travel with the load trailing
- Cross railroad tracks diagonally where possible. Park no closer than 8.5 ft. from the center of railroad tracks
- Look in the direction of, keep a clear view of, and survey the path of travel before moving and stacking to avoid obstacles
- Ascend or descend grades slowly
- When ascending or descending grades more than 10%, drive at a speed no more than two (2) miles per hour
- When ascending or descending grades more than 10%, or if the quality exceeds the back-tilt of the mast, loads will face upgrade
- On grades, tilt back the load-engaging means and safely raise the load to clear the road surface
- Unloaded trucks will be driven, on all grades, with the load-engaging means downgrade, tilted back, and raised only as far as necessary to clear the floor or road surface
- Under all travel conditions, operate the truck at a speed that will permit it to be brought to a stop in a safe manner
- Do not engage in stunt driving or horseplay
- Slow down for wet and slippery floors
- Drive over dock-board or bridge-plates carefully and slowly, maintaining a safe distance from the edges of ramps and platforms, especially on elevated docks
- Approach elevators slowly, entering them squarely only after the elevator car is properly leveled. Once on the elevator, neutralize controls, shut off power, and set brakes. Ensure the weight of the load and truck does not exceed the load capacity of the elevator
- Avoid running over loose objects on the roadway surface
- While negotiating turns, reduce speed to a safe level using turning the hand steering wheel in a smooth, sweeping motion. Except when maneuvering at a deficient speed, turn the hand steering wheel only at a moderate, even rate
- Motorized hand trucks will enter confined areas with load end forward

Load Handling

- All loads will be within the rated capacity of the truck. Never exceed the rated capacity
- Handle only stable or safely arranged loads. Exercise caution when handling off-center loads which cannot be centered
- When lifted beyond a certain height, long or high loads that may affect vehicle load capacity will be handled with care. Divide the load into smaller quantities or use heavier equipment as necessary
- Ensure that operational safety is maintained when carrying larger loads
- When not handling a load, operate trucks with attachments as partially loaded trucks

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- Place the load engaging means under the load as far as possible; carefully tilt the mast backward to stabilize the load
- Use extreme care when tilting the load forward or backward, particularly when high tiering. Do not tilt load-engaging means forward while elevated except to pick up a load. Do not tip an elevated load forward unless the load is in a deposit position over a rack or stack. When stacking or tiering, use only enough backward tilt to stabilize the load

Parking

A forklift operator will adhere to the following procedures when dismounting:

- A forklift is unattended when the operator is 25 ft. or more away from the vehicle in his view or whenever the operator leaves the vehicle, and it is not in his view
- When the operator of an industrial truck is dismounted and within 25 ft. of the truck still in his view, the load engaging means will be fully lowered, controls neutralized (shut off), and the brakes set to prevent movement. The wheels will be blocked if the truck is parked on an incline
- The parking brake will be capable of holding the truck on the maximum grade that the truck can negotiate with a rated load or on a 15% grade, whichever is less

Personal Protective Equipment

Redwood Empire Food Bank provides all necessary PPE to employees operating or working on or around forklifts. All employees are required to use the PPE provided, and Redwood Empire Food Bank will ensure employees are adequately instructed in its use. This may include, but is not limited to:

- Hard hats
- Safety glasses or goggles
- Work gloves
- Any necessary PPE to protect electrolyte solutions

Training

Redwood Empire Food Bank provides employees with adequate forklift training at no cost and during working hours. In addition, training will be conducted on employees' educational level, literacy, and language. As a result, each operator will be competent to safely operate a powered industrial truck.

Trainees may operate a forklift only:

- Under the direct supervision of persons who have the knowledge, training, and experience to train operators and evaluate their competence
- Where such operation does not endanger the trainee or other employees

Training Components

Training for forklift operation will include formal instruction, practical training, and evaluation. Trainers will be competent and demonstrate the knowledge and experience necessary to train and evaluate operators.

The Safety Coordinator will ensure that every employee who works with forklifts will be trained in the following minimum elements:

- Truck-related topics
  - Operating instructions, warnings, and precautions for the types of truck the operator will be authorized to operate
  - Differences between the truck and the automobile
  - Controls and instrumentation: where they are located, what they do, and how they work
  - Engine or motor operation
  - Steering and maneuvering
  - Visibility (including restrictions due to loading)
  - Fork and attachment adaptation, operation, and use limitations
  - Vehicle capacity
  - Vehicle stability
  - Any vehicle inspection and maintenance that the operator will be required to perform
  - Refueling and charging and recharging of batteries
  - Operating limitations
  - Any other operating instructions, warnings, or precautions listed in the operator's manual for the types of vehicles operated
- Workplace-related topics:
  - Surface conditions where the vehicle will be operated
  - Composition of loads to be carried and load stability
  - Load manipulation, stacking, and unstacking
  - Pedestrian traffic in areas where the vehicle will be operated
  - Narrow aisles and other restricted places where the vehicle will be operated
  - Hazardous (classified) locations where the vehicle will be operated
  - Ramps and other sloped surfaces that could affect the vehicle's stability
  - Closed environments and other areas where insufficient ventilation or poor vehicle maintenance could cause a buildup of carbon monoxide or diesel exhaust
  - Other unique or potentially hazardous environmental conditions in the workplace that could affect safe operation

Refresher Training and Evaluation

Operators will be provided refresher training, including an evaluation, to ensure they possess the knowledge and skills needed to operate the powered industrial truck when the operator has safely:

- Been observed to operate the vehicle in an unsafe manner
- Been involved in an accident or near-miss incident
- Received an evaluation that reveals that the operator is not operating the truck safely
- Been assigned to drive a different type of truck

In addition, if any condition(s) in the workplace change(s) in a manner that could affect the safe operation of the truck, this refresher training and evaluation will be provided.

Each operator's performance will be evaluated once every three (3) years.

Training Records

Training records will include the following information:

- The dates of the training sessions
- The contents or a summary of the training sessions
- The names and qualifications of persons conducting the training
- The names and job titles of all persons attending the training sessions
- Employee training records will be maintained for three years from when the training occurred

Attachments

On the following pages, please find the following document(s):

- Performance Evaluation for Forklift Operators
- Forklifts Training Record Sheet

Performance Evaluation for Forklift Operators

Employee: _____ Date: _____ Time: _____

Evaluator: _____ Equipment Type: _____

Shows familiarity with truck controls

Gave proper signals when turning

Slowed down at intersections

Sounded horn at intersections

Obeyed signs

Kept a clear view of direction of travel

Turned comers correctly—was aware of rear-end swing

Yielded to pedestrians

Drove under control and within proper traffic aisles

Approached load properly

Lifted load properly

Maneuvered properly

Traveled with load at proper height

Lowered load smoothly/slowly

Stops smoothly/completely

Load balanced properly

Forks under load all the way

Carried parts/stock in approved containers

Checked bridge-plates/ramps

Did place loads within marked area

Loads stacked evenly and neatly

Did drive backward when required

Did check load weights

Did place forks on the floor when parked, controls neutralized, brake on set, power off

Followed proper instructions for maintenance—checked both at beginning and end

Total Rating: ☐ Excellent ☐ Good ☐ Fair ☐ Poor ☐ Fail

_____

Evaluator's Signature Date

_____

Operator's Signature Date

Daily Inspection Checklist for Forklifts

KEY OFF PROCEDURES

Overhead guard

Hydraulic cylinders

Mast assembly

Lift chains and rollers

Forks

Tires

Gas gauge

Check the engine oil level

Examine the battery

Inspect the hydraulic fluid level

Check the engine coolant level

KEY ON PROCEDURES

Front, tail, and brake lights

Fuel gauge (if diesel)

Windshield wiper

Heater

ENGINE RUNNING PROCEDURES

Gauges

Oil pressure indicator lamp

Ammeter indicator lamp

Ammeter

Hour Meter

Water Temperature Gauge

Standard Equipment

Steering

Brakes

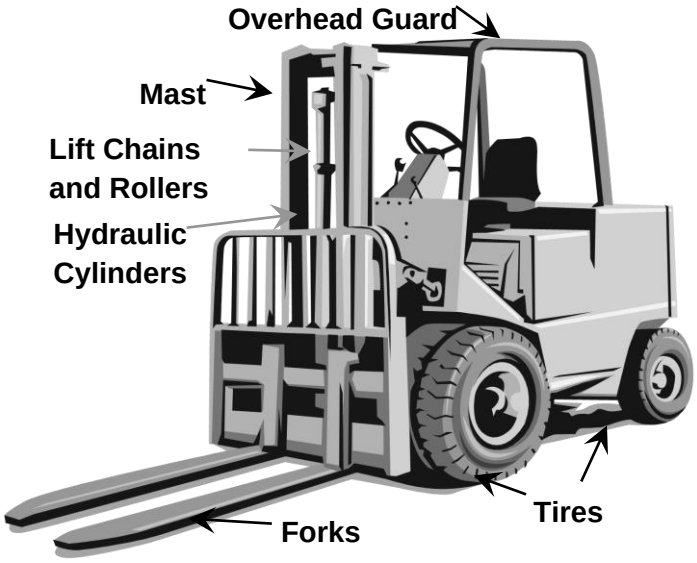
Horn

Safety seat (if equipped)

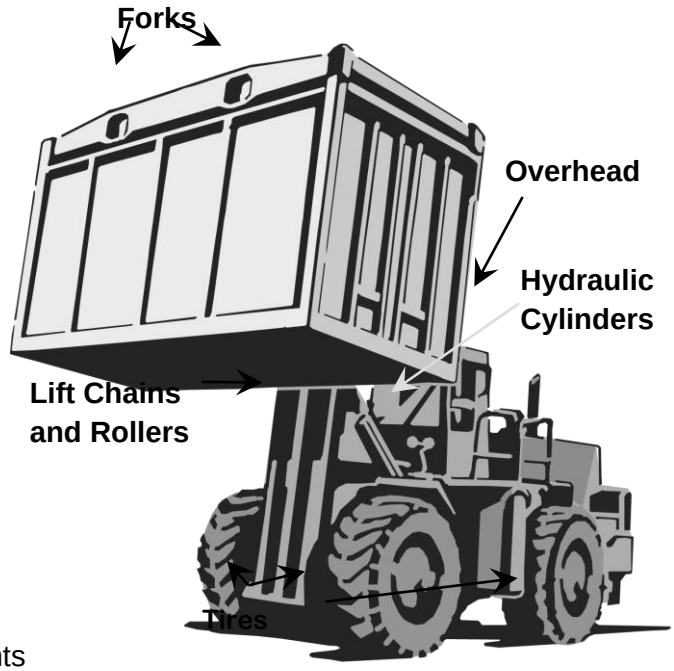
Check the operation of load-handling attachments

Check the transmission fluid level

General-Duty Forklift



Yard Forklift



25. Repetitive Motion Injuries

Policy

Redwood Empire Food Bank has adopted this policy to protect employees from repetitive motion injuries (RMI) in the workplace. Some of the task's employees perform, such as lifting, reaching, and repeating the same movements, can stress/strain our bodies. The goal of ergonomic assessment is to find a stress-less "neutral" position or work posture to reduce or eliminate these stresses. These stressful tasks may damage connective tissues such as cartilage, tendon, and ligament. These usually result from handling materials manually, working in an awkward body posture, making repetitive motions, having some contact stress, or making forceful exertions. This type of injury is also referred to as musculoskeletal disorder (MSD). An MSD is a common workplace injury in all industries.

Redwood Empire Food Bank is committed to providing a safe and healthy workplace for all employees. Therefore, Redwood Empire Food Bank has implemented this RMI Prevention Program to educate all employees on protecting themselves from the hazards of improper lifting practices, repetitive motion injuries, and general body position during work.

References

- 8 California Code of Regulations:
  - §1699—Handheld Tools
  - §5110—Repetitive Motion Injury

Responsibilities

Employer

- Use methodologies to identify each job, process, or operation that may generate an MSD, such as a job hazard analysis, incident investigation, safety walk, or near miss
- Perform an ergonomic assessment on these identified tasks/jobs and identify corrective measures to reduce/eliminate ergonomic stressors
- Provide adequate training on ergonomic hazards and how to prevent them
- Provide manual equipment lifting/moving aids and train employees in the safe operation
- Investigate, determine a root cause, and correct conditions/behaviors for any reported ergonomic injury to avoid reoccurrence

Implement controls to eliminate or minimize the risk factors for MSD. Correct or minimize to the extent feasible any exposures that have caused MSD. Redwood Empire Food Bank will consider engineering controls (e.g., redesigning workstation) and administrative controls (e.g., job rotation) to correct or minimize hazardous ergonomic exposures

Employee

- Perform all work duties in a safe manner
- Follow all directions (supervision, training, and signage) on the prevention of injuries
- Assist in the process of identifying risk as well as seeking prevention solutions

- Inspect loads prior to lifting or moving
- Know how to use mechanical lifting aids properly
- Report any work-related injuries and signs or symptoms of an MSD immediately
- Assist in the development of job hazard analysis and ergonomic assessments.
- Know the safety plan for all work and practice safety engagement on problem-solving

Hazards

Musculoskeletal Disorder

A musculoskeletal disorder is an injury of the muscles, tendons, ligaments, joints, nerves, blood vessels, or related soft tissue, including a sprain, strain, and inflammation that may be caused or aggravated by work.

Signs and Symptoms of MSD

- Swelling
- Redness
- Difficulty moving a particular body part
- Numbness
- Tingling
- Pain

Redwood Empire Food Bank and employees need to recognize the early signs and symptoms of MSDs. If treatment is necessary, it can start right away. You can also take steps in the workplace and outside it to avoid making the condition worse. Signs and symptoms of MSD may appear suddenly (rarely) from a single incident that causes an injury, or they usually appear gradually over a more extended period. Treatment can be necessary to prevent the damage from getting worse. MSD can affect an employee's ability to perform tasks at work. Early signs or symptoms of MSD can progress into conditions that can have long-term effects, such as Cumulative Trauma Disorders (CTD) or Repetitive Motion Injuries (RMI).

Repetitive Motion Injuries

Repetitive motion injuries, also called cumulative trauma disorder, are temporary or permanent injuries to muscles, nerves, ligaments, and tendons caused by performing the same motion repeatedly. RMI includes carpal tunnel syndrome, bursitis, tendonitis, epicondylitis, ganglion cyst, tenosynovitis, trigger finger, etc. The most affected areas are hands, wrists, elbows, and shoulders. Other body areas that can be affected are the neck, back, hips, knees, feet, legs, and ankles. Warning signs and symptoms include pain, tingling, numbness, visible swelling or redness in the affected area, and the loss of flexibility and strength. However, it is essential to note that damage could happen without symptoms.

Carpal tunnel syndrome (CTS) is a progressively disabling and painful condition of the hand/wrist. CTS results from injury to the median nerve in the wrist. Since musculoskeletal strain from repeatedly flexing the wrist or applying arm-wrist-finger force doesn't cause visible injuries, it often takes months or years for employees to detect damage.

Tenosynovitis is the inflammation of the tendons and sheaths. It is often associated with tasks demanding extreme wrist deviation.

A trigger finger is a form of tenosynovitis that results when fingers are flexed against resistance. It can be avoided by designing tool handles for operation by the thumb, by more than one finger, with lower force requirements, or not requiring constant pressure.

With De Quervain's Disease, the tendon sheath of both the thumb's long and short abductor muscles narrows. The disease is common among employees who perform repetitive manual tasks involving radial or inward hand motion and firm grips.

Tennis Elbow is also called epicondylitis; tendonitis is an inflammatory reaction of tissues in the elbow region. In an industrial environment, tennis elbow may follow effort requiring palm-upward hand motion against resistance, such as using a screwdriver or the violent upward extension of the wrist with the palm down. This condition may be avoided by ensuring that the rotation axis of the tool or machine coincides with the rotation axis of the forearm.

White Finger Disease or Raynaud's Syndrome occurs when blood vessels and nerves in the hands constrict from conditions such as vibration. As a result, the hands, fingers, or fingertips may become cold, blue, numb, and lose the fine manipulative ability. Upon recovery, the hands become red, accompanied by a burning sensation. It can be confused with the one-sided numbness of carpal tunnel syndrome.

Risk Factors

A risk factor is something that may cause or contribute to an injury. Two or more risk factors can be present at one time, significantly increasing the risk of injury.

Muscles and tendons can be overloaded when applied a strong force against an object. Holding a lighter object for long periods can also expose a risk of MSD.

Repetition

Repeatedly doing a task that uses the same muscles with little chance for rest or recovery puts employees at a higher risk of injury when other risk factors are also present (such as an awkward posture or heavy force).

Situations that increase the risk of MSD include:

- There is not enough variety in the work task to give muscles a rest or opportunity to recover
- An employee is unaccustomed to the task, for example, when starting a new job or returning from a prolonged absence from work, or when the equipment or workstation has changed

Work Posture

Muscles, tendons, and ligaments work harder and are stressed when you're in an awkward posture. Awkward posture occurs when there is no neutrality, such as any joint of your body bending or twisting excessively outside a comfortable range of motion. If a position is held long enough to feel aches and pains, the muscles have been held in one place for too long. A posture held for a long time is called a static posture.

Various work activities can result in awkward postures:

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- Leaning sideways, such as when reaching into a low drawer to one side
- Bending down to work at a low level
- Working overhead
- Flaring the elbows out to the side
- Bending the wrist when moving objects or keyboarding
- Bending the neck down, such as looking at small components in poor lighting conditions
- Twisting part of the body, such as rotating the neck to view documents while keyboarding for a long time

The effects of awkward posture can be made worse by:

- Lifting a heavy object with arms above the body or using a solid grip with a bent wrist
- Holding a position for a prolonged period (static posture), such as holding a telephone between the head and shoulder

Local Contact Stress

Local contact stress occurs when a hard or sharp object meets the skin. The pressure can injure the nerves and the tissues beneath the skin. Here are some examples of activities that can result in local contact stress:

- Ridges and hard edges on tool handles can dig into the hand
- Edges of work surfaces digging into the forearm or wrist
- Striking objects sharply with the hand, foot, or knee (such as hitting the carpet stretcher with the area above the knee when laying carpet)

The effects of local contact stress can be made worse if:

- The hard object contacts an area without much protective tissue, such as the wrist, palm, or fingers
- Pressure is applied repeatedly or held for a long time (working in kneeling position-contact stress to the patella)

Duration and Magnitude

The amount of risk depends on how long the employee is exposed to the risk factor. Therefore, the person looking at risk factors should consider questions about the duration of each task.

Multiple Risk Factors

The more risk factors in the task, the greater the risk of injury. This example shows how several risk factors might occur at one time.

- Layout and condition of the workplace or workstation, for example, a workstation that is too high or too low, can create awkward working postures
- Characteristics of objects handled, for example, a thing that is slippery or has no handles, may cause awkward postures and require greater force to hold the object in a stable manner
- Environmental conditions of the workplace, for example, cold temperatures or drafts, reduce blood flow to the hands and arms, requiring more grip force

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- Organization of work tasks, for example, an employee performing a variety of different functions throughout the day is likely at less risk of injury than someone who has little variety in their job and is exposed to the same risk factor for a longer time

Safe Practices

Redwood Empire Food Bank will implement a prevention program when an MSD has occurred to more than one employee under all the following conditions:

- MSD predominantly caused by a work-related repetitive job or operation
- Employees incurring the MSD were performing a job process, or operation of identical work activity
- MSD found and diagnosed by a licensed physician
- The employees reported MSD to the employer in the last 12 months

Redwood Empire Food Bank will also implement a program designed to minimize RMI. This program will include a worksite evaluation, control of exposures that have caused RMIs, and training of employees.

Investigation of Injuries

Redwood Empire Food Bank will investigate musculoskeletal injuries caused by improper lifting, and to incorporate the injury findings into its safe work procedures to prevent future injuries.

All injuries will be recorded and reported as required by Occupational Safety and Health Administration (OSHA) or the applicable governing agency.

Periodic Evaluation

Supervisors will periodically evaluate work areas and employees' work techniques to assess the potential for and prevention of injuries.

New operations will be evaluated to engineer out hazards before work processes are implemented.

Work Area Design

Workstations will be easily adjustable and selected to fit specific tasks for employees using them. The workspace will be large enough to allow for the full range of required movements, primarily where knives, saws, hooks, and similar tools are used. The equipment used will be suited to the job and organized so that:

- Forced air exhausts are not directed toward the user
- Workstation adjustment controls are convenient and easy to use
- Equipment with the longest and/or most frequent eye contact lies in the center of the work field
- Equipment used the most is found closest to the worker
- Glare is avoided

Methods for reducing extreme and awkward postures include:

- Adjustable fixtures and rotating tables so that work can be easily manipulated
- Positioning of often used tooling and equipment
- Workstations and bins that can accommodate the heights and reach limitations of a wide range of workers

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- Work platforms that move up and down for certain operations

Hand and Wrist Postures

The wrist position affects the strength of the contracting muscles. Therefore, the tendons have more stress as the joint angle increases or decreases from the neutral position.

Minimizing Manual Materials Handling

Manual materials handling is another type of work that entails lifting, bending, and twisting, which can cause significant damage to the human body if done improperly. Lifting puts stress on two central body systems. One is the musculoskeletal system, and the other is the cardiovascular system. Since the problem associated with the cardiovascular system deals with oxygen consumption or increased heart rate, the focus of most information about lifting has been the musculoskeletal system.

Mechanical Aids

Many mechanical aids are available to help employees during manual materials handling. Hooks, bars, rollers, jacks, platforms, and trestles are examples of simple job aids. In addition, drum handling units are in everyday use and exist as either a trestle or lever. In most cases, the engineer or ergonomist can find off-the-shelf aids readily available to fit the lifting task and to minimize the amount of manual lifting. Other equipment that will minimize, if not eliminate, manual materials handling includes the standard industrial equipment classes of conveyors, hoists, and cranes, industrial vehicles (such as tow-motor or forklift trucks), and positioners. The International Material Management Society (IMMS) defines positioners as equipment used to transfer material from the workplace to materials handling equipment, or vice versa. Positioners include manipulators, dumpers, up-enders, positioning tables, lifts, jacks, and transfer machines.

Office Ergonomics

Work involving the extended use of computer workstations can be repetitious and confining. Traditional ergonomic considerations include chair and desk set up, breaks, light, and temperature. Many MSD come from this type of work; these can become recordable injuries just as commonly as any injury to any other employee on the job site or the factory floor. Redwood Empire Food Bank will ask the employee for a note from their doctor if it is decided they will require any specialized equipment.

When sitting in a chair, place the gluteal area directly into the fold (the space between the seat pan and the chair's back). Starting at the top, when viewing the monitor, the head should be upright, there should be a "soft" 90 degrees chin compared to the chest, with the shoulders square and relaxed. The monitor screen set up should be at arm's length away from the employee. The eyes should be level with the top toolbar or ribbon as it appears on the screen. The monitor, keyboard, and mouse should be centered/square to the employee. The spine should be upright with no slouching; back against the back of the chair; upper arms perpendicular to the floor, forearms parallel with elbows resting naturally on the armrests. The feet should be flat, with lower legs (tibia and fibula) perpendicular to the floor and upper legs (femur) parallel to the floor.

Workstation Accessories

Workstation accessories are available to help supply a comfortable workstation and reduce fatigue.

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Work Chairs

The chair's height should allow placing the feet flat on the floor or a footrest. The largest seat depth should allow contact with the seat back at the lumbar region while allowing clearance behind the knees. The smallest seat width should be 18 inches or the thigh breadth, whichever is greater.

The most common office chairs have multiple adjustments: seat pan tilt, the height of the chair back (lumbar support), height of the seat pan, angle of the seat pan, and others.

If the chair has arms, the distance between the armrests should be at least 18.2 inches. Appropriate chair castors (mounted on a 5-pointed star leg system) will be provided.

Keyboards

The keyboard should allow the hands to rest on the keys with little or no pronation or supination in the wrists (bending). Although a keyboard tray that mounts under the desk may be needed, the keyboard should be stable for normal keystroke functions. Alternative keyboards may be needed to reduce user discomforts, such as split-fixed or split and inclined vertical styles.

Document Holders and Footrests

Document holders and footrests may be provided if needed. Document holders should be adjustable and extensible. Footrests work well with those that are short in stature.

Lighting/Illumination

Sufficient lighting is essential to reduce worker fatigue and allow visual tasks to be performed. The amount of light necessary for practical work depends on the type of work, the quality of employees' vision, and the work environment. The measurement for this lighting is done in foot-candles = one candle source, one foot away, 8 CCR §3317 supplies the illumination required for all types of work, including indoors and outdoors, hallways, offices, tunnels, etc.

A good lighting quality means that all brightness contributes favorably to visual performance, visual comfort, ease of seeing, safety, and aesthetics for the specific task.

The Effect of Glare on the Quality of Light

Glare is a disturbance of the eye's ability to adapt to amounts of light. It occurs when some parts of the field of view are excessively bright with the general brightness level.

There are three major types of glares, absolute, adaptive, and relative.

- Absolute glare exists when luminosity is so high that adaptation is impossible
- Adaptive glare exists when adaptation to a certain amount of light has not been reached
- Relative glare is present when there is too much of a contrast in the visual field

Direct glare can be reduced by:

- Avoiding bright light sources within 60 degrees of the center of the visual field
- Using shields, hoods, and visors to keep the direct light source out of the viewers' eyes
- Using indirect lighting
- Using several low-intensity sources of light rather than one high-intensity source

Specular glare can be reduced by:

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- Using diffused light
- Using a dull matte surface (flat paints, desk blotters) rather than polished surfaces
- Arranging direct light sources so that the viewing angle is not equal to the angle of incidence from the source

Recommended Work/Break Intervals

One break (5–10 minutes) for every hour of keying moderate workloads, with more frequent, short mini breaks or pauses (30–60 seconds) for more intense computer monitor use.

The key to a comfortable and productive office environment is recognizing each worker as an important individual with individual needs. This recognition will increase morale and heighten productivity.

Safe Lifting Techniques

The following points outline good lifting practices, procedures, and safe lifting techniques that employees may learn to minimize the risk of an RMI. The basics of good lifting are:

- Size up the load before lifting. If it's heavy or feels too clumsy, get another individual's mechanical aid or help. Employees will not attempt to lift or move any load over 75 pounds without assistance
- Bend at the knees
- When performing the lift:
    - Place feet close to the object and center yourself over the load
    - Get a good handhold on the object
    - Lift straight up smoothly and let your legs do the work, not your back
    - Avoid overreaching or stretching to pick up or set down a load.
- Do not twist or turn your body once you have made the lift
- Clear the path before you begin carrying the load
- Set the load down properly
- Always push, do not pull the object whenever possible
- Change the lifting situation, if possible

Alternative Materials-Handling Techniques

Alternative materials-handling techniques for carrying or moving loads are to be used whenever possible to minimize lifting and bending requirements. These alternative materials-handling techniques include the use of:

- Hoists
- Powered industrial trucks
- Hand trucks
- Dollies
- Carts
- Pallet jacks
- Mechanical devices or construction equipment

Other engineering controls will be considered where appropriate, such as the use of:

- Conveyors
- Lift tables
- Workstation design

Hand Tool Safety

Selecting Hand Tools

- Single handle tools:
  - Power tasks (i.e., hammers): Select tools that feel comfortable with a handle diameter in the range of 1.25 to two (2) inches. If you need to increase the diameter, add a sleeve to the handle
  - Precision tasks (i.e., screwdriver): Select a tool with a handle diameter of 0.25 inch to 0.5 inch
- Double handled tools (plier type tools):
  - Power tasks (i.e., pliers): Select tools with a grip span of at least two (2) inches when fully closed and no more than 3.5 inches when fully opened. When continued force is needed, use a clamp, grip, or locking pliers
  - Precision tasks (i.e., tweezers): Select a tool with a grip span of one (1) inch and no more than three (3) inches wide open
  - Pinching, gripping, cutting tasks (i.e., sheet metal sheers): Select a tool with handles that are spring-loaded to return the handles to the open position.
- Tools without sharp edges or finger grooves on the handle
- Tools with coated handles with soft materials
- Tools with an angle to allow the worker to keep a straight wrist when force is applied horizontally
- Tools with straight handles to allow workers to keep a straight wrist when force is applied vertically
- Tools that are ambidextrous or designed for a dominant hand
- For tasks requiring high force, select tools with a handle length longer than the widest part of your hand, usually four (4) to six (6) inches. The ends of the handle should extend beyond the pad of the hand
- Tools with non-slip grips

Personal Protective Equipment

Redwood Empire Food Bank will provide, maintain, repair, and replace any PPE required for the tasks assigned to that employee. In addition, Redwood Empire Food Bank will ensure that each employee will receive training on the proper use, inspection, and care of any PPE assigned to them.

Training

Redwood Empire Food Bank will provide training to all employees on RMI as part of the new employee orientation program. The training will address the following topics:

- A description of the RMI Prevention Program
- A description of the exposures associated with RMI and the methods to minimize them
- The symptoms and consequences of injuries caused by repetitive motions in the workplace
- Emphasize the importance of reporting symptoms and injuries as soon as possible
- Safe work procedures, such as adjusting their workstation to fit the job correctly

- Proper use of any mechanical aids
- Appropriate use of any mechanical aids

Attachments

- Ergonomic Assessment
- Office Ergonomics Self-Assessment

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Ergonomic Assessment

Date/Time/Location: _____

Job: _____

Task Description	# of awkward body postures	# of forceful exertions	# of repetitive motions	# of contact stresses	Duration magnitude

Office Ergonomics Self-Assessment

While seated at your workstation, start at your feet, and move up

Bottom up

- Feet flat on floor
- Lower legs (tibia and fibula) perpendicular to floor
- Upper Legs (femur) parallel to floor
- Hips (glutes) positioned into the fold of the chair (where the back and the seat pan meet) when first sitting in chair
- Soft 90 degrees-tibia to floor; femur to tibia; femur to torso

Mid-torso

- Spine upright/back against back of chair
- Upper Arms perpendicular to floor-90 degrees
- Arms in a soft 90 at elbow (upper to lower arms)
- Elbows rest comfortably on arm rests; wrists and hands not resting on a hard surface
- Forearms, wrists, and hands key and mouse straight (not bent up/down/sideways)
- Mouse positioned so that it can be operated without reaching

Shoulders, neck, and head

- Shoulder's square/chin relative to chest in soft 90
- Head/neck/trunk upright and facing forward to Monitor (no twisting)
- Eyes at the top of the monitor (task bar)
- Monitor at arm's length away with hand/fingers extended
- No leaning in to read print on monitor
- Monitor/keyboard/mouse square/centered to user

Composite

- Working posture achieved without stress-relaxed
- Chair adjusted properly-try different settings to achieve a more neutral posture
- Keyboard and Mouse positioned correctly

Behavioral

- Pay attention to posture
- Perform stretches regularly
- Take standing/walking breaks away from workstation

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26. Safe Return to Work

Policy

Redwood Empire Food Bank has adopted this Safe Return to Work Program for employees who have suffered work-related injuries or illnesses.

This program will provide workers, who in addition to being injured on the job, are assigned modified work responsibilities until they are able to return to regular duties. Modified work assignments are designed to reintegrate employees back into the workforce, in a modified capacity, when they are unable to return to their regular duties as quickly as medically possible and within the treatment provider's work restrictions.

References

- 8 California Code of Regulations:
  - §14300.5—Determination of Work-Relatedness
  - §15400.2—Maintenance of Records

Responsibilities

The Safety Coordinator is responsible for making available a temporary, "alternative" duty assignment for injured employees who are temporarily, partially disabled and have been released back to work with restrictions by their treating physician.

Employer

- Maintain a list of available jobs for employees working under specific restrictions on modified duty.
- Prioritize assigning modified duties that allow the worker to maintain a connection with their pre-injury job.
- Ensure the modified duties are consistent with the health care provider's medical restrictions.

Employee

- Abide by all procedures and requirements of this program.
- Notify Redwood Empire Food Bank of any health condition changes or the ability and willingness to meet the requirements of the program.
- Ensure the modified work continues to adhere to medical restrictions.

Safe Practices

Determination of Work Relatedness

An injury or illness is work-related if an event or exposure in the work environment either caused or contributed to the resulting condition or significantly aggravated a pre-existing injury or illness. Redwood Empire Food Bank presumes that injuries and illnesses result from events or exposures occurring in the work environment unless there is an exception that exists where an injury or illness may occur in the work environment but is not considered work related.

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According to 8 CCR 14300.5, the work environment is "the establishment and other locations where one or more employees are working or are present as a condition of their employment." This includes "not only physical locations, but also the equipment or materials used by the employee during the course of his or her work."

There are situations where an injury or illness occurs in the work environment and is not considered work-related and, therefore, not recordable. These can include situations where:

- At the time of the injury or illness, the employee was present in the work environment as a member of the general public rather than as an employee.
- The injury or illness involves signs or symptoms that surface at work but result solely from a non-work-related event or exposure that occurred outside the work environment.
- The injury or illness results solely from voluntary participation in a wellness program or in a medical, fitness, or recreational activity such as blood donation, physical examination, flu shot, exercise class, racquetball, or baseball.
- The injury or illness is solely the result of an employee eating, drinking, or preparing food or drink for personal consumption (whether bought on the employer's premises or brought in). However, if the employee is made ill by ingesting food contaminated by workplace contaminants (such as lead) or gets food poisoning from food supplied by the employer, the case would be considered work-related.
- The injury or illness is solely the result of an employee doing personal tasks (unrelated to their employment) at the workplace, done outside of the employee's assigned working hours.
- The injury or illness is solely the result of personal grooming, self-medication for a non-work-related condition, or is intentionally self-inflicted.
- The injury or illness is caused by a motor vehicle accident and occurs on a company parking lot or company access road while the employee is commuting to or from work.
- The illness is the common cold or flu

NOTE: Contagious diseases such as tuberculosis, brucellosis, hepatitis A, or plague are considered work-related if the employee is infected at work.

- The illness is a mental illness. Mental illness will not be considered work-related unless the employee voluntarily provides the employer with an opinion from a physician or other licensed health care professional with appropriate training and experience (psychiatrist, psychologist, psychiatric nurse practitioner, etc.) stating that the employee has a mental illness that is work-related.

Pre-existing Conditions

Managing a case where work-relatedness is not obvious requires the employee's work duties and environment to be evaluated to determine if one or more events or exposures in the work environment either caused or contributed to the resulting condition or significantly aggravated a pre-existing condition.

A pre-existing injury or illness will be considered significantly aggravated when an event or exposure in the work environment results in any of the following:

- Death, provided that the pre-existing injury or illness would likely not have resulted in death without the occupational event or exposure

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- Loss of consciousness, provided that the pre-existing injury or illness would likely not have resulted in loss of consciousness without the occupational event or exposure
- One or more days away from work, or days of restricted work, or days of job transfer that otherwise would not have occurred without the occupational event or exposure
- Medical treatment in a case where no medical treatment was needed for the injury or illness before the workplace event or exposure, or a change in medical treatment was necessitated by the workplace event or exposure

Injuries and illnesses are pre-existing conditions if they resulted solely from a non-work-related event or exposure that occurred outside the work environment.

Travel

Injuries and illnesses that occur while an employee is on travel status are work-related if, at the time of the injury or illness:

- The employee was engaged in work activities “in the interest of the employer”
- The employee was traveling to and from customer contacts
- The employee was conducting job tasks
- Entertaining or being entertained to transact, discuss, or promote business (work-related entertainment includes only entertainment activities being engaged in at the direction of the employer)

Injuries or illnesses that occur when the employee is on travel status do not have to be recorded if they meet one of the following exceptions:

- When a traveling employee checks into a hotel, motel, or other temporary residence, he or she establishes a "home away from home. Redwood Empire Food Bank will evaluate the employee's activities after he or she checks into the hotel, motel, or other temporary residence for their work-relatedness in the same manner as it evaluates the activities of a non-traveling employee. When the employee checks into the temporary residence, he or she is considered to have left the work environment. When the employee begins work each day, he or she re-enters the work environment. If the employee has established a "home away from home" and is reporting to a fixed worksite each day, Redwood Empire Food Bank will not consider injuries or illnesses work-related if they occur while the employee is commuting between the temporary residence and the job location.
- Injuries or illnesses are not considered work-related if they occur while the employee is on a personal detour from a reasonably direct route of travel (e.g., has taken a side trip for personal reasons).

Work-from-Home

Injuries and illnesses that occur while an employee is working at home, including work in a home office, will be considered work-related if the injury or illness occurs while the employee is performing work for pay or compensation in the home, and the injury or illness is directly related to the performance of work rather than to the general home environment or setting. For example:

- An employee drops a box of work documents and injures his or her foot, the case is considered work-related

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- An employee's fingernail is punctured by a needle from a sewing machine used to perform garment work at home; it becomes infected and requires medical treatment; the injury is considered work-related
- An employee is injured because he or she trips on the family dog while rushing to answer a work phone call; the case is not considered work-related
- An employee working at home is electrocuted because of faulty home wiring; the injury is not considered work-related

Modified Work Program

When a worker is cleared to return to work, they will be assigned work from a list of available jobs that match the physician's work restrictions. The supervisors will be given a copy of the same job assignment to ensure the modified work meets the physician's orders. Modified work assignments at Redwood Empire Food Bank will adhere to the following principles:

- Productive: The work provided must contribute to Redwood Empire Food Bank's success
- Safe: Any modified work assignment must not aggravate or threaten to reinjure the employee or present additional hazard to any coworker
- Reintegrating: Modified work must help the employee in a transition back to pre-injury employment, as far as possible, and will respond to changes in the functional abilities of the worker as determined by the physician

Sometimes, Redwood Empire Food Bank cannot provide an alternative duty assignment due to a lack of work. Also, potential dangers to the injured worker's health, safety, and welfare or harm to coworkers could compromise the modified work program's success. If this occurs, it will be the responsibility of the employing department to provide alternative duty assignments.

Redwood Empire Food Bank will make all appropriate accommodation to support an employee returning to modified duty work. These accommodations may include:

- Shortened hours
- More frequent breaks
- Assistance from coworkers for specific tasks and sharing work responsibilities
- Workplace modifications and devices to assist in work
- Temporary assignment changes and special project work

Employees who are offered temporary alternative duty assignments are expected to report for duty and to fulfill their alternative duty assignment during the time they are temporarily disabled, in the same manner they would have executed their regular position.

Until the employee is released by the treating physician; the injured employee reaches maximum medical improvement; or permanent restrictions are assigned, temporary alternative duty will continue until medically cleared for return to work.

As restrictions or limitations change during the recovery process, the supervisor will continue to modify the work environment to accommodate the employee. During this alternative duty assignment, the employee will continue to receive their normal rate of pay for the hours worked.

Once an employee has reached maximum medical improvement, they are responsible for reporting this threshold to their supervisor. Upon reaching maximum medical improvement, the employee's

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medical condition must be assessed again to determine permanent medical restrictions and their ability to perform the duties of the position to which they were hired. If the injured employee cannot return to their regular position, the Human Resources Department must find alternative employment available within Redwood Empire Food Bank.

Injury Response Procedure

The following procedures will be used whenever there is a workplace incident resulting in an employee injury or illness:

- Make sure the injured worker obtains appropriate first aid/medical treatment
- If injury requires further attention, the onsite supervisor will make certain the injured worker is transported (e.g., via ambulance) to the local medical center. The site supervisor will follow the medical transport vehicle to clinic. The supervisor will stay and advocate on behalf of the employee with assistance from the Safety Coordinator until the employee is released or Redwood Empire Food Bank representative responsible directs otherwise
- The on-site supervisor will report the incident to the Safety Coordinator as soon as possible. If Federal or State OSHA regulations require immediate incident reporting (for example fatalities), the Safety Coordinator or corporate safety manager will make that call
- The safety coordinator must report the incident to the corporate safety manager immediately (if applicable)
- The supervisor will ensure that Redwood Empire Food Bank ’s modified work information package (MWIP) is taken to the medical center
- The Safety Coordinator will ensure that the attending physician understands the requirements of Redwood Empire Food Bank ’s modified return-to-work program for acceptance
- The supervisor will complete the information package and have the attending physician fill out a modified work plan. The modified work plan will be dependent on the severity of the injuries and the recommendation of the attending physician
- The Safety Coordinator will investigate the incident, complete the incident form, the employer's workers’ compensation report, and notify the Workers Compensation Board (WCB) as required
- All reports will be delivered to the corporate safety manager (CSM) as soon as possible (if applicable)

Modified Work Procedures

Provide Information Package

When an injury occurs that requires medical treatment, the on-site supervisor will accompany an injured employee, taking with them an information package. The on-site supervisor and injured employee will work with the physician to complete the package. The completed package should be sent immediately to the Safety Coordinator. The Safety Coordinator will now become the case coordinator working closely with the supervisor until the case is closed.

Create a File

The Safety Coordinator will create a workers’-compensation-board (WCB) file that will include all documents related to the claim and identify the WCB case manager. This file will be kept separate from personnel files. The Safety Coordinator will review the documents from the information package and will develop a return-to-work plan.

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The Safety Coordinator will maintain contact with the WCB Case Manager, at least every two (2) weeks to obtain and document the condition of the injured employee; what the treatment or rehabilitation plan is, the date of return-to-work and identify any work restrictions. The amount and type of benefits provided to the injured employee should also be discussed.

Employee Communication

Redwood Empire Food Bank is committed to ensuring that all injury claims are effectively managed to promote an early and safe return-to-work. Communications will be maintained regularly with the injured employee, their families, health care providers, and WCB. Physical Demands Analysis (PDA) and job descriptions are required for modified work positions within Redwood Empire Food Bank .

If the employee is unable to return-to-work, the Safety Coordinator will contact the employee, at least once a week, to obtain and record information about the general condition of the employee, the nature of the treatment, what doctor they are seeing, and the date of all appointments.

The following procedures will be used to facilitate and track communication between Redwood Empire Food Bank , the local health care provider, and employees.

- If the worker remains unable to return to work, even on a temporary basis, he or she must call in at least weekly to report medical status, and update contact information as appropriate
- If there is any change to medical condition, the worker must inform the worker's compensation coordinator accordingly
- As recovery continues, the worker and/or supervisor will notify appropriate management about changes regarding the transitional work assignment. Changes must only be made with a mutual understanding between the employer, the worker, the physician, and the insurance carrier. Under no circumstances may a worker perform work that is outside of the functional abilities established by the attending physician
- If the employee faces restrictions that result in his or her permanent inability to perform the essential functions of his or her job, the Americans with Disabilities Act (ADA) and applicable laws will be applied to determine suitability for employment

Determine Fitness to Return-to-Work

Prior to any return-to-work, whether to regular job duties or to modified work, the safety coordinator will obtain medical clearance from the treating physician.

Make Offer of Modified Work

Redwood Empire Food Bank will present a written offer of modified work to the employee. This offer will state the following information (See Modified Work Offer Form):

- Specific job duties to be performed
- Pay rate: This will be the same rate paid when the accident occurred
- Hours of employment
- Length of placement: This will be stated and made clear to the employee
- The offer will be signed by the employee and the supervisor, and forwarded to the WCB immediately

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Complete Performance Limits Agreement (Forms Section)

Employees must agree to perform duties within documented limits and follow physician orders.

Refusal of Offer

Any refusal by an employee to participate in the modified work program will be managed immediately. The Safety Coordinator will interview the employee, record the reasons for not participating, and inform the WC Case Manager immediately.

Monitor Return-to-Work

When an employee returns to work, whether on regular or on modified duties, the supervisor and the Case Coordinator will monitor the progress of the employee and address any concerns. The Safety Coordinator is to follow up daily during the first week when the employee returns to work. This follow-up period can be increased depending on the extent of the injury and projected recovery date. The Safety Coordinator shall keep notes relating to contact made with the employee during this time. Employees on modified work must follow all physician restrictions and or guidelines.

Return to Regular Duties

- When medical clearance for return to regular duties is received, Redwood Empire Food Bank will inform the WCB. The Safety Coordinator will continue to monitor the employees' return to regular duties.

Recordkeeping

- Redwood Empire Food Bank will maintain all written records: incident details; incident investigation records; injured employee communications on modified work; and where applicable, workers compensation and medical records
- Redwood Empire Food Bank will keep all forms and medical records of injured employees confidential in a locked file and only provide records when necessary
- The State of California requires that all Claim files be kept for five (5) years from the date of injury or from the date on which the last provision of compensation benefits occurred- whichever is later. As defined in Labor Code Section 3207)

Training

Training This policy will be given to new employees as part of orientation and will be available to all employees upon request.

Redwood Empire Food Bank will provide this policy, the applicable forms, and a contact log of local health care providers before work begins and use them with the employee and physician to record the return-to-work process.

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27. Substance Abuse Prevention

Policy

Redwood Empire Food Bank has established this policy to ensure the safety and health of employees by providing a workplace free of drug and alcohol abuse.

In accordance with Government Code §19572 and Governor's Executive Order D-58-86, Redwood Empire Food Bank prohibits the possession, sale, or use of illegal or unauthorized drugs or other illegal mind-altering substances. Additionally, Redwood Empire Food Bank does not tolerate the use of alcohol or legally prescribed medications to any extent that impedes the employee's ability to perform their duties safely.

References

- Title 2 California Code of Regulations—Article 29 Substance Abuse

Responsibilities

Employer

- Have a consistently enforced written policy that explains what is prohibited, and the consequences of violating the policy
- Provide an awareness training program to educate employees about alcohol and drug abuse and addiction
- Offer an employee assistance program (EAP) to provide substance abuse help, which may include counseling and other support or treatment programs
- Identify the employees covered by the policy
- Define the types and methods of testing to be performed

Employee

- Read and agree in writing to the policy as a condition of employment
- Comply with all aspects of the policy regarding testing and follow-up actions
- Attend all Company provided training
- Report all observed or suspected occurrences of substance abuse to Redwood Empire Food Bank immediately

Safe Practices (Procedures)

Redwood Empire Food Bank prohibits any employee from manufacturing, cultivating, distributing, dispensing, possessing, or using illegal drugs or other unauthorized, mind-altering, or intoxicating substances, including alcohol, while on company property or while engaging in work-related activities away from the workplace.

Sensitive Positions

Redwood Empire Food Bank considers sensitive positions as defined by Penal Code Chapter §4.5 830.2(d) and §830.5 and other positions where impairment from drugs or alcohol affects an

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employee's performance that would endanger the health and safety of others; these positions have the following general characteristics:

- Duties that involve a greater than average level of trust, responsibility for, or an impact on the safety and health of others
- Where errors in judgment, inattentiveness, or any diminished coordination, agility, or composure while performing their duties may result in a mistake that would endanger the health and safety of others
- Where the employee works with such independence or performs tasks that it is safely assumed that no other person would be able to prevent injury
- Redwood Empire Food Bank will identify filled positions as sensitive through the following process:
- Supervisors will identify any positions within their department that meet the requirements of a sensitive position
- Affected employees and their union representatives will be notified that the employee's position has been determined sensitive and will have 30 days to respond
- The Division will issue a final notice that will include a description of the provisions of this policy
    - Procedures and practices of any affected position will remain up to 60 days after the final notice is issued

Vacant positions will be identified as sensitive through the same procedure as filled positions except without notifying the employee.

Reasonable Suspicion

Employees may be required to submit to a drug and alcohol screening whenever there is reasonable suspicion that an employee has violated this policy. For example, reasonable doubt may occur through supervisory observation, employee performance issues, attendance, behavior, or when involved in a work-related accident.

A designated person other than the suspected employee's immediate supervisor will consider the facts and evidence of the case to constitute a finding of reasonable suspicion. If the suspicion is confirmed, the designee will document it in writing and provide the affected employee with a copy.

Testing Process and Standards

Redwood Empire Food Bank ensures that the drug testing process is scientifically proven accurate and valid as urinalysis using an immunoassay screening test. Positive results will be confirmed utilizing gas chromatography and mass spectrometry before being considered positive.

The testing process for alcohol will be scientifically proven to be as accurate and valid as urinalysis using an enzymatic assay screening test. Positive results will be confirmed utilizing gas chromatography before being considered positive. Redwood Empire Food Bank may also have a breath sample collected using breath alcohol analyzing instruments that meet the state Department of Public Health standards specified in the 17 CCR §1221.2 and §1221.3.

Redwood Empire Food Bank will test for the following substances:

- Amphetamines and methamphetamines
- Cocaine

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- Marijuana/cannabinoids (THC)
- Opiates (narcotics)
- Phencyclidine (PCP)
- Barbiturates
- Benzodiazepines
- Methaqualone
- Alcohol

NOTE: Other approved substances may be tested for if those substances are reasonably suspected of being used.

Redwood Empire Food Bank will use a similar chain of custody procedure as SAMHSA (Substance Abuse and Mental Health Services Administration) and document the date and purpose each time a sample is handled or transferred and the identity of every individual in the chain of custody.

Redwood Empire Food Bank will use a computer-based random number generator matched with an employee's social security number, payroll identification, or other comparable identifying numbers for random substance testing. In addition, the Company will randomly select and test no more than 35% of managers, supervisors, and exempt employees who are subject to random testing annually.

Redwood Empire Food Bank will utilize a SAMHSA certified commercial laboratory to conduct drug testing and will ensure that the following cutoff levels are used:

- Alcohol: 49 CFR Part 382
- All other substances: 59 FR 29916 (June 1994) and 62 FR 51118 (Sept. 1997)

Employee Rights

Redwood Empire Food Bank will notify employees subject to a random test at least 30 days before implementing the testing program to be subject to random substance testing. In addition, the notice will include information explaining the substance abuse testing procedures to be followed. During the collection process, employees will be provided an opportunity to disclose factors other than illegal drug use, such as taking legally prescribed medication that could cause a positive test result. The employee may submit this information in a sealed envelope to be opened only by the MRO (Medical Review Officer), but only if positive.

Employees suspected of violating this policy will be entitled to representation during interviews, including discussions with the medical review officer (MRO) regarding that incident. In addition, Redwood Empire Food Bank will provide the affected employee with all related documentation of the testing process and a full copy of any test results.

Confirmed positive samples may be retested at the employee's request and expense by the same laboratory or another of the employee's choice, up to one (1) year after the test.

Employee Assistance

Redwood Empire Food Bank may provide unpaid leave to employees who abuse alcohol or drugs; employees will also have the option to use any accrued or unused sick leave so that they can enroll in a qualified treatment program. Employees who fail to enter, remain, or have completely qualified treatment may result in disciplinary action, up to and including termination.

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Participation in a qualified treatment does not relieve an employee of the obligation to satisfy any standards regarding employee performance. Additionally, it will not prevent any disciplinary actions Redwood Empire Food Bank deems appropriate. Employees may be required to be evaluated by a company-selected physician before being allowed to return to work.

Medical Review Officer

Redwood Empire Food Bank will designate one or more MRO licensed physicians and meet federal requirements described in 59 FR 29908 §1.2. Upon receiving testing results, the MRO will:

- Determine if the appropriate procedures have been followed
- Interview employees whose results are positive to determine if factors other than illegal substance use may be the cause of the result
- Consider any assertions of irregularities in the sample collection and testing process
- Provide the appropriate supervisor and the affected employee with a written explanation of the test results

Recordkeeping

Redwood Empire Food Bank will maintain records of all affected employees' testing results and be considered confidential. These records will only be released to the employee who was tested or their designated representative, the designated MRO, and individuals who need the documents or information to:

- Appropriately supervise or assign the employee
- Determine, or assist in determining what action should be taken in response to test results
- Respond to appeals or litigation arising from the drug test or related actions

Training records will be documented and maintained for at least three (3) years and made available to employees. Documentation will include the date and time, attendee signatures, and any applicable information on the instructors for each training program held.

Training

Redwood Empire Food Bank will provide all new hires and affected employees with appropriate training that will include the following elements:

- Redwood Empire Food Bank safe work practices and procedures
- Signs and symptoms of drug or alcohol abuse
- Sensitive positions
- Reasonable Suspicion
- Testing procedures and standards
- Employee rights
- Employee assistance
- Recordkeeping and confidentiality
- Redwood Empire Food Bank requires that supervisors who operate vehicles that require a commercial driver's license, take 60 minutes of training on the symptoms of substance abuse and another 60 minutes on the symptoms of alcohol abuse.

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28. Waste Management

Policy

This chapter provides guidance and safe practices to be used when performing waste management work- specifically incudes garbage truck operations.

The Company has established this policy to protect our employees from the hazards associated with waste management work.

References

- 8 California Code of Regulations:
  - Group 15 Article 106; §5110–Repetitive Motion Injuries
  - Group 3 Article 14-§ 475–Vehicle Safety
  - Group 8 Points of Operation & Other Hazardous Parts of Machinery Article 60-§4344–Refuse and Trash Collection Equipment
  - Group 8 Points of Operation & Other Hazardous Parts of Machinery Article 61-Compaction Equipment-§4354–Mobile Compaction Equipment
- California Air Resources Board-Solid Waste Collection Vehicle Regulation
- §40 CFR 261.21-24 EPA-Hazardous Waste

Responsibilities

Employer Responsibilities

- Inform employees of any potentially hazardous wastes on the job
- Train all employees on the proper disposal procedures for hazardous and non-hazardous wastes
- Train employees on the safe practices of waste management work
- Ensure that only authorized personnel operate equipment and vehicles
- Maintain all vehicles and equipment in good condition
- Provide employees with all necessary PPE (Personal Protective Equipment)

Employee Responsibilities

All employees will:

- Follow Company policies regarding hazardous and non-hazardous waste disposal
- Immediately report any spills, unsafe conditions, or acts
- Follow all waste management safe practices
- Use and maintain all required PPE

Hazards

Physical Injuries

The risk of musculoskeletal injuries exists for waste management workers due to the physical nature of the work. Repetitive motions and stress from awkward body positions as well as lifting contribute to the hazards. Struck-by injuries from moving equipment and vehicles.

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Fires

Waste management personnel should not attempt to control a fire burning inside of a dumpster due to the unknown and varied degrees and types of waste located within. Attempting to control a fire of unknown origin with a standard fire extinguisher may exacerbate the situation.

In the event of a dumpster fire, contact the local fire department immediately.

Exposure to Hazardous and non-hazardous wastes

This may include inhalation and eye and/or skin contact and absorption hazards. Four hazards associated with hazardous waste are ignitability, corrosivity, reactivity or toxicity. These are characteristics that operators must be protected from.

Driving Hazards

This accounts for the large majority of injuries on the job. Navigating traffic, driving a large truck and operating a mechanized system on the truck can be hazardous to the operator and others. Observe all posted signs, maintain a safe speed, and watch out for other drivers.

Crushing Hazards

These are largely associated with refuse collection trucks with rear compaction.

Safe Practices

Refuse and Trash Collection Equipment

Mobile Refuse and trash collection equipment safety:

Mobile collection equipment which compacts garbage must meet one of the following requirements: All refuse collection trucks will be equipped with a back-up warning device or other method. This applies to every automotive truck that is ½ ton are greater. The device must be automatic once in reverse and be heard for a distance of 200 feet from the truck. Or an automatic braking device will apply the service brake immediately at contact with any obstruction to the rear. If neither of these can be met, then administrative controls must be used:

- A signaler (spotter/flagger)
- A procedure whereby the operator must dismount and walk around the vehicle to ensure clearance prior to backing up
- Prohibit all foot traffic in work area
- A manually operated warning device
- All operations will be controlled to ensure vehicle operators know the presence of workers on foot

Safety Requirements for Equipment

- The surfaces and edges of steps will be slip-resistant and self-cleaning
- Grab handles will be provided in conjunction with riding steps and be located to provide employees with a safe and comfortable riding position
- The maximum height of the loading sill on curb service manual side-loading collection equipment will be 42 inches above the standing/loading surface

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- Automatic visual or audible warning devices will be installed in the cab to indicate when any part of container-lifting mechanism, hopper covers, body, or tailgate is not in the safe position for travel, or other effective means to be provided to prevent the vehicle from travelling when it is not in travel mode
- Any locking mechanism on unloading doors must be designed to limit their sudden opening upon being unlatched to protect employees from being struck by the doors
- For side-hinged tailgate door(s), devices must be provided to secure the tailgate in the open position to prevent it from swinging freely when refuse is being unloaded
- Adequate illumination at the loading/unloading location is required

Mobile Compaction Equipment and Operational Safety

On rear- and side-loaders, point-of-operation protection will be provided during the packing cycle by one of the following means:

- Deadman control from the initiation of the packing cycle until the packer panel clears all pinch points
- A movable guard that is interlocked with the packing cycle so that it is in place before the packer panel is within 6 inches of all pinch points, and in itself does not create a shearing or crushing hazard
- A control that provides an interrupted cycle. Actuation of the control will cause the packer panel to stop not less than 6 inches or more than 16 inches from pinch points created by the movement of the packer panel. The control will require reactivation to complete the cycle by a subsequent motion by the operator
- Other means, at least as effective as those given in (1) through (3), that will effectively protect an employee from pinch points

On front loaders, all controls for operating any part of the container-lifting mechanism will be deadman controls. Each control will be conspicuously labeled as to its function. The operating controls will be designed to prevent unintentional activation. A way to stop the packer panel, ejector panel or lifting device at any point of travel will be provided.

Access covers/doors will be secured by lockable or latchable devices.

On a collection vehicle equipped with an automatic transmission, a neutral-position interlock will be provided if a throttle is automatically advanced far enough to put the vehicle in motion when the packing cycle is actuated. Collection vehicles equipped with a secondary drive position will be operated as follows:

- The speed of the vehicle will be limited to 20 mph (32 kph) when operated from the stand-up position
- Mirrors will be adjusted to provide adequate visibility from the operator's driving position
- Seatbelts will be worn at all times while the vehicle is in transit
- Occupant restraint(s), such as a door(s), locking or latching bars, safety chain(s), or strap(s) will be installed across any truck cab opening and in use while driving at the secondary position
- Only qualified operators will be permitted to drive in the secondary position

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On vehicles equipped with a work brake, the work brake feature will not be used as the primary means of stopping the vehicle. A safety sign will be placed within the operator(s) view, such as: “DO NOT USE WORK BRAKE INSTEAD OF SERVICE BRAKE TO STOP VEHICLE.”

Pre-Trip Inspection

Before operating a waste management vehicle, the driver must complete a thorough inspection to ensure all elements of the vehicle are in safe working condition. It is important for drivers to be familiar with the operator manual as makes, models, and accessories may vary from one vehicle to the next. Pre-trip inspection with a “walk around” of the vehicle includes the following (assuming a company truck repair shop does not check certain items):

- Checking important fluids, such as hydraulic, engine oil, transmission, and power steering fluids
- Checking brake and headlights, running lights, and any other equipped lighting accessories
- Checking tires for appropriate pressure
- Inspecting all windows and mirrors for good visibility
- Clearing the cab of debris that could inhibit safe vehicle operation
- Cleaning entry steps from slick or slippery substances such as oils or grease that could present a falling hazard
- Inspecting any installed safety devices for operational integrity
- Being vigilant of unusual smells or sounds while the engine is running and reporting them to a supervisor for closer inspection
- Ensuring a first aid kit and fire extinguisher are on hand and accessible within the cab

Employees will not attempt to operate a waste management vehicle that is defective or in need of repairs, or one with safety devices which have been disabled or removed.

Driving a Waste Management Vehicle

This Company requires all drivers to practice safe driving procedures and follow state and local driving regulations.

It is important to observe vehicle weight limits and understand that the greater weight than that of a standard passenger vehicle requires longer stopping times and following distances. Drivers will use sound judgment when traveling during inclement weather and brake earlier and adjust following distances, as necessary.

The size and weight of the vehicle will also affect stability during sharp turns and corners. Drivers must reduce speeds before making turns and allow for safe clearance during a turn, which requires a wider breadth.

Drivers will use all communication and safety devices as required by law, such as headlights during evening hours and turn signals.

A larger blind spot requires that drivers exercise additional caution while changing lanes, utilizing blind spot mirrors to ensure safe transitions.

Carried loads must be properly secured during transportation. Drivers will not carry loads that may become dislodged in transit, including smaller debris that could fly out and create a hazard for other motorists.

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No unauthorized persons are permitted to ride in the cab of the vehicle, or any number of persons greater than the number of available seatbelts. The driver must also ensure that no person rides on any part of the vehicle unless it is explicitly designed for passengers.

For vehicles equipped with riding steps, no one may ride on the steps while the vehicle is in reverse or backing up, when the vehicle is moving at speeds greater than 10 miles per hour, or when the distance travelled will be more than .2 miles.

Truck will have:

- Spill Cleanup Materials (where necessary)
- Fire Extinguisher
- First Aid Kit

Route Planning

Proper route planning is an important element of the Company's dedication to safety for both its employees and the public. Drivers will use "defensive routing" strategies to minimize the potential for hazardous situations. This involves selecting routes which reduce the need for backing up, avoiding high speeds, when possible, reduce the number of left turns, and eliminating double siding.

When planning for a new route, drivers should take a standard passenger vehicle to explore the area and identify any potential hazards that could be exploited by a large waste management vehicle.

Waste Collection and Disposal

Due to the hazards associated with heavy equipment, including the dumpster, the Company requires its employees to perform collection activities with safety in mind. Employees must:

- Stop backing up if they lose visual contact with their partner or are unsure of surroundings
- Make use of all safety features located on the collection equipment
- Not disable or bypass safety equipment or protective devices
- Report damage or equipment malfunction to a supervisor immediately
- Ensure all areas of operation, including near dumping equipment, loading system, and the dumpster, are clear of persons during all phases of automated activity and before engaging dumping systems
- Ensure no one is present near the tailgate before it is opened or shut, and not allow anyone to cross under an open tailgate
- Remain at the operating hub during dumping activities until systems have been de-energized, the vehicle is at a complete stop, and the brakes are set
- Use equipment according to manufacturer instructions and ensure proper positioning of locks, lids, doors, etc.

Parking

Waste collection vehicles will have a service, parking, and emergency brake system in place. Whenever the vehicle is parked, the parking brake will be set, and vehicles parked on an incline will have the wheels chocked. Vehicles may not be parked on unstable ground or parallel to an incline.

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Safe Lifting Techniques

Workers will use safe lifting techniques while collecting large waste items located next to dumpsters.

- Pre-plan lift by looking to see handhold location, once lifted, keep load in the “strike zone” and choose as direct as possible, a path to terminal.
- Achieve firm footing on stable ground
- Bend at the knees, not at the waste
- Lift with the legs
- Hold the load close to the body, in the “strike zone” and keep the spine straight

Workers will not attempt to lift a load beyond their physical capabilities without mechanical assistance or assistance from another worker. If performing the same lift repeatedly, remember to take mini breaks to allow blood to circulate back into stressed muscle groups.

Dumpsters

Dumpsters must have signs that indicate any associated safety hazards. Signage will inform users that:

- Biological or other hazardous waste is not permitted
- No one may climb on or around the Dumpster
- Users must not enter the Dumpster to manually rearrange or compact waste, or for any other reason
- Dumpster lids must remain closed to deter pests and other scavenging wildlife

Dumpsters should be maintained insofar that signage is clearly visible, and that there are no jagged or sharp protruding edges that could pose a laceration hazard to users or waste collection personnel.

Preventative Maintenance

All equipment used in waste collection operations will be maintained according to a pre-established maintenance routine. This Company requires that maintenance be performed monthly at a minimum for equipment in regular use, and every six (6) months for stored or standby equipment.

Equipment under maintenance must be completely de-energized and locked/tagged out before maintenance operations can begin.

Equipment will be removed from service for maintenance immediately when operational defects are discovered, or when an operator believes (based on reasonable suspicion) the equipment is exhibiting symptoms of decay.

Personal Protective Equipment

Based on the work being done, employees may be required to wear personal protective equipment (PPE). This equipment can include, but is not limited to:

- High Visibility Wear
- Hard hats
- Safety glasses or goggles
- Heavy duty or chemical resistant gloves
- Non-slip footwear

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- Respiratory protection

Training

It is a Company requirement that no employees will operate waste collection vehicles or equipment, or handle waste items without having received thorough training first.

Training may include:

- Proper lifting Techniques
- Driver and Vehicle Safety
- Proper Driving Techniques
- What PPE is required, when to wear it and how to maintain it

Training will be administered:

- Upon hire before initial work begins
- Annually thereafter
- When new equipment or procedures are introduced
- As necessary, when an employee is observed working unsafely, or demonstrates that they did not fully understand training material

Training Records

Training records will include:

- The dates of the training sessions
- The contents or a summary of the training sessions
- The names and qualifications of people conducting the training
- The names and job titles of all people attending the training sessions

Employee training records will be retained for the length of their employment.

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