29 CFR 1910.132 Personal Protective Equipment, CFR 1910.1200 Hazard Communication, 29 CFR 1926.21 Safety Training and Education

New Employee Safety Orientation

Preparation

1. Read Applicable Background information and related Company Policy Chapter.
2. Make _____ Copies of this Lesson Plan for Personnel
3. Make Transparency, procure transparency pens, etc.
4. Coffee, tea, snacks

Material

1. Personal Protective Equipment
2. OSHA Federal Safety Poster

Objective

By the end of this session, personnel shall be able to describe:

1. Their Employee Rights
2. Their Employee Responsibilities
3. Company Discipline Policy
4. First Aid Procedures
5. What the employee can do to promote safety
6. How the employee can protect themselves with PPE

Background

The Bureau of Labor Statistics (BLS) has reported that 40% of workers injured have been on the job less than one year.

Why are new workers more likely to be hurt? The simple truth is that they often do not receive the safety information they need! In one BLS study of workers injured while operating power saws, nearly one in five said no safety training on the equipment had been provided

This problem deserves immediate attention from both the federal and private sectors. The Occupational Safety and Health Administration (OSHA) wants to work with workers, employers, and vocational schools to increase protection for new employees.

Notes

Lesson

Employee Rights

The Employer has a legal obligation to inform employees of OSHA Safety and Health Standards that apply to their workplace. Upon request, the employer must make available copies of those standards and the OSHA law itself.

Under the OSH Act, employers have a general duty to provide work and a workplace free from recognized hazards.

The employer also must display in a prominent place the official OSHA poster that describes rights and responsibilities under the OSH Act.

Employees should discuss safety and health problems with the employer, other workers, and union representatives (if there is a union). If a hazard exists and is reported, but is not being corrected, an employee has the right to contact the OSHA area office (or state program office) having jurisdiction. If the employee submits a written complaint and the OSHA area or state office determines that there is reasonable grounds that a violation or danger exists, the office conducts an inspection

Right to Know-
Employers must establish a written, comprehensive hazard communication program that includes provisions for container labeling, material safety data sheets, and an employee training program. The program must include a list of the hazardous chemicals in each work area, the means the employer uses to inform employees of the hazards of non-routine tasks, hazards associated with chemicals in unlabeled pipes, and the way the employer will inform other employers of the hazards to which their employees may be exposed

Access to Exposure and Medical Records-
Employers must inform employees of the existence, location, and availability of their medical and exposure records when employees first begin employment and at least annually thereafter. Employers also must provide these records to employees or their designated representatives, upon request.

Notes

Employee Responsibilities

Although OSHA does not cite employees for violations of their responsibilities, each employee "shall comply" with all occupational safety and health standards and all rules, regulations, and orders issued under the Act" that are applicable. Employee responsibilities and rights in states with there own occupational safety and health programs are generally the same as for workers in states covered by Federal OSHA. An employee should do the following:

- Read the OSHA Poster at the job site
- Comply with all applicable OSHA standards
- Follow all lawful employer safety and health rules and regulations, and wear or use prescribed protective equipment while working.
- Report hazardous conditions to the supervisor
- Report any job-related injury or illness to the employer, and seek treatment promptly
- Cooperate with the OSHA compliance officer conducting an inspection if he or she inquires about safety and health conditions in the workplace
- Exercise rights under the Act in a responsible manner

Company Safety and Health Requirements and Discipline Policy

All employees will comply with the provisions of the OSHA Health Act of 1970. Therefore, any employee who, knowingly commits an unsafe act or creates an unsafe condition, disregards the safety policy, or is a repeated safety or health offender, will be discharged. Grounds for immediate discharge are:

1) Drinking alcohol, and/or drug abuse prior to or during working hours
2) Fighting
3) Theft
4) Willful damage to property
5) Failure to wear eye protection, hearing protection, safety helmets, etc.
6) Not using safety harnesses and lanyards when there is a potential for falling

Notes

7) Removing and/or making inoperative safety guards on tools and equipment
8) Removing barriers and/or guardrails and not replacing them
9) Failure to follow recognized industry practices
10) Engaging in dangerous horseplay
11) Failure to notify the Company of a hazardous situation

The following safety and accident activities will be adhered to-

1) Report all injuries immediately to your supervisor
2) Notify your supervisor should you become ill while on the job
3) Inform you supervisor if you have a disability or physical handicap
4) Never move an injured or ill person, unless to prevent further injury

See **Addendum 1** for the Company Safety Violation Form

First Aid and Medical Treatment

The Company provides a First Aid Kit on the premises. It is there for employee's use in the treatment of minor scratches, burns, headaches, nausea, etc. All employees shall know the location of the First Aid Kit and shall notify their supervisor if they need to use the First Aid Kit.

If an employee has a work related injury or illnesses that requires professional medical assistance, they shall notify their supervisor and let him/her know before they receive this assistance. If they fail to notify their supervisor, they may be ineligible for Worker's Compensation, benefits to pay for doctor's bills, and/or lost wages.

_____ has a valid certificate in first
(Name of Person)
aid training, and shall be contacted to render first aid, as necessary.

The Safety and Health Manager shall inspect First Aid Kits before the kits are sent out to each job, and on a weekly basis to insure that they are filled and complete.

Notes

FIRST AID PROCEDURES AND INSTRUCTIONS

In all cases requiring emergency medical treatment, immediately call, or have a co-worker call, to request emergency medical assistance.

Minor First Aid Treatment

First aid kits are stored in the jobsite trailer/office. If an employee sustains an injury or are involved in an accident requiring minor first aid treatment, they shall:

- Inform their supervisor.
- Administer first aid treatment to the injury or wound.
- If a first aid kit is used, indicate usage on the accident investigation report.
- Access to a first aid kit is not intended to be a substitute for medical attention.
- Provide details for the completion of the accident investigation report.

Non-Emergency Medical Treatment

For non-emergency work-related injuries requiring professional medical assistance, management must first authorize treatment. If an employee sustains an injury requiring treatment other than first aid, they shall:

- Inform their supervisor.
- Proceed to the posted medical facility. The supervisor will assist with transportation, if necessary.
- Provide details for the completion of the accident investigation report.

_____ shall be used in the
(Quick Drenching/ Flushing Facility)
event an employee accidentally spills or splashes injurious chemicals or liquids on their clothing or body. Employees shall notify their supervisor if they use the Quick Drenching/Flushing Facility.

Notes

Emergency Medical Treatment

If an employee sustains a severe injury requiring emergency treatment:

- Call for help and seek assistance from a co-worker.
- Use the emergency telephone numbers and instructions posted next to the telephone in your work area to request assistance and transportation to the local hospital emergency room.
- Provide details for the completion of the accident investigation report.

What You Can Do to Protect Yourself

-- Be sure you understand all necessary safety measures **before** you start to work. If the explanation is unclear, ask again.
-- **Use** what you learn -- all the time.
-- If respirators or other personal protective equipment are required, wear them consistently and maintain them properly. If guards are required on equipment make sure they are in place.
-- **Don't take short cuts**; follow safety and health instructions to the letter.
-- Follow the hazard warnings on chemicals you use. Obtain further information from the material safety data sheet on hazardous chemicals.
-- Ask your employer about emergency procedures and be prepared to follow them in the event of chemical spill or fire.

Personal Protective Equipment

Hard hats, goggles, face shields, earplugs, steel-toed shoes, respirators, rubber gloves. What do all these have in common? They are all various forms of Personal Protective Equipment, designed to protect workers from injury and illness.

Yet, data from the Bureau of Labor Statistics show:

Hard hats were worn by only 16% of those workers who sustained head injuries

Only 1% of approximately 770 workers suffering face injuries were wearing face protection

Notes

OSHA Standards require employers to furnish and require employees to use suitable protective equipment where there is a "reasonable probability" that such equipment can prevent an injury.

Head Protection-
Cuts or bruises to the scalp and forehead occurred in 85% of the cases, concussions in 26%. Over a third of the cases resulted from falling objects striking the head.

Protective hats for head protection against impact blows must be able to withstand penetration and absorb the shock of a blow. In some cases, hats should also protect against electrical shock. Hats must meet American National Standards Institute (ANSI) Standards

Foot and Leg Protection-
66% of injured workers were wearing safety shoes, protective footwear, heavy-duty shoes or boots, and 33% were wearing regular street shoes. Of those wearing safety shoes, 85% were injured because the object hit an unprotected part of the shoe or boot.

For protection against falling or rolling objects, sharp objects, molten metal, hot surfaces and wet, slippery surfaces, workers should use appropriate footguards, safety shoes or boots and leggings. Shoes must meet ANSI Standards.

Eye and Face Protection-
Almost one third of face injuries were caused by metal objects, most often blunt and weighing one pound or more. Accidents resulted in cuts, lacerations, or punctures in 48% of the total, and fractures (including broken or lost teeth) in 27%.

Protection should be based on kind and degree of hazard present and should:

1) be reasonably comfortable and fit properly
2) be durable
3) be cleanable
4) be sanitary, and
5) be in good condition

Notes

Ear Protection-
Exposure to high noise levels can cause irreversible hearing loss or impairment. It can also cause physical and psychological stress.

A professional should individually fit preformed or molded earplugs. Waxed cotton, foam or fiberglass wool earplugs are self-forming. Disposable earplugs should be used once and thrown away, non-disposable ones should be cleaned after each use for proper maintenance

Arm and Hand Protection-
Burns, cuts, electrical shock, amputation and absorption of chemicals are examples of hazards associated with arm and hand injuries. A wide assortment of gloves, hand pads, sleeves and wristlets for protection from these hazards is available.

The devices should be selected to fit the specific task. Rubber is considered the best material for insulating gloves and sleeves and must conform to ANSI standards.

Torso Protection-
Many hazards can threaten the torso: heat, splashes from hot metals and liquids, impacts, cuts, acids, and radiation. A variety of protective clothing is available: vests, jackets, aprons, coveralls, and full body suits.

Fire retardant wool and specially treated cotton clothing items are comfortable, and they adapt well to a variety of workplace temperatures. Other types of protection include leather, rubberized fabrics, and disposable suits

Respirator Protection-
Information on the requirements for respirators to control occupational diseases caused by breathing air contaminated with harmful dusts, fogs, fumes, mists, gases, smokes, sprays, and vapors is available in 29 CFR 1910.134. Proper selection of respirators should be made according to the guidance of ANSI Practices for Respiratory Protection directions for use.

Notes

Closure

Using personal protective equipment requires hazard awareness and training on the part of the user. Employees must be aware that the equipment alone does not eliminate the hazard. If the equipment fails, exposure will occur.

What questions do you have?

Notes