

**United States Department of Agriculture
Agricultural Research Service
Lincoln, Nebraska**

**SAFETY and HEALTH PROGRAM
(Revised March 1999)**

Management Leadership and Employee Involvement

The Location will commit the necessary resources of staff, money, and time to ensure that all persons at this Location are protected from injury and illness hazards. In addition, management will visibly lead in the design, implementation, and continuous improvement of this Location's safety and health activities. Specifically, the highest level management will establish and review annually the Location's safety and health policy and ensure that all employees know, understand, and support that policy. All management levels, with input from employees, will develop an annual safety and health goal with objectives and action plans to reach that goal. At the end of each year all management levels, with input from employees, will evaluate the progress in accomplishing the action plans, achieving all objectives, and meeting the annual goal. This evaluation, which will also include an evaluation of the overall safety and health program, will result in a written report that includes the next year's goal, objectives, and action plans, including any remaining action needed to accomplish the current year's goal.

The Location will ensure that all employees have clearly, written safety and health responsibilities included within their job description, with appropriate authority to carry out those responsibilities.

The Location will ensure that all visitors, including contract and temporary, labor, co-op students, vendors, and sales people, have knowledge of location hazards and how to protect themselves against those hazards, including emergency alarms and procedures. It will also ensure that these visitors do not introduce to the Location, hazards that can be prevented or that are not properly controlled.

The Location will ensure that at least several avenues for employee involvement in safety and health decision making and problem solving exist. These avenues may include serving on committees and hoc problem solving groups, acting as safety observers, assisting in training other employees, analyses of hazards inherent in location jobs and how to protect against

those hazards (writing JHAs), and planning activities to heighten safety and health awareness. The Location will encourage employees' involvement and devise appropriate recognition for outstanding employee participation.

Documents necessary to implement this element

- Location policy (note how this policy is known to the work force and visitors)
- Current year's goals, objectives, action plans, and program evaluation
- Job descriptions that include safety and health responsibilities
- Performance evaluations that include an evaluation of safety and health responsibilities
- Budget showing money allocated to safety and health
- Contractor bidding proposal sheets showing the contractors' prior safety and health record
- Orientation outline for all location visitors, including contractors
- Evidence of employee involvement, such as Safety Committee Membership

Worksite Analyses

The Location has conducted baseline surveys that have determined all safety and health hazards at the location at the time of the survey. All hazards found during these surveys have, either been eliminated or controlled. All employees who may encounter the controlled hazards have been trained in appropriate job procedures to follow in the presence of these hazards.

The Location has established change procedures to follow whenever the location experiences changes in equipment, material, or processes, including safety and health consideration in the selection of the change, equipment and process shut down procedures, start up procedures, and phase hazard analysis to ensure employee protection as the change is being made. Appropriate employees are trained to follow these procedures.

Management and employees work together to analyze safety and health hazards inherent in each location job and to find means to eliminate those hazards whenever possible, and otherwise to protect persons against those hazards. These Job Hazard Analyses (JHAs) are revised, as appropriate, such as following a change in the job, the reappearance of a hazard, or an accident at this job.

All employees at this location have been trained to recognize hazards and to report any hazard they find to the appropriate person to ensure that the hazard is corrected as soon as possible. In addition to taking immediate action to report a hazard orally and to provide interim protection, if necessary, including stopping the work causing the hazard, employees may submit a safety work order to the Location Safety Officer, or they may submit a safety suggestion form. Safety work orders take priority over any other work order. Safety suggestions will be considered each week during the location inspection, by the location inspection team. All employee reports of hazards must be eventually written, with the correction date recorded. These reports are posted in the Administrative Office until the hazard is corrected and then are kept on file in the Location Safety Office for three years. During this time they are available for employee review.

The Location Safety Committee will recommend an employee to assist the Location Safety Officer in the planning and conduction of periodic safety audits/inspections. Employees are selected on a rotating basis with the goal that all Location employees eventually assist in at least one inspection. The inspection team will inspect the entire work-location, describing, in writing, all hazards found by work-area. The team will assign appropriate persons responsible for seeing that the hazard is corrected and documenting the date of the correction. These inspection reports will be posted in the work area where conducted, Location Administration Office and the Location Safety Office. A hazard will remain on the report until it is corrected.

Any near miss, first-aid incident, or accident will be investigated by the Location Safety Officer. All investigations will have as a goal the identification of the root cause of the accident, rather than assigning blame. All accident reports will be posted in the Location Administrative Support Office and are open to comment by any employee. The Location Safety Officer will assign responsibility to appropriate employees for correcting any hazards found and for assigning a date by which the correction must be completed.

As part of the annual safety and health program evaluation, the Location Coordinator and the Location Safety Committee will review all near misses, first-aid incidents, and entries on the OSHA 200 Log, as well as employee reports of hazards, to determine if any pattern exists that can be addressed. The result of this analysis will be considered in setting the goal, objectives, and action plans for the next year.

Documents necessary to implement this element

- Results of baseline safety and health surveys, with notation

of hazard correction

- Forms used for change analyses, including, safety and health considerations in the purchase of new equipment, chemicals, or materials
- Job Hazard Analysis
- Employee reports of hazards
- Location safety and health inspection results, with hazard corrections noted
- Accident investigation reports, with hazard corrections noted
- Trend analyses results

Hazard Prevention and Control

The Location will ensure *that the following* priority will be *followed to protect* persons at Location: (1) hazards will be eliminated, when economically feasible, such as replacing a more hazardous chemical with a less hazardous one; (2) barriers will protect persons from the hazard, such as machine guards and personal protective equipment (PPE); (3) exposure to hazards will be controlled through administrative procedures, such as more frequent breaks and job rotation.

The Location will ensure that the work site and all machinery is cared for properly, so that the environment remains safe and healthy. If maintenance needs exceed the capability of the work location employees, contract employees will be hired to do the work and will be screened and supervised to ensure they work in accordance to Location's safety and health procedures.

All employees are held accountable for obeying Location safety and health rules. Visitors, including contractors, who violate safety and health rules and procedures, will be escorted from the location.

The location has worked with the University to write emergency plans for all expected emergencies, including, fire, explosion, accident, tornado, loss of power and/or water, and violence from an outside source. Drills are conducted as the University permits. Each drill will be evaluated by the Location's Safety Officer and Committee. Feedback will assess how successful the drill was and what corrections to emergency procedures need to be changed.

The Location will ensure that all employees' health are monitored on a regular basis, so that any work related health concerns can be detected and addressed at the earliest possible moment. This monitoring will be

accomplished using the agencies Occupational Health Maintenance Program (OHMP) or through regular required Occupational Safety Health Administration's (OSHA) medical surveillance.

All employee medical records will be known only to the employee and the doctor, unless the employee consents otherwise, and will be kept confidentially at the doctor's office. The doctor will provide a note to the employee's personnel file, following the exam, noting any work-related concerns, changes, or limitations, due to the employee's health. If an employee is injured such that a doctor's care is necessary, the case will be managed in the same fashion.

The Location has assessed all work at this location and determined that the following OSHA standards apply to the location's work. Individual safety and health programs for each of these standards have been written and implemented. Employees effected by these standards have been trained to understand them and to follow the program's directions. These standards are:

- Hazard Communication
- Hearing Conservation
- Emergency Action Plan
- Chemical Hygiene/Laboratory Safety
- Fall Protection Program
- Respiratory Protection Program

Documents necessary to implement this element

- Preventive Maintenance Schedule
- Maintenance records
- Emergency drill procedures and critiques
- Location rules and regulations
- Written programs mandated by OSHA
- Reports and investigations of near misses, first-aid, and OSHA 200 logs

Training

Employee involvement in the Location's safety and health program can only be successful when everyone at the Location has received sufficient training to understand what their safety and health responsibilities and opportunities are and how to fulfill them. Therefore, training is a high priority to ensure a safe and healthy workplace.

Currently, all new employees receive two or more hours of safety and health orientation before they begin work. Following this orientation, they receive additional training, from their supervisor, specific to the job tasks. Supervisors are strictly charged to ensure that this training process is followed for all new employees and for any employee beginning a new Job at the work-location. Training records are kept both in the employee's work area and Location Safety Office and are available for employee review, upon request.

Documents necessary to implement this element

- List of yearly training topics
- Yearly training class schedule with attendance lists
- Individual employee training records with evidence of subject mastery (i.e. written test, when applicable)

Safety Rules and Policy

Every employee will be provided a copy of the attached Workplace Safety Rules (attachment A).

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**SAFETY and HEALTH PROGRAM
Workplace Safety Rules**

Your safety is the concern of this Location. Every precaution has been taken to provide a safe workplace. Alvin Harding, Jr., the Location Safety Officer, makes regular inspections and holds regular safety meetings. He also meets with management to plan and implement further improvements in our safety program. Common sense and personal interest in safety are still the greatest guarantees of your safety at work, on the road, and at home. We take your safety seriously and any willful or habitual violation of safety rules will be considered cause for dismissal. The Location is sincerely concerned for the health and well being of each of its employees.

The cooperation of every employee is necessary to make this Location a safe place in which to work. Help yourself and others by reporting unsafe conditions or hazards immediately to your supervisor or to a member of the safety committee. Give earnest consideration to the rules of safety presented to you by poster signs, discussions with your supervisor, posted department rules, and regulations published in the safety booklet. Begin right by always thinking of safety as you perform your job, or as you learn a new one.

Accident reporting. Any injury at work—no matter how small—must be reported immediately to your supervisor and receive first aid attention. Serious conditions often arise from small injuries if they are not cared for at once.

Specific safety rules and guidelines. To ensure your safety, and that of your coworkers, please observe and obey the following rules and guidelines:

- Observe and practice the safety procedures established for the job.
- In case of sickness or injury, no matter how slight, report at once to your supervisor. In no case should an employee treat his own or someone else's injuries or attempt to remove foreign particles from the eye.
- In case of injury resulting in possible fracture to legs, back, or neck, or any accident resulting in an unconscious condition, or a severe head injury, the employee is not to be moved until medical attention has been given by authorized personnel.

- Do not wear loose clothing or jewelry around machinery. It may catch on moving equipment and cause a serious injury.
- Never distract the attention of another employee, as you might cause him or her to be injured. If necessary to get the attention of another employee, wait until it can be done safely.
- Where required, you must wear protective equipment, such as goggles, safety glasses, masks, gloves, hair nets, etc.
- Safety equipment such as restraints, pull backs, and two-hand devices are designed for your protection. Be sure such equipment is adjusted for you.
- Pile materials, skids, bins, boxes, or other equipment so as not to block aisles, exits, fire fighting equipment, electric lighting or power panel, valves, etc. **FIRE DOORS AND AISLES MUST BE KEPT CLEAR.**
- Keep your work area clean.
- Use compressed air only for the job for which it is intended. Do not clean your clothes with it and do not fool with it.
- Observe smoking regulations.
- Shut down your machine before cleaning, repairing, or leaving.
- Tow motors and lift -trucks will be operated only by authorized personnel. Walk-type lift trucks will not be ridden and no one but the operator is permitted to ride the tow motors. Do not exceed a speed that is safe for existing conditions.
- Running and horseplay are strictly forbidden.
- Do not block access to fire extinguishers.
- Do not tamper with electric controls or switches.
- Do not operate machines or equipment until you have been properly instructed and authorized to do so by your supervisor.
- Do not engage in such other practices as may be inconsistent with ordinary and reasonable common sense safety rules.
- Report any UNSAFE condition or acts to your supervisor.
- **HELP TO PREVENT ACCIDENTS.**
- Use designated passages when moving from one place to another; never take hazardous shortcuts.
- Lift properly—use your legs, not your back. For heavier loads, ask for assistance.
- Do not adjust, clean, or oil moving machinery.
- Keep machine guards in their intended place.

- Do not throw objects.
- Clean up spilled liquid, oil, or grease immediately.
- Wear hard sole shoes and appropriate clothing. Shorts or mini dresses are not permitted.
- Place trash and paper in proper containers and not in cans provided for cigarette butts.

Safety checklist. It's every employee's responsibility to be on the lookout for possible hazards. If you spot one of the conditions on the following list—or any other possible hazardous situation—report it to your supervisor immediately.

- Slippery floors and walkways
- Tripping hazards, such as hose links, piping, etc.
- Missing (or inoperative) entrance and exit signs and lighting
- Poorly lighted stairs
- Loose handrails or guard rails
- Loose or broken windows
- Dangerously piled supplies or equipment
- Open or broken windows
- Unlocked doors and gates
- Electrical equipment left operating
- Open doors on electrical panels
- Leaks of steam, water, oil, etc.
- Blocked aisles
- Blocked fire extinguishers, hose sprinkler heads
- Blocked fire doors
- Evidence of any equipment running hot or overheating
- Oily rags
- Evidence of smoking in non-smoking areas
- Roof leaks
- Directional or warning signs not in place
- Safety devices not operating properly
- Machine, power transmission, or drive guards missing, damaged, loose, or improperly placed

Safety equipment. Your supervisor will see that you receive the protective clothing and equipment required for your job. Use them as instructed and take care of them. You will be charged for loss or destruction of these articles only when it occurs through negligence.

Safety shoes. The company will designate which jobs and work areas require safety shoes. Under no circumstances will an employee be permitted to work in sandals or open-toe shoes.

Safety glasses. The wearing of safety glasses by all required employees is mandatory. Strict adherence to this policy can significantly reduce the risk of eye injuries.

Seat belts. All employees must use seat belts and shoulder restraints (if available) whenever they operate a vehicle on Location business. The driver is responsible for seeing that all passengers in front and rear seats are buckled up.

Good housekeeping. Your work location should be kept clean and orderly. Keep machines and other objects (merchandise, boxes, shopping carts, etc.) out of the center of aisles. Clean up spills, drips, and leaks immediately to avoid slips and falls.

Place trash in the proper receptacles. Stock shelves carefully so merchandise will not fall over upon employee contact.

Attachment (A)