FSIS Safety and Health Training for Public Health Veterinarians

INTRODUCTION

The objective of this training course is to provide FSIS Public Health Veterinarians (PHVs) training in their responsibility for safety and health compliance in the workplace, and to provide an understanding and awareness of the causes of FSIS injuries and illnesses, and preventive measures that can be taken.

The following summarizes the FSIS FY' 06 Injury and Illness Statistics:

614 Total injury and illness cases
403 Lost time injury and illness cases
$16.9 Million in workers' compensation costs

These statistics reveal a continual need for safety and health training among the FSIS workforce.

OSHA's Training Philosophy

The Occupational Safety and Health Administration's (OSHA) philosophy on training is reflected in the requirements of the standards they promulgate and enforce. OSHA's requirements reflect their philosophy that training is a necessary component of every employer's safety and health program for protecting workers from injuries and illnesses. Training employees in the safety and health aspects of their jobs is a responsibility of the employer that is explicitly stated in, and a requirement of many OSHA standards. OSHA believes that training will help provide a solution when ignorance of specific job hazards and of proper work practices contributes to a higher injury and illness rate.

Training Requirements

OSHA has promulgated many standards affecting FSIS employees in plants and laboratories. Older standards usually require "Training" as a general statement. Newer standards prescribe the type, frequency, and effectiveness of training for employees and supervisors. OSHA requires documentation of individual training.

OSHA Standards with Training Requirements

OSHA Standard	***Training Frequency***		
	At Initial Assignment	Workplace Change	Annually
Supervisor/Employees Training	X	X	
Hazard Communication	X	X	
Personal Protective Equipment	X	X	
Occupational Noise	X	X	X
Lockout-Tagout	X	X	X
Permit Required Confined Spaces	X		
Emergency Action Plans	X	X	
Accident Prevention Signs and Tags	X		

The following modules are covered in this course:

Introduction
Laws, Regulations and Programs
Federal Employee Programs
General Industry Standards
- Hazard Communication
- Personal Protective Equipment
- Occupational Noise
- General Safety
- General Occupational Health

LAWS, REGULATIONS AND PROGRAMS

The following topics are covered in this module:
- Federal Laws and Regulations
- FSIS Safety and Health Program
- Environmental, Health and Safety Branch
- Beltsville Service Center

Federal Laws and Regulations

Occupational Safety and Health Act

The declared Congressional purpose of the Occupational Safety and Health Act of 1970 is to "assure so far as possible every working man and woman in the nation safe and healthful working conditions and to preserve our human resources." Under the Act, the federal government is authorized to develop and set mandatory occupational safety and health standards applicable to any business affecting inter-state commerce. The responsibility for promulgating and enforcing occupational safety and health standards rests with the Department of Labor's OSHA. OSHA is required to develop standards for recognized hazards. Under the Act, Federal departments are required to establish safety and health programs.

Executive Order 12196

Executives Orders (EO) on Federal Employee Safety and Health Preceded the 1970 Act. One of the more recent, EO 12196, Occupational Safety and Health Programs for Federal Employees, signed 2-26-80 provides for:
Appointment of a Designated Safety and Health Official (DASHO)
Prompt Abatement
No Reprisals
Workplace Inspections
Training
Safety and Health Committees

OSHA Regulations

OSHA is responsible for promulgating legally enforceable standards. OSHA may require the use of practices, means, methods, or processes that are reasonably necessary and appropriate to protect employees on the job. Employers are held responsible for being familiar with the standards applicable to their activities and ensuring that employees are provided with and use the required personal protective equipment. The following is a list of the OSHA regulations.

General Industry Standards – 29 CRF 1910
Shipyard – 29 CFR 1915
Longshoring and Marine Terminals – 29 CFR 1918
Construction – 29 CFR 1926
Agriculture – 29 CFR 1928
Federal Employee Program – 29 CFR 1960

Only General Industry and Federal Employee Programs affect meat, poultry and egg product inspection activities.

General Industry Standards

The General Industry Standards that primarily affect FSIS operations include:

- Walking-Working Surfaces – Subpart D
- Exit Routes, Emergency Action Plan, and Fire Prevention Plan – Subpart E
- Occupational Health and Environmental Control – Subpart G
  - Occupational Noise Exposure – 1910.95
- Personnel Protective Equipment – Subpart I
- General Environmental Controls – Subpart J
  - Accident Prevention Signs and Tags – 1910.145
  - Permit-required Confined Space – 1910.146
  - Control of Hazardous Energy (Lockout/Tagout) – 1910.147
- Medical and First Aid – Subpart K
- Toxic and Hazardous Substance – Subpart Z
  - Formaldehyde – 1910.1048
  - Hazard Communication – 1910.1200

Federal Employee Programs

29 CFR 1960, Element for Federal Employee Occupational Safety and Health Programs, is an OSHA Standard that applies only to Federal agencies and their employees. The parts of this Standard that apply to meat, poultry and egg product activities include:

- Responsibilities and Rights
- Inspection and Abatement
- Safety and Health Committees
- Training
- Injury and Illness Reporting

B. FSIS Safety and Health Program

Breakdown of Responsibilities

Assistant Administrator, Office of Management (OM), is the DASHO and has overall responsibility for management of the FSIS Safety and Health Program. The Environmental, Health and Safety Branch (EHSB), WSHD, OM, is responsible for the planning, policy development and management of the program. The Inspector-In-Charge (IIC) is responsible for front-line management of the program at the plant level.

FSIS Directives

Several FSIS safety and health directives have been issued which provide guidance for compliance with OSHA standards. The directives will be revised and updated to reflect changes in OSHA standards and FSIS policy. Below is a list of the directives relating to safety and health.

4791.1 Basic Occupational Safety and Health Program
- — Part 1 - Basic Provisions
- — Part 2 - Safety and Health Committees
- — Part 3 - Personal Protective Equipment and Hand Tools for Inspection Personnel

4791.5 Hazard Communication Program
4791.6 Procedures for Workplace and Travel Emergencies
4791.11 Lockout/Tagout Safety Procedures
4791.12 Reporting and Correcting Occupational Hazards
- — Part 1- Basic Provisions
- — Part 2 - Reporting and Correcting Hazards

4791.13 Workplace Inspections, and Injury Illness and Motor Vehicle Incident Reporting
- — Part 1- Basic Provisions
- — Part 2 - Safety and Health Workplace Inspections
- — Part 3 - Injury, Illness and Motor Vehicle Incident Reporting and Recordkeeping Guidelines

4792.1 First Aid

Environmental, Health and Safety Branch

The mission statement of the EHBS is to:

- Furnish FSIS employees a workplace which is free from recognized hazards or, where applicable, apply administrative controls or provide appropriate personal protective equipment to assure safe and healthful working conditions.
- Protect the environment and community through implementation of FSIS environmental management systems and pollution prevention programs.
- Develop safety, health and environmental management response actions for likely scenarios of FSIS workplace terrorist acts.

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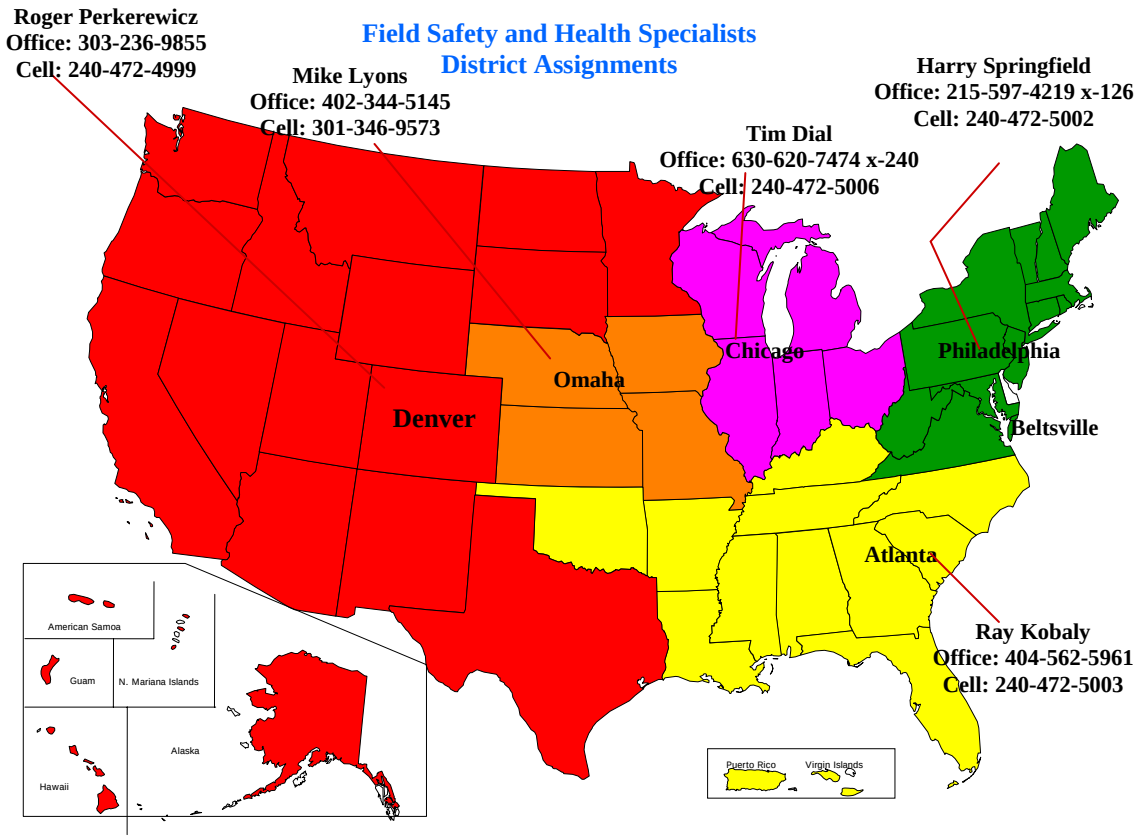
The five Field Safety and Health Specialists are the primary contacts for the FSIS field employees. For Field Operations, the specialists are assigned to one or more districts. The map below specifies these assignments.



The program areas within the EHSB are occupational safety and health, environmental management, and homeland security. Occupational safety and health is comprised of safety management, industrial hygiene, and occupational medicine.

As a component of occupational safety and health, the goal of safety management is to prevent accidents and injuries. This goal is achieved by providing technical assistance and training at the district, circuit and work unit levels, evaluating the FSIS safety and health program at the plant level by performing plant reviews, and maintaining an injury and illness database to identify safety and health program needs. The goal of the industrial hygiene component is prevention of occupational illnesses. This is accomplished by assessing workplace exposures for inspection operations and new microbial reduction technologies, providing technical assistance on chemical, physical and biological health hazards, and participating in the development of new sampling methods needed to assess workplace exposures in this industry. The goal of the occupational medicine component is to diagnose and prevent occupational illnesses and injuries. This is done by conducting medical reviews and providing medical opinions on occupational exposure issues in plants and laboratories (on a consultation basis), and by developing information on the health effects associated with chemicals used in plants and laboratories and implementing appropriate policies to control hazards.

Beltsville Service Center

The Beltsville Service Center (BSC), located in Beltsville, Maryland, is part of the Administrative Services Division. It is a vital part of the FSIS Safety and Health Program. The BSC distributes and supplies over 30 types of personal protective equipment (PPE) and other safety and health related items to FSIS field employees.

The following is a list of the safety and health items stocked at the BSC:

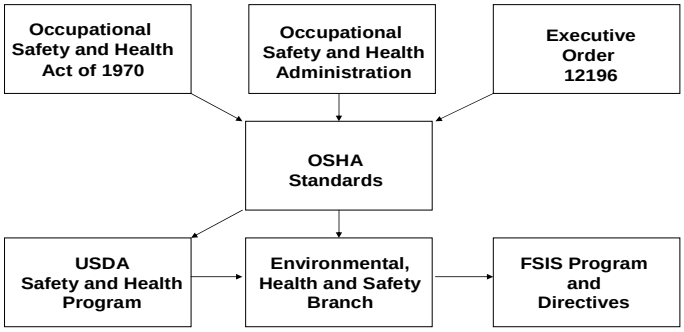
- Eye Protection: Safety Glasses (2 types)
  Anti-Fog Eyeglass Wipes
- Head Protection: Hardhats (Lightweight)
- Hand Protection: Cut-Resistant Gloves (3 sizes)
  Nitrile Protective Gloves (5 sizes)
  Disposable Latex Gloves (4 sizes)
- Body Protection: Freezer Coats
  Freezer Vests
  Freezer Jackets
  Aprons
- Heat Stress Management: Neck Cooling Scarves
  Sqwinchers (3 flavors)
- Leg Protection: Pant Gaiters
- Respiratory Protection: Dust Masks (3 types) [RESTRICTED, Approved Use Only]
- Hearing Protection: Ear Muffs (2 types)
  Foam Plugs (4 types)
  Reusable Plugs (3 types)
  Canal Caps
- Locks: Lockout/Tagout
- First Aid: First Aid Kits (2 types)
  First Aid Kit Refill
  Instant Cold Packs

Safety and Health Items Reimbursed by FSIS

Not all safety and health items are issued by the Beltsville Service Center. Directive 4310.3, Revision 4, provides for reimbursement to permanent full-time inspection personnel for the following inspection expenditures:

- Work clothing
- Skid-resistant footwear
- Personal inspection equipment
- Flashlights and replacement batteries
- Hand, wrist, and arm support devices

The following diagram is a summary of the laws, regulations and programs:



III. FEDERAL EMPLOYEE PROGRAMS

The following topics are covered in this module:

- Introduction
- Responsibilities and Rights
- Inspection and Abatement
- Safety and Health Committees
- Training
- Injury and Illness Reporting

A. Introduction

29 CFR 1960, Element for Federal Employees, is an OSHA standard that only applies to federal agencies and their employees. The part of this standard that applies to meat and poultry activities includes:

- Responsibilities and rights
- Inspection and abatement

- Safety and health committees
- Training
- Injury and illness reporting

FSIS responsibilities and FSIS employee responsibilities and rights are contained in 29 CFR 1960.8 to 1960.10 and FSIS Directive 4791.1. The FSIS Safety and Health Poster summarize these responsibilities and rights. This poster should be in all headquarters' plants in accordance with 29 CFR 1960.12(c) and FSIS Directive 4791.1.

Responsibilities and Rights

FSIS Management Responsibilities

FSIS Management Responsibilities include, furnishing employees with facilities that are free of hazards, complying with OSHA regulations, responding to employee reports of safety and health hazards, inspecting workplaces annually, correcting unsafe conditions, acquiring and maintaining personal protective equipment, providing safety and health training to employees, reporting accidents, injuries and occupational illnesses, and providing support to safety and health committees.

FSIS Employee Responsibilities and Rights

FSIS employees are responsible for complying with OSHA standards and FSIS directives and using FSIS provided and funded PPE. FSIS employees have the right to participate in the safety and health program, gain access to records and documents, report hazards, and freedom from fear of reprisal.

FSIS Responsible Officials

- Designated Agency Safety and Health Official (DASHO)
  -Karen Messmore, Deputy Assistant Administrator, Office of Management

- Field Safety and Health Specialists
  - Roger Perkerewicz
  - Harry Springfield
  - Ray Kobaly
  - Mike Lyons
  - Tim Dial

Inspection and Abatement

Inspection and abatement requirements are contained in 29 CFR 1960.25 to 1960.31 and FSIS Directives 4791.12 and 4791.13. Annual inspections of federal workplaces are required. Workplace safety and health inspection requirements are contained in 29 CFR 1960.25 and FSIS Directive 4791.13. Use FSIS Form 4791.23 to document office inspections. Use FSIS Form 4791.24 to document plant inspections.

Hazard Reporting

Hazard reporting requirements are contained in 29 CFR 1960.28 and FSIS Directive 4791.12. Employees are encouraged to report unsafe or unhealthful working conditions to their supervisors. Use FSIS Form 4791.27 to report hazards. Reported hazards must be investigated or inspected by the supervisor at the establishment. Maintain a log of reported unsafe or unhealthful working conditions on FSIS Form 4791.26.

Special Hazard Abatement Requirements

Federal employees who work in establishments of private employers (such as meat and poultry plants) are covered by their agencies' occupational safety and health programs – 29 CFR 1910.1(g). Although an agency may not have the authority to require abatement of hazardous conditions in a private sector workplace, the agency head must assure safe and healthful working conditions for his/her employees. This shall be accomplished using administrative controls, personal protective equipment, or withdrawal of Federal employees from the private sector facility to the extent necessary to assure protection of the employees.

OSHA Workplace Inspections

FSIS worksites including meat, poultry and egg product plants may be inspected by OSHA. During an inspection, the OSHA Compliance Officer presents his/her credentials to the FSIS IIC. The Compliance Officer conducts an opening conference with the IIC and a Union representative in accordance with the Labor-Management Agreement. During the opening conference, the Compliance Officer will explain the scope of the inspection. The IIC and the Union representative will accompany the Compliance Officer during the inspection. The inspection may include a records review, a walk-through of the facility to observe safety and health conditions, videotaping, photography, air sampling, employee monitoring, and talking to FSIS employees. In addition, the Compliance Officer may question FSIS employees in private. When possible, violations should be corrected on the spot.

The OSHA Compliance Officer will conduct a closing conference with the IIC and the Union representative during which time the Compliance Officer will discuss all of the apparent violations observed during the inspection. OSHA may later issue a Notice of Unsafe or Unhealthful Working Conditions as a result of the violations. These Notices must be posted at the workplace for three working days or until the hazard is abated, which ever is longer.

It is FSIS policy to cooperate with OSHA and to provide the OSHA Compliance Officer with any requested information at the time of the inspection, or as soon as possible. See FSIS Directive 4791.13, Workplace Inspections, and Injury, Illness and Motor Vehicle Incident Reporting for additional information.

OSHA Inspection Results

Federal agencies are not cited or fined for violations. Instead notices of unsafe and unhealthful working conditions are issued. Only Federal OSHA can issue notices. The

following is a list of the notices issued to FSIS in FY '03 and '04 according to the OSHA Standard violated.

OSHA Standards	2004	2005	2006
Federal Employee Programs	9	2	1
Hazard Communication	2	2	2
Personal Protective Equipment	1	2	0
Occupational Noise	1	0	2
Lockout/Tagout	4	6	1
Others	4	2	7
Total	**21**	**14**	**13**

Safety and Health Committees

FSIS Policy

Safety and health committees are allowed at Federal agencies in accordance with Executive Order 12196 and 29 CFR 1960.36 to 1960.41. Certified safety and health committees have special benefits and requirements. USDA does not have recognized certified safety and health committees. In October 2002, FSIS Labor Management Agreement superceded the current FSIS Directive 4791.1, Part 2. FSIS policy regarding safety and health committees is found in article 9, section 5 of the Agreement, and provides for non-certified Circuit level safety and health committees. The Agreement also specifies committee composition, meetings and expenses. A committee should consist of two union and at least one agency representative. Meetings are to be held semi-annually, and travel and per diem expenses will be paid for by safety committee union representatives within the circuit.

Training

According to 29 CFR 1960.58, supervisors should receive training regarding the FSIS Safety and Health Program, general industry standards applicable to the assigned workplaces, agency procedures for reporting hazards, agency procedures for reporting and investigating allegations of reprisal, agency procedures for the abatement of hazards, and other appropriate rules and regulations.

According to 29 CFR 1960.59, employees should be given specialized job safety and health training appropriate to the work they perform, the FSIS Safety and Health Program, and FSIS employee rights and responsibilities.

Injury and Illness Reports

Requirements for the injury illness log and summary of occupational injuries and illnesses are found in 29 CFR 1960.67 and 1960.69, respectively. FSIS Directive 4791.13 provides guidance. Each FSIS workplace should maintain a log of all occupational injuries and illnesses that occur at that establishment. Log entries should be made within six days of the injury and/or illness.

IV. GENERAL INDUSTRY STANDARDS

The next five modules contain information on several General Industry Standards.

- Hazard Communication
- Personal Protective Equipment
- Occupational Noise
- General Safety
- General Occupational Health

Hazard Communication

The following topics are covered under Hazard Communication:

Introduction
OSHA Hazard Communication
FSIS Hazard Communication Program
Methods of Hazard Communication
Health Hazards of Chemicals

Introduction

There are many chemicals used in meat, poultry and egg product facilities. Some of the more common ones include chlorine, ammonia and carbon dioxide. You have the right-to-know how to work safely with and around these chemicals.

OSHA requires employers to evaluate the potential hazards of chemicals in the workplace and to provide information, training and appropriate protective measures on these hazards. This is known as Hazard Communication.

OSHA Hazard Communication Standard

The Hazard Communication Standard is found in 29 CFR 1910.1200. The purpose of this standard is to ensure that the hazards of all chemicals produced or imported are evaluated, and that information concerning their hazards is transmitted to employers and employees. The standard applies to any chemical which is known to be present in the workplace in such a manner that employees may be exposed under normal conditions of use or in a foreseeable emergency. It does not apply to ionizing radiation, non-ionizing radiation, biological hazards, or hazardous waste.

Under the standard, chemical manufactures or importers are required to determine the hazards of the chemicals which they produce or import. Typically this information is provided to employers on a document known as a material safety data sheet (MSDS), and on container labels. Employers are required to transmit this information to their employees by means of a comprehensive hazard communication program.

A Hazard Communication Program must include the following elements:

- A written program
- A current list of all hazardous chemicals present in the workplace

- Chemical container hazard labeling
- Materials Safety Data Sheets (MSDS's) for chemicals present in the workplace
- Employee training regarding chemical hazards and protective measures
- Other forms of warning as needed

Training Requirements
An employee is required to be provided with information and training on hazardous chemicals in their workplace at the time of their initial assignment. Retraining is required when a new physical or health hazard that the employee was not previously trained about is introduced into their workplace, there is a close call event involving chemicals, a failure in hazard communication procedures occurs, and/or when there is reason to doubt employee proficiency.

FSIS Hazard Communication Program

The FSIS Hazard Communication Program is found in FSIS directive 4791.5. It applies to FSIS employees working in meat, poultry, and import establishments. The program assigns the inspector-in-charge (IIC) as the overall coordinator of the program for FSIS employees in each plant or facility.

As part of the FSIS Hazard Communication Program, the EHSB is responsible for:

— Reviewing the Hazard Communication Program annually and updating as needed; developing training for FSIS employees; providing information on the hazards of chemicals used by FSIS; assisting with interpreting chemical hazard information provided by facilities, conducting hazard assessments to determine appropriate engineering controls and PPE; and conducting air monitoring to evaluate employee exposures.

As part of the FSIS Hazard Communication Program, the IIC is responsible for:

— Maintaining a copy of the Hazard Communication Program at the worksite and making it available to employees; reviewing the plant level FSIS program on an annual basis; making the written program available to employees; providing an MSDS when requested by an employee; and providing chemical hazard information to inspectors by means of chemical inventories, hazard warning labels, MSDS's and employee training programs.

As part of the FSIS Hazard Communication Program, FSIS employees are responsible for:

— Reading and understanding the written FSIS Hazard Communication Program; recognizing situations where hazardous chemicals are present in your workplace; notifying your supervisor of hazardous conditions; understanding how the information on the MSDS applies to the specific use of the chemical in your workplace; and properly using and wearing the FSIS-supplied personal protective equipment.

Methods of Hazard Communication

Material Safety Data Sheets (MSDS), container labeling, and chemical inventories are used to transmit information concerning the hazards of chemicals to employers and employees.

Material Safety Data Sheets (MSDS)
An MSDS is a document which provides specific information about a hazardous chemical in accordance with OSHA guidelines. The MSDS is prepared by the manufacturer of the chemical, and includes physical and health information, recommended control measures, and precautions for the safe handling and use of a chemical.

Format:
OSHA has developed guidelines for what information should be included on an MSDS. A typical format is shown below:

Section	**Contents**
I	Product Identity
II	Hazardous Ingredients
III	Physical/Chemical Characteristics
IV	Fire/Explosion/Physical Hazard Data
V	Reactivity Data
VI	Health Hazards Data
VII	Precautions for Safe Handling and Use
VIII	Control Measures/Protection Information
IX	Additional Information/Special Precautions

Manufactures are permitted to withhold some information from a MSDS which is considered a “trade secret.” Trade Secret Information must be provided immediately upon request during an emergency, or at the request of a physician. The user of the information must agree to keep the information confidential.

Location:
An MSDS for every chemical found in the workplace must be kept in a location that is easily accessible to employees. The IIC should ensure that the location where the MSDS are stored is known and that inspectors have access to them at all times.

Interpretation:
MSDS are generally written by the chemical manufacturer for the “pure product” (e.g. 100% concentration) and not for the diluted form of the chemical as it is used in most applications at poultry and red meat establishments. This must be taken into consideration when reviewing the information found on the MSDS. This is especially true for the health hazard information as the health effects for the concentrated solution are generally more severe than for the diluted solution.

Container Labeling
Chemical – specific information for the chemicals used in the workplace can also be found on container labels. All chemical containers must be labeled, unless the container is a portable container in the control of a specific person for their immediate use. All labels must use the same name as it appears on the MSDS.

Chemical Inventories - Plant Chemicals
Most of the chemicals present in meat, poultry, and egg product plants are part of the processes and cleaning aides used by the plant. Plant management is responsible for maintaining a list of all hazardous chemicals used in the plant, and updating the list as necessary, including whenever new chemicals are received at the plant.

Chemical Inventories - FSIS Chemicals
FSIS only purchases and uses small quantities of chemicals at select plants. These chemicals are primarily used for field tests and pathology samples. FSIS is required to provide the MSDS and container labeling for these chemicals. FSIS is also required to obtain and share information regarding the chemicals used in the plant with plant management.

Health Hazards of Chemicals

Introduction
The effect a chemical substance has on the body depends on the dose. The dose the body absorbs is dependant upon three factors:

- How much of the chemical you are exposed to (concentration)
- How long you are exposed (duration)
- How often you are exposed (frequency)

Type of Health Effects
Acute effects occur rapidly over a short time period and usually involve exposures to high concentrations of chemicals. Chronic effects occur over a long time period (months, years, or a lifetime) and usually involve exposures to lower concentrations of chemicals.

Exposure Routes
Chemicals can enter the body by:

- Inhalation - the chemical is absorbed through the lungs into the bloodstream
- Absorption - the chemical is absorbed through the skin or mucous membranes
- Ingestion - the chemical is absorbed through the gastrointestinal tract (from eating and drinking contaminated items, or smoking after hands have touched contaminated items)
- Injection - the chemical is absorbed via needles, compression air, knives, broken glass, etc.

Categories of Health Effects

- Irritant - in sufficient concentration will produce an inflammatory response or reaction of the eye, skin, or respiratory system
- Corrosive - causes visible destruction of, or permanent changes, in living tissue at the site of contact

- Sensitizer - causes an allergic reaction of the skin or respiratory system over time. Once the sensitivity is developed, exposure to even a small amount of the material may cause a severe reaction
- Carcinogens - cause malignant tumors (cancer)
- Teratogens - cause birth defects in a developing fetus
- Mutagens - cause a mutation in the genetic code (chromosomal changes)

Specific Chemical Hazards in FSIS Workplaces

Many chemicals are used in meat, poultry, egg products, and import facilities as disinfectants, sanitizers, cleaning agents and processing aides. Some common ones are listed below:

- Chlorine is used in water sprays in numerous locations on the evisceration line, on the reprocessing line, and in the pre-chiller and chillers
- Chlorine dioxide and Trisodium phosphate (TSP) are typically used in rinse cabinets prior to the chiller to kill microbial organisms on the carcass
- Ozone is used to disinfect recycled water for use in the chillers and the on-line reprocessing carcass washes
- Acids, bases, quaternary ammonia and sodium hypochlorite are chemicals commonly used for sanitation

In addition, new chemical antimicrobial treatments are continuously being tested in plant trials in an attempt to find more effective ways to ensure food products are safe from harmful bacteria. Some examples are listed below:

- Peroxyacetic acid (Inspexx 100)
- Acidified sodium chlorite solution (Sanova System)
- Ammonium hydroxide
- Acetic acid
- Acidic calcium sulfate (Mionix)
- Carbon Dioxide (TomCo)
- Sodium Acid Sulfate
- Chlorine Dioxide (Zep ® Antimicrobial Treatment System)
- Lactoferrin Antimicrobial Spray

In addition, other hazards are present in FSIS workplaces. Exhaust gases, such as carbon monoxide and sulfur compounds, may be present from forklift trucks, singers, cooking operations, and rendering stacks. Ammonia and Freon are used in refrigeration systems and exposures may occur from leaks. Carbon dioxide (in the form of dry ice) is used in food packaging, and (as a gas) in some chiller systems to lower the pH of the water.

All of these chemicals have similar health effects, including: eye, nose, throat and respiratory irritation, nasal discharge, cough, wheezing, bronchitis, and skin irritation with prolonged, direct contact. However, it is very important to refer to the MSDS's at your duty station for specific health hazard information.

Evaluation of Chemical Hazards

The EHSB conducts hazard assessments and monitoring to evaluate occupational exposures and determine appropriate control measures. The EHSB conducts air

sampling, water analysis, and wipe testing to determine if inspectors may be overexposed to chemicals, biological agents, and physical hazards (such as heat stress and radiation). Industrial hygiene surveys are arranged through the EHSB Field Safety and Health Specialist assigned to the district in which the plant is located. In certain instances, the EHSB may provide an IIC with real-time sampling equipment to conduct on-site monitoring.

Personal Protective Equipment (PPE)

The following sections are covered under Personal Protective Equipment (PPE):

— Introduction
— Hazard Assessment
— Training
— Supply Source
— Head Protection
— Eye and Face Protection
— Ear Protection
— Hand Protection
— Foot Protection
— Respiratory Protection

Introduction

The term PPE refers to a variety of devices and clothing which are designed to protect the eyes, face, head, hands, arms, body, and feet by creating a barrier against workplace hazards. PPE should not be used as a substitute for engineering, work practice, or administrative controls. Instead, it should be used in conjunction with these controls to provide for employee safety and health in the workplace.

Hazard Assessment

A hazard is the potential for harm and is often associated with a condition or activity that, if left uncontrolled, can result in an injury, illness, or death. Hazards found in FSIS plant workplaces include:

- Chemical (Toxic and Corrosive)
- Electrical (Shock and Short Circuits)
- Ergonomics (Strains and Sprains)
- Falls (Slips and Trips)
- Noise (Above 85 dB)
- Temperature Extreme (Heat and Cold)

In order to determine which PPE will provide the best protection, the EHSB has completed many workplace hazard assessments. It has been determined that certain types of PPE are required to be worn based on the workplace hazards that have been identified during workplace hazard assessments. Workplace hazards, and therefore required PPE, can be specific to your duty station.

Training

Inspectors must be able to demonstrate their ability to properly use PPE before being allowed to perform work requiring the use of that PPE. OSHA standard 1910.132 requires that a PPE program be established to ensure that the appropriate PPE has been selected and that employees are trained in its proper use. FSIS directive 4791.1 provides additional guidance on PPE in relation to FSIS workplaces.

FSIS employees who are required to use PPE will be trained in the following areas:

- When PPE is necessary
- What PPE is necessary
- How to properly adjust and wear PPE
- Limitations of the PPE
- The proper care, maintenance, useful life, and disposal of the PPE

Supply Source – Beltsville Service Center (BSC)

Most required and other optional PPE is available through the FSIS Beltsville Service Center (BSC). Available PPE includes such items as hardhats, ear muffs and earplugs, impervious gloves, cut-resistant gloves, and freezer vests and jackets.

Per FSIS directive 3410.3, permanent, full-time FSIS inspectors and veterinarians are reimbursed for the direct purchase of the following types of PPE and safety equipment: skid-resistant footwear, hand tools, knives, sharpening steels, node hooks, scabbards, chains with break away link, and flashlights.

Head Protection

Prevention of head injuries is an important factor in every safety program. Accidents and injuries data indicate that most workers who suffered impact injuries to the head were not wearing head protection. Head injuries are caused by falling or flying objects, or by bumping the head against a fixed object. Head protection, in the form of protective hats, must do two things – resist penetration and absorb the shock of a blow.

<u>Requirements and Fit</u>
The OSHA standard for head protection is 29 CFR 1910.135. FSIS directive 4791.1, Revision 2, requires that hardhats be worn at all inspected plant facilities. Hardhat headbands are adjustable in 1/8-size increments. When the headband is adjusted to the right size, it provides sufficient clearance between the shell and the head. The removable or replaceable type sweatband should cover at least the forehead portion of the headband and the shell should be of one-piece seam.

Eye and Face Protection

Studies indicate that about 60 percent of workers who suffered eye injuries were not wearing protective eye equipment. Protective eye and face equipment is required by OSHA where there is a reasonable probability of preventing injury when such equipment

is used. The OSHA standard for eye and face protection is 29 CFR 1910.133. There is no FSIS directive specifically for eye and face protection. The Beltsville Service Center provides 2 types of safety glasses which may provide protection from small flying objects and bodily fluids from animals.

Ear Protection

Exposure to high noise levels can cause hearing loss or impairment. The OSHA standard for hearing protection is 29 CFR 1910.95, Occupational Noise Exposure. Ear protection is presented in detail in the next training module, Occupational Noise.

Hand Protection

Examples of injuries to hands are cuts, burns, electrical shock, and absorption of chemicals. There is a wide assortment of gloves for protection against various hazardous situations. It is important to know the performance characteristics of gloves relative to the specific hazard anticipated: e.g., exposure to cuts or protection from biological material.

Requirements

The OSHA standard for hand protection is 29 CFR 1910.138. FSIS Directive 4791.1, Revision 2, contains the following requirement for hand protection:
Red meat slaughter inspectors must wear a cut-resistant glove on the non-knife hand when performing inspection tasks that require a knife and the assignment of two or more inspectors.

Types

The Beltsville Service Center provides 3 sizes of cut – resistant gloves and 5 sizes of nitrile protective gloves to meet this FSIS requirement. It also supplies 4 sizes of disposable latex gloves to limit the potential risk of exposure to zoonotic diseases. Use of latex gloves is voluntary.

Foot Protection

Slips, trips and falls are the major cause of accidents. They cause 15 percent of all accidental deaths and are second only to motor vehicles as a cause of fatalities. Meat, poultry and egg product plants have wet and slippery walking and working surfaces.

The OSHA standard for foot protection is 29 CFR 1910.136. This standard does not require foot protection for wet slippery surfaces. However, FSIS provides reimbursement for footwear that has skid-resistant soles, water-resistant uppers, and a closed heel and toe. Soles made from leather, wood, hard plastic, or metal materials are excluded.

FSIS directive 3410.3, Revision 4, provides for reimbursement of protective footwear that meet the conditions described above. Reimbursement is limited to actual expenses, and the total allowance during the fiscal year shall not exceed $70. However, supervisors may authorize reimbursement for additional replacement of skid-resistant footwear (up to an additional $70 per pair) on an “as needed” basis.

Respiratory Protection

Respirators are not available through the Beltsville Service Center. If the IIC believes that a respirator may be useful in certain situations, your Field Safety and Health Specialist should be contacted to perform a hazard assessment and provide you with the proper respirator.

Occupational Noise

The following sections are included in this module:
- Introduction
- FSIS Hearing Conservation Program
- Hearing Protection

Introduction

The purpose of this module is to provide you with information regarding the FSIS Hearing Conservation Program and the necessary training to help safeguard your hearing.

The following objective will be covered:
- The effects of noise

The FSIS Hearing Conservation Program include the following:

- purpose and procedures of audiometric testing
- monitoring noise levels
- purpose, advantages, and disadvantages of various types of hearing protectors
- selection, fit, use, and care of the different types of hearing protectors

Noise is defined as “unwanted sound.” Exposures to high levels of noise cause hearing loss and may cause other harmful health effects such as stress and fatigue. Work-related hearing loss is one of the most common occupational diseases in the United States. The amount of hearing loss caused by noise depends on how loud the noise is and how long you are exposed. The loudness of a noise is measured in decibels (dB). Noise greater than 85 dB can damage hearing if the exposure is long enough. FSIS employees working in meat, poultry and egg product plants may be exposed daily to noise in this decibel range.

Noise-induced hearing loss can be temporary or permanent. Temporary hearing loss results from short-term exposures to noise, with normal hearing returning after a period of rest. Generally, prolonged exposure to high noise levels over a period of time gradually causes permanent damage. There is no cure for noise-induced hearing loss. Prevention of excessive noise exposure is the only way to avoid hearing damage!

The OSHA Occupational Noise Standard (29 CFR 1910.95) requires that a Hearing Conservation Program be implemented to protect workers from suffering hearing impairment as a result of being exposed to significant levels of occupational noise. A Hearing Conservation Program must be implemented when employees are exposed to

noise at or above 85 dB averaged over an 8-hour workday (8-hour time-weighted average [TWA]).

FSIS Hearing Conservation Program

FSIS Directive 4791.1 includes the elements included in the FSIS Hearing Conservation Program:

- Audiometric testing
- Monitoring of noise levels
- Provision of hearing protectors
- Training

Audiometric Testing
An audiogram or hearing test is essential for early detection of hearing loss. These tests must be administered by trained professionals who follow the specifications for conducting these tests as outlined in the OSHA Standard.

There are two types of audiograms required in a hearing conservation program: baseline and annual audiograms. The baseline audiogram is the reference audiogram against which all future audiograms are compared. Baseline audiograms must be provided within 6 months of an employee's first exposure at or above an 8-hour TWA of 85 dB. Annual audiograms must be conducted within one year of the baseline. It is important to test hearing on an annual basis to identify any changes in hearing ability. If a hearing loss has occurred, protective follow-up measures can be initiated before hearing loss progresses. Annual audiograms can also help identify whether your hearing protection properly fits and whether you are using it correctly.

Audiograms will be provided to all FSIS employees at no cost, including reimbursement of travel expenses where necessary. Arrangements for you to have an audiogram will be made through your supervisor. The FSIS Environmental, Health and Safety Branch have compiled a catalog of approved vendors for this purpose. One thing to remember about your audiogram: For an accurate test do not expose yourself to high noise levels (at work or at home) for 14 hours prior to your test. If necessary, use hearing protection during this time.

Monitoring Noise Levels
In accordance with FSIS Directive 4791.1, Basic Occupational Safety and Health Program, noise monitoring results must be recorded on FSIS Form 4791-20 and posted in the Government office of each establishment. New measurements must be made and the form updated any time noise levels may have increased, such as with a change in equipment, process, or layout of the establishment. Circuit Supervisors have been provided with a sound level meter to periodically check the noise levels in the work area. Monitoring has shown that noise levels within a meat, poultry, or egg products plant are typically between 85 to 105 dB. FSIS requires employees to wear hearing protection if they are exposed to noise levels of 85 dBA TWA or greater. A good rule of thumb: If you have to shout to talk to someone 2-3 feet away, the noise level is probably greater than 85 dB.

A significant change in hearing ability is called a Standard Threshold Shift (STS). If comparison of the annual audiogram to the baseline audiogram indicates a standard

threshold shift has occurred, then you will be notified in writing within 21 days and may be referred for further testing. If an STS is identified and you do not already wear hearing protection, you will be fitted with hearing protection and given instruction on how to use it. If you were already wearing hearing protection, you will be refitted and retrained.

Provision of Hearing Protectors

The selection of proper hearing protection is essential to preventing noise-induced hearing loss. Hearing protection must be chosen based on its ability to block enough noise to reduce your exposure to at least 85 dB. This can be determined by using the Noise Reduction Rating (NRR) listed on the package the hearing protection comes in. To determine whether your hearing protection provides enough protection, use the following formula:

Measured sound level in work area (dBA) – (NRR-7 dB) = actual level of sound your ear is exposed to

* The actual sound level your ear is exposed to should be 85 dB or below.

Training

FSIS employees who are included in the FSIS Hearing Conservation Program will receive training on the effects of noise, and the selection, use, fit and care of hearing protectors.

Hearing Protection

There are two basic types of hearing protectors: earplugs, which fit inside the ear canal, and ear muffs, which fit over the ear. The type of hearing protection you select will depend on the noise level to which you are exposed, the fit of the hearing protector and your personal choice for comfort. In some cases with very high exposure, it may be necessary to wear both earplugs and ear muffs. The FSIS Field Supply System at the Beltsville Service Center stocks many different types of hearing protectors. These include foam earplugs, pre-molded earplugs, canal caps, and ear muffs.

Advantages and Limitations of the Various Types

- Foam earplugs are comfortable for all day use. They will also adjust to many different sizes of ear canal, so sizing is usually not a problem.
- Pre-molded earplugs are reusable and come in many different sizes.
- Canal caps are a good choice if you have to insert and remove your hearing protection many times throughout the day. However, they do not offer as much noise reduction as earplugs or muffs.
- Ear muffs are also a good choice if hearing protection is inserted and removed many times throughout the day.

Tips for Choosing the Best Type of Hearing Protection

- Choose hearing protection that works well at your job site.
- Be sure your hearing protection is the right size for you. There are many different types and sizes of ear plugs available.
- Practice inserting and removing your hearing protectors so you become comfortable using them.
- Frequently check the fit to be sure you are using your hearing protection correctly.

- Always wear your hearing protection when in areas of noise levels greater than 85 dB.
- Learn the right way to care for your hearing protectors and know when to replace them.

Directions for Fitting Hearing Protection

Inserting Foam Earplugs

- Make sure both your hands and the earplugs are clean and dry
- Roll the plug between your fingers and thumb until it forms a long, thin cylinder (about this wide "O") so that about half the length of the plug will fit into your ear canal
- Reach over your head with your opposite hand and pull upward and outward on the top portion of your ear. This will extend the opening to the ear canal
- With the other hand, insert the plug as far as it will go into the ear canal
- Hold your finger against the plug until the plug has fully expanded in the ear canal

Test for fit using the hum test: After inserting one plug, talk out loud or hum. Your voice should seem louder and more resonant in the plugged ear.

Inserting Pre-molded Earplugs

- Reach over your head using your opposite hand and pull the top portion of your ear upward and outward
- Insert the plug with a gentle rocking motion until you have sealed the ear canal. You should feel a vacuum-like seal when this occurs

Test for fit using the tug test. Tug gently back and forth on the stem of the plug. The plug has been inserted correctly if you feel resistance and a gentle sense of suction on the eardrum.

Inserting Canal Caps

- Place the neckband in the under-the-chin position
- Grasp the base of the caps to spread the neckband and fit the caps in the ears
- With the caps in place, pull the top of one ear upward and outward while firmly pushing and wiggling the neckband so the cap seals the ear canal. Repeat with other ear

Test for fit using the loudness test. Once the canal caps are inserted, cup your hand over your ears. You should not notice any less noise with your hands over your ears than with the hearing protectors alone.

Fitting Ear Muffs

- Place the headband over your head
- Pull the ear cups down to fully cover your ears. Ear muffs should completely cover the outer ear to provide a good seal. Make sure hair, glasses, caps, and jewelry don't prevent the muffs from sealing your ears
- Adjust the headband for a snug, comfortable fit that gives you the best noise reduction

Test for fit by doing the loudness test in reverse. Lift one side of the ear muff off your ear. You should notice a sharp increase in noise as you break the seal of the ear muff around your ear.

Proper Care of Hearing Protection

- Foam earplugs are meant to be used once then thrown away. However, you can wash them in warm, soapy water, rinse them well, and let them air dry if need be. They should be discarded if they become hard or are no longer springy.

- Pre-molded earplugs are reusable. They should be washed with warm, soapy water when they become dirty, dried thoroughly, and stored in a plastic case between uses. If they harden or become discolored, they need to be replaced.

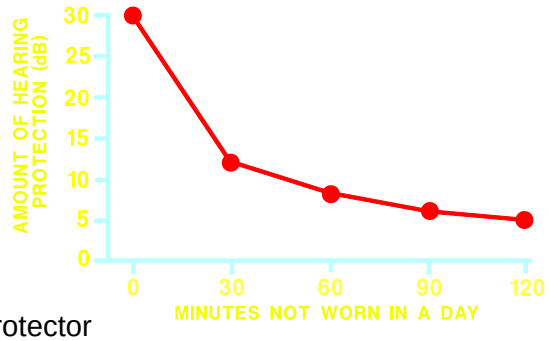
- Canal caps are reusable and can be washed with warm, soapy water when they become dirty. They need to be discarded when the caps become hard or discolored.

- Ear muffs are reusable and can be used as long as the pads of the muffs are soft and flexible, with no tears or cracks.

Importance of Consistent Use

If hearing protectors are not worn correctly, or worn consistently throughout workshift (when in areas of noise that exceed 85 dB), their actual attenuation (their ability to reduce the amount of noise) will decrease rapidly as compared with the NRR (Noise Reduction
Rating) listed on the package.

Effect of Inconsistent use on the Amount of Noise Reduction



This graph shows that when hearing protection is NOT WORN for 30 minutes in a work-day (where the noise levels exceed 85 dB) the ability of the hearing protector to reduce the amount of noise by 30 dB, drops to almost 10 dB. For example, if you were exposed to a noise level of 100 dB and a hearing protector with a NRR of 30 dB was properly worn for the entire work shift, your ear would actually be exposed to 77 dB [100 dB – (30dB-7)]. However, if you did not wear the hearing protector for 30 minutes out of the day, your ear would actually be exposed to about 97 dB (a level that is hazardous to your hearing)

General Safety

The following sections are covered in the General Safety module:

— Lockout/Tagout
— Confined Spaces
— Walking and Working Surfaces
— Emergency Action Plans

— Signs and Tags

Lockout/Tagout

Introduction
Employees can be seriously or fatally injured if the machinery/equipment they service or maintain unexpectedly energizes, starts up, or releases energy. Inspection of machines and equipment is a servicing/maintenance activity. To help protect employees from hazardous energy, OSHA issued the Control of Hazardous Energy (Lockout/Tagout) Standard. OSHA has estimated that nearly 2% of all workplace deaths can be eliminated by adhering to the requirements of this Standard. It was estimated that compliance with the Standard will prevent about 122 fatalities, 28,400 lost workday injuries, and 31,900 non-lost workday injuries each year.

Application
This standard applies to all sources of energy, including, but not limited to: mechanical, electrical, hydraulic, pneumatic, chemical, and thermal energy. This standard applies to inspection personnel performing pre-operational process verification inspection or verification of pre-operational or operational corrective action when such tasks expose them to hazardous energy. It does not apply if employees are performing service or maintenance tasks that do not expose them to the unexpected release of hazardous energy. The standard does not apply while servicing a cord and plug connected piece of electrical equipment or machinery.

OSHA Standard
The employer must establish an energy control (lockout/tagout) program to ensure employees isolate machines/equipment from their energy source. The employer must also establish procedures for putting appropriate lockout or tagout devices on the energy isolating devices, and when appropriate, procedures must address stored energy. These procedures must be inspected at least annually. If tagout devices are used on machinery or equipment that can be locked out, then additional procedures must be implemented to protect employees. Procedures can be developed to meet the needs of the workplace and the types of machines/equipment being maintained or serviced.

Employers are required to develop, document, and use procedures to control potentially hazardous energy. Procedures must outline the scope, purpose, authorization, rules, and techniques that employees will use to control hazardous energy. Procedures must provide at least the following information:

- A statement on how to use the procedure
- Specific procedural steps to shut down, isolate, block and secure machines or equipment
- Specific steps designating the safe placement, removal, and transfer of lockout/tagout devices and who is responsible for them
- Specific requirements for testing machines and equipment to determine and verify the effectiveness of locks, tags, and other energy control devices

The energy control procedure must be implemented in the following sequence:

— Prepare for shutdown

— Shut down the machine/equipment
— Disconnect or isolate the machine from the energy source
— Apply lockout or tagout device
— Release, restrain or otherwise render safe all stored or residual energy
— Verify energization and deenergization of the machine/equipment

The machine must be reenergized as follows:

— Inspect machines/equipment to determine if they are intact
— Check to assure that everyone is positioned at a safe distance from the machine/equipment
— Remove locks and tags
— Notify affected employees that locks and tags have been removed

FSIS Lockout/Tagout Program

Details of the FSIS Lockout/Tagout Program, which was developed in accordance with OSHA Standard 29 CFR 1910.147, are found in FSIS Directive 4791.11. Authorized FSIS employees are required to lock and tag out machines or equipment to perform pre-op process verification inspections in coordination with the establishment's lockout/tagout program. The process proceeds as follows: The plant develops lockout/tagout procedures in accordance with the OSHA Standard. During lockout/tagout procedures, a plant authorized employee places a lock on the energy isolating device. Then, the FSIS authorized employee also places a lock on the energy isolating device. An alternative lockout/tagout procedure is to use a lock box. First, the plant employee places a lock on the energy isolating device and puts its key in a lock box. Then the FSIS authorized employee places a lock on the lock box.

Cooperative Agreement (Attachment #1 in FSIS Directive 4791.11)

A cooperative agreement is an agreement developed by front-line supervisors and plant management. It establishes lockout/tagout procedures at an inspected establishment. Plant and FSIS authorized employees verify that stored or residual energy has dissipated or is restrained. This is accomplished by the authorized FSIS employee observing the plant authorized employee verifying isolation. The authorized FSIS employee then notifies the plant authorized employee when inspection tasks requiring lockout are completed.

Inspection and Training

Circuit supervisors or another designee conduct the annual inspection of FSIS energy control procedures. FSIS employees must receive initial lockout/tagout training prior to performing inspection tasks that require application of lockout/tagout procedures. Retraining is required for authorized FSIS employees if there is a change in job assignment, a change in machines, equipment or processes, or a change in the energy control procedures. Retraining is also required if periodic inspection reveals deficiencies in the employee's knowledge, or use, of an energy control procedure.

Confined Spaces

A confined space is a location which:

- Is large enough to enter and work in

- Has limited or restricted means of entry and exit, and
- Is not designed for continuous human occupancy

Examples of confined spaces include: pits, silos, tanks, hoppers, storage bins, railroad or truck tank cars, reactor vessels, and machinery enclosures. Confined spaces are dangerous!! There are many health and safety hazards associated with them and entering them may exposure you to risk of death, serious injury, or acute illness.

Hazards Include:

- Lack of oxygen
- Being trapped by the internal configuration of the space
- Being engulfed by materials in the space
- Presence of flammable or toxic gases or vapors
- Injury by mechanical equipment in the space
- Injury by release of pressure, heat, steam, or reentry of tank contents

The number one cause of death in confined spaces is asphyxiation due to hazardous atmospheres. Untrained rescuers (e.g. employees entering spaces to aid or save co-workers) account for 60% of deaths annually.

Summary of OSHA Requirements

According to OSHA Standard 29 CFR 1910.146, confined spaces which contain a hazard are regulated by OSHA as “permit-required” confined spaces. “Permit-required” means that an actual written permit is required to be completed before a person can enter the confined space.

The entry permit specifies the entry conditions, provides results of testing for oxygen content and toxic/flammable vapors, specifies initial and periodic air monitoring requirements, specifies the steps needed to prepare the space for entry, purging, flushing, ventilation and isolation (lockout/tagout, blanking pipes/lines), designates key personnel (attendants and entry supervisors), specifies entry time frames, specifies what external hazard controls must be in place, and details rescue and retrieval means.

If a workplace contains permit-required spaces, the employer must post danger signs to warn exposed employees stating:

“DANGER – PERMIT REQUIRED CONFINED SPACE – DO NOT ENTER”

Applicability to Food Inspection Activities

It is FSIS policy that employees DO NOT enter or work in confined spaces. Therefore, in accordance with the OSHA Standard, FSIS is required to:

- Evaluate the workplace to determine if any spaces which FSIS may need to enter are permit-required confined spaces
- Take measures to prevent employees from entering the spaces
- Evaluate any changes to non-permitted confined spaces that increase the hazards (requiring them to be permitted)

FSIS Supervisor Responsibilities are to work with the establishment to identify permit-required confined spaces, ensure those which impact FSIS operations are clearly

marked with warning signs, and inform FSIS employees of the location of these spaces and FSIS policy prohibiting entry into them.

FSIS employees are responsible for being familiar with the location of permit-required confined spaces at their duty station/s. For permit-required confined spaces which require inspection, FSIS employees will arrange to have the interior of permit-required confined spaces inspected by other means that do not require the FSIS employee to enter the space.

Walking and Working Surfaces

Slips, trips and falls are the major cause of accidents. They cause 15 percent of all accidental deaths and are second only to motor vehicles as a cause of fatalities. The walking and working surfaces within meat, poultry and egg product plants may be hazardous. OSHA Standard 29 CFR Part 1910, Subpart D, contains the requirements for walking and working surfaces and applies to all FSIS workplaces.

The following is a summary of the OSHA Standards for walking and working surfaces. The IIC should notify subordinates or plant management if you observe, or are informed of violations of the standards. FSIS does not have the authority to require the abatement of hazards in private sector workplaces. In lieu of abatement, FSIS institutes administrative controls, work practice controls, or requires the use of personal protective equipment.

General Housekeeping Guidance
Work areas shall be kept clean and orderly and in a sanitary condition. The floor of every workroom shall be maintained in a clean and dry condition so far as possible. Where wet processes are used, drainage shall be maintained and gratings, mats, or raised platforms shall be provided. Working areas shall be kept free from protruding nails, splinters, holes, and loose boards.

Aisles and Passageways
Aisles and passageways shall be kept clear and in good repair with no obstruction across, or in aisles. Permanent aisles and passageways shall be appropriately marked. Aisles should be sufficiently wide for use of mechanical handling equipment such as motor trucks. Improper aisle widths and poor housekeeping may result in injuries to employees and limit exit during emergencies.

Protection of Open-Sided Runways
Every runway shall be guarded by a standard railing on all sides 4 or more feet from the floor level. A toe board must be provided whenever tools, machine parts, or materials are likely to be used. Regardless of height, open-sided floors, walkways, platforms and runways above or adjacent to a hazardous operation must be guarded with a standard railing and toe guard.

Guarding Floor and Wall Openings
Holes and openings can present extremely dangerous hazards. FSIS employees may fall through the openings or over the sides to the level below. Objects such as tools or

parts may fall through the holes and strike FSIS personnel. FSIS personnel must be protected from floor openings/holes and open-sided platforms. They also must use stairway railings and guards.

Guarding Floor and Wall Openings and Holes
Floor openings may be covered or guarded with rails. Open-sided floors or platforms, 4 or more feet above the adjacent floor, must be guarded, with the exception of the "working" side of an inspection platform. Toe boards must be provided on platforms. Every flight of stairs with 4 or more risers must have railings.

Fixed Industrial Stairs
Provide access to and from places of work, and should be inspected for hand rails, stair rails, and treads.

Portable Ladders
Portable ladders include step, single and extension ladders. Step ladders shall be equipped with a secure locking device to hold the front and back of the ladder in the open position. Ladders shall be maintained in good condition at all times. Ladders should always be placed with a secure footing. Short ladders shall not be spliced together to make long ladders. FSIS employees shall always face the ladder going up or down, and both hands shall be used when climbing or descending ladders.

Fixed Industrial Ladders
Fixed ladders are permanently attached to a structure, building, or equipment. Fixed ladders shall be maintained in a safe condition and inspected regularly.

Manually Propelled Ladders and Stands
These devices are commonly used by FSIS employees to conduct final inspections. All exposed surfaces of mobile ladders and stands shall be free of sharp edges, burrs, or other safety devices. Guardrails and toe boards are required for work levels that are equal to or greater than 10 feet high.

Safety Considerations
Wear skid-resistant footwear with adequate tread on the soles. Use the "packing house shuffle" when walking in slippery areas. Walk don't run in meat, poultry and egg product plants, and use all available hand and stair rails.

Emergency Action Plans

Proper planning for emergencies is an essential part of occupational safety and health. The purpose of an Emergency Action Plan is to facilitate and organize employer and employee actions during workplace emergencies. All employees should be familiar with the emergency procedures and safe evacuation routes for each workplace to which you are detailed.

Requirements
According to OSHA Standard 29 CFR 1910.38, the development of a written plan of action and employee training regarding their actions and responsibilities under the plan

is required. FSIS Directive 4791.6 provides procedures for the development of these plans. Each FSIS workplace (plant, laboratory or office) must have its own written plan. Types of emergencies include fires, explosions, chemical releases, bomb threats or bombings, weather related incidents, earthquakes, and power failures.

The minimum required elements in an emergency action plan include, procedures for reporting a fire or other emergency; procedures for emergency evacuation, including 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 evacuation; and the job title of the employee who may be contacted for more information about the plan.

Training

The plan shall be reviewed with all employees when the plan is developed, an employee is initially assigned, the employee's responsibilities under the plan change, or the plan is changed. The written plan shall be kept at the workplace and made available for employee review. Diagrams illustrating evacuation routes and emergency exits should also include assembly points and equipment (fire extinguishers, first aid kits, spill kits) that may be needed in an emergency. These diagrams should be posted in a prominent place for all employees to see.

Signs and Tags

Specifications for Accident Prevention Signs and Tags, OSHA Standard 29 CFR 1910.145, require employee instruction on danger, caution and safety signs. There is no FSIS directive on this subject. This section provides an overview on safety colors, symbols and labels.

Colors used for Safety Symbols:

Red – Fire, danger, and stop
Orange – Warning
Yellow – Caution
Green – Safety
Blue – Notice

Safety Symbols

Triangle or diamond-shaped signs

- Hazard alerts
- Orange or yellow in color

Mandatory action symbols

- Inform of some type of necessary action
- Circular shape, blue in color

Square or rectangular signs

- Provide general safety information
- Green in color

Symbol within a circle with a slash going from upper left to lower right

- Denotes prohibited action

Safety Labels

Hazard communication labels

- Denote flammability, health effects, reactivity, special hazards
- Provided in a variety of formats

National Fire Protection Association:

Legend

Number Code:

4 - Extreme
3 - High
2 - Moderate
1 - Slight
0 - Insignificant

Color Code:

Red - Fire hazard
Yellow - Reactivity
White - Specific hazard
Blue - Health hazard

Hazardous Materials Identification System:

Piping labels

- Flammable, chemically reactive, radioactive, hot, cold – yellow in color
- Liquid, non-flammable mixtures – green in color
- Gaseous mixtures – blue in color
- Fire-quenching materials – red in color

General Occupational Health

The following topics are covered in the General Occupational Health module:

— Medical Services and First Aid
— Zoonotic Diseases
— Heat Stress
— Cold Stress

Medical Services and First Aid

Safety and health programs are intended to minimize the likelihood of injury and illness as a result of occupational hazards. However, it is unrealistic to expect that accidents will not occur from time to time. Thus, employers must plan for medical emergency response, which can vary from providing simple first aid to more serious injuries requiring medical attention or hospitalization.

Requirements
Medical Services and First Aid, Standard 29 CFR 1910.151, is meant to ensure that employees receive medical attention when needed. FSIS Directive 4792.1 provides further direction on this activity.

Injuries in the Workplace
FSIS employees should seek immediate medical attention if an injury occurs in the workplace. FSIS employees should be familiar with their specific workplace procedures for notifying their supervisors and summoning emergency medical care.

The IIC/CS should develop a plan for obtaining emergency first aid at either a plant health clinic managed by a health professional, a local community paramedical unit, or a hospital in close proximity to the workplace. FSIS employees should know the location or phone number of these medical services.

First Aid Supplies
The Beltsville Service Center (BSC) provides two sizes of first aid kits for the plant and automobile. Band-aids and antibiotic ointment may be ordered separately from the BSC.

Training
FSIS will not provide first aid training if any one of the following three conditions is met:

- There is a plant health unit managed by a health care professional
- There is a local community paramedical unit within a 15-minute response time (from the time of injury until first aid treatment)
- There is a health care facility within a 15-minute response time (from the time of injury until first aid treatment)

97 percent of inspected plants meet one or more of the above conditions. EHSB will coordinate first aid training on a case-by-case basis, where applicable.

Zoonotic Diseases

Zoonotic diseases are diseases and infections that are naturally transmitted between vertebrate animals (including their carcasses and by-products) and man. Currently there is no OSHA standard or FSIS directive for zoonotic diseases. Although a review of CA-1 and CA-2s over the past 5 years has shown a very low potential for exposure to zoonotic diseases among the FSIS workforce (based on only a few documented cases), information regarding zoonotic diseases in the workplace is provided to FSIS employees. This includes precautions to be taken and the awareness needed to reduce the potential of a FSIS employee contracting a zoonotic disease in the workplace.

Diseases of concern to FSIS employees working in red meat and/or poultry plants include Anthrax, Avian Influenza, Brucellosis, Bovine Spongiform Encephalitis (BSE), Q-Fever, Tuberculosis, Tularemia, and West Nile Virus.

Typical Symptoms

Many zoonotic diseases cause symptoms that are non-specific and influenza-like. General symptoms can include fever, chills, malaise, headache, muscle and joint pain, and fatigue. Early diagnoses and treatment are important to keep many zoonoses from progressing into a more severe stage. Therefore, it is important that the examining physician be made aware of your occupation and type of workplace, as well as any potential contact with animals or animal products that might be infected with a zoonotic disease.

Protective Measures

The main mode of transmission for many zoonoses and greatest potential risk of exposure to zoonoses for FSIS employees is from contact with tissue, blood, and bodily fluids of infected animals. Therefore, FSIS inspectors and veterinarians should protect their eyes, nose, mouth and any open cuts against exposures to potentially infected tissues or fluids. For example, open cuts should be covered with a waterproof bandage. Gloves should be worn to reduce direct contact, and safety glasses or a face shield should be worn when the potential for a significant exposure to splashes or tissue spatter exists. In addition, practice good personal hygiene; wash hands after contact and do not touch face, eyes, nose or mouth with contaminated hands or gloves.

Heat Stress

Heat stress is a problem that affects up to an estimated 10 million workers in the United States each year. During the hot summer months, FSIS inspectors may be exposed to extreme conditions of hot temperatures and high relative humidity in meat and poultry slaughter plants.

The Body's Reaction

When exposed to severe heat the body tries to maintain a constant internal, or core, temperature by acclimating to the work environment. Blood flow is increased to the skin to release excess heat, and sweat is produced by the body. When sweat evaporates it cools the skin.

Types of Heat Injuries

- Heat cramps
- Heat exhaustion
- Heat stroke

The more common heat injuries are heat cramps and heat exhaustion. These disorders are not life-threatening; however, they may be intermediate steps on the way to heat stroke. Heat stroke, on the other hand, is a life-threatening emergency that requires immediate medical attention.

Heat Cramps and Heat Exhaustion

Workers experience symptoms such as undue fatigue or heat cramps while working in the heat. Heat exhaustion victims often experience headaches, dizziness or

lightheadedness, weakness, mood changes such as irritability, nauseousness, pale skin (indicating very low oxygen delivery), and feeling faint. Treatment for heat cramps and heat exhaustion include moving the victim to a cool, shaded area to rest, loosening and removing heavy clothing, and keeping the victim hydrated (about a cup of cool water every 15 minutes) unless the victim is nauseous. If heat cramps persist, intravenous fluids, and therefore medical attention, will be required. Observe the victim closely and if sweating suddenly stops, or the worker loses consciousness or becomes disoriented, he or she should be treated as a heat stroke victim who needs immediate medical attention.

Heat Stroke

In the early stages, workers typically have hot, dry skin (they are not sweating). The skin is typically red (has a sunburn appearance), but may be blotchy or pale blue-gray, and internal body temperature is very high. The victim may experience mood changes such as irritability, mental confusion or the inability to think straight, seizures, or lose consciousness. Breathing may be faster and deeper than normal. Heat stroke is a life-threatening medical emergency that requires immediate attention from medically trained personnel. While waiting for medical help, first aid should be initiated. Remove the worker from the heat source to a cool, shaded area, loosen and remove any heavy clothing, have the victim drink a cool cup of water (about four ounces) every 15 minutes, if they are conscious and not sick to their stomach, and cool the worker as rapidly as possible by maximizing airflow across the body (by fanning).

FSIS Heat Stress Management Program

There is currently no specific OSHA standard or FSIS directive for heat stress. However, OSHA may cite Federal agencies for heat stress violations under 29 CRF 1960.8(a). FSIS is constrained by 29 CFR 1960.1(g) from requiring abatement of heat hazards in a private sector workplace, but IICs should work with plant management on high heat days to improve ventilation and cooling of work areas.

FSIS has only three realistic options for managing exposures and for protecting employees working in high temperature environments in plants:

- Administrative – employee awareness training on actions to reduce the effects of heat stress
- Administrative – increasing the effectiveness of fluid intake using electrolyte replacement supplements (Sqwinchers)
- Personal protective equipment – neck cooling scarves

Using all three of these approaches is the basis of the FSIS Heat Stress Management Program.

Sqwinchers are an electrolyte replacement drink, scientifically formulated to replace mineral salts and replenish fluids and sugars at optimal absorption rates (electrolytes are depleted as a result of dehydration or through physical exertion). Six ounces of water are added to a Sqwincher package. The package also serves as a cup. Sqwinchers are issued by the BSC as a box of 50 under the following item numbers:

- Lemon Lime, FSIS-69-LL
- Fruit Punch FSIS-69-FP

Neck cooling scarves are small bandanas with cooling crystals that can be soaked in cool water for 30 minutes and then worn around the neck all day. They are washable and can be reused many times before replacing. They are available from the BSC under the item number FSIS-68 (dozen per pack).

Prevention of Heat Stress Disorders

Educate and train workers on ways to prevent heat-related illness, to recognize the signs and symptoms of heat-related illnesses, and how to respond. Encourage workers to drink plenty of water (about a cup of cool water every 15 to 20 minutes), and to avoid coffee, tea, alcohol, and caffeinated soft drinks that dehydrate the body. Encourage workers to wear lightweight, light-colored, loose-fitting clothing . If clothes become completely saturated, workers should change into dry clothing. An area, cooler than the work environment, should be provided for breaks.

Cold Stress

Workplace temperatures below 61° F may result in exposures to cold stress. The actual development of cold-stress related disorders will depend on conditions such as air temperature, air speed, the insulating value of clothing, the duration of the exposure, and the environment (e.g., exposure to wet conditions). Cold-related illness can slowly overcome a worker who has been chilled by low temperatures, brisk winds, or wet clothing.

Some FSIS inspectors may have processing assignments in areas which are maintained at or below 40°F. Also, FSIS inspectors may be required to enter walk-in freezers and coolers.

Cold Stress Disorders: Frostbite and Hypothermia

Frostbite and hypothermia are two cold stress disorders. Frostbite is more common, and is a result of freezing of the extracellular fluid in the skin. Hypothermia is the most dangerous cold stress disorder, and is a result of abnormally low core body temperature (at or below 95°F).

Frostbite:

Frostbite usually occurs on the extremities, such as the fingers, toes, ears and nose. Initially, pain occurs at the afflicted site. As nerves become damaged, the pain subsides, and skin becomes hard and numb. Affected tissue becomes pale and white or grayish in color. Although frostbite is not life-threatening, tissue damage can be severe and permanent. Prompt medical attention is required. Move the victim to a warm, dry area, remove any wet or tight clothing that may affect blood flow to the affected area, do not rub the affected area, and place the affected area in a warm (105°F) water bath to slowly warm the tissue. Do not pour warm water directly on the affected area. Warming the tissue too fast will cause tissue damage.

Hypothermia:

Symptoms of hypothermia include uncontrollable shivering, intense feelings of cold, fatigue or drowsiness, cool, bluish-color skin, falling blood pressure, and an irregular heartbeat. Victims become incoherent and clumsy in their movements. If you recognize someone experiencing these symptoms, call for emergency help immediately. Move the person to a warm, dry area, remove wet clothing, and replace with warm, dry clothing or

blankets. Care should be taken to gently warm the victim to prevent cardiovascular problems. Do not rub the victim's body or place them in a warm water bath. Keep the feet elevated and the trunk warm to protect against shock. Circulatory and ventilatory function may be compromised. As a result, cardiopulmonary resuscitation may be needed. The victim's pulse and breathing should be checked periodically.

FSIS Cold Stress Management Program

Currently there is no specific OSHA standard or FSIS directive for cold stress. However, OSHA may cite Federal agencies for cold stress violations under 29 CFR 1960.8 (a). The FSIS Cold Stress Management Program consists of providing awareness training and freezer and cooler attire.

Freezer Garments are supplied by the BSC. Six sizes of each of the following are available:

- Freezer Coat, Full-Length, Breast Pocket, Side Seam Openings for Access to Pants Pockets, Rated to -30° F
- Freezer Jacket, Cold Room Jacket, Waste Length with Sleeves, Breast Pocket, 2 Insulated Hand-warmer Pockets
- Freezer Vest, Cold Room Sleeveless Vest, Waste Length, Breast Pocket, 2 Insulated Hand-warmer Pockets, Rated -0° F

Prevention of Cold Stress Disorders

Train workers to recognize the signs and symptoms of cold-related illness, and how to respond. Avoid exposure to extreme cold (-13°F or below) or moderate cold (5°F or below) with high wind (25 mph or greater) i.e., wind-chill effective temperatures of 60°F and below increase the risk of frostbite and hypothermia. Avoid contact with cold metal (metallic surfaces below 32°F) or liquids of low vapor pressure, such as alcohol or cleaning fluids. These can increase the possibility of frostbite. Also it is important to select the proper insulating clothing specific to the working conditions (cold, wet, windy), layer clothing to adjust to changing environmental temperatures, and wear a hat and gloves, in addition to underwear that will keep water away from the skin. Dry or replace wet clothing.

APPENDICES

ATTACHMENT I

Occupational Safety and Health Information (Check List)

The following forms/items should be displayed or be readily available at the workplace:

__ FSIS Safety and Health Poster

__ Form CA-10, What A Federal Employee Should Do When Injured At Work (Poster)

__ Attachment 1, of FSIS Directive 4791.5, Hazard Communication Program

__ FSIS Form 4792-1, In Case of Emergency (Telephone Numbers)

__ FSIS Form 4791-2, FSIS Safety Report (Circuit Safety and Health Committee Minutes)

__ FSIS Form 4791-17, Log of Federal Occupational Injuries or Illnesses

__ FSIS Form 4791-20, Record of Noise Exposures

__ FSIS Form 4791-21, FSIS Occupant Emergency Plan

__ FSIS Form 4791-22, Notice of Unsafe or Unhealthful Working Conditions

__ FSIS Form 4791-23, Safety and Health Checklist Office Facilities

__ FSIS Form 4791-24, Safety and Health Checklist Plant Facilities

__ FSIS Form 4791-26, Log of Reported Unsafe or Unhealthful Working Conditions

__ FSIS Form 4791-27, Report of Alleged Safety or Health Hazard (Completed Forms)

__ Cooperative Agreement for Lockout/Tagout Procedures between FSIS and Official Establishments

__ Lockout/Tagout Schematic or Floor Plan

__ Formaldehyde Material Safety Data Sheet (Provided by FSIS Laboratories)

ATTACHMENT II

FSIS Directives

Directive 2780.1, Environmental Management at FSIS Facilities

Directive 2791.2, Laboratory Environmental, Health and Safety Management

Directive 3410.3, Reimbursement Provisions for Inspection Expenditures

Directive 4339.2, Medical Examinations for Employees Exposed to Hazardous Conditions

Directive 4791.1, Safety and Health Program

Directive 4791.3, Use of Formaldehyde in Laboratory Samples

Directive 4791.5, Hazard Communication Program

Directive 4791.6, Emergency Procedures in the Workplace

Directive 4791.7, Monitoring Employee Exposure to Occupational Radiation

Directive 4791.8, Air Contaminants Safety Awareness Program

Directive 4791.11, Lockout/Tagout Safety Procedures

Directive 4791.12, Reporting and Correcting Occupational Hazards

Directive 4791.13, Workplace Inspections and Injury, Illness and Motor Vehicle Incident Reporting

Directive 4791.15, Radiation Safety Program

Directive 4792.1, First Aid

ATTACHMENT III

Annual Safety Requirements

LOCKOUT / TAGOUT

TRAINING – Refer to FSIS Directive 4791.11, Rev.1, Part IX. Training must be provided prior to performing pre-operational process verification inspection or verification of pre-operational or operational corrective action.

INSPECTION – Refer to FSIS Directive 4791.11, Rev. 1, Part XII. An inspection of the energy control procedures must be conducted annually

RETRAINING – Refer to FSIS Directive 4791.11, Rev. 1, Part XII.
Retraining must be provided whenever a change occurs in the employee's job assignment, machines, equipment or processes or energy procedures. Additional training is also required if the annual inspection reveals a deviation or inadequacy in the employee's knowledge or use of the approved procedure.

HEARING CONSERVATION

NOISE MONITORING—Refer to FSIS Directive 4791.1, Rev. 2, Part Three and OSHA Standard 29 CFR 1910.95. Monitoring must be repeated whenever a change in production processes, equipment, or controls increases noise exposures.

AUDIOMETRIC TESTING—Refer to OSHA Standard 29 CFR 1910.95. Annual audiometric testing must be offered to inspection personnel who work in environments that are at or exceed 85 decibels for an 8-hour time-weighted average.

ANNUAL TRAINING—Refer to OSHA Standard 29 CFR 1910.95. Annual training must be provided to inspection personnel who work in environments that are at or exceed 85 decibels for an 8-hour time-weighted average.

WORKPLACE SAFETY AND HEALTH INSPECTIONS

OFFICES—Refer to FSIS Directive 4791.13, Part one. Conduct annual office safety and health inspection using Form 4791.23, Safety and Health Inspection Checklist for Office Facilities and post on bulletin board.

PLANT FACILITIES—Refer to FSIS Directive 4791.13, Part one. Conduct annual plant facility safety and health inspection using Form 4791.24, Safety and Health Inspection Checklist for Plant Facilities and post on bulletin board.

LOG OF FEDERAL OCCUPATIONAL INJURIES AND ILLNESSES

Refer to FSIS Directive 4791.13, Part Three. Complete and post FSIS Form 4791.17, Log of Federal Occupational Injuries and Illnesses. Log must be posted within 45 of the end of the fiscal year and remain posted for 30 consecutive days.

HAZARD COMMUNICATION PROGRAM TRAINING

Refer to FSIS Directive 4791.5, Part V. Training must be provided to each employee who is exposed to or is potentially exposed to hazardous chemicals. Additional training must be provided whenever a new hazardous chemical is introduced to the work area.

OCCUPANT EMERGENCY PLAN TRAINING

Refer to FSIS Directive 4791.6, Rev. 2, Part XVI. Training must be provided when the plan is first developed; when new employees, relief employees and visitors come to the workplace; when new equipment, materials, or processes are introduced; and when emergency procedures are updated or changed.

ATTACHMENT IV

"SUPERVISOR'S GUIDE TO WORKER'S COMPENSATION"

A manual titled "Supervisor's Guide to Workers' Compensation" was updated in February, 2004, to replace the 1997 version. This manual provides guidance to supervisors covering procedures and forms completion for Office of Workers' Compensation injuries and illnesses. This manual is a useful tool, helping supervisors and to a certain extent employees navigates through the process of timely filing and reporting on the job injuries and illnesses.

The manual can be accessed on-line at the Human Resource Division Supervisory Resources center. To access this site, go to http://www.fsis.usda.gov/employees/, click on the HR Support link, and then click on the Supervisory Resources link. The forms and instructions discussed in the manual can be accessed directly by the links provided in this manual.

Attachment V

Occupational Safety and Health Protection for Employees of the United States Department of Agriculture Food Safety and Inspection Service (FSIS)

The Occupational Safety and Health Act of 1970, Executive Order 12196 and 29 CFR 1960 require the heads of Federal agencies to furnish to employees places and conditions of employment that are free from job safety and health hazards.

FSIS Responsibilities

1. General Requirements
The FSIS Administrator will furnish employees places and conditions of employment that are free from on-the-job safety and health hazards.

2. OSHA Regulations
FSIS will comply with applicable regulations of the Occupational Safety and Health Administration (OSHA).

3. Reporting Hazards
FSIS will respond to employee reports of hazards in the workplace.

4. Workplace Inspections
FSIS will insure that each workplace is inspected annually for hazardous conditions. FSIS will post Notices of Unsafe or Unhealthful Working Conditions found during the inspections for a minimum or three working days, or until the hazard is corrected, whichever is later.

5. Correction of Unsafe Conditions
FSIS will take prompt action to assure that hazardous conditions are eliminated. Imminent danger conditions will be corrected immediately.

6. Safety and Protective Equipment
FSIS will acquire, maintain, and require use of appropriate protective and safety equipment.

7. Safety and Health Training
FSIS will provide occupational safety and health training for employees.

8. Reporting Accidents, Injuries and Occupational Illnesses
Supervisors must submit a supervisor's report of accidental injury/illness for all work-related accidents, injuries or occupational illnesses experienced by employees under their supervision.

9. Safety and Health Committees
FSIS will support safety and health committees that are formed from management and employee representatives.

Employee Responsibilities

1. Compliance with Standards
Employees shall comply with all OSHA and approved FSIS occupational safety and health standards, policies, and directives.

2. Safety and Protective Equipment
Employees shall use appropriate protective and safety equipment provided by FSIS.

Rights of Employees and Their Representatives

1. Participation in Safety and Health Program
Employees and their representatives shall have the right to participate in the FSIS Safety and Health Program. Employees shall be authorized official time for these activities.

2. Access to Records and Documents
Employees and their representatives shall have access to copies of applicable OSHA and other recognized standards and regulations; FSIS safety and health policies and directives; accident, injury, and illness statistics of FSIS.

3. Reporting Hazards
Employees and their representatives shall have the right to report unsafe or unhealthful working conditions to appropriate officials and to request an inspection of the workplace. The name of the employee making the report will be kept confidential if requested.

4. Freedom from Fear of Reprisal
Employees and their representatives are protected from restraint, interference, coercion, discrimination, or reprisal for exercising any of their rights under the FSIS Safety and Health Program.

Responsible Officials

The Designated Agency Safety and Health Official (DASHO) for FSIS is:

Karen Messmore
Washington, DC 20250

The Safety and Health Designee for this workplace is:

Roger Perkerewicz
Field Safety and Health Specialist
Denver, CO
Office: 303-236-9855
Cell: 240-472-4999
Email:roger.perkerewicz@fsis.usda.gov

OR

Tom Wright
Safety and Health Manager
Beltsville, MD
Telephone: 301-504-4246
Email: tom.wright@fsis.usda.gov

Further Information

This notice highlights the FSIS employee job safety and health program. More information about the FSIS program or its standards and procedures may be obtained from the workplace Safety and Health Designee.

05/18/2005