

**DRAFT
WRITTEN SAMPLE**

**COMPREHENSIVE
HEALTH and SAFETY
PROGRAM**

**For Compliance With
Wyoming General Rules and Regulations
1910**

Wyoming Department of Workforce Services
OSHA Division
Consultation Program

ACKNOWLEDGEMENTS

This material was compiled by the staff of the Wyoming Workers' Safety - Technical Assistance Section.

NOTE: This sample plan is provided only as a guide to assist in complying with Wyoming Occupational Health and Safety's General Rules and Regulations. It is not intended to supersede the requirements detailed in the guidelines. Employers should review the standard for particular requirements which are applicable to their specific situation. Employers will need to add information relevant to their particular facility in order to develop an effective program. Employers should note that certain programs are expected to be reviewed at least on an annual basis and updated when necessary.

This material and Safety and Health Technical Assistance Services are provided free of charge to owners, proprietors, and managers of small businesses, by the Wyoming Department of Workforce Services, OSHA Division, a program funded largely by the Occupational Safety and Health Administration (OSHA), an agency of the U.S. Department of Labor.

The information contained in this document is not considered a substitute for any provision of the standard.

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GENERAL INDUSTRY

The attached Health and Safety Program is for your use in developing your company's program. **This program is not complete: It requires you review and edit before it becomes your program.** Work in conjunction with the WOSH Rules and Regulations for General Industry. Add any categories you need. Remove those that do not apply to you. Expand the areas you need and delete those areas that don't fit your business. The Statement of Health and Safety Policy will fit any type of business. This document needs the company letterhead, date, signature and title only. Feel free to tailor this whole package to fit your company as you see best.

STEPS TO TAKE IN PREPARING YOUR PROGRAM:

1. Review, edit, and print the statement of Occupational Health and Safety Policy on company letterhead, date, and sign.
2. Carefully review the entire program. Delete those items or topics which do not apply to your company.
3. Treat this as your core program. Be advised, there are other individual specialized programs, such as a hazard communication program, a confined space program, or a respiratory protection program, that may be required for your particular company. These are listed in the Individual Safety and Health Programs Listing along with a brief synopsis of the program. You may incorporate these other programs right into this core program document, add them as appendixes to this document, or treat them as separate individual programs.
4. Add those items not listed that you know are required or needed, or those policies, programs, or items that as a company you wish to include, in the appropriate section. For example, if you require safety shoes or safety glasses in your shop areas, so state.
5. Edit, then print, your program.
6. You may submit a final copy to Wyoming Workers' Safety - Technical Assistance Section, for review.
7. An asterisk designates an optional, desired element. A bold asterisk designates a core, required element.
8. Bold internal citation numbers refer to associated Form 33 elements.

COMPANY COMPREHENSIVE

HEALTH AND SAFETY

PROGRAM

COMPANY NAME & LETTERHEAD

OCCUPATIONAL HEALTH AND SAFETY POLICY

We are committed to providing a safe, accident-free, and healthy work environment for everyone. However, excellent safe and healthy conditions do not occur by chance. They are the result of diligent work and careful attention to all company policies by everyone.

Safety demands cooperation on everyone's part. Thus, it is important that communication be kept open at all times between the management and employees. Workers who notice hazards or other safety problems, or feel that they need additional training, must notify their supervisor. Supervisors and management at all levels must address these concerns and take corrective action when warranted.

Everyone is obligated to know the safety standards for their area or job, and just as important, to abide by them. Supervisors must instill a positive attitude and safety awareness in their workers through personal adherence, personal contact, training, and regularly scheduled safety meetings. It is the duty of all employees to perform their work with maximum regard for the safety of themselves and co-workers.

Our safety policies are based on past experience and current standards, and are also an integral part of the company's personnel policies. This means that compliance with the policies is a condition of employment and must be taken seriously. Failure to comply is sufficient grounds for disciplinary action or for termination of employment.

Safety and health are a top priority in this organization and is every bit as important as productivity and quality. In fact, they go hand in hand. Of course the best reason for you to observe these policies is because it's in your own self-interest to do so. Conscientiously following them can help you stay safe, healthy, and able to work, play, and enjoy life to its fullest.

Signature of Company Official
(Owner, President, Senior Management)

OCCUPATIONAL HEALTH AND SAFETY ACT

The Wyoming Occupational Health and Safety Act became effective January 1, 1974. It provides that every employer engaged in business in the State of Wyoming shall:

- a. Furnish to each employee a place of employment free from recognized hazards that are causing or likely to cause death or serious physical harm.
- b. Comply with occupational health and safety standards and rules, regulations and orders pursuant to the Act that are applicable to company business and operations.
- c. Comply with, and require all employees to comply with, occupational health and safety standards and regulations under the Act which are applicable to their actions and situations.
- d. Encourage employees to contact their immediate superior for information that will help them understand their responsibilities under the Act.

HEALTH AND SAFETY RESPONSIBILITIES

MANAGEMENT LEADERSHIP

a. Health and safety policy *

This company has established a health and safety policy as stated at the beginning of this program. The purpose of a policy statement is to establish the priority of health and safety relative to other organizational goals such as profitability, productivity, and quality. This policy shall be effectively communicated to middle managers, supervisors, and employees. **(40)**

b. Health and safety's line function

The health and safety of any employee is the responsibility of their direct supervisor and any upper management with authority over that worker. **(41)**

c. Competent health and safety staff *

A safety person or committee, with all necessary training, shall be available to assist line managers and supervisors in their daily operations. The safety person shall also assist the safety committee in resolving any problems and the accident investigation process. **(42)**

d. Managers' health and safety rules *

Managers shall lead by example and are required to abide by all safety provisions and rules established in and for this facility. There are NO exceptions. **(43)**

e. Delegation of authority

Responsibility without authority is meaningless. Any supervisors or managers with responsibility for the health and safety of their employees are granted the necessary authority to stop hazardous work activities, enforce appropriate health and safety rules and discipline violators of those rules. **(44)**

f. Health and safety resources *

Adequate resources shall be available for any encountered health and safety issue, including but not limited to personnel or personnel-effort, supplies, equipment, facilities, services and training. **(45)**

g. Health and safety training

Adequate training is an essential necessity to any effective health and safety program. Without adequate knowledge, skill and information, management and employees cannot be expected to work in a healthy and safe manner. Therefore, management is committed to providing this necessary training. **(46)**

h. Policies for health and safety performance

Management shall periodically review the policies to assess employee input into the health and safety program. This review shall determine the effectiveness of these policies in achieving the established health and safety goals. **(47)**

i Planning and evaluation of health and safety performance

In any event, all top managers should be familiar with the health and safety planning and evaluation efforts undertaken by their organizations. This includes awareness of what has been done, who did it, what were the results, and what actions were taken in response. **(48)**

j. Employee involvement and participation in health and safety issues

Employee input on health and safety issues is solicited, and voluntary participation in safety and health efforts of the organization is encouraged. **(49)**

ADMINISTRATION AND SUPERVISION

a. Health and safety responsibilities *

Health and safety is everybody's responsibility; however, certain responsibilities must be defined and assigned and accounted. Therefore, each level of management, supervision and employees shall have certain defined areas of responsibility. Remember, if everyone is responsible, no one is accountable. **(26)**

b. Responsibilities are clearly communicated

Responsible individuals are, in fact, aware of and understand their assignments.
(27)

c. Accountability for safety and health *

What Gets Assigned, Gets Done – What Gets Measured, Gets Done Well. Therefore health and safety performance shall be an integral part of any individual's job evaluation. This evaluation may result in bonuses, raises or disciplinary measures. (28)

d. Necessary knowledge, skills, and timely information

All managers and supervisors shall be provided with the necessary tools of training as described in the Training Section. (29)

e. Responsibilities and authority

Authority consists of (1) authority over the work, (2) authority over needed resources, and (3) authority over subordinates. Line positions have these three areas of authority, hence it is line positions that have the primary function in health and safety. (30)

f. Responsibilities and resources

Resources may consist of knowledge, skills, and information, or they may consist of authority issues or motivational issues. Top management shall provide the necessary resources. (31)

g. Policies promote the performance of responsibilities

In order to promote the desired performance by individuals, positive or negative motivational factors may be necessary. Top management believes that positive consequences will motivate the desired positive health and safety performances (consequences). Positive consequences may include, but are not limited to bonuses, raises or other incentives for achieving health and safety goals. Desired goals may include but are not limited to reducing recordable injuries, incidents, workers' compensation claims or fulfilling all health and safety responsibilities. (32)

h. Correction of non-performance (Disciplinary) *

Unfortunately, when undesirable performance or consequences are encountered, negative motivational factors (consequences) may be necessary. These negative consequences may include verbal reprimand, written reprimand, suspension or termination in accordance with the personnel policy of this company. Negative performances may include but are not limited to excessive personal injuries or excessive violations of the company's health and safety rules. (33)

EMPLOYEE PARTICIPATION

a. Employee involvement in safety and health issues *

Methods for stimulating employee participation include but are not limited to participation in the safety committee, employee suggestion boxes, postings, paycheck flyers, e-mail postings, chain-of-command distributions, company-wide meetings and an open door policy by upper management. It is important to remember to confirm employee input was received and also provide feedback to the employee(s). **(50)**

b. Employee involvement in decision-making

Employees' thoughts, suggestions, concerns, objections, or support of employees concerning health and safety policy issues are sought, obtained, and considered by policy makers before decisions are made. **(51)**

c. Employee involvement in the allocation of health and safety resources

Employees' thoughts, suggestions, concerns, objections, or support of employees concerning health and safety resources issues are sought, obtained, and considered by policy makers before decisions are made. **(52)**

d. Employee involvement in regard to health and safety training

Employees' thoughts, suggestions, concerns, objections, or support of employees concerning health and safety training issues are sought, obtained, and considered by policy makers before decisions are made. **(53)**

e. Employees participation in hazard detection activities

Employees' thoughts, suggestions, concerns, objections, or support of employees concerning health and safety hazard identification issues are sought, obtained, and considered by policy makers before decisions are made. **(54)**

f. Employee participation in hazard prevention and control activities

Employees' thoughts, suggestions, concerns, objections, or support of employees concerning health and safety hazard control issues are sought, obtained, and considered by policy makers before decisions are made. **(55)**

g. Employee participation in the training of co-workers *

Employees' thoughts, suggestions, concerns, objections, or support of employees concerning health and safety co-worker training issues are sought, obtained, and considered by policy makers before decisions are made. **(56)**

h. Employee participation in planning activities

Employees' thoughts, suggestions, concerns, objections, or support of employees concerning health and safety planning issues are sought, obtained, and considered by policy makers before decisions are made. **(57)**

i. Employee participation in health and safety performance evaluations

Employees' thoughts, suggestions, concerns, objections, or support of employees concerning health and safety performance evaluation issues are sought, obtained, and considered by policy makers before decisions are made.
(58)

HEALTH AND SAFETY MANAGER

- a. Administers all aspects of the occupational health and safety program.
- b. Develops programs and technical guidance to identify and remove physical, chemical, and biological hazards from facilities, operations, and sites.
- c. Assists management and supervisors in the health and safety training of employees.
- d. Conducts inspections to identify unhealthy or unsafe conditions or work practices.
Completes written reports of inspections.
- e. Recommends programs and activities that will develop and maintain incentives for and motivation of employees in health and safety.
- f. Recommends disciplinary action for repeat violators of health and safety rules.
- g. Maintains the state health and safety poster, emergency telephone numbers, OSHA Form 300, and other notices required by Wyoming Workers' Safety. Ensures this information is posted in places where employees can see them on each job.
- h. Develops and maintains accident and incident investigation and reporting procedures and systems. Investigates serious or reportable accidents and takes action to eliminate accident causes. Reportable incidents consist of fatalities, lost workday cases, and without lost workdays requiring medical treatment. Keep management informed of findings.
- i. Report accidents that result in an occupational fatality or three or more hospitalized workers to Wyoming Workers Safety at 777-7786 within eight (8) hours of occurrence.
- j. Maintains all records and reports of accidents that have taken place during company operations. These forms and reports may include the OSHA Form 300 Injury/Illness Log, Wyoming Workers' Safety and Compensation Division Report of Occupational Injury or Disease.
- k. Ensures that employee's Report of Occupational Injury or Disease report is filed with the Workers' Compensation office within ten days of employee's notification of an occupational injury or disease.
- l. Processes all paperwork associated with accidents, on-site inspections and in-house audits. Maintains permanent record for company files.
- m. Maintains all medical records, evaluations and exposure monitoring records for a period of 30 years.
- n. Maintains all training records for a minimum of three (3) years.

WORKERS' COMPENSATION CLAIMS MANAGEMENT

(Note for Employers: The following Claims Management procedures are required to be included in your Safety and Health Program if you wish to be accredited for the Safety Discount Program. It should be noted that paragraphs a – e are basic requirements for submission of any injury claim; however, paragraph f regarding a modified job program is specifically required for the Safety Discount Program. Please refer to the Safety Discount Program Request for Accreditation form or contact the Risk Management Services at 307-777-7786 for more details of this program and/or the modified job program.)

The following actions will be taken/followed on all accidents/injuries being submitted as a Workers' Compensation claim.

- a. Injured employees must report all accidents/injuries to their supervisor immediately (within 72 hours), who in turn will notify other appropriate company officials, such as the safety manager or claims manager. All accidents/incidents will be investigated by the safety manager, supervisor, or the claims manager to determine the facts and take corrective action to prevent recurrence.
- b. Employees, within ten (10) days after notification to the employer, must complete the Worker Information section only of the Workers' Safety and Compensation Report of Occupational Injury or Disease forms package.
- c. The supervisor or claims manager will complete the Employer's Information section of the same report within ten days of the notification.
- d. The claims manager will ensure that the Wyoming Workers' Safety and Compensation Division is notified as appropriate by filing the above report within ten days of the notification.
- e. The accident investigation must confirm that the injury was job related for the resultant claim to be valid.
- f. Injured employees will be entered into a modified job program if such work is available, i.e., light duty, restricted duty, part time duty, when such is recommended by the attending physician.

DRUG-FREE WORKPLACE

(Note for Employers: The following Drug-Free Workplace policy is required to be included in your Safety and Health Program if you wish to be accredited for the Safety Discount Program. Please refer to the Safety Discount Program Request for Accreditation form or contact the Risk Management Services at 307-777-7786 for more details of this program and/or the drug-free policy. Employers are not required to pay the costs of treatment or any other intervention to qualify for the safety discount program.)

- a. The unlawful use, possession, transfer, or sale of illegal drugs or controlled substances and the misuse of alcohol by employees during work hours are prohibited.
- b. The consequences for violation of the drug-free policy may include, but are not limited to, a referral for therapeutic help, discipline and/or discharge.
- c. A list of community resources that provide substance abuse treatment and prevention services is posted at the bulletin board where they may be regularly viewed by employees. The Department of Health also provides information on their website, or may be contacted directly.
- d. Encourage the designation of a totally or partially smoke free workplace.

DRIVING SAFETY

Vehicle operations are an integral part of our business. Therefore, the following rules shall apply to all business vehicle operations. Hopefully, employees will follow these rules when operating their own personal vehicles.

- a. All vehicle operators are required to have a current and valid drivers' license for the vehicle to be operated, i.e., motorcycles, trucks, commercial drivers' license (CDL).
- b. No unauthorized use of company vehicles shall be permitted.
- c. All cargo or other items, i.e., laptops, suitcases, etc, shall be loaded and secured to prevent them from creating hazards in the event of hard braking.
- d. Prior to entering the vehicle visually inspect the entire vehicle. Look for broken windows, light covers, low tire pressure, etc. Report all damage to your supervisor.
- e. Adjust all mirrors for the proper vision of the operator.
- f. All occupants shall fasten their seat belts. The vehicle shall not be started until all occupants have fastened their seat belts.
- g. Check all gauges and switches for proper function and location, i.e., cruise control, windshield wipers, lights, gearshift, and radio. Do not look for these while you are operating the vehicle. Test the brakes to determine their effectiveness and get a "feel" for the necessary brake pressure.

- h. Obey all traffic laws while operating the vehicle. This includes the speed limit.
- i. Vehicles shall NOT be operated while under the influence of alcohol or drugs which may impair your driving ability. Some prescription drugs and over-the-counter drugs also may affect your driving and decision-making abilities.
- j. Cell phone operation must be conducted ONLY while stopped and out of traffic.
- k. Pay attention! Keep your mind on driving and watching the road. Watch out for other drivers. Make sure are well rested and alert.
- l. Don't get involved in "road rage". Don't become angry at aggressive drivers. Simply pull over to the right lane or the side of the road and allow them to pass.
- m. Always stay at least two (2) seconds behind the vehicle in front of you. If driving conditions are not optimal, i.e., rain, ice, snow, wind, or visibility, allow a further following distance.

Your personal safety is also our concern. When operating a company vehicle, please adhere to the following rules. Again, hopefully, you will use these rules in your personal activities.

- a. If your vehicle becomes disabled, call for help on your cell phone or display a white flag on the antenna as a request for help. Require identification of strangers who offer assistance.
- b. Keep your doors locked. Park in well lighted areas. Have your keys ready to enter your vehicle. You are a target when looking in your purse or digging in a handbag.
- c. When approaching your vehicle, try to observe any persons in the vicinity of your vehicle and look under your vehicle. Look in the back seat before opening the door. Carry a pen light flashlight.
- d. Vary your routes and schedules.
- e. Leave an itinerary of your trip with your supervisor or family member.

HEALTH AND SAFETY TRAINING

a. Health and safety training *

Training and education cannot be over-emphasized as a means of learning a healthful and safe approach to employee work effort. Knowledge of the safety rules and how and when to function under the rules, supplemented by compliance,

is essential to safety.

Employees shall receive appropriate training and continuing education for the knowledge, skill and information necessary to conduct all work activities in a healthy and safe manner prior to hazardous exposures. This training may be formal or informal, including on-the-job training by supervisors or lead workers. **(34)**

Various individual Wyoming Workers' Safety programs specify that training be provided to employees. Supervisors will ensure their employees are scheduled and provided this training as required. Examples of specified training include (but not limited to):

- Fire extinguisher training
- Confined space entry
- Respirator care and use
- Hazard communication
- Lockout/tagout procedures
- Industrial truck/forklift operation
- Electrical work

b. Employee orientation

New employees shall receive an initial health and safety orientation. This orientation shall consist of at least announced health and safety policy, general safety and health rules, major hazards and protections, and emergency procedures. Re-orientation may be necessary when an employee changes job duties, if the change involves significant new hazards, protections, or emergency procedures. **(35)**

c. Supervisor health and safety training *

First-line supervisors are close to the work and have direct responsibility for personnel doing the work. The first prerequisite for effective health and safety supervision is an understanding of the hazards, protections, and emergency procedures associated with the supervised work. **(36)**

d. Supervisors responsibility training *

In addition to hazard awareness, recognition and controls, supervisors need to be able to train and motivate their subordinates to recognize the hazards, use the protective measures, and follow the emergency procedures. Supervisory effectiveness is key to health and safety performance. Supervisors may need coaching or specialized training to acquire these supervisory skills. **(37)**

e. Manager's health and safety training

Managers shall lead by example. Therefore they must at least be trained to provide for their personal health and safety. They shall also be trained to exercise leadership roles regarding health and safety issues throughout the workplace. **(38)**

f. Management health and safety training *

Managers must understand both the way and extent to which effective safety and health protection impacts the overall effectiveness of the business. Accidents and injuries cost money and affect the company's bottom line. Managers who understand this are far more likely to ensure that the health and safety management system operates as needed. **(39)**

HAZARD IDENTIFICATION AND ASSESSMENT

a. Comprehensive health and safety surveys *

Qualified persons such as OSHA consultants, private consultants, insurance loss control specialists, or appropriately trained and experienced employees of the organization shall conduct annual comprehensive hazard surveys. **(1)**

b. Regular health and safety self-inspections *

This company has a procedure for conducting periodic inspections of workplaces/jobsites for compliance with health and safety rules. The purpose of the in-house inspection is to identify hazards and unsafe practices before they cause an injury or accident. **(2)**

Formal safety and health inspections will be conducted under the following minimum timelines:

- a. Health and Safety Manager: {Monthly/quarterly} of all fixed facilities and shops.
- b. Manager/superintendent: {Monthly/quarterly} of his/her area of responsibility.
- c. Supervisors: {Weekly/monthly/quarterly} of area of responsibility, not in conjunction with the above inspections.
- d. The company's health and safety program will be reviewed at least annually.

After completing jobsite or facility inspections, the person making the inspection will:

- a. Discuss findings with employees/persons responsible for creating the condition.
- b. Ensure recommended corrections/changes are transmitted to/discussed with the proper supervisor/person for correction.
- c. Follow up on changes, corrections, and other actions necessary.
- d. Provide copy of checklist to company health and safety person, along with statement of corrective actions taken or still required.

c. Surveillance Of Established Hazard Controls

Surveillance for workplace hazards shall be a constant and on-going process. Daily surveillance by supervisors and employees is necessary for the elimination of hazards before an accident or incident occurs. **(3)**

d. Hazard Reporting System *

It is the responsibility of everyone (management, supervisors and all employees) to identify, report, and correct, all possible hazards. Employees are particularly important in this process as they are in the best position to identify hazards in the workplace and day-to-day operations. **Reporting hazards is a protected activity and no action will be taken against anyone for identifying unsafe conditions.**

Reports should be made to the safety manager or supervisor for appropriate action. **(4)**

e. Change Analysis

All levels of the organization shall be responsible for current and future planning activities involving changes in facilities, equipment, materials, or processes, including the safety and health aspects of such changes. Planning procedures shall ensure the safety and health input of appropriate personnel such as safety staff, the safety committee, and affected supervisors and workers. This is particularly necessary for new activities or processes. **(5)**

f. Accident Investigation *

Accidents involving personal injury or property damage shall be investigated. This investigation shall be conducted by the Safety Manager and include the injured employee, their immediate supervisor, any witnesses and the safety committee. The results of this investigation shall be documented and include the root cause of the accident. This investigation shall not be concluded until there is a recommendation to prevent another similar accident. **(6)**

g. Incident Investigation *

A health and safety incident is a "near miss" event. All employees are encouraged to report any health and safety incident. All reported incidents at this company shall be investigated as though they were accidents. **(10)**

h. Material Safety Data Sheets

Material Safety Data Sheets (MSDS's) shall be reviewed and evaluated to assist in the prevention, elimination, or control of workplace hazards posed by chemical products. The hazards identified on the MSDS shall be controlled by the hierarchy of engineering controls, administrative controls and lastly, personal protective equipment. **(7)**

i. Effective job hazard analysis

Identified hazardous job activities shall be subject to a job hazard analysis. Job hazard analysis is a formal technique for hazard detection involving careful study and recording of each step in a job, identifying existing or potential hazards associated with each step, and determining the best way to perform the job to reduce or eliminate these hazards. Informal examination of a job does not constitute job hazard analysis. **(8)**

j. Expert hazard analysis

Identified hazardous job activities shall be subjected to an expert hazard analysis. Such analysis may consist of, but is not limited to industrial hygiene testing, ergonomic evaluations, and other specialized safety and health services. **(9)**

HAZARD PREVENTION AND CONTROL

a. Feasible engineering controls

The hazards identified during the hazard identification and assessment shall be controlled by the hierarchy of engineering controls, administrative controls and lastly, personal protective equipment. Even though engineering controls may not eliminate the hazard, these engineering controls shall be instituted to the extent feasible. **(11)**

b. Health and safety rules and work practices *

This facility has developed a basic set of health and safety rules which are attached as Appendix A. These basic rules are established as minimal standards. Failure to comply with these basic rules may result in disciplinary action. All employees shall be instructed in these requirements prior to any relevant exposures. **(12)**

c. Applicable OSHA-mandated programs *

Any mandated program, as applicable to this facility shall be developed and implemented. Those identified programs are listed here. **(13)**

Hazard Communication Program Personal Protective Equipment

Lockout/Tagout

Respiratory Protection

Confined Space Entry

Exposure Control Plan

d. Personal protective equipment

This company has conducted a Personal Protective Equipment Assessment and is available. PPE must be appropriate, available, carefully maintained, and properly used. **(14)**

g. Housekeeping

The appearance of the facility as maintained with proper housekeeping is indicative of the overall health and safety program. Housekeeping requirements are defined in the company's health and safety rules in Appendix A. **(15)**

h. Emergencies

Life is full of surprises! This company has planned and prepared for reasonably anticipated emergency situations. Emergency situations include fire, natural

disasters known to the area, catastrophic failures in the company or neighboring facilities, workplace violence, and perhaps, terrorist acts. **(16)**

i. Emergency medical care

This facility and the surrounding area has emergency medical and rescue services available by dialing 911. Minor injuries may be treated at the first aid stations or the eyewashes, located within the facility. Appropriate medical care is available from a Professionally Licensed Healthcare Provider (PLHCP). Contact your supervisor for assistance. **(17)**

j. Preventive maintenance program *

Preventive maintenance is important because equipment failures can cause accidents, injure employees, damage property and be very costly. Preventive maintenance consists of following the manufacturer's recommendations, performing scheduled maintenance and responding to employees' concerns and repair requests. Defective equipment shall be tagged out of service and locked-out, if appropriate. **(18)**

k. Tracking hazard corrections

All identified hazards from inspections, job surveillance and employee concerns shall be documented and tracked to verify corrective actions. In addition, all scheduled maintenance activities and repair orders shall be documented and tracked to verify the completion or corrective action. Corrective actions shall be completed in a timely manner pending its seriousness. Corrective actions taking 30 days or longer shall be reviewed by the safety manager / safety committee. **(19)**

HAZARD PLANNING AND EVALUATION

a. Injury/illness data analysis

The OSHA Form 300 log of all recordable occupational injuries and illnesses is maintained for and/or at each work facility. In some cases, the log may be kept at the main office (This involves ensuring the information from the initial accident report is posted onto that facility's log in the main office within seven days after the accident has occurred). The summary section of the OSHA Form 300 must be posted at each work facility/site by February 1st of the following year and remain in place until April 30th.

Workplace injury and illness data shall be evaluated and analyzed to enumerate injury and illness types, to detect time trends and spatial patterns, and to determine proportional distributions among operations and personnel. Results of the analyses are useful in detecting hazards and setting priorities for hazard corrections. **(20)**

b. Hazard incidence data analysis

Workplace "near misses" and incident data shall be evaluated and analyzed to enumerate hazard types, to detect time trends and spatial patterns, and to

determine proportional distributions among operations and personnel. Results of the analyses are useful in setting hazard prevention priorities. **(21)**

c. Health and safety goals and objectives

A goal of this company to reduce the workers' compensation loss ratio of injury claims cost versus premiums paid by 10% per year. This will achieve a workers' compensation base rate discount in the Wyoming Safety Discount Program.

In addition, it shall be the goal of this company to eventually reduce occupational injuries and illnesses to below the national Lost Workday Incidence (LWDI) average for our Standard Industrial Classification (SIC) code. Upon achieving this goal, we shall further our goal by participation in Wyoming Workers' Safety's Safety and Health Achievement Recognition Program (SHARP). **(22)**

d. Health and safety action plan

The health and safety goals for this company shall be achieved by comprehensive health and safety hazard inspections, accident and incident investigations for root causes, adequate and necessary training for all managers, supervisors and employees. Incremental goals may be established using steps, milestones, or other progress points. As with objectives, action statements should incorporate SMART criteria (Specific, Measurable, Attainable, Relevant and Trackable) when appropriate. **(23)**

e. Annual review of OSHA-mandated programs

During the annual comprehensive health and safety survey of this facility, the operational effectiveness of applicable OSHA-mandated programs shall be evaluated. **(24)**

f. Annual review of the overall health and safety management system *

An annual audit of the organizational safety and health system shall be conducted on a formal basis. This shall be conducted during the annual comprehensive health and safety survey of this facility. **(25)**

APPENDIX A

COMPANY NAME

HEALTH AND SAFETY RULES

In order for a health and safety program to be effective, it is vital that it be understood and implemented at all levels from management to all employees.

The following are the primary Wyoming Workers' Safety occupational health and safety rules and regulations applicable to our operations that must be complied with by our company. A complete set of standards may be found in the Wyoming Workers' Safety's Rules and Regulations for General Industry, 1910.

General Workplace Safety Rules

- a. Report unsafe conditions to your immediate supervisor.
- b. Promptly report all accidents/injuries/incidents to your immediate supervisor.
- c. Use eye and face protection where there is danger from flying objects or particles, (such as when grinding, chipping, burning and welding, etc.) or from hazardous chemical splashes.
- d. Dress properly. Wear appropriate work clothes, gloves, and shoes or boots. Loose clothing and jewelry shall not be worn.
- e. Operate machines or other equipment only when all guards and safety devices are in place and in proper operating condition.
- f. Keep all equipment in safe working condition. Never use defective tools or equipment. Report any defective tools or equipment to immediate supervisor.
- g. Properly care for and be responsible for all personal protective equipment (PPE). Wear or use any such PPE when required.
- h. Lockout or tagout or disconnect power on any equipment or machines before any maintenance, unjamming, and adjustments are made.
- i. Do not leave materials in aisles, walkways, stairways, work areas, or other points of egress.
- j. Practice good housekeeping at all times.

- k. Training on equipment is required prior to unsupervised operation.
- l. Compliance with all governmental regulations/rules and all company safety rules in the following sections is required.

Housekeeping

- a. Proper housekeeping is the foundation for a safe work environment. It definitely helps prevent accidents and fires, as well as creating a professional appearance in the work area.
- b. All work areas, floors, aisles, and stairways will be kept clean and orderly, and free of tripping and slipping hazards. Oils, greases, and other liquids will be immediately cleaned up if spilled.
- c. Combustible scrap, debris, and garbage shall be removed from the work area at frequent and regular intervals.
- d. Stairways, walkways, exit doors, in front of electrical panels, or access to fire fighting equipment will be kept clear of storage, materials, supplies, trash, and other debris at all times.
- e. Overhead storage areas will be marked as to maximum load rating.

Fire Prevention

- a. All portable fire extinguishers will be conspicuously located, accessible, and maintained in operating condition. Portable fire extinguishers will receive an annual service check and a monthly visual inspection. These will be documented on the tag on the extinguisher or other form.
- b. All employees must know the location of fire fighting equipment in the work area and have a knowledge of its use and application.
- c. Exits will be marked as such by a readily visible sign. Other doors likely to be mistaken for an exit will be marked as to their character or "Not An Exit".
- d. Only approved safety cans shall be used for handling or storing flammable liquids in quantities greater than one gallon. For one or less gallon, only the original container or a safety can will be used.
- e. When heat producing equipment is used, the work area must be kept clear of all fire hazards and all sources of potential fires will be eliminated.

- f. Fire extinguishers will be available at all times when utilizing heat-producing equipment.

Industrial Hygiene and Occupational Health

- a. When no medical facility is reasonably accessible (time and distance) to the workplace, a person who has a valid certificate of first aid training and first aid supplies will be available at the workplace to render first aid.
- b. Employees exposed to noise levels above the permissible noise level will be included into the hearing conservation program. Hazardous noise areas will be posted and hearing protection worn in those areas as required.
- c. Employees exposed to harmful gases, fumes, dust, and similar airborne hazards will be furnished protection through proper ventilation or personal respiratory equipment.
- d. Any demolition, renovation, or self help work will be assessed for lead exposure, particularly if drywall or any painted surfaces or abrasive blasting/grinding is involved, and asbestos exposure.

Personal Protective and Related Equipment

- a. Personal protective equipment must be worn as required for each job in all operations where there is an exposure to hazardous conditions. This exposure is determined by a personal protective equipment hazard assessment of the workplace by the supervisor. Equipment selection and wearing requirements are determined from this assessment.
- b. Safety glasses, goggles, or face shields will be worn in those areas where there is a reasonable probability of injury to the eye from flying particles, molten metal, chemicals/acids/caustics, or light radiation, or other eye hazards.
- c. Head protection (hard hats) will be worn for protection from falling objects or work near energized electrical contact.
- d. Foot protection will be worn where there is danger to the foot from falling/rolling objects, objects piercing the sole, or electrical hazards.
- e. Hand protection is required when hands are exposed to severe cuts/abrasions, chemical/thermal burns, or chemical absorption.
- f. Appropriate gloves, aprons, goggles, and boots will be used when necessary for protection against acids and other chemicals which could injure employees.
- g. Respiratory equipment in many cases is needed for protection against toxic

and hazardous fumes/dusts. Supervisors must verify which equipment meets the need for breathing safety. Only MSHA/NIOSH approved equipment will be used.

h. The use of safety harnesses, and lanyards are required when working more than ten feet above a floor or ground level and there are no guardrails or other form of fall protection, and on certain suspended scaffolds. Each employee will be on a separate safety line, and this line will be adjusted so that the employee cannot fall more than six feet.

Lockout/Tagout Program

a. Before any work or maintenance is performed on any machine, equipment, tool, or electrical system, they will be made totally safe before work starts by removing any source of energy or power to them, such as electrical, air/hydraulic pressure, spring/stored energy, or thermal (heat/cold).

b. The Lockout/Tagout Program provides for a safe method of working on, near, or in machinery or equipment that can cause serious injury. This program will be used by all employees to ensure that the machine or equipment is stopped, isolated from all potentially hazardous energy sources, and locked out before employees perform any servicing or maintenance where the unexpected energization or start-up of the machine or equipment, or release of stored energy, could cause injury.

Electrical

a. Live electrical parts shall be guarded against accidental contact by cabinets, enclosures, location, or guarding. Open circuit breaker openings or knock out holes, broken receptacles/switches, missing covering plates, etc., will be reported to supervisors for repair or replacement.

b. Working and clear space around electric equipment and distribution boxes will be kept clear and assessable.

c. Circuit breakers, switch boxes, etc. will be legibly marked to indicate its purpose.

d. All extension cords and electric powered tools (except double insulated) will be grounded. Ground prongs will not be removed.

e. Electric cords and their strain relief devices will be in good condition, with no splices.

f. Electric wiring/cords entering/exiting any panel/control/junction box will be secured with clamps or other appropriate strain relief device.

- g. Extension cords and other flexible cords will not be used in lieu of permanent wiring and receptacles. Cords will not be run through holes in doors, walls, windows, nor will they be fastened to walls, poles, equipment, etc.
- g. All lamps below seven feet used for general illumination will have the bulbs protected against breakage.

Guarding

- a. All flywheels, shafting, pulleys, belts, gears, sprockets, chains, and fan blades will be guarded/enclosed when located below seven feet above the floor or work platform.
- b. Guards installed on machinery and equipment, such as air compressors, conveyors, drill presses, etc., will not be removed when operating. Guards removed for servicing or other work on the machine or equipment will be immediately replaced upon completion of the work.
- c. Woodworking equipment, such as power saws, radial arm saws, or table saws, nor portable abrasive grinders, will not be operated unless all required guards are in place. Featherboards and pushboards will be used when necessary.

Compressed Gas Cylinders

- a. All gas cylinders shall have their contents clearly marked on the outside of each cylinder.
- b. Cylinders must be transported, stored, and secured in an upright position. They will never be left laying on the ground or floor, nor used as rollers or supports.
- c. Cylinder valves must be protected with caps and closed when not in use.
- d. Oxygen cylinders and fittings will be kept away from oil or grease. Oxygen cylinders will be stored at least 20 feet from any fuel gas cylinder, or separated by a fire barrier at least five feet high.
- e. When cylinders are hoisted, they will be secured in a cradle, sling-board, or pallet. Valve protection caps will not be used for lifting cylinders from one vertical level to another.

Ladders

- a. Ladders will be inspected frequently to identify any unsafe conditions. Those ladders which have developed defects will be removed from service, and repaired or replaced. They will be tagged or marked as such.

- b. Portable ladders will be placed as to prevent slipping, or if used on other than stable, level, and dry surfaces, will be tied off or held. A simple rule for setting up a ladder at the proper angle is to place the base from the vertical wall equal to one-fourth the working length of the ladder.
- c. Portable ladders will extend at least three feet above the upper level to which the ladder is used to gain access.
- d. The top of a stepladder will not be used as step.
- e. Only one person will be on a ladder at a time.

Flammable And Combustible Liquids

- a. Only approved safety cans, original containers, or portable tanks will be used to store flammable or combustible liquids.
- b. Above ground storage tanks will be separated from each other by a minimum of three feet or $1/6$ the sum of their diameters. Dikes or drainage to prevent accidental discharge from reaching adjoining property or waterways will be provided.
- c. No more than 25 gallons of Class IA and 120 gallons of Class IB, IC, II, or III liquids may be stored outside a storage cabinet or an inside storage room.
- d. An emergency shut off switch located 15 - 75 feet from the pumps and a fire extinguisher will be provided at company fuel servicing areas.

Cranes/Hoists

- a. All cranes/hoists will inspected prior to each use/during use to make sure it is in safe operating condition.
- b. A monthly inspection of hooks, running ropes, and hoist chains will be made and a certification record to include date, inspector signature, and hook/rope/chain identifier will be maintained.
- c. Inspections of frequent (daily-monthly) and periodic (1-12 months) intervals, depending on severity of use, will be made of all cranes. See 1910.179(j) for inspection requirements.
- d. The rated load of the crane/hoist will be plainly marked on each side of the crane. If the crane has more than one hoisting unit, each rating will be marked on the unit or its load block.
- e. Loads will never be swung over the heads of workers in the area.

- f. Tag lines must be used to control loads and keep workers away.
- g. Loads, booms, and rigging will be kept at least 10 feet of energized electrical lines rated 50 KV or lower unless the lines are de-energized. For lines rated greater than 50 KV follow Wyoming Workers's Safety Health and Safety Rules and Regulations, 1910.180(j).
- h. Job or shop hooks or other makeshift fasteners using bolts, wire, etc. will not be used.
- i. All slings will be inspected each day before use. Damaged or defective slings will be immediately removed from service. In addition, alloy chain slings will receive a thorough inspection periodically (at least annually).
- j. Alloy steel chain slings, metal mesh slings, and synthetic web slings will have permanently affixed identification, markings, or coding to show rated capacities.

Welding and Brazing

- a. Combustible material will be cleared for a radius of 35 feet from the area around cutting or welding operations. If the combustible material cannot be cleared or the work cannot be moved, then the welding/cutting will not be done.
- b. Welding helmets and goggles will be worn for eye protection and to prevent flash burns. Eye protection will be worn to guard against slag while chipping, grinding and dressing of welds.
- c. Welding screens will be used and in proper position to protect nearby workers from welding rays.
- d. Cables, leads, hoses, and connections will be placed so that there are no fire or tripping hazards. Cables will not be wrapped around the welder's body.
- e. Oxygen cylinders will be stored at least 20 feet from fuel gas cylinders, or separated by a noncombustible fire wall with a one-half hour rating at least five high.
- f. Valve protection caps will be in place on cylinders not in use.
- g. Ventilation is a prerequisite for welding in any confined spaces.

Tools

- a. Hand tools with broken/cracked handles, mushroomed heads, or other defects will not be used. Files will have handles installed.

- b. Take special precautions when using power tools. Defective tools will be removed from service.
- c. Power tools will be turned off and motion stopped before setting tool down.
- d. Tools will be disconnected from power source before changing drills, blades or bits, or attempting repair or adjustment. Never leave a running tool unattended.
- e. Power saws, table saws, and radial arm saws will have operational blade guards installed and used. Anti-kickback teeth and spreaders will be used when ripping.
- f. Portable abrasive side-winder grinders will have guards installed covering the upper and back portions of the abrasive wheel. Wheel speed ratings will never be less than the grinder RPM speed.
- g. Pedestal grinders will be permanently mounted, tool rests installed and adjusted to within 1/8 inch of the wheel, tongue guards installed and adjusted to within 1/4 inch of the wheel, and side spindle/nut guards installed.
- h. Air compressor receivers will be drained frequently to prevent buildup of water in the tank.
- i. Compressed air will not be used for cleaning purposes except when pressure is reduced to less than 30 psi by regulating or use of a safety nozzle, and then only with effective chip guarding and proper personal protective equipment.
- j. Any employee-furnished tools of any nature must meet all Wyoming Workers' Safety and ANSI requirements.

Safety Railings and Other Fall Protection

- a. All open sided floors and platforms four feet or more above adjacent floor/ground level will be guarded by a standard railing (top and mid rail, toeboard if required).
- b. All stairways of four or more risers will be guarded by a handrail, or stairrails on the open side. Handrails or stairrails will be provided on both sides if the stairs are more than 44 inches wide.
- c. When a hole or floor opening is created during a work activity, a cover or a barricade must be installed immediately.
- d. Safety harnesses, belts, lanyards, lines, and lifelines may be used in lieu of other fall protection systems to provide the required fall protection.

- e. Adjustment of lanyards must provide for a not more than a six foot fall, and all tie off points must be at least waist high.

Scaffolds

- a. Scaffold platforms more than ten feet above the ground, floor, or lower level will have standard guardrails (consisting of toprail, midrail, and toeboard) installed on all open sides and ends of platforms .
- b. Planking will be laid tight, overlap at least 12 inches, and extend over end supports 6 - 12 inches.
- c. Mobile scaffolds will be erected no more than a maximum height of four times their minimum base dimension.
- d. Scaffolds will not be overloaded beyond their design loadings.

Forklifts

- a. Only authorized and trained employees will operate forklifts and other industrial trucks.
- b. Safe speeds, load handling, turning, and other safe driving practices will be followed at all times.
- c. Operators will ensure loads are stable and/or secure before moving.
- d. Employees will not operate any forklift that is in need of repairs, defective, or unsafe. Such forklifts will be removed from service for repair.

Aerial Lifts

- a. Only trained employees will operate aerial lifts (cherry pickers, extensible and articulating boom platforms).
- b. A body belt or harness will be worn and a lanyard attached to the boom or basket when working from an aerial lift.
- c. Employees will stand firmly on the basket floor, and not sit/stand/ climb on the edge of the basket. Planks, ladders, or other devices will not be used for additional elevation.
- d. Aerial lift trucks will not be moved with workers in an elevated basket.

- e. Lift controls will be tested each day prior to use.

Excavations and Trenches

- a. Any excavation or trench five feet or more in depth (or less than five feet and showing potential of cave-in) will be provided cave-in protection through shoring, sloping, benching, or the use of trench shields. Specific requirements of each system are dependent upon the soil classification as determined by a competent person.
- b. A competent person will inspect each excavation/trench daily prior to start of work, after every rainstorm or other hazard increasing occurrence, and as needed throughout the shift.
- c. Means of egress will be provided in trenches four feet or more in depth so as to require no more than 25 feet of lateral travel for each employee in the trench.
- d. Spoil piles and other equipment will be kept at least two feet from the edge of the trench or excavation.

Miscellaneous

- a. Only trained employees will service large truck wheels. A cage or other restraining device plus an airline assembly consisting of a clip-on chuck, gauge, and hose will be used to inflate tires.
- b. Any inspection, disassembly, or assembly of vehicle brakes or clutches must address the hazard of asbestos exposure. See 1910.1001, Appendix F, for mandatory guidelines and requirements for such work.

COMPANY NAME

Inspection Guideline

This listing includes items, areas, and categories that may be looked at during health and safety inspections of the workplace and in the shop. It is generic and not all inclusive, but provides a guideline of areas to be surveyed or developed into a checklist for use during the inspection.

- a. First aid safety and health equipment.
- b. Posters, signs required by Wyoming Workers Safety and health and safety practices.
- c. Accident reporting records.
- d. Employee training provided, such as health and safety talks, worker orientation. Records maintained.
- e. Equipment and tools (hand, power, welding, etc.): condition, use.
- f. Protective guards and devices: availability, use, proper maintenance and operating condition.
- g. Housekeeping: maintaining clean work areas, free of trash/debris accumulation, tripping, and slipping hazards.
- h. Lighting: for adequacy and safety.
- i. Sanitation: water, toilets for cleanliness and proper operation.
- j. Noise hazards, hearing protection.
- k. Ventilation for gases, vapors, fumes, dusts.
- l. Availability of personal protective equipment: Hard hats/head protection, respirators, safety belts, life lines, safety shoes, eye protection, gloves.
- m. Fire protection, prevention and control, use of fire protection equipment.
- n. Temporary buildings, trailers, sheds.
- o. Open yard storage.
- p. Storage of flammable and combustible liquids including service and refueling areas for vehicles.

- q. Temporary heating devices.
- r. Fall protection requirements: in place and in use.
- s. Electrical system and devices; condition and use of cords; ground fault protection; circuit breaker panels; receptacles and switches.
- t. Openings - floor, wall, safety railings.
- u. Materials - handling equipment and elevators.
- v. Ladders: condition and use.
- w. Hazard communication program and material safety data sheets (MSDS).
- x. Stairways: safety railings, condition.
- y. Scaffolds: Safety railings, secured.
- z. Lockout/Tagout procedures.
- aa. Machines and equipment: condition, guards in place.
- bb. Forklifts, etc: condition, operation.
- cc. Preventive maintenance program: all inclusive, up to date.
- dd. Other items as appropriate.