



# Employee Health and Safety Plan

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Laramie, Wyoming 82070  
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[www.ACSD1.org](http://www.ACSD1.org)

## **HEALTH AND SAFETY POLICY**

The District is committed to providing a safe, accident-free, and healthy work environment for everyone which is the result of diligent work and careful attention to all 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 District'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.

## **SAFETY AND HEALTH PROGRAM**

It is the policy and top priority of this District to provide an accident-free and comfortable work environment by eliminating recognized hazards from the workplace. Our health and safety program, and specific individual programs, have been developed to assure compliance with federal, state, and local regulations with particular emphasis on the Wyoming Occupational Health and Safety Rules and Regulations that apply to our operations.

### **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 District 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**

Our goal is to protect employees from injury while working for our District.

Duties and responsibilities of all personnel under our health and safety program are in the following:

**Health and Safety Managers** (Maintenance & Operations Director, Transportation Director, Human Resources Asst. Supt., Safety Director, Business 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 and 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 work day cases, and without lost work days requiring medical treatment. Keep management informed of findings.
- i. Offers Hepatitis B vaccinations for high risk employees (employee can opt out)
- j. 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.

### **All Employees**

- a. Be familiar with and comply with proper health and safety practices.
- b. Use the required safety devices and proper personal protective safety equipment.
- c. Notify supervisor immediately of unsafe conditions/acts, accidents, and injuries.

## **WORKERS' COMPENSATION CLAIMS MANAGEMENT**

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 District 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, i.e., light duty, restricted duty, part time duty, when such is recommended by the attending physician.

## **DRUG-FREE WORKPLACE**

- 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 District 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 you 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 District 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 and 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.

### **OSHA FORM 300 INJURY/ILLNESS LOG (If Required)**

The OSHA Form 300 log of all recordable occupational injuries and illnesses is maintained for 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.

### **Hazard Communication Program**

This District has a Hazardous Communication Program in place because of our work with and exposure to hazardous chemicals in the workplace. Important elements of this program are: a written program explaining what the program is about; a master listing of hazardous chemicals in the workplace; material safety data sheets (MSDSs) of those chemicals; labeling requirements of chemicals containers; and training for all employees on the program and its elements. Employees are encouraged to review this program at any time.

Hazardous communication plan is in place to prevent accidents and ensuring the safety and health of all our employees. The district will comply with all applicable federal and state safety rules. Under this program employees are informed of contents of the OSHA Hazard Communications Standard, the hazardous properties of chemicals with which they work, safe handling procedures and measures to protect themselves from these chemicals. These chemicals may be physical or health-related. The written hazard communication plan is available at the office of Human Resources and the Maintenance and Operations office.

Identification of hazardous chemicals is contained on a list generated from the MSDS database the district subscribes to. The list is available at each site where the chemicals are located and identifies all hazardous chemicals with a potential for employee exposure at the work site. Detailed information about the physical health, and other hazards of each chemical is included in a Safety Data Sheet (SDS); the product identifier for each chemical on the list matches and can be easily cross referenced with the product identifier on its label and on the Safety Data Sheet.

The labeling system used by Albany County School District #1, identifying containers with hazardous chemicals, will follow the requirements in the 102 revision of OSHA Hazard Communication Standard to be consistent with the United Nations Globally Harmonized System (GHS) of classification of Labeling of Chemicals. The label on the chemical is intended to convey information about the hazards posed by the chemical through standardized label elements, including symbols, signal words and hazard statements.

All Hazardous chemical containers used at the work sites will have:

1. The original manufacturer's label that includes a product identifier, an appropriate signal word, hazard statement(s), pictogram(s), precautionary statements and the name, address, and telephone number of the chemical manufacturer, importer, or other responsible party.
2. A label with the appropriate label elements just described
3. Workplace labeling that includes the product identifier and words, pictures, symbols, or combination that provides at least general information regarding the hazards of the chemicals.

The building maintenance foreman will ensure that all containers are appropriately labeled. No container will be released for use until this information is verified. Workplace labels must be legible and in English. Information in other languages is available at the central administration office. Small quantities intended for immediate use may be placed in a container without a label, provided that the individual keeps it in their possession at all times and the product is used up during the work shift or properly disposed of at the end of the work day. However, the container should be marked with the contents.

The manufacturer or importer of a chemical is required by OSHA to develop a Safety Data Sheet (SDS) that contains specific, detailed information about the chemical's hazard using a specified format. These sheets are available for every chemical at each site both electronically and/or hardcopy in an easily accessible location. The distributor or supplier of the chemical is required to provide this SDS sheet to the purchaser.

SDS's are readily available to all employees during their work shifts. Employees can review SDS for all hazardous chemicals used in this workplace. Paper files are located in the head custodian's office or are accessible at any computer on site.

SDS sheets are updated and managed by Tom Johnson (warehouse manager) and Amber Riffie (M & O Administrative Assistant). If a SDS is not immediately available for a hazardous chemical, employees can obtain the required information by calling Amber Riffie at 56200.

Prior to starting work, employees at risk of exposure to hazardous materials are trained by their supervisor/foreman at each site. Training will cover the following topics:

- Overview of requirements in OSHA's Hazard Communication Standard.

- Hazardous chemicals present in their workplace

- Operations in their work involving areas with hazardous materials.

- Location(s) of written hazard communication plan and where it can be reviewed.

- How to understand and use the information on labels and in SDS

- Physical and health hazards of chemicals in their work areas.

- Methods used to detect the presence or release of hazardous chemicals in the work area

- Steps we have taken to prevent or reduce exposure to these chemicals

- How employees can protect themselves from exposure to hazardous chemicals through use of engineering controls/work practices and personal protective equipment.

- Explanations of any special labeling in the work place (pictograms, signal words, hazard statements and precautionary statements).

Emergency procedures to follow if an employee is exposed to chemicals.

The shift foreman at each site is responsible to ensure that employees receive this training. After attending the training, employees will sign a form verifying that they understand the above topics and how the topics are related to our hazard communication plan.

Prior to introducing a new chemical hazard into any department, each employee in that department will be given information and training as outlined above for the new chemical hazard.

To inform employees not performing special tasks, an informational training is held to outline the tasks that may expose them to hazardous chemicals. Their supervisors will inform them of the chemicals' hazards. Supervisors will also inform them about how to control exposure and what to do in an emergency. The employer will evaluate the hazards of the tasks and provide appropriate controls including Personal Protective Equipment all additional training as required. Special task may include but are not limited to patching walls, changing special light bulbs, clearing drains, etc.

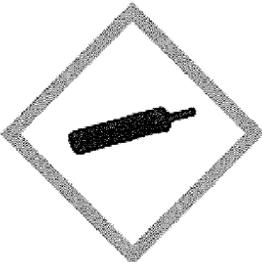
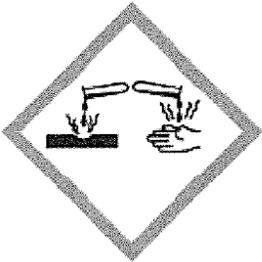
Contract employees and outside workers are informed about hazardous chemicals in the pre-job meeting. Construction contractors will meet with Dave Bennett (Asst. Maintenance Director) prior to the start of any project and informed of all chemicals located in the building. They will also be shown where the SDS sheets are located and informed of our safe work practices to prevent exposure. Amber Riffie (Admin. Asst. M & O) will be given the SDS sheets for all hazardous chemicals the contractor brings on site.

Attachments:

- Hepatitis B – Opt out form

- Training completion sheet.

## HCS Pictograms and Hazards

 <ul style="list-style-type: none"> <li>▪ Carcinogen</li> <li>▪ Mutagenicity</li> <li>▪ Reproductive Toxicity</li> <li>▪ Respiratory Sensitizer</li> <li>▪ Target Organ Toxicity</li> <li>▪ Aspiration Toxicity</li> </ul>	 <ul style="list-style-type: none"> <li>▪ Flammables</li> <li>▪ Pyrophorics</li> <li>▪ Self-Heating</li> <li>▪ Emits Flammable Gas</li> <li>▪ Self-Reactives</li> <li>▪ Organic Peroxides</li> </ul>	 <ul style="list-style-type: none"> <li>▪ Irritant (skin and eye)</li> <li>▪ Skin Sensitizer</li> <li>▪ Acute Toxicity</li> <li>▪ Narcotic Effects</li> <li>▪ Respiratory Tract Irritant</li> <li>▪ Hazardous to Ozone Layer (Non-Mandatory)</li> </ul>
<p style="text-align: center;"><b>Gas Cylinder</b></p>  <ul style="list-style-type: none"> <li>▪ Gases Under Pressure</li> </ul>	<p style="text-align: center;"><b>Corrosion</b></p>  <ul style="list-style-type: none"> <li>▪ Skin Corrosion/Burns</li> <li>▪ Eye Damage</li> <li>▪ Corrosive to Metals</li> </ul>	<p style="text-align: center;"><b>Exploding Bomb</b></p>  <ul style="list-style-type: none"> <li>▪ Explosives</li> <li>▪ Self-Reactives</li> <li>▪ Organic Peroxides</li> </ul>
<p style="text-align: center;"><b>Flame Over Circle</b></p>  <ul style="list-style-type: none"> <li>▪ Oxidizers</li> </ul>	<p style="text-align: center;"><b>Environment (Non-Mandatory)</b></p>  <ul style="list-style-type: none"> <li>▪ Aquatic Toxicity</li> </ul>	<p style="text-align: center;"><b>Skull and Crossbones</b></p>  <ul style="list-style-type: none"> <li>▪ Acute Toxicity (Fatal or Toxic)</li> </ul>

## TRAINING

Training and education is 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.

- a. Employees scheduled for any safety and health training will attend such training.
- b. New employees will be provided orientation training and will be furnished information and literature covering the District health and safety policies, rules, and procedures. This orientation training must be provided prior to the employee's exposure to the work environment.
- c. Individual job/task training will be provided to all employees. Included in this training are the applicable regulations/standards for their job; the recognition, avoidance, and prevention of unsafe conditions; areas and activities that require personal protective equipment; and how to use protective equipment (such as respirators, etc.).
- d. Annual safety training sessions will be conducted to provide information and training on new equipment, new procedures, new chemicals, refresher/remedial training in specific areas, or meet annual requirements. Such training may be held in conjunction with the safety briefings/meetings addressed elsewhere in this program.
- e. 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
- f. Training addressed above will be documented in the employees' personnel records and/or in a master training record.

## HAZARD IDENTIFICATION, ASSESSMENT, AND CONTROL

Hazard identification and elimination is not only an inherent responsibility of supervision in providing a safe workplace for employees, but also requires employee involvement. As such, hazard evaluation and control shall be an on-going concern for all. 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.

This District has a procedure for conducting 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.

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

- a. Health and Safety Manager: Annually for all fixed facilities and shops.
- b. Supervisors: Monthly for area of responsibility, not in conjunction with the above inspections.
- c. The District's health and safety program will be reviewed at least annually.
- d. Wyoming Workers' Safety - Technical Assistance, private consultation services, and insurance District representatives may conduct on-site consultation and inspections, if desired and requested.

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

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

### 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.
- 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: condition, operation.
- cc. Preventive maintenance program: all inclusive, up to date.
- dd. Other items as appropriate.

## 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 District. A complete set of standards may be found in the WOHS 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 District safety rules in the following sections are 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 firefighting 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 firefighting equipment in the work area and have 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/Tag out 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.
- h. 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, table saws, nor portable abrasive grinders, will not be operated unless all required guards are in place. Feather boards and push boards 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 and 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 District fuel servicing areas.

## **Cranes/Hoists**

- a. All cranes/hoists will be inspected prior to each 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 from energized electrical lines rated 50 KV or lower unless the lines are de-energized. For lines rated greater than 50 KV follow Wyoming Workers' 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 is 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 rip sawing.
- 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, toe board if required).
- b. All stairways of four or more risers will be guarded by a handrail, or stair rails on the open side. Handrails or stair rails 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 top rail, mid rail, and toe board) 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.

## **WYOMING WORKERS' SAFETY INDIVIDUAL SAFETY AND HEALTH PROGRAMS LISTING**

Wyoming Occupational Health and Safety Rules and Regulations specify various individual programs that are applicable to our District. Highlights of these programs are provided below, and specific written programs or procedures are incorporated as appendixes into this document or are available separately.

**District Health and Safety Rules.** These rules provide safety guidance for the District and employees to follow in the workplace. They cover various requirements in such areas as housekeeping, fire prevention, electrical, ladders, scaffolds, machine guarding, material handling, etc, that can be encountered in the workplace or on the job site.

**Hazard Evaluation/Control Program.** Employers are required to furnish to employees a workplace that is free from recognized hazards. An in-depth hazard evaluation and/or safety inspection conducted by Wyoming Workers' Safety, private consultants, insurance companies, or in-house are means of identifying and eliminating workplace hazards. An on-going periodic self-inspection program will help ensure that hazards are identified and eliminated/controlled.

**Hazard Communication Program.** If employees are exposed to or work with hazardous chemicals in the workplace, this program is required. Important elements of the program are: a written program including a master listing of chemicals; material safety data sheets on each chemical; labeling; and training of employees on the program, the chemicals exposed to, and material safety data sheets.

**Personal Protective Equipment Hazard Assessment.** Employers must assess their workplaces to determine if hazards are present, or are likely to be present, which necessitates the use/wear of personal protective equipment (eye/face, head, foot, or hand protection). This assessment must be documented through a written certification that identifies the workplace evaluated, the person certifying that the assessment has been completed, the date(s) of the assessment, and which identifies the document as a certification of hazard assessment.

**Confined Space Entry Program.** If employees enter a confined space that contains or has the potential to contain an atmospheric or physical hazard, this program is required. Primary elements of the program are: identification of applicable confined spaces, testing/ monitoring, control or elimination of hazards, protective equipment, specific written entry authorization, attendants, training, and rescue.

**Respiratory Protection Program.** If employees are exposed to hazardous/toxic chemicals, paint or other gases, vapors, fumes, dusts, or mists above the permissible exposure limit, and/or respirators are worn by employees, this program is required. Program elements are: written program for the selection, maintenance, care, and use of respirators; fit testing, training, and employee physical evaluation for use.

**Occupational Noise Exposure / Hearing Conservation Program.** If employees are exposed to noise levels above the permissible noise exposures, protection against the effects of noise through engineering controls, administrative actions, or personal protective equipment, and an effective hearing conservation program, are required. Program elements would include a written program, identification and posting of hazardous noise areas, establishment of administrative actions for exposure control, noise monitoring, hearing evaluations and follow-on testing, personal protective equipment (hearing protection), and maintenance of medical records.

**Lockout/Tagout Program.** If employees service or maintain machines or equipment and the unexpected energization or startup of the equipment or release of stored energy could cause injury to the employee, this program is required. Such forms of hazardous energy include electrical, hydraulic, pneumatics, heat, or chemicals. Program elements include written energy control procedures delineating specific lockout/tagout action for each machine/equipment, employee training, and periodic inspections.

**Emergency Response Plan.** If employees are engaged in emergency response to a hazardous substance/chemical release, an emergency response plan must be developed and implemented to handle anticipated emergencies. Program elements include a written response plan, identification and training of responding employees, medical surveillance and consultation, and post response operations. A Wyoming Workers' Safety generic example program is not available.

**Chemical Hygiene Plan.** A chemical hygiene program is required for those employees who work with chemicals in a laboratory. Program elements include a written plan, employee training, medical consultation and examinations, hazard identification, personal protective equipment, and recordkeeping.

**Exposure Control Plan and/or Tuberculosis Control Plan.** If employees are exposed to blood borne pathogens or tuberculosis during the course of their work, this/these program(s) is/are required. Program elements include a written plan, protective procedures and/or universal precautions, employee training, exposure incident treatment and follow-up.

**Process Safety Management Program.** If the District works in any way with certain highly hazardous chemicals in amounts above established threshold quantities, this program is required. Program elements include employee involvement, process identification, process hazard analysis, and establishment of operating procedures, employee training, a pre-startup safety review, and incident investigations. A Wyoming Workers' Safety generic example program is not available.

**Emergency Action Plan.** If required by a specific Wyoming Workers' Safety rule or regulation (like HAZWOPER) for your District, this plan must be in writing (for companies with over ten employees) and cover those designated actions employers and employees must take to ensure employee safety from fire and other emergencies, such as flood, tornado, etc. Elements include response/evacuation procedures, alarming system, and training. A Wyoming Workers' Safety generic example program is not available.

**Fire Prevention Plan.** If required by a specific Wyoming Workers' Safety rule or regulation for your District, this plan must be in writing (for companies with over ten employees). Plan elements include major workplace fire hazards, housekeeping, and training. A Wyoming Workers' Safety generic example program is not available.

**Asbestos Control Program.** If employees are exposed to asbestos fibers in the workplace, then an initial monitoring for asbestos exposure must be made. If the monitoring results are above the permissible exposure limit (PEL), this program is required. Program elements include regulated areas, exposure monitoring, medical surveillance and records maintenance, engineering controls, personal protective equipment, and training. A Wyoming Workers' Safety generic example program is not available.

**Lead Exposure Program.** If employees are exposed to lead in the workplace, then an initial monitoring for

lead exposure must be made. If the monitoring results are above the permissible exposure limit (PEL), this program is required. Program elements include regulated areas, exposure monitoring, medical surveillance and records maintenance, engineering controls, personal protective equipment, and training. A Wyoming Workers' Safety generic example program is not available.



**Hepatitis B Vaccination – opt out form:**

Employees hired to work in the Food Service, Custodial/Maintenance and/or Special Education departments will have the opportunity to receive the Hepatitis B Vaccination at the district expense as part of ACSD#1’s Employee Safety Program.

Employees have the option of “Opting Out” of this vaccination program if they so choose. To opt-out of the Hepatitis B Vaccination, please complete, Sign and Date the portion below:

I, \_\_\_\_\_ choose to opt-out of the Hepatitis B Vaccination  
Print your name

Safety immunization offered by Albany County School District #1.

Dated \_\_\_\_\_

Signed: \_\_\_\_\_  
Employee Signature

Witness: \_\_\_\_\_ Date: \_\_\_\_\_  
Witness Signature

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I, \_\_\_\_\_ have been trained in the items listed below by foreman \_\_\_\_\_

**Overview of requirements in OSHA’s Hazard Communication Standard.**

- Hazardous chemicals present in their workplace
- Operations in their work involving areas with hazardous materials.
- Location(s) of written hazard communication plan and where it can be reviewed.
- How to understand and use the information on labels and in SDS
- Physical and health hazards of chemicals in their work areas.
- Methods used to detect the presence or release of hazardous chemicals in the work area
- Steps we have taken to prevent or reduce exposure to these chemicals
- How employees can protect themselves from exposure to hazardous chemicals through use of engineering controls/work practices and personal protective equipment.
- Explanations of any special labeling in the work place (pictograms, signal words, hazard statements and precautionary statements).

Emergency procedures to follow if an employee is exposed to chemicals.

Employee Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Foreman Signed: \_\_\_\_\_ Date: \_\_\_\_\_