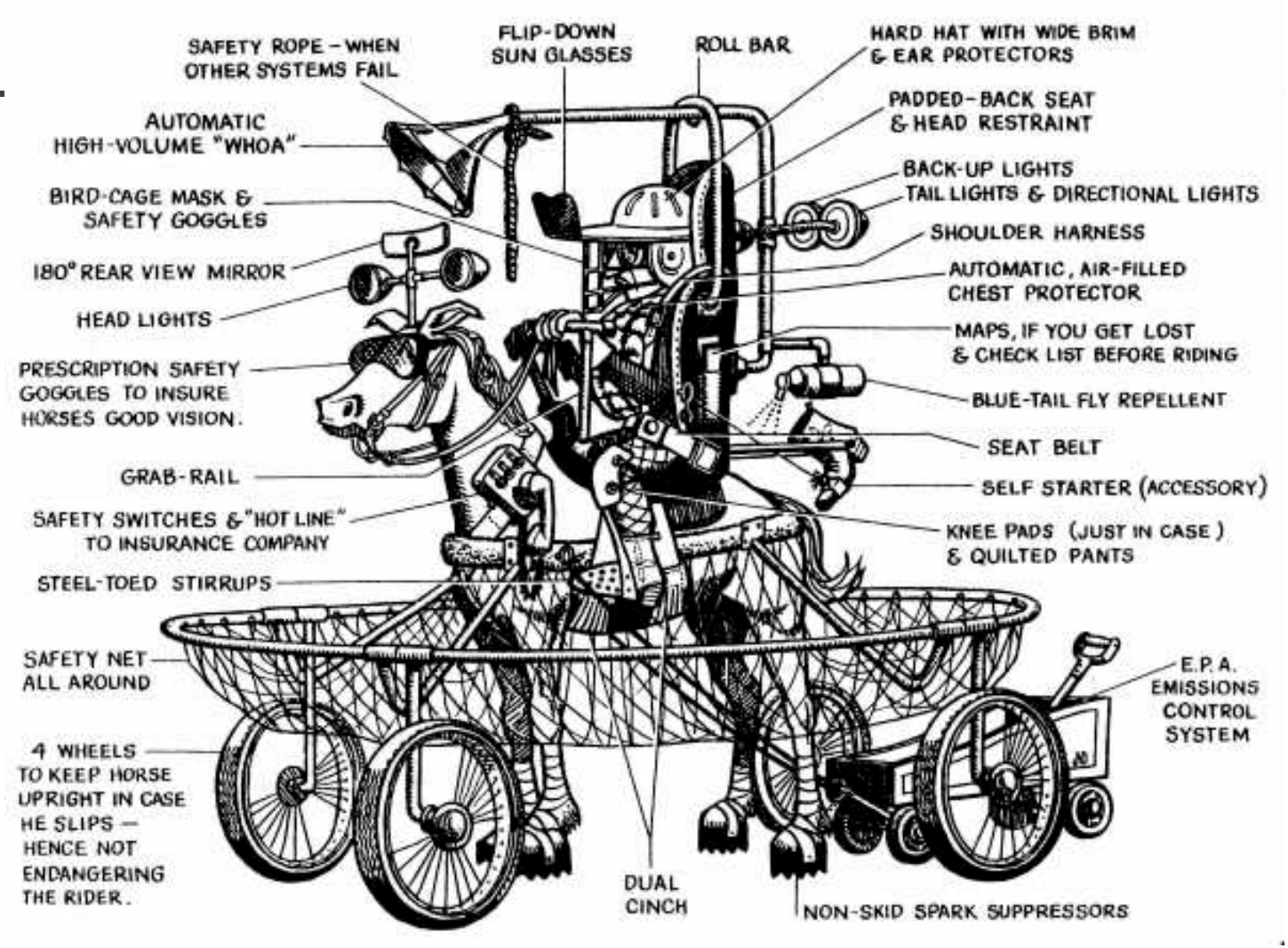
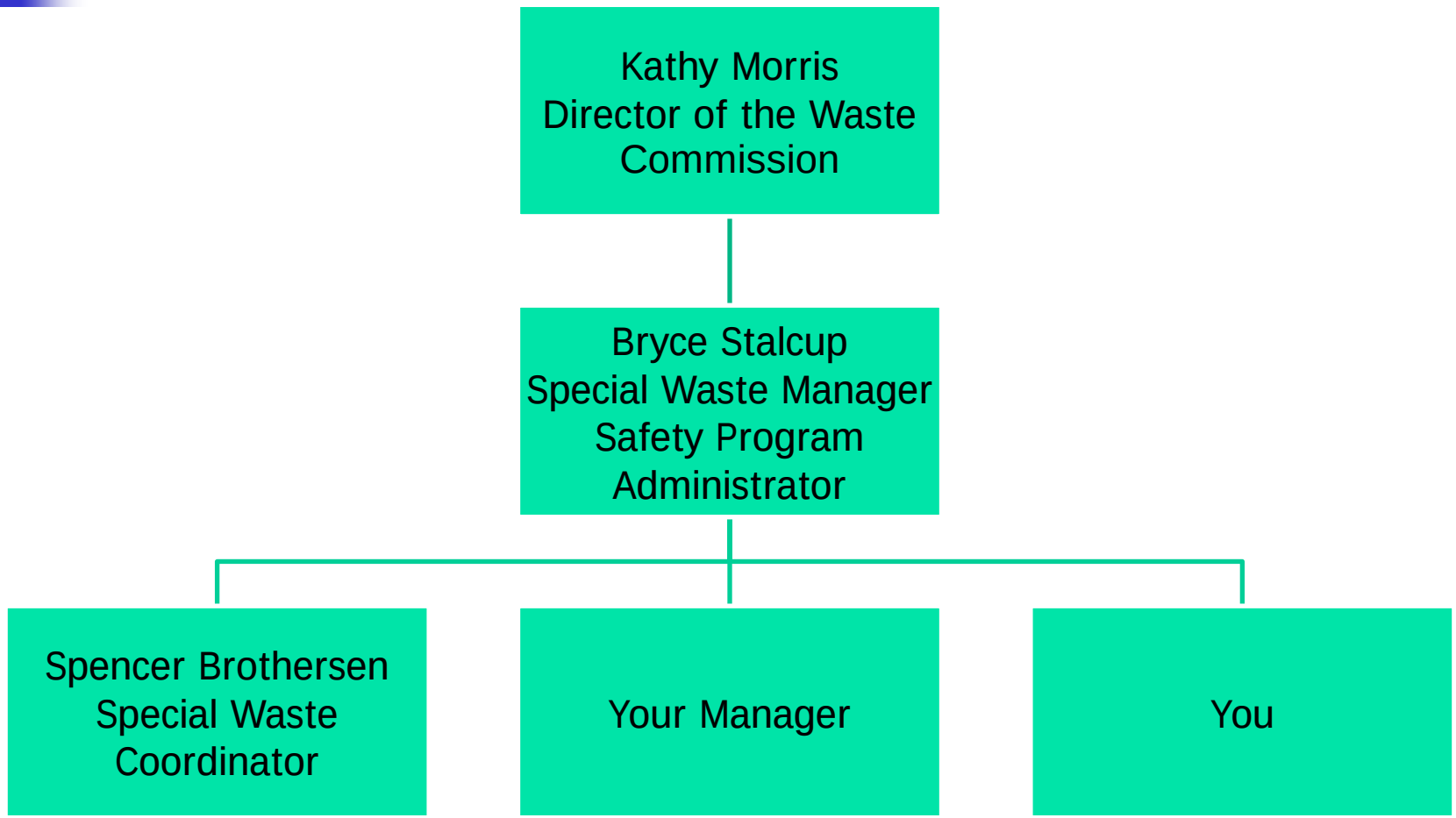
Safety Policy

The
Waste Commission of Scott
County's Safety Program


SAFETY ROPE – WHEN OTHER SYSTEMS FAIL
FLIP-DOWN SUN GLASSES
ROLL BAR
HARD HAT WITH WIDE BRIM & EAR PROTECTORS
PADDED-BACK SEAT & HEAD RESTRAINT
AUTOMATIC HIGH-VOLUME "WHOA"
BACK-UP LIGHTS
TAIL LIGHTS & DIRECTIONAL LIGHTS
BIRD-CAGE MASK & SAFETY GOGGLES
SHOULDER HARNESS
180° REAR VIEW MIRROR
AUTOMATIC, AIR-FILLED CHEST PROTECTOR
HEAD LIGHTS
MAPS, IF YOU GET LOST & CHECK LIST BEFORE RIDING
PRESCRIPTION SAFETY GOGGLES TO INSURE HORSES GOOD VISION.
BLUE-TAIL FLY REPELLENT
SEAT BELT
GRAB-RAIL
SELF STARTER (ACCESSORY)
SAFETY SWITCHES & "HOT LINE" TO INSURANCE COMPANY
KNEE PADS (JUST IN CASE) & QUILTED PANTS
STEEL-TOED STIRRUPS
SAFETY NET ALL AROUND
E.P.A. EMISSIONS CONTROL SYSTEM
4 WHEELS TO KEEP HORSE UPRIGHT IN CASE HE SLIPS — HENCE NOT ENDANGERING THE RIDER.
DUAL CINCH
NON-SKID SPARK SUPPRESSORS

Safety Structure



Safety Responsibility

Waste Commission of Scott County

YOU!!

Safety Programs

- Confined Space
- Back Injury Awareness
- Fire Extinguisher Training
- Hazard Communication
- Lockout Tagout
- Blood Borne Pathogen
- CPR
- Customer Assistance Policy
- First Aid
- Hot Work
- Cold and Heat Stress Awareness
- Emergency Response
- Forklift Training
- Respirator Program
- Hazardous Material Handling
- General Safety – PPE
- Hearing Conservation
- Spill Prevention Control and countermeasure plan (SPCC)

Workplace Hazards

Job Safety Analysis

Job Safety Analysis	Job Task:	Page of	JSA No.	Date	☐ New ☐ Revised
	Title of person performing JSA:	Supervisor:		Analysis By:	
Location	Department	Machine/Equipment		Reviewed By:	
Personal Protective Equipment:				Approved By:	

Sequence of Basic Job Steps	Potential Hazards	Required Safe Operating Procedures

Workplace Hazards

- Job Safety Analysis
  - Help identify physical and chemical hazards employees are exposed to while performing routine tasks.
  - Breaks down every task into a series of steps.

Workplace Hazards

- Job Safety Analysis
  - What should you look for during a job safety analysis or site survey?
    - Could an employee?
      - Be struck by an object.
      - Fall.
      - Suffer any kinds of strains.
      - Face environmental hazards such as:
        - Heat.
        - Vapors.
        - Dust.

Workplace Hazards

JSA of changing the propane tank on equipment.

Steps	Potential Hazards	SOP
1. Exit forklift	1. Falls	1. Use proper hand and foot holds
2. Close value and disconnect tube from propane cylinder	2. Fire hazard	2. Eliminate all sources of ignition, turn motor of forklift off
3. Unhook cylinder attachments	3. Eye and hand hazard	3. Replace propane tank before it runs out. Drive forklift close to propane tank storage area and replace. If tank runs out use a cart to carry empty and full propane tanks.
4. Carry cylinder to storage area	4. Back and foot injury	4. Wear safety glasses and gloves
5. Pick up another cylinder	5. Same as 4	5. Use proper lifting procedures
6. Carry cylinder to forklift	6. Same as 4	6. Follow 4
7. Place cylinder on forklift	7. Same as 4	7. Follow 5
8. Reattach cylinder to forklift.	8. Same as 4	8. Follow 2
9. Connect tube to propane cylinder	9. Same as 3	9. Follow 1
10. Enter forklift.	10. Fire hazard	
	11. Falls	

Workplace Hazards

JSA of decontamination of plastic.

Steps	Potential Hazard	SOP
1. Stand at sort point and remove debris 2. Climb end loader 3. Push material with end loader into pit 4. Exit end loader 5. Resume sort of material repeat steps till done.	1. Noise, moving parts, falling into pit, biohazards, back injury, chemical contact, hand cuts, eye injury 2. Falls 3. Pedestrians, other vehicles 4. Falls 5. Same as 1	1. Wear hearing protection, secure all loose clothing, wear gloves. If biohazards present stop line use nitrile gloves. 2. Use proper hand and foot holds. 3. Drive defensively and be aware of your surroundings. 4. Same as 2 5. Same as 1

Workplace Hazards

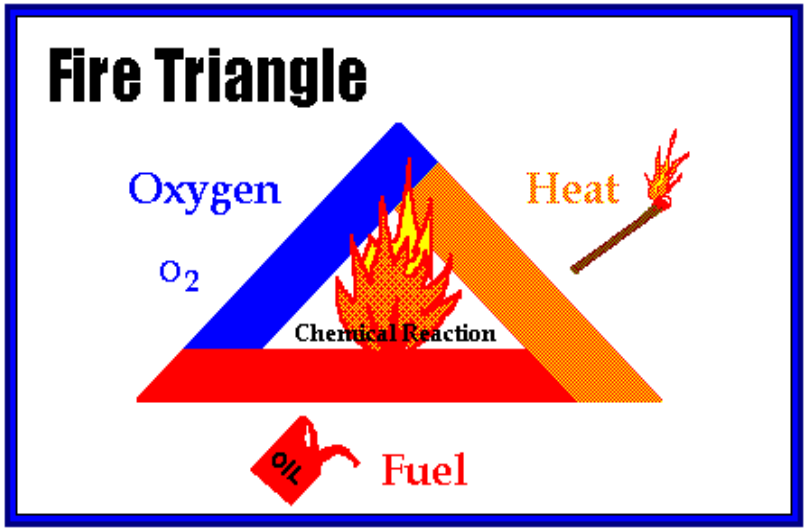
- JSA
  - All routine task analyzed
  - Safety Hazards Present at Commission Facilities:
    - Hand, foot, eye and back injuries
    - Falls
    - Confined Space
    - Fire
    - Machine Startup
    - Other Vehicles
    - Chemicals
    - Biohazards
    - Noise
    - Moving Parts
    - Cold and Heat Stress

Safety Programs

- Fire Extinguisher Training
  - Locations
    - Could you find one when you really need it?
  - Use your best judgment.
    - Only attempt if it is safe to do so.
  - Demonstration

Fire Triangle/Tetrahedron

- Enough Oxygen to sustain combustion
- Enough heat to raise the material to its ignition temperature
- Some sort of Fuel
- The chemical, exothermic reaction that is fire



Classification of Fuels

- **Class A:** Wood, paper, cloth, trash, plastics. (Generally leave **A**sh)
- **Class B:** Flammable liquids: gasoline, oil, grease (**B**oil or **B**ubble)
- **Class C:** Electrical-energized electrical equipment. (Deals with **C**urrent)
- **Class D:** Metals: Potassium, sodium, aluminum, magnesium.
- **Class K:** Cooking oils and grease

Types of Extinguishers

- Air-Pressurized Water (APW) –Class A Fires ONLY
- Carbon Dioxide (CO2) – Class B & C Only NO Gauge.
- Dry Chemical (DC,ABC,BC) – Have Gauge

Extremely effective at fighting fires.

Rules for Fire Fighting

- Assist any person in immediate danger
- Activate fire alarm, either call 911 or tell someone else to.
- Know what is burning
- How fast is the fire spreading?
- Have appropriate equipment
- Always keep an exit at your back.

Safety Programs

- Back Injury Awareness
  - Back injuries caused by:
    - Poor posture
    - Poor physical condition
    - Improper body mechanics
    - Incorrect lifting
    - Jobs that require high energy

Safety Programs

- Back Injury Awareness
  - Prevention
    - Before you lift
      - Do a mental Lift
      - Safe lifting zone
    - Safe lift
      - Avoid lifting
      - Perform a safe lift
    - Exercise

Safety Programs

- Smoke-free Air Act(2008)
- The law applies to: restaurants, bars, outdoor entertainment events and amphitheaters. It also covers places of employment such as office buildings, health care facilities, and child care facilities. Smoking is allowed on the gaming floor of a licensed casino, as well as designated hotel and motel rooms.
- No tobacco is allowed on Commission leased property.
- Other consideration: The landfill produces a lot of methane and is obviously combustible.

Safety Programs

- Cold Stress
  - Factors
    - Temperature
    - Moisture
    - Wind
  - Injuries
    - Frostbite

Safety Programs

- Cold Stress
  - Frostbite
    - Signs and symptoms-lack of feeling,skin appears waxy, discolored skin
    - Care-never rub, soak in luke warm water, don’t break blisters
  - Hypothermia
    - Signs and symptoms-shivering, irregular pulse, glossy stare, hard time concentrating
    - Care- warm environment & liquid, remove wet clothing

Safety Programs

- Cold Stress
  - Prevention of cold injuries
    - Avoid being outdoor in the coldest part of the day
    - Change activity level according to temperature
    - Take breaks
    - Dress appropriately for environment – layers
    - Drink fluids

Safety Programs

- Heat Stress
  - Factors
    - Age, weight, physical fitness
    - Acclimation
    - Sensitivity to heat
    - Temperature
    - Wind
    - Humidity

Safety Programs

- Heat Stress
  - Heat Fatigue
  - Heat Rashes
  - Heat Collapse
  - Heat Cramps
  - Heat Exhaustion
  - Heat Stroke

Safety Programs

- Heat Stress
  - Prevention
    - Acclimation
    - Fluids
    - Engineering controls
      - Air conditioning
      - Ventilation
    - Administrative controls
    - PPE

Safety Programs

- Customer Assistance Policy
  - Designed to help employees provide safe and effective service to customers.
  - Services are only performed by knowledgeable employees.

Safety Programs

- Customer Assistance Policy
  - Unloading of material from trailers
  - Jump starting stalled vehicles
  - Pulling or towing vehicles
  - Over heated vehicles
  - Vehicle malfunction
  - First aid or CPR
  - Complaints
  - Tours
  - Restroom, telephone, or pop machine

Safety Programs

- Hazard Communication Program
  - Your “right to know” plan
  - The plan covers
    - Hazardous material inventory
    - Labeling and warnings
    - MSDS
    - Training programs
  - Program Administrator is Bryce Stalcup

Safety Programs

- Training
  - All new employees or if your position changes.
  - Topics
    - Labeling of containers
    - MSDS
    - Physical and health hazards of chemicals
    - Signs to look for if a release has occurred
    - PPE
    - Emergency procedures
    - Work practices
    - Operations where hazardous materials are used.
    - Hazardous Communication Plan
    - Location of Plan and MSDS

Safety Programs

- What is a hazardous material?
  - 4 categories
  - Flammable – substance that can catch fire or burn easily.
  - Can be liquid, solid or gas
  - Examples:
    - Alcohol, toluene, paint thinner

Safety Programs

- Hazardous Material
  - Corrosive – can cause injury to the skin, eyes and respiratory system.
  - Two types:
    - Acid or base
  - Examples
    - Nitric acid, sodium hydroxide, hydrochloric acid

Safety Programs

- Hazardous material
  - Toxics – can be poisonous to the body's organs.
  - Examples
    - Methylene chloride, chloroform, cyanide

Safety Programs

- Hazardous Material
  - Reactive – substance that can react violently when mixed with other materials. Can release toxic or flammable gases, create a fire or explode.
  - Examples
    - Peroxides, sodium metal, fireworks

Safety Programs

- Types of hazards
  - Health – immediate or long term harm to the body caused by exposure to hazardous materials
    - Short term – rashes or dizziness
    - Long term – cancer
  - Physical – negative effects to the employee's physical surroundings as well as to the employee's health caused by exposure to hazardous materials.
    - Fire and corrosives can cause injury to the skin, eyes and respiratory system.

Safety Programs

- Health Hazards of Chemicals
  - All substances can harm you
    - Dose
    - Factors that affect dose:
      - Concentration, time, breathing rate, route of entry
    - Enter the body by:
      - Inhalation
      - Ingestion
      - Absorption
      - Injection

Safety Programs

- Health Hazards
  - Inhalation
    - Properly ventilate the area.
    - Use appropriate respiratory protection when needed.

Safety Programs

- Heath Hazards
  - Ingestion
    - Wash hands and face often during the work day.
    - Eat in an area away from chemical storage and use.
    - Label containers so that no one drinks or touches an unknown substance.

Safety Programs

- Health Hazards
  - Absorption
    - Use barrier creams or PPE
    - Wash regularly
    - Eye protection

Safety Programs

- Health Hazards
  - Injection
    - Wear appropriate PPE
    - Avoid contact
    - Use engineering controls

Safety Programs

- Health Hazards
  - What can happen?
    - Acute – short term effect on the body. Large dose or concentration of a chemical at one time.
    - Chronic – long term effect on the body. Usually occurs through gradual exposure to chemicals.

Safety Programs

- Physical Hazards
  - Flammables
    - Don’t smoke
    - Eliminate all sources of ignition
    - Use good ventilation
    - Store in special flammable cabinets
    - Cover containers when not in use
    - Use proper PPE

Safety Programs

- Physical Hazards
  - Corrosives
    - Store acid and bases separately
    - Wear proper PPE
    - Use good ventilation

Safety Programs

- Physical Hazards
  - Toxic
    - Minimize contact with them
    - Ventilation
    - Proper PPE

Safety Programs

- Physical Hazards
  - Reactive
    - Use proper PPE
    - Store away from incompatibles

Safety Programs

- Physical properties of chemicals
  - State
    - Solid, gas or liquid
  - Density
  - Specific gravity
  - Flash point
  - pH
  - LEL
  - PEL

Safety Programs

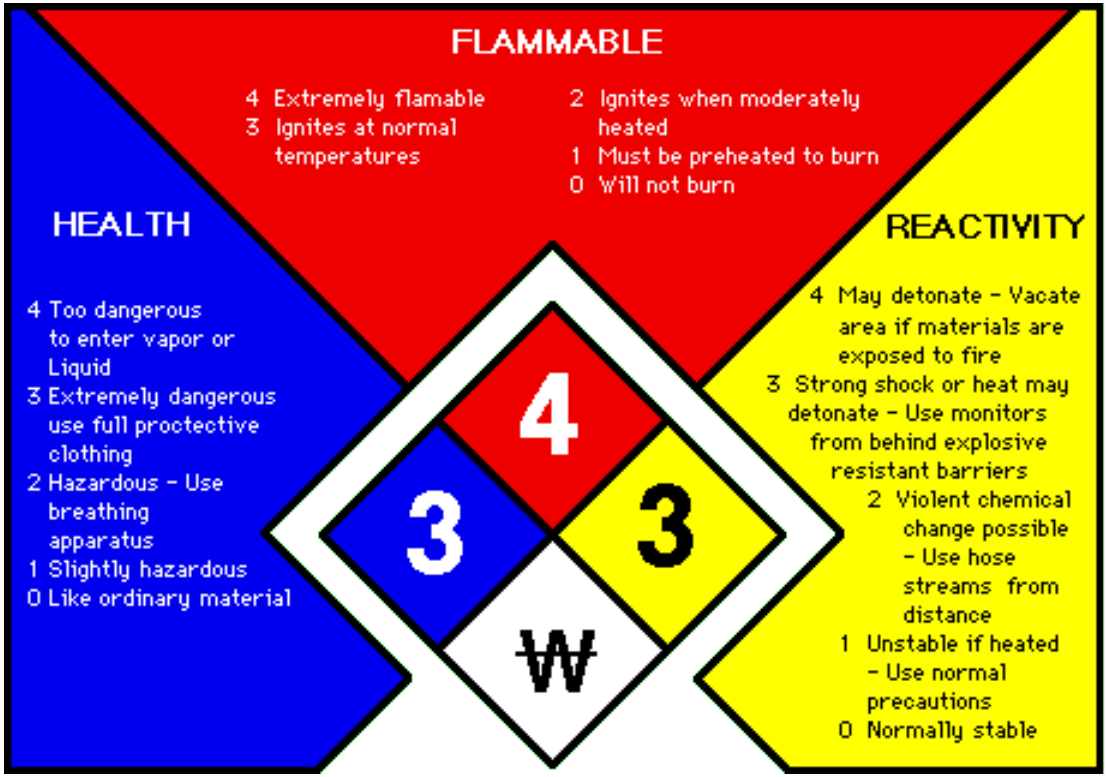
- Haz Com
  - Hazardous Material Inventory
    - Completed for all facilities
    - Done at least annually
    - Information will be kept for 30 years
    - Purchased material
      - Before use must have a MSDS on file
    - Hazardous waste not included

Safety Programs

- Haz Com
  - Labeling
    - All products used at the facility must have:
      - Name and hazard warning
    - Missing labels should be replaced or management informed.
      - Material not to be used until label is replaced.
    - Employees are not to remove or deface any labels.
    - NFPA

Safety Programs

- NFPA Code



Safety Programs

- Haz Com
  - Misc.
    - Storage areas
      - Office, storage closet, parts area, tipping floor
    - Portable containers
      - Must be labeled unless one time use.
    - Plan updated once a year.
    - Areas of concern
      - Office, tipping floor, break room, storage closet, parts area.
    - Non-Routine Tasks
      - Check with the Program Administrator, Your Manager or the Special Waste Coordinator

Safety Programs

- Material Safety Data Sheets – MSDS
  - Must contain the following information
    - Chemical name or identity
    - Chemical manufacturer name, address and phone number
    - Hazardous ingredients
    - Physical and chemical characteristics and hazards
    - Fire and explosion data
    - Reactivity data
    - Heath hazard data
    - Listed as a carcinogen
    - Sign and symptoms of exposure
    - Medical conditions aggravated by the chemical
    - Primary routes of entry
    - Exposure limits
    - Precautions for safe handling and use
    - Emergency first aid
    - Control measures
    - Procedures for clean up of spills
    - Date revised

Safety Programs

- MSDS
  - Locations
    - By baler
    - MRF Office
    - Landfill's meeting room
    - Example of MSDS

Safety Programs

- Personal Protective Equipment
  - Standard equipment:
    - Safety Glasses
    - Steel toed boots
    - Hearing protection
    - Gloves
  - Limitations

Safety Programs

- Emergency Response
  - To be used in medical and other emergencies.
  - Program Administrator is Bryce Stalcup.
  - First Responders
    - All employees have a responsibility
    - What you must do

Safety Programs

- Responsibilities
  - Obtaining information about the person requiring medical attention.
  - Evaluating the relative danger of the situation
  - Identifying what is spilled
  - How much has spilled
  - Taking corrective action in accordance with his or her evaluation.
  - Notifying appropriate personnel.

Safety Programs

- Evaluation
  - How do you determine?
    - Employee or customer suffers sudden onset of respiratory difficulties, tearing of the eyes, severe irritation of skin or mucus membranes, dizziness or nausea while working in the handling or storage areas or downwind of them.
    - Co-worker or customer is on the ground and unresponsive or appears unconscious in close proximity to any chemical handling or storage area. You will need to use common sense. Question yourself is this person having a heart attack or is there an open drum where air contamination is the problem. **DO NOT ATTEMPT A RESCUE** if you do not know what caused the co-worker or customer to become unconscious. Call for emergency response personnel immediately.
    - Coworker or customer is bleeding or having difficulty breathing.

Safety Programs

- How
  - Materials are visibly reacting, creating vapors, fumes or clouds of gas.

Safety Programs

- How
  - Evidence of fire, container rupture or breakage, especially where incompatible chemicals have the potential for contact.

Safety Programs

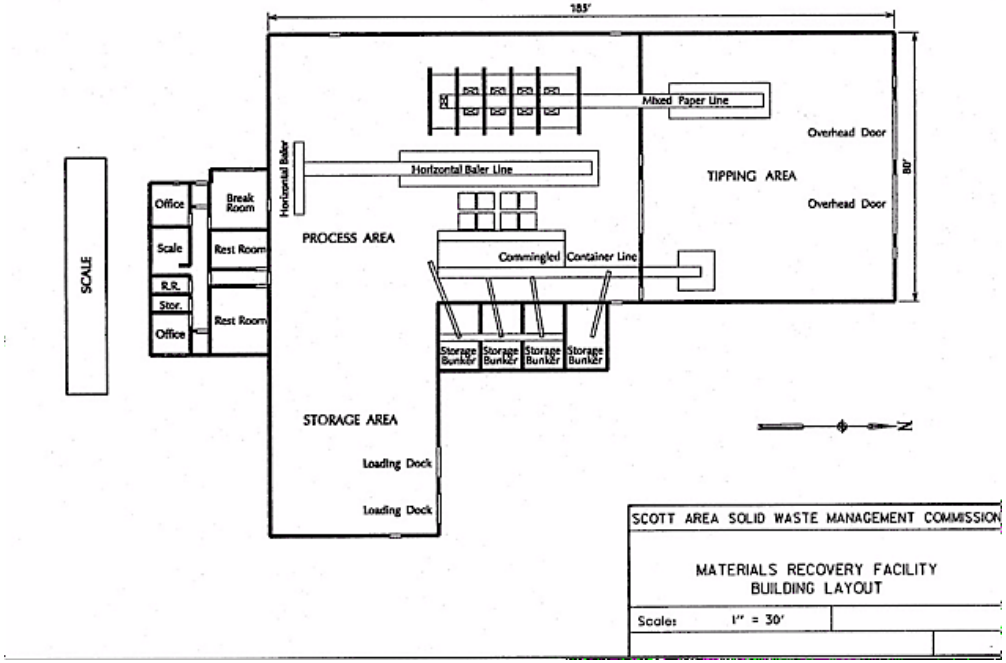
- How?
  - Explosions
  - As a rule of thumb, if you're not certain what the spilled fluid is, assume the worst and evacuate the area and notify the proper emergency services.

Safety Programs

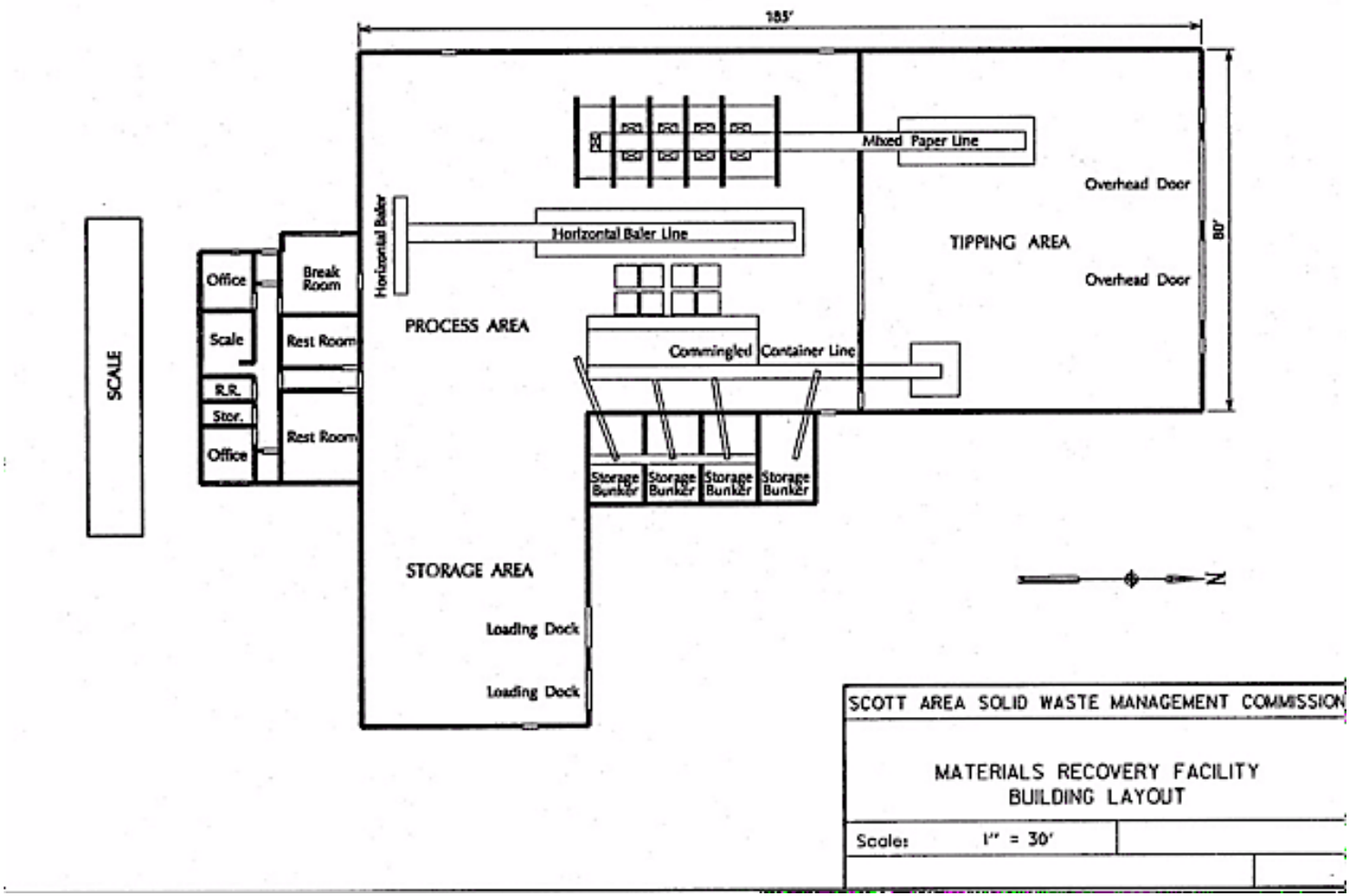
- Other indicators of a problem:

Safety Programs

- Emergency Procedures
  - Evacuate the area
    - Evacuation routes



Safety Programs



Safety Programs

- Emergency Procedures
  - If the incident takes place management and the office should be notified by radio, intercom or messenger. Inform them about the emergency and where the emergency is located.
  - If safe to do so help injured employees or customers.

Safety Programs

- Emergency Procedures
  - Emergency Response Coordinator
  - Medical emergencies
    - Call 911
      - Your name and Waste Commission of Scott County.
      - Give a description of the emergency such as the type of injuries, and name and age of person requiring medical assistance.
      - Location of the emergency.
      - How contact can be made at the scene.
      - DO NOT HANG UP, unless instructed to do so or personal safety is jeopardized.
    - Keep people away
    - Direct emergency personnel

Safety Programs

- Emergency Procedures
  - Chemical
    - Determination
    - Call 911
    - Account for all employees
    - Evacuation
      - Island across from mail box
    - Set up command area
    - Keep people away
    - Direct emergency personnel

Safety Programs

- Non-Emergency
  - Small Fires
    - Only if safe to do so
  - Minor Spills
    - Contain spill with clean-up sheets or absorbent.
    - Never walk through spills
    - Stop the flow
    - Place contaminated material in appropriate containers for disposal.
    - Clean area.
  - Decontaminate all material
- Evaluation

Safety Programs

- Waste Screening: Material not allowed in landfill, unless managed under specific direction of IAC.
  - Ignitable, corrosive,reactive,toxic
  - PCB
  - Free liquids
  - Septage
  - Appliances
  - Radioactive waste
  - Infectious waste
  - Hot loads
  - Asbestos
  - Petroleum contaminated soil
  - Grit and bar screenings, grease skimmings
  - Waste tires
  - Yard waste
  - Lead acid batteries
  - Waste Oil
  - Baled solid waste

Safety Programs

- Spill Prevention, Control, and Countermeasure Plan (SPCC)
  - Purpose: To try to minimize the potential for a release of oil to navigable water
- Storm Water Pollution Prevention Plan (SP3)
  - Purpose #1- To identify and evaluate sources of pollutants that may affect the quality of storm water discharges.
  - Purpose #2- To identify and implement Best Management Practices to reduce or prevent pollutants in storm water discharges.

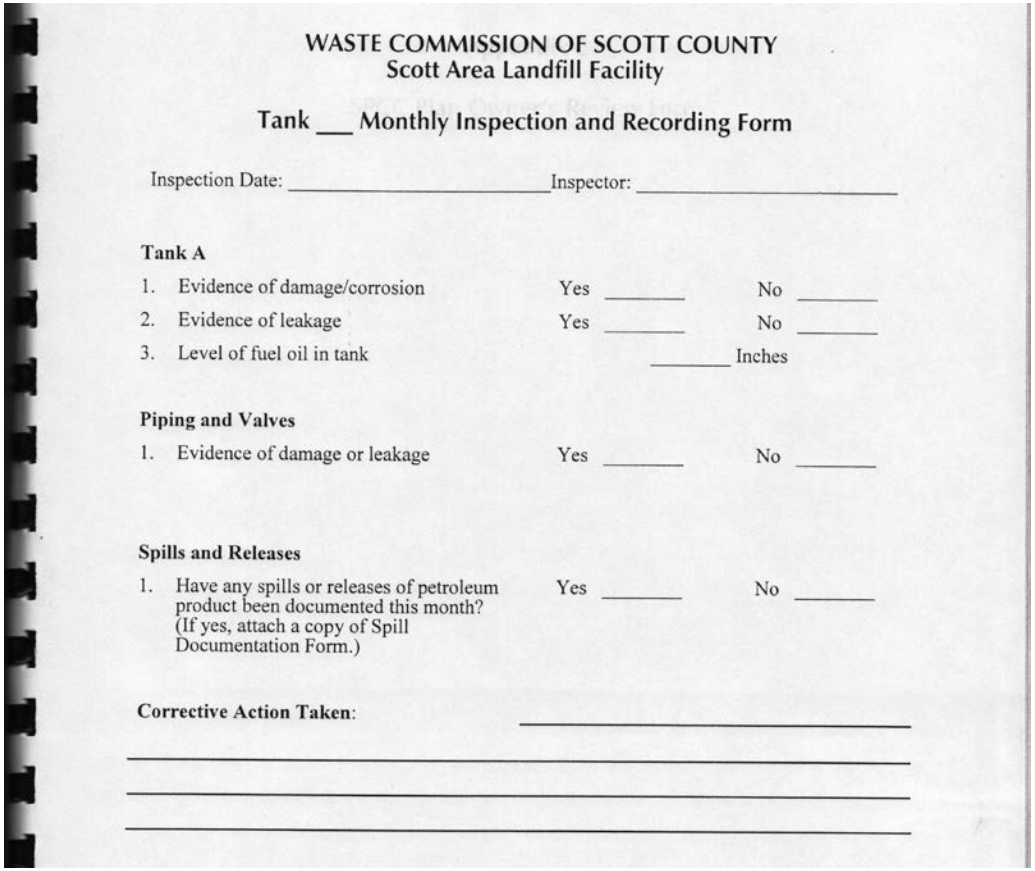
Safety Programs

- What is storm water?
  - Storm water is identified as precipitation runoff, surface runoff and drainage, and snow melt runoff.
- Possible Contaminants
  - Toxins-Heavy Metals(lead, cadmium, chromium, mercury).
  - Conventional pollutants (oil, grease, fuel oils, antifreeze, fertilizer).
  - Sediments from the site (Soil, erosion, glass silica)
- Impacts
  - Drinking water sources
  - Waters protected for recreation
  - Waters protected for aquatic life(plant, fish, wildlife)

Safety Programs

- Bulk Storage Containers
  - Landfill
    - 10,000 gal. fuel
    - 800 gal. waste oil
    - Antifreeze containers
    - 550 gal. fuel
    - 210 gal. x 2 oil in shop
    - 55 gal. drums from HHM
    - Litter
  - MRF & Ewaste
    - 550 gal. fuel
    - 1126 gal. waste oil
    - Antifreeze container
    - Trash Container
    - HHM Material
    - Litter

Safety Programs



WASTE COMMISSION OF SCOTT COUNTY
Scott Area Landfill Facility

Tank ___ Monthly Inspection and Recording Form

Inspection Date: _____ Inspector: _____

Tank A

1. Evidence of damage/corrosion — Yes _____ No _____
2. Evidence of leakage — Yes _____ No _____
3. Level of fuel oil in tank _____ Inches

Piping and Valves

1. Evidence of damage or leakage — Yes _____ No _____

Spills and Releases

1. Have any spills or releases of petroleum product been documented this month? (If yes, attach a copy of Spill Documentation Form.) — Yes _____ No _____

Corrective Action Taken: _____

Safety Programs

- Department of Transportation Regulations:
  - No smoking
  - Remove all sources of ignition
  - Turn off engine
  - Set handbrake of vehicle
  - Someone must be present
  - Only done in assigned area(50 ft away from the working face
- What do we do if there is a spill?
  - Notify all people in the vicinity of the spill
  - Identify the spilled material
  - Notify spill response personnel
  - Secure the area
  - Extinguish all sources of ignition
  - Get on your PPE
  - Contain the spill
  - Clean up the spill

Safety Programs

- How do you properly clean up a spill?
  - A. Walk away so you do not have to be the one who cleans it up
  - B. Throw oil dry on the spill
  - C. If you do not feel comfortable, notify the correct personnel to facilitate spill cleanup
  - D. Put absorbent on the spill, wait for liquids to be absorbed, sweep up the material, and then dispose of properly.

Safety Programs

- Ladder Safety
- Obviously the main hazard associated with ladders is falls which may be caused by ladder in poor condition, poor positioned/incorrectly positioned, surface of ladder slippery or uneven.
  - 3 types of portable step ladders
    - Type I-Industrial stepladder, 3 to 20 feet for heavy duty, such as utilities, contractors, and industrial use
    - Type II-Commercial stepladder, 3-12 feet for medium duty, such as painters, offices and light industrial use.
    - Type III-Household stepladders, 3 to 6 feet fro light duty for light household use.
  - Precautions to take when using stepladders
    - No stepladder should exceed 20 feet in length
    - Do not stand on the top of a stepladder
    - Open all stepladders fully

Safety Programs

- Extension Ladders
  - A simple rule for setting up a ladder at the proper angle is to place the base a distance from the vertical wall equal to ¼ the length the working length of the ladder
  - Make sure the base of the ladder has secure footing, if blocking is needed do so.
  - Climber must face the ladder when climbing up or down the ladder
  - Ladders that have any defects should be taken out of service until fixed/repaired
  - Ladders are for one person use
  - As a rule of thumb, when working on a ladder, do not allow your naval to pass the siderail of the ladder
  - Adjust all extension ladders from the base, not while on the ladder.
  - Extension ladders should have 3 feet above the landing surface.

Safety Programs

- What do you check when inspecting a ladder?
  - check siderails for bends, cracks or dents.
  - check rungs-check all rung to side rail connections
  - check hardware
  - check any rivets

  - If anything is wrong with the ladder you must not use it until it gets fixed.
  - If one is using the ladder correctly, then the ladder is your fall protection.
  - Fall Protection-General Industry states when working in heights over 4-6 ft, fall protection must be used.
  - WCSC locations of fall protection:
    - On top of buildings
    - On top of the semi-tanker

Safety Programs

- Blood Borne Pathogen
  - Protects you from blood related diseases
  - Evaluated the workplace – JSA
    - All employees
  - Program Administrator is Bryce Stalcup, Special Waste Manager.

Safety Programs

- Blood Borne Pathogen
  - What is it?
    - Microorganisms that are present in human blood that can cause disease.
    - Examples
      - Hepatitis B – Hep. B
      - Human Immunodeficiency Virus – HIV

Safety Programs

- Blood Borne Pathogen
  - How do you get a disease?
    - Must have 4 factors
      - Pathogen
      - Quantity
      - Susceptibility
      - Entry Site

Safety Programs

- Blood Borne Pathogen
  - Entry
    - Direct contact
      - Touching body fluids from an infected person.
    - Indirect contact
      - Touching objects that have touched the blood or another body fluid of an infected person.
    - Airborne
      - Breathing in droplets that became airborne when an infected person coughs or sneezes.
    - Vector-borne
      - Through the bite from an infected animal or insect.

Safety Programs

- Blood Borne Pathogen
  - Pathogens of concern
    - Hepatitis
      - At least 5 different types ranging in severity
      - Hep.. B
        - Transmission – blood or body fluids, sexually or during birth
        - Vaccine available
        - Problems – cirrhosis, cancer, chronic liver disease.

Safety Programs

- Blood Borne Pathogen
  - Pathogens of concern
    - Human Immunodeficiency Virus – HIV
    - Transmission
      - Blood, body fluids, sexual contact or breast milk
    - Problems
      - Serious illnesses and death

Safety Programs

- Blood Borne Pathogen
  - Quantity
    - If lacking no disease.
  - Susceptibility
    - Immune
    - Vaccines

Safety Programs

- Blood Borne Pathogen
  - Prevention
    - Immunizations
    - Precautions
    - Exposure Control Plan

Safety Programs

- Blood Borne Pathogen
  - Immunizations
    - Only Hep. B
    - Offered to all employees
  - Precautions
    - Universal Precautions
      - All blood is contaminated
    - Engineering Controls
      - Use brooms, dust pans to handle “sharps”
    - PPE
      - Always wear gloves, safety glasses

Safety Programs

- Blood Borne Pathogen
  - Precautions
    - Eating, drinking, smoking, applying lip balm or cosmetics, touching the body with contaminated gloves, and handling contact lenses are prohibited behavior in areas where potential of infection may occur.
    - Remove contaminated clothing or PPE before leaving the area.

Safety Programs

- Blood Borne Pathogen
  - Exposure Control Plan
    - Methods of Compliance
      - Universal Precautions
      - Work Place Controls
        - PPE, Engineering Controls, No eating smoking
    - Location

Safety Programs

- Blood Borne Pathogen
  - Exposure Control Plan
    - Training
      - Providing a copy of the standard, 29 CFR Part 1900.1030, and an explanation of the contents.
      - A general discussion on Blood Borne diseases and the way they are transmitted.
      - Exposure control plan and means of obtaining a copy of the plan.
      - Who is exposed by doing which tasks.
      - Engineering and work practice controls, which will help, prevent exposure.
      - Use of Personal Protective Equipment.
      - Information on the hepatitis B vaccine.
      - Response to emergencies involving blood and other potentially infectious materials.
      - The handling of exposure incidents.
      - Post-exposure evaluation and follow-up program.
      - Signs / Labels / Color-coding.
      - Question and Answer Period.

Safety Programs

- Blood Borne Pathogen
  - Exposure Control Plan
    - Exposure Incident
      - Blood sample from source individual
      - Blood source tested for HIV and Hep B
      - Results available only to exposed employee
      - Exposed employee blood sample
        - Tested for hep b
        - HIV – only after consent
      - Any Medical help necessary
      - Counseling
      - Report given to exposed employee

Safety Programs

- Blood Borne Pathogen
  - Exposure Control Plan
    - Evaluating Physician – Commission receives
      - Within 15 days
      - Opinion will state
        - Employee has been informed
        - Physicians recommendation

Safety Programs

- Blood Borne Pathogen
  - Exposure Control Plan
    - Job with exposure
      - Landfill Operations Manager
      - Heavy Equipment Operator
      - Site Technician
      - Special Waste Manager
      - Special Waste Coordinator
      - Recycling Center Plant Manager
      - Recycling Center Equipment Operator
      - Window Attendant

Safety Programs

- Blood Borne Pathogen
  - Exposure Control Plan
    - Jobs that may have exposure
      - Administrative Assistant
      - Accounting Specialist
      - Communication Coordinator
      - Director
      - Scale Operator
    - Routine tasks where exposure may occur

Safety Program

- 2007 purchased 2 AED's
- 10% chance of death every minute that goes by.
- Locations
  - MRF- Scale
  - Landfill- Scale
  - E Waste- Scale

Safety Programs

- Hearing Conservation Program
  - In place to protect employees from noise exposure that may occur at the Recycling Center.
  - Test of MRF
  - Action Level
    - 85 dB

Safety Programs

- Hearing Conservation Program
  - Topics
    - Effects of noise on hearing.
    - Prevention.
    - Advantages and disadvantages of hearing protection.
    - Proper use of hearing protection.
    - Commission policy.

Safety Programs

- Hearing Conservation Program
  - Effects of noise on hearing.
    - 13% of country has a hearing loss that is handicapping.
    - What causes hearing loss
      - Conductive
        - Caused by infection
        - Blocks transmission of sound
        - Correctable
      - Sensory Neural
        - Damage to the cochlea
        - Caused by noise
        - Non-correctable

Safety Programs

- Hearing Conservation Program
  - Hearing loss depends on
    - Noise levels
    - Time exposed
    - Susceptibility
  - What may happen
    - Slowly lose hearing
    - Will not return
    - First affects will be with conversation
      - Missing words
      - Could effect your safety and others safety

Safety Programs

- Hearing Conservation Program
  - Prevention
    - Engineering controls
      - Modifying the source of noise
      - Placing barriers between the noise source
    - Administrative controls
      - Reducing exposure periods
      - Training
      - Avoidance
    - PPE
      - Hearing protection

Safety Programs

- Hearing Conservation Program
  - Proper Use
  - Advantages and Disadvantages
    - Comfort
    - Over protection
    - Under protection

Safety Programs

- Hearing Conservation Program
  - Written Plan
    - Program Administrator Bryce Stalcup
    - Initial survey
      - Over action level
    - Who and Where surveyed
      - HDC Client Supervisor
      - Lead Equipment Operator
      - Equipment Operator
      - Baler
      - Tipping Floor
      - Trommel
      - Sort Line Stations
    - Running of the Forklift, Bobcat and End loader

Safety Programs

- Hearing Conservation Program
  - Written Plan
    - Results of survey
    - Testing every 2 years
    - Signs
    - Hearing Protection
      - All employees and visitors must wear hearing protection in posted areas
      - Selected and provided by Commission

Safety Programs

- Hearing Conservation Program
  - Written Plan
    - Administrative and Engineering Controls
    - Employee testing
      - Baseline
      - Annual for effect employees
    - Employee Training

Safety Programs

- Energy Control Plan
  - “lockout tagout”
  - Protects employees from equipment where unexpected energization or startup could occur during servicing or maintenance.
  - Who is covered
    - Affected employee
      - Employee who jobs requires them to operate the equipment that is being worked on or work in an area where lockout tagout is being performed.
    - Authorized employee
      - Employee who performs the lockout tagout

Safety Programs

- Energy Control Plan
  - Energy – refers to the movement or possibility of movement in equipment or machinery.
  - Six types
    - Electrical – the flow of electrons through a conductor
    - Pneumatic – the force caused by compressed air
    - Hydraulic – the force caused by a pressurized fluid
    - Kinetic (moving) – the force caused by an object's motion
    - Thermal – increased heat of a fluid or object
    - Potential – the force stored in an object that isn't moving.

Safety Programs

- Energy Control Plan
  - Safety devices – designed to provide safety to employees, however can be bypassed.
    - Machine guards
    - Electrical disconnects
    - Mechanical stops
    - Point of operation guard

Safety Programs

- Energy Control Plan
  - Lockout Tagout Procedures
    - When to use
      - Whenever service or maintenance is being performed on or around any machine where injury could result from unexpected start-up or the release of stored energy
      - Whenever new equipment or machinery is being installed
      - When guard or other safety device must be bypassed or removed
      - When an employee must place any part of his body where it could be caught by moving machinery

Safety Programs

- Energy Control Plan
  - Lockout tagout devices
    - Durable: Able to withstand the environment, which they are exposed to. Constructed and printed so that exposure will not cause the tagout device to become illegible. Tags will not deteriorate when used in a corrosive environment.
    - Standardized: Within the facility standardized by color, shape, or size. In the case of tags the print and format is standardized.
    - Substantial: Lockout devices are strong enough to prevent removal without excessive force. Tagout devices are strong enough to prevent accidental or inadvertent removal.
    - Identifiable: Lockout and tagout devices identify the employee using the device, and have a warning, such as *Do Not Start, Do Not Open, Do Not Close.*

Safety Programs

- Energy Control Plan
  - Lockout tagout devices
    - Each lockout device shall be keyed differently, will have no duplicates made, and no master set of keys will be maintained.
    - Tagout system is used only when
      - An energy isolating device cannot be locked out
      - When a tagout system provide the same amount of protection as a lockout system.

Safety Programs

- Energy Control Plan
  - Procedures
    - Applying The Lockout Or Tagout Control:
      - The following steps are to be followed for all lockout or tagout situations.
      - Before the shut down of a machine or equipment the authorized employee must have the knowledge of the type and degree of energy to be controlled.
      - The employee performing the lockout or tagout will contact the Program Administrator or the manager assigned by the Program Administrator to oversee the program at the Scott Area Landfill, Scott Area Recycling Center, or Household Hazardous Material Facility prior to performing the lockout or tagout.
      - Notify all affect employees of the machinery or piece of equipment that will be worked on. Indicate the type of device use to isolate the energy source, lockout or tagout device.

Safety Programs

- Energy Control Plan
  - Procedures
    - Applying The Lockout Or Tagout Control:
      - Shut down the machinery or piece of equipment following normal procedures.
      - Find the appropriate switch, value, etc. that will isolate the machinery or piece of equipment from the energy source. There may be more than one.
      - Prevent anyone from the re-energizing the system by locking out or tagging out the switch, value, etc. In cases where there are two or more individuals performing the maintenance task each employee is to place a lock or tag on each switch, value, etc. **Each employee is to apply and remove his or her own lockout tagout device.**
      - Turn the piece of equipment or machinery on in the normal manner to release any excess stored energy.
      - After releasing the stored energy return the switches to the off setting.
      - Perform necessary maintenance.

Safety Programs

- Energy Control Plan
  - Procedures
    - Releasing The Lockout Or Tagout:
      - Before removing the lockout or tagout device the following procedures are to be followed.
      - Ensure no other employees are working on the machinery or equipment.
      - All tools have been removed.
      - Replaced all safe guards.
      - Verify the operating controls are in the off position.

Safety Programs

- Energy Control Plan
  - Written Plan
    - Location
      - Plan
      - Devices
    - Training
      - Recognizing the hazardous energy source.
      - Reasons for an Energy Control Plan.
      - The type and magnitude of the energy available in the workplace.
      - The methods and means of controlling and isolating the energy. Including the lockout tagout devices for use at the Scott Area Landfill, Scott Area Recycling Center, and the Household Hazardous Material Facility.
      - When to use lockout tagout devices and on what equipment.

Safety Programs

- Energy Control Plan
  - Written Plan
    - Equipment requiring energy control
      - Forklift
      - Bulldozers
      - Endloaders
      - Tractors (along with any attachments)
      - Rim Crusher
      - Balers/Crushers
      - Conveyors
      - Stationary air compressors
      - Stationary blowers
      - Roof top fume hood
      - Air conditioners
      - Motor grader
      - Skid steer loader
      - Scrapers
      - Trucks

Hot Work

- Welding
- Brazing
- Soldering
- Grinding
- All other activities that produce sparks, heat or flame

Purpose for the plan

- Control and safeguard against potential fire hazards
- Employee and Customer safety

Hot Work in Conjunction with Confined Space Entry and Lockout Tagout

- May require more safegaurds such as respirators or air exchanging
- Confined space and lockout procedures must be followed in required situations

Designated areas

- Hot work in designated hot work areas do not require a permit but you are still required to make sure the area is free from flammable or combustible material
- Designated Areas
  - Landfill-Shop
  - MRF-Work bench, and loading docks
  - Ewaste- No designated areas

Designated hot work areas

- Equipment must be in good working condition
- Floor must be swept and kept clean at a radius of 35ft
- Flammable material must be at least 35 ft away
- Fire extinguisher must be in immediate work area

Hot work permit

- Permit must be filled out before operations begin in a non designated location
- Permit must be signed off on and visible until work is complete
- After work is complete permit needs to be filed with Spencer

Hot Work Supervisor

- Establish permissible areas for hot work
- Ensure employees are familiar with hot work tools and trained
- Determine hazardous areas
- Ensure combustibles are protected
- Ensure fire protection is readily available

Fire Watch

- Required if combustibles are closer than 35ft
- Stops any unsafe work
- Watches for fires
- Be aware of hazards
- Fire watch must be maintained half hour after completed work to detect and extinguish any fire

Safety Programs

- Confined Space
  - What is a confined space
  - Video
  - Entry procedures
  - Hands on
  - Confined Space Policy

Safety Programs

- Confined Space
  - What is a confined space?
    - Definition
      - Design so that someone can enter and work
      - Has limited openings for exit and entry
      - Not intended for continuous employee occupancy
    - Examples
      - Plastic's Pit
      - Cardboard, Newspaper Pit
      - Baler pit at beginning and end
      - Baler
      - Tanks, tie-ins, sumps, etc…with man hole covers
      - Shredder – ewaste

Safety Programs

- Confined Space
  - 2 types of confined space
    - Permitted confined space
      - A confined space with one or more of the following characteristics; contains or has the potential to contain a hazardous atmosphere, contains a material that has the potential for engulfing an entrant, has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross section, or contains any other recognized serious safety or health hazard.
      - Commission employee must obtain permit to enter these spaces
    - Non-Permitted confined space
      - A confined space that does not contain a hazardous atmosphere or the potential to cause serious injury or death.

Safety Programs

- Confined Space
  - Video
  - Positions
    - Attendant – An employee stationed outside one or more confined spaces who monitors the authorized entrant and who performs all attendant's duties assigned by the Commission.
    - Authorized Entrant – An employee who is authorized by the Commission to enter a non-permit confined space.
    - Entry Supervisor – An employee responsible for determining if acceptable entry conditions are present at a confined space where entry is planned, for authorizing entry, overseeing entry operations and for terminating entry.

Safety Programs

- Confined Space
  - Positions
    - Attendant' Responsibilities
      - Know the hazards an entrant may face in a confined space.
      - Maintain an accurate count of all individuals in the confined space.
      - Remain outside the confined space at all times and prevent any unauthorized entries. **UNDER NO CIRCUMSTANCES IS THE ATTENDANT TO ENTER THE CONFINED SPACE.**
      - Communicate with the entrant(s) to assess their condition.
      - Monitor the confined space to determine if it is safe for the entrant(s) to remain in the confined space.
      - Evacuate the confined space if any of the conditions (see confined space entry under the entry procedures) are meet.
      - Notify the appropriate people in case of an emergency.

Safety Programs

- Confined Space
  - Positions
    - Entrant's Responsibilities
      - Know the hazards an entrant may face in a confined space.
      - Properly use all required PPE for the confined space.
      - Communicate with the attendant any changing conditions that could result in a hazardous atmosphere or a serious health and safety hazard.
      - Exit the confined space if a problem is detected or when ordered to do so by the attendant or the entry supervisor.

Safety Programs

- Confined Space
  - Positions
    - Entry Supervisor's Responsibilities
      - Know the hazards an entrant may face in a confined space.
      - Verify all health and safety hazards have been eliminated and the atmosphere is not nor has the potential to be hazardous.
      - Terminate an entry if a hazardous atmosphere or a health and safety hazard develops.

Safety Programs

- Confined Space
  - Entry - The act by which an employee intentionally passes through an opening into a confined space. Entry occurs as soon as any part of the employees' body breaks the plane of an opening into a confined space.
  - Steps
    - Pre-entry
    - Entry
    - Exit

Safety Programs

- Confined Space
  - Pre-entry
    - Determine if entry into the confined space is necessary to perform the work.
    - Assign and review all duties for the entrant, attendant and the entry supervisor.
    - Gather all necessary monitoring, entry and safety equipment.
    - Eliminate any unsafe hazards prior to opening the door or cover.
    - When an entrance cover is removed the opening shall be promptly guarded to prevent someone or objects from entering the confined space.
    - Conduct a hazard assessment of the confined space.
    - Test* the atmosphere for:
      - Oxygen levels less than 19.5% or greater than 23.5%
      - Flammable gases or vapors in excess of 10% of their Lower Explosive Limit (LEL)
      - Carbon monoxide levels greater than 35 ppm
      - Hydrogen sulfide levels greater than 10 ppm
    - The sampling equipment will be calibrated once a month or as needed. A calibration log will be kept with the equipment.

Safety Programs

- Confined Space
  - Pre-entry
    - Examine the space for other serious health and safety hazardous such as but not limited to moving parts, electrical or heat.
    - If a hazardous atmosphere exists do the following:
      - If possible find and eliminate the source of the contamination i.e. forklifts and the endloader.
      - Ventilate the confined space by drawing air out until the air in the confined space has been changed over a few times.
      - Verify the hazardous atmosphere has been eliminated by following step 6.
    - Based on the information gather the following procedures are to be followed:
      - Non-permit confined space: If all hazards have been eliminated the entry supervisor must complete the confined space certificate. Continue with the remaining steps.
      - Permit confined space: If Commission employees are unable to eliminate all atmospheric hazards or all health and safety hazards prior to entering the confined space the Program Administrator must be contacted and employees are not allowed to enter the confined space.

Safety Programs

- Confined Space
  - Entry
    - Notify all affected employees of entry into the confined space and of any energy control devices.
    - Wear all appropriate personal protective equipment. The Program Administrator will assign all appropriate PPE. It is the responsibility of the entry supervisor to ensure all PPE is worn and to determine if the situation requires additional PPE above the PPE assigned by the Program Administrator.
    - Required PPE:
      - Safety Glasses
      - Steel Toed Boots
      - Work Gloves
      - Hardhat
      - Lighting

Safety Programs

- Confined Space
  - Entry
    - The following conditions will result in entry being terminated and all entrants exiting the confined space.
    - If a hazardous atmosphere is detected after entry. If this occurs the Program Administrator must be notified prior to re-entry. The Program Administrator will evaluate why the conditions changed and how to eliminate the conditions from occurring again.
    - If any serious health and safety hazard develops.

Safety Programs

- Confined Space
  - Exit
    - After work is completed ensure the confined space is closed and all equipment is returned to the proper location for others to use.
    - Employees at the Scott Area Recycle Center should make a copy of the certificate and file the copy with the main office. The Program Administrator will maintain the original certificate.

Safety Programs

- Confined Space
  - Monitor
  - Confined Space Policy
    - Protects employees from health and safety issues related to confined space.
    - Program Administrator is Bryce Stalcup
    - Training
      - Hazard recognition
      - How to monitor the atmosphere for hazards including calibration of the equipment
      - Safe entry procedures
      - Use of personal protective equipment
      - Confined space certificate
      - Confined Space Policy
      - Emergencies

Safety Programs

- Confined Space
  - Confined Space Policy
    - Labeling
    - Emergencies
      - 911
    - Who can do what