

*WBE Traffic Control, Inc.*

# **Injury and Illness Prevention Plan (IIPP)**

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## **Policy Statement**

The personal safety and health of each employee of WBE Traffic Control, Inc. is of primary importance. The prevention of occupational injuries and illnesses is of such consequence that safe working conditions and practices will be given precedence over operating productivity whenever necessary.

We will maintain a safety and health program conforming to the best practices of organizations in our industry. Our program will emphasize injury and illness prevention on the part of both management and employees. We promote cooperation in all safety and health matters, not only between management and employee, but also between each employee and his or her co-workers. Only through a cooperative effort can a safety program in the best interest of all be established and preserved.

Our objective is a safety and health program that will reduce injuries and illnesses, and that surpasses the best experiences of other operations similar to ours.

## Responsibility

I, WBE President, delegate the responsibility for the administration of this organization's IIPP to the WBE Safety Director. Responsibilities for protecting the safety and health of all employees are assigned according to the *Plan Administration* section of this IIPP.



\_\_\_\_\_  
WBE Traffic Control President

\_\_\_\_\_  
Date

## **Compliance**

Managers and supervisors are responsible for establishing and maintaining good health and safety practices. To ensure compliance, the following procedures will be implemented by managers and supervisors:

- Inform all employees of the provisions of this IIPP.
- Evaluate the safety performance of all workers through job hazard analyses (JHAs), observation, interviews, and periodic testing.
- Recognize employees for following safe and healthful work practices.
- Train employees as necessary to remedy any deficiencies in employee safety performance.
- Take disciplinary actions as appropriate with employees for failure to follow safe and healthful work practices.
- Adhere to an antidiscrimination policy for employees reporting safety and health concerns.
- Assured Equipment Grounding Conductor Program OR Ground Fault Circuit Interrupter - (GFCI)
- Bloodborne Pathogens Program
- Electrical Safety Program
- Fall Protection Program
- Hazard Communication Program
- Heat Illness Prevention Plan
- Fire Protection / Extinguishers Plan
- First Aid Plan
- Fitness for duty policy
- Ladder Safety Program
- Lockout / Tagout Plan
- Noise Exposure / Hearing Conservation Program
- Personal Protective Equipment (PPE) Plan

## **Drug And Alcohol Policy And Testing**

### **Policy**

The Company is committed to providing an environment that ensures the well-being and safety of the Company's employees and prohibits any influences that might have a detrimental effect upon the orderly, safe, and efficient operation of the Company. Based upon these goals, the Company requires that its employees report for work and perform their duties within the standards established. The intent of the following policy is to prevent the hiring and/or continued employment of persons who, due to the use of alcohol or illegal drugs, may harm themselves or others, or cause damage to property.

### **Application of Policy**

1. This policy applies to all employees.
2. Compliance with this policy is considered a condition of employment. If an applicant refuses to

comply with the Drug and Alcohol Testing Policy, he or she will not be eligible for employment. If an employee does not comply, the employee may be suspended without pay pending completion of an investigation. During the course of the investigation, the employee will have the opportunity to offer an explanation for his or her behavior. The employee's department will decide the course of action in consultation with the office of human resources.

## **Definitions**

1. *Illegal Drug*: Any (a) illegal substance, including but not limited to, narcotics, hallucinogens, cocaine, marijuana, and designer drugs; and (b) controlled substance, including, but not limited to, amphetamines and barbiturates, that are used either without being prescribed by a licensed physician or in excess of the amount prescribed by a licensed physician.

2. *Unfit Condition*: Behavior, including, but not limited to:

- (a) drowsiness;
- (b) sleepiness or sleeping;
- (c) slurred and/or incoherent speech;
- (d) unusually aggressive behavior;
- (e) unusually depressive behavior;
- (f) unusual and rapid changes in mood;
- (g) disorientation or inability to concentrate;
- (h) lack of coordination in walking or performing other tasks.

3. *Drug and/or Alcohol Test*: Any evaluation used to detect the presence of illegal drugs and/or alcohol in an individual's system.

4. *Employee Subject to DOT (Department of Transportation) Regulations*: Any employee required to have a Commercial Driver's License (CDL) in order to perform the essential functions of his or her job.

5. *Safety Sensitive Positions*: Those positions involving hazardous tasks that, if performed improperly, could result in harm to others.

## **Processes**

### **Pre-Employment Test**

All offers of employment, including offers of regular employment to on-call or temporary employees, will be contingent upon satisfactory results of a drug test. If a pre-employment drug test indicates illegal drug use, the applicant will not be eligible for employment at the Company.

### **Random Test**

The Company may require a drug test on a random basis if:

- The employee serves in a safety-sensitive position as defined in the above section on preemployment tests.
- The employee has received a mandatory referral to the Employee Assistance Program sponsored by the Company for addiction assessment and is referred to treatment pursuant to that assessment.
- The Company is required to conduct testing under the Department of Transportation regulations. An employee selected for random testing may obtain a deferral of testing if the employee's supervisor and the Office of Human Resources concur that there is a compelling business need to defer the testing. An employee whose random test is deferred will be subject to an unannounced test at a later date.

All employees who fit the above situations are subject to random testing, including on-call,

temporary, and part-time staff and faculty.

### **For-Cause Test**

By its very nature, for-cause testing is based upon indicators of drug or alcohol usage and results in treatment for the employee in most cases. With this in mind, the Company may request an employee, as a condition of his or her employment, to undergo drug and/or alcohol testing if the Company has a reasonable belief that the employee may have violated the Drug and Alcohol policy. Such reasonable belief may be based on, but not limited to, the following factors:

1. The employee exhibits physical signs of alcohol and/or illegal drug use.
2. The supervisor or other Company representative reasonably believes that an employee's unsatisfactory job performance, misconduct, or poor attendance may be related to drug or alcohol use.
3. The employee has a work-related accident that (i) results in damage to Company property or physical injury to another person, (ii) is the second or more work-related accident the employee has had within any 12-month period, or (iii) if the employee seeks medical treatment, the examining physician reasonably believes the accident was related to drug or alcohol use.
4. The Company obtains reliable information that the employee has or may have violated the Company's Drug and Alcohol Testing Policy, or that policy violations have or may have occurred in a department or unit at the Company in which the employee works.

### **Testing Employees Subject to DOT Regulations**

In addition to the testing described above, employees subject to DOT regulations will be tested in accordance with the Company's Commercial Motor Vehicle Policy, copies of which are available through Risk Management and Safety.

### **Education**

The office of human resources offers a variety of training resources for supervisors and employees to promote awareness of the Drug and Alcohol Testing Policy and of the Drug and Alcohol Testing Policy. These resources include Organizational Effectiveness training in collaboration with the Company Office of Alcohol and Drug Education, use of the training opportunities provided by the Employee Assistance Program, and one-on-one meetings with both supervisors and staff members.

### **Discipline**

Will be immediately terminated. An applicant who engages in any of the above-described behavior will not be eligible for employment.

1. An employee who switches or alters any sample submitted for testing will be immediately terminated. An applicant who engages in this behavior will not be eligible for employment.
2. An employee who is determined, as a result of a drug and/or alcohol test, to have used illegal drugs or alcohol in violation of the Company's Drug and Alcohol Testing Policy will be subject to disciplinary action as described in this policy.
3. Employees who are covered by DOT regulations and who test positive at any time shall be considered medically unqualified to operate a commercial motor vehicle in interstate commerce.

They shall not be permitted to operate a motor vehicle until they:

- No longer use illegal drugs.
- Test negative for the use of illegal drugs.
- Participate in and comply with the EAP recommended treatment program and after-



- care program offered by an outside provider.
- Are medically re-certified as being qualified to operate a motor vehicle. To regain permission to operate a motor vehicle, the employee must agree to participate in follow-up random testing.

### **Confirmatory Testing**

If any applicant or employee tests positive for use of illegal drugs, a confirming test using the GC-MS test automatically will be conducted on the applicant's or employee's original specimen. The Company will bear the costs of both tests. If the second test confirms the initial positive result, a physician at the facility doing the testing will review the test results to determine if a legitimate medical reason exists for the positive result. Any subsequent action will be based on the physician's findings.

If any testing procedure indicates that an applicant or employee has used illegal drugs or alcohol in violation of this policy, the applicant or employee may elect to provide, in writing, information to rebut and/or explain the results of the test. This information will be evaluated by a physician at the facility that performed the testing, and a determination as to the appropriate subsequent action will be made. Additionally, or alternatively, in a situation involving a drug test, an applicant or employee may have a second confirmatory drug test performed. Where the applicant's or employee's urine initially was tested, the confirmatory test will be performed on the original urine sample. Where the applicant's or employee's hair initially was tested, a new hair sample will be collected and tested. The applicant or employee must pay for the confirmatory test before it is performed. If the confirmatory test indicates the applicant or employee has not used illegal drugs in violation of the Company's Drug and Alcohol Testing Policy, any subsequent action will be based on the results of the confirmatory test. In addition, the Company will reimburse the applicant or employee for the costs of confirmatory testing and will purge the applicant's or employee's record of the results of the initial test. If the confirmatory test indicates the applicant or employee has used illegal drugs in violation of the Company's Drug and Alcohol Testing Policy, the results of the initial test will control for the purposes of any subsequent action.

### **Disciplinary Action**

All employees, including all levels of management, will be held accountable for obeying site safety and health rules. The following four-step disciplinary policy will be applied to everyone by the appropriate level of supervisor:

1. Oral warning
2. Written reprimand
3. Suspension
4. Dismissal

Visitors, including contractors who violate safety and health rules and procedures, will be escorted from the site. Should the disciplined person request a review of the disciplinary action. The WBE Safety Director will review the situation and make a recommendation to management, which reserves the right for final decision.

### **Anti-discrimination Policy**

It is the policy of this organization not to discriminate against any employee who reports a work-related fatality, injury, or illness, files a safety and health complaint, requests access to injury and illness records, or otherwise exercises any rights afforded by occupational safety and health laws.

## **Communication**

All managers and supervisors are responsible for communicating with all workers about occupational safety and health in a form readily understandable by all workers. Our communication system encourages all workers to inform their managers and supervisors about workplace hazards without fear of reprisal.

Our establishment averages more than 20 employees and communicates with and instructs employees orally about general safe work practices and hazards unique to each employee's job assignment.

- New worker orientation, including a discussion of safety and health policies and procedures
- Review of our IIPP
- Training programs
- Regularly scheduled safety meetings
- Posted or distributed safety information
- A system for workers to anonymously inform management about workplace hazards

Management encourages employees' involvement and devises appropriate recognition for outstanding employee participation.

## **Safety Meetings**

For employees, management will conduct safety meetings quarterly and more often to discuss safety issues as they come up. A safety meeting includes all employees in a work area and at least one manager or supervisor to ensure that all appropriate issues are addressed. A manager or supervisor will cover one or more of the following activities:

- Review key safety topics.
- Review safety and health inspection reports to help correct safety hazards.
- Evaluate the accident investigations conducted since the last meeting to determine if the cause(s) of the unsafe situation was identified and corrected.
- Review any observed unsafe practices and ways to correct them.
- Reaffirm the need for safe work practices.
- Answer any questions that employees may have about a safe practice, equipment operation, or other safety-related issues.

Formal safety meetings may be supplemented by "toolbox talks" of 10 or 15 minutes at the start of a work shift, or at other times as designated by a supervisor.

## Hazard Assessment

A competent person will conduct hazard assessments and safety inspections for each work project and activity. Periodic inspections to identify and evaluate workplace hazards will be performed by competent person(s) in the following areas of the workplace:

Competent Person	Work Area	Inspection Frequency
Field Supervisor	Worksite	Daily
WBE Safety Director	Main Office/Warehouse	Annually

The hazard assessment and subsequent inspections will be conducted when one or more of the following conditions apply:

- When the IIPP is initially established
- When new substances, processes, procedures, or equipment which present potential new hazards are introduced into the workplace
- When new or previously unidentified hazards are recognized
- When occupational injuries and illnesses occur
- Whenever workplace conditions warrant an inspection

See Attachment 2 *Job Hazard Analysis Worksheet* for a copy of the initial hazard assessment for a single work activity that is common to multiple work areas.

Management encourages employees to report hazards to their supervisor or the WBE Safety Director. Employees will use the *Employee Report of Hazard* form for this purpose. See Attachment 3 for a copy of the *Employee Report of Hazard*.

## **Accident/Exposure Investigations**

If an employee sustains a work-related injury, the employee or a co-worker will immediately notify the supervisor of the work-related injury or illness, and the supervisor will ensure the injured or ill employee receives prompt medical treatment. The employee will complete the employee part of the Accident Report Form. If the date and time of the injury or illness cannot be determined, such as an injury caused by cumulative or repeated stress, the date of the last time the employee worked is entered on the form.

See Attachment 4 for a copy of the *Accident Investigation Report*.

Any person who observes or causes damage to property or equipment will immediately report such damage to a supervisor.

## **Injury to Visitors**

Injuries sustained by visitors at either yard must be reported to the WBE Safety Director. Injured visitors will be immediately provided medical treatment, if necessary. The causes of injuries to visitors will be investigated through the same processes as for an employee accident investigation.

## **Near-Miss Incident**

The investigation procedures for near-miss incidents will follow an abbreviated outline derived from the *Accident Investigation Report* procedures.

See Attachment 5 for a copy of the *Near-Miss Investigation Report* form.

## **Accident Investigation Procedures**

The Principal Accident Investigator and/or other Accident Investigator(s) will follow the procedures outlined below to conduct accident investigations:

1. Launch an accident investigation after a work-related injury or illness that requires medical treatment or if property damage occurs at any WBE Traffic Control, Inc. worksite.
2. Assign investigators to carry out specific tasks. Such tasks include:
  - Inspect the accident site.
  - Interview witnesses and injured person(s).
  - Compile and review data.
  - Develop recommendations for corrective action(s).
  - Compile the written investigation report.

3. Present a preliminary briefing to the investigating team, including:
  - A description of the accident, with damage estimates
  - Normal operating procedures
  - Maps (local and general)
  - The location of the accident site
  - List of witnesses
  - Events that preceded the accident
4. Visit the accident site to:
  - Secure the site to protect evidence and prevent further injuries.
  - Inspect the area, including walking and working surfaces, equipment, entrances and exits, air quality systems, and all other conditions, processes, or items that could possibly have contributed to the accident or injury.
  - Record by tape recorder (if feasible) and in writing the details of the accident site, including lighting conditions, other environmental factors, and any unsafe conditions, tools, equipment, or operations.
  - Document the location of victims, witnesses, machinery, energy sources, and hazardous materials.
  - Prepare the necessary sketches and photographs, label each item carefully, and keep accurate records.
5. Interview each injured person and witness. Also, interview those who were present before the accident and those who arrived at the site shortly after the accident. Keep accurate records of each interview. Use a tape recorder if desired and if approved.
6. After all information from the accident site and interviews has been collected, determine and record in writing:
  - What was unusual before the accident
  - Where the abnormality occurred
  - When the abnormality was first noted
  - How it occurred
7. Analyze the data collected from the determination/analysis of accident causes. Repeat any of the prior steps, if necessary. Determine:
  - Why the accident occurred
  - A likely sequence of events and probable causes (direct, indirect, and basic)
  - Alternative sequences
8. Check each sequence against the data from the determination/analysis of accident causes.
9. Determine the most likely sequence of events and the most probable causes.
10. Develop recommendations for corrective action, if needed.
11. Conduct a post investigation briefing.
12. Prepare a summary report that includes recommended actions to prevent a recurrence, and distribute the report according to applicable instructions. See Attachment 4 for a copy of the *Accident Investigation Report* form and instructions.

## **Hazard Correction**

Corrective actions recommended in the hazard assessment and inspection report(s) and approved by management will be implemented. Supervisors will inform employees of the hazards and corrective actions, and conduct employee training before the commencement of related tasks.

## **Corrective Actions:**

Management will implement the following protective measures when hazardous conditions are present:

Correct the hazard when observed or discovered with administrative controls, engineering controls, training, and/or PPE.

Remove workers from an area where an imminent hazard is present that cannot be corrected without endangering employees or property.

Provide workers who will correct the hazard with appropriate hazard controls and PPE.

## **Training and Instruction**

All workers, managers, and supervisors will receive training and instruction on general and job-specific safety and health practices. Training and instruction will be provided:

- When the IIPP is initiated
- When new employees are hired
- When existing employees are reassigned to jobs for which they have not received prior safety training
- Whenever new substances, procedures, processes, equipment, or facilities are introduced and represent a new hazard
- When WBE Traffic Control, Inc. is aware of a new or previously unrecognized hazard
- To supervisors concerning all hazards to which employees under their direct supervision may be exposed
- To employees concerning hazards specific to their job assignment(s)
- On a regular basis to reinforce existing safety and health procedures

General job safety and health training will include:

- Implementation and maintenance of this IIPP
- Emergency action and fire prevention plan
- Provisions for medical services and first aid, including emergency procedures
- Prevention of musculoskeletal disorders, including proper lifting techniques
- Proper housekeeping, such as keeping stairways and aisles clear, work areas neat and orderly, and promptly cleaning up spills
- Prohibiting horseplay, scuffling, or other acts that tend to adversely influence safety
- Proper storage to prevent stacking goods in an unstable manner and storing goods against doors, exits, fire extinguishing equipment, and electrical panels

- The proper reporting of hazards and accidents to supervisors
- Hazard communication, including worker awareness of potential chemical hazards and proper labeling of containers
- Proper storage and handling of toxic and hazardous substances, including prohibiting eating or storing food and beverages in areas where they can become contaminated

In addition, we will provide specific instructions and training to all workers regarding the hazards that are unique to their job assignments, including wearing and caring for PPE, if required for the job.

## **Recordkeeping**

Our establishment has 20 or more employees with an Experience Modifier Rating of .78.

WBE Traffic Control's Safety Director will maintain all records related to this Plan. Unless otherwise noted, the records will be kept at the corporate office in Sacramento, CA.

All records are available for employee and regulatory agency review upon request.

**Safety meeting records.** Each safety meeting will be documented with an attendee sign-in sheet and a meeting agenda that includes the supervisor's name, date of meeting, and subject(s) covered. This documentation will be maintained for at least 1 year. WBE Traffic Control's Safety Director is responsible for maintaining these records.

**Inspection records.** All inspection records and forms will be kept for 1 year by the WBE Traffic Control's Safety Director



# WBE Traffic Control Job Safety Analysis Form

PROJECT INFORMATION			
PRINT NAME:	PM #:	JOB #:	PROJECT LOCATION: DATE:
COMPANY:	REVIEWED BY:		TEMPERATURE:
WEATHER CONDITIONS:		WIND   RAIN   FOG   SUNNY	
RALLY POINT:		CLOSEST MEDICAL:	

JOB INFORMATION		
SET UP TYPE:	JOB LOCATION:	JOB SUPERVISOR:
Scope of work:	JOB TO BE ANALYZED:	

JOB SAFETY ANALYSIS			
BASIC JOB STEPS	POTENTIAL HAZARDS	HAZARD CONTROLS	SPECIAL TRAINING/PERMITS REQ'D (If Applicable)
		TRAFFIC CONTROL	
<u>Changed Conditions:</u>	shards get in eyes	Use eyewash bottles which are on site at all times with for	

Review and Acknowledgement		
Print Name:	Signature:	Company:
Supervisor Name and Signature:		

# WBE Traffic Control, Inc.

## Employee Report of Hazard

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

Location of hazard

(work area, department, building): \_\_\_\_\_

\_\_\_\_\_

Date and time hazard identified: Date \_\_\_\_\_ Time: \_\_\_\_\_ AM/PM

### Hazard

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Recommended Corrective Action

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Employee: Give this form to a supervisor**

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### Action Taken

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supervisor name: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor signature: \_\_\_\_\_

# WBE Traffic Control, Inc.

## Accident Investigation Report

**Attention:** This form contains information relating to employee health and other privacy concerns and must be used in a manner that protects the confidentiality of employees to the fullest extent possible while the information is being used for occupational safety and health purposes.

Reason for report:    \_\_\_Injury    \_\_\_Illness    \_\_\_Accident    \_\_\_Fatality

Primary Investigator's name: \_\_\_\_\_

Investigation date: \_\_\_\_\_

Job title: \_\_\_\_\_ Phone: \_\_\_\_\_

Investigator(s): \_\_\_\_\_

### Employee Injury/Property Damage Information

Employee name: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Occupation: \_\_\_\_\_ Phone: \_\_\_\_\_

Sex:     Male                       Female

Date and time of injury/damage: \_\_\_\_\_ Time: \_\_\_\_\_ AM / PM

Exact location of the accident: \_\_\_\_\_

Witnesses: \_\_\_\_\_

Did the accident result in the death of one or more persons, or hospitalization of three or more?

Yes  No

Was medical treatment provided?

Yes  No

Was this a recordable injury or illness?

Yes  No

If so, describe the treatment \_\_\_\_\_

Did the employee lose time from work?

Yes  No

Was the employee placed on restricted or light duty, or transferred to another job?

Yes  No

If so, describe:

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Amount of property damage: \$\_\_\_\_\_

## Accident Account

Describe the accident (in the sequence that events occurred):

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Describe the extent of injury or illness and body parts affected/property damage:

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Specify the hazardous condition (source of unsafe energy or hazardous material):

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Specify the unsafe act:

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## Discussion

### Direct Causes—Energy Sources or Hazardous Materials

Discuss the specific energy sources (e.g., moving object or machine part) or hazardous materials, including how and why the sources or materials resulted in injury or property damage:

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### Indirect Causes—Unsafe Acts or Hazardous Conditions

Discuss the normal or expected safe work conditions and practices, and the deviations from such conditions and practices that resulted in the injury or property damage:

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### Basic Causes—Management Policies, Personal or Environmental Factors

Was injury or damage caused by employee's willful misconduct, intoxication, or intent to injure self or another?

Yes  No

If yes, describe (use additional paper).

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Was the incident a result of violation of established safety policies?

Yes  No

If yes, explain (use additional paper).

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Has the employee received training to perform this procedure safely?

Yes  No

If no, explain (use additional paper).

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Was adequate personal protective equipment provided for the required tasks?

Yes  No

If no, explain (use additional paper).

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Are changes necessary in the operations or procedures to prevent this type of incident in the future?

Yes  No

If yes, explain (use additional paper).

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Discuss any additional policies, personal factors, and environmental factors that led to hazardous conditions or unsafe acts:

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**Recommended Corrective Actions**

Describe recommendations for corrective action(s):

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Schedule for the completion of corrective actions:

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Primary Investigator's Signature: \_\_\_\_\_

Name (print): \_\_\_\_\_

Date: \_\_\_\_\_

Distribution: Employee, Employee Supervisor, Safety Representative

## **WBE Traffic Control, Inc. Near-Miss Incident Report**

Please complete and submit this form within 24 hours of the incident.

Date: \_\_\_\_\_

Date of incident: \_\_\_\_\_ Time of incident: \_\_\_\_\_ AM / PM

Exact location: \_\_\_\_\_

Submitted by: \_\_\_\_\_ Department: \_\_\_\_\_

Job activity at the time of the near-miss:

\_\_\_\_\_  
\_\_\_\_\_

Description of the near-miss incident (attach photos or diagrams if available):

\_\_\_\_\_  
\_\_\_\_\_

Specify the hazardous condition:

\_\_\_\_\_  
\_\_\_\_\_

Specify the unsafe act:

\_\_\_\_\_  
\_\_\_\_\_

Other employees involved, if any:

\_\_\_\_\_  
\_\_\_\_\_

Preventive action recommended:

\_\_\_\_\_  
\_\_\_\_\_

Corrective actions taken:

\_\_\_\_\_  
\_\_\_\_\_

Supervisor responsible: \_\_\_\_\_



# **Pandemic Preparedness for Infectious Diseases**

## **Purpose**

The purpose of this document is to outline the Pandemic Preparedness Plan for WBE Traffic Control; hereafter referred to as “The Company.”

The purpose of this plan is to minimize the impact of a contagious illness pandemic on employees by describing the specific actions to be taken by The Company based on the following objectives and assumptions.

## **Assumptions**

- In the event of a pandemic, The Company will have minimal resources available for local assistance and local authorities will be responsible for company response plans.
- A pandemic flu will easily and rapidly spread from person to person resulting in substantial absenteeism.
- Vaccines and antiviral medications will be in short supply during the initial months after the onset of a pandemic.

## **Responsibilities**

**Rita Jo Reyes-Small** will be responsible for the administration, enforcement and necessary revisions of this Pandemic Preparedness Plan. The plan coordinator will also be responsible for dealing with disease issues and their impact at the workplace. This includes contacting local health departments and health care providers to assist in the development and implementation of protocols responsible to ill individuals.

## **Policy**

### **Objectives**

- To protect the lives, safety, and health of all workers at every company location
- To effectively communicate with all involved parties throughout the duration of a pandemic.
- To provide for the continuation of as many services as possible as long as it is safe to do so.
- To prevent the spread of infection through health and hygiene education.
- Workers are encouraged to obtain appropriate immunizations to help avoid disease.
- Granting time off work to obtain the vaccine. Employees will be granted time off to obtain immunizations and vaccines as the medicine becomes available in the community.

If a pandemic impacts the normal operations at The Company, The Company will implement the existing emergency management structure in the Emergency Action Plan to manage the response and recovery activities prior to, during and after a pandemic.

Flexible work policies have been developed so that workers are encouraged to stay at home when ill, when having to care for ill family members, or when caring for children when schools close, without fear of reprisal. Tele-commuting or other work-at-home strategies should be developed.

The Pandemic Preparedness Plan will be the first annex to The Company Emergency Response Plan. The Pandemic Preparedness Plan will incorporate The Company Crisis Communication Plan and Emergency Management Structure, two components of the Emergency Action Plan.

Information on the Pandemic Preparedness Plan and the Emergency Action Plan can be found in The Company HSE policy manual.

## **Administrative Controls**

Social distancing including increasing the space between employee work areas and decreasing the possibility of contact by limiting large or close contact gatherings will be considered in the event of an outbreak.

## **Cleaning**

Clean all areas that are likely to have frequent hand contact (like doorknobs, faucets, handrails) routinely and when visibly soiled. Work surfaces should also be cleaned frequently using normal cleaning products. The cleaning and disinfecting protocol will be followed on all jobsites where employees handle tools and equipment, such as interior of trucks, door handles, steering wheels, knobs, and their flagging equipment signs, etc.

## **Handwashing**

Hand washing and use of hand sanitizers is encouraged by The Company and its supervisors. Hand washing facilities, hand sanitizers, tissues, no touch trash cans, hand soap and disposable towels will be provided by The Company for all employees.

## **Training**

Employees will be trained on health issues of the pertinent disease to include prevention of illness, initial disease symptoms, preventing the spread of the disease, and when it is appropriate to return to work after illness. Disease containment plans and expectations will be shared with employees. Communicating information with non-English speaking employees or those with disabilities must be considered.

## **Business Continuity**

A business continuity plan will be prepared so that if significant absenteeism or changes in business practices are required business operations can be effectively maintained.

## **Communication**

Key contacts, a chain of communications and contact numbers for employees, and processes for tracking business and employee's status have been established and will be posted in a common area in the main office at each location.

A procedure must be developed to notify key contacts including both customers and suppliers in the event an outbreak has impacted your company's ability to perform services. This procedure must also include notification to customers and suppliers when operations resume.

Key contact personnel at The Company such as management and team leads, customers and suppliers will be contacted as soon as possible in the event an outbreak may impact The Company's ability to perform services. Customers and suppliers will be notified when operations resume.

The plan and emergency communication strategies should be periodically tested (for example annually) to ensure it is effective and workable.

## **Following a Pandemic Event**

Following a pandemic event, the person responsible for implementation of the plan should identify learning opportunities and take action to implement any corrective actions. Recognition of the factors that influence compliance with infection control practices is important in order to enable employers to prioritize and customize strategies for future pandemic events.

These strategies may include staff education, reminders in the workplace and routine observation and feedback. The Company and employees should work together to develop and implement safe procedures that encourage compliance with recommended infection control practices.



# WBE TRAFFIC CONTROL INC.

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## Memorandum

**To: All Employees**

**From: WBE Management and Human Resources**

**Date: April 6, 2020**

**Subject: Guidelines for Infection Prevention Measures COVID-19**

WBE abides by the Centers for Disease Control and Prevention (CDC) guidelines for infection prevention measures. This is an interim guidance to provide our employees with information for preventing exposure to the coronavirus (SARS-CoV-2), the virus that causes COVID-19.

This list is addition to personal hygiene prevention methods such as hand washing, cover your cough etc. This list is not all inclusive.

### **Routine Environmental Cleaning**

#### Office Space

- Wipe down the following after each use
  - Handrails into office
  - All doorknobs/handles inside and outside
  - Chair armrests and headrest
  - Writing instruments
  - Desktops and drawer handles/pulls
  - Equipment i.e. printer etc. all touchable parts
  - Use "No Touch" trash cans (have been ordered)
  - Provide a minimum of 6 feet distance during meetings
  - Minimize exposure between employees
  - All objects after contamination from hands
  - Appliances such as microwave etc. touchpoints

#### Vehicles

- Journeyman are responsible to wipe down
  - Keys
  - Door handles
  - Steering wheels
  - Radio knobs/touchscreens
  - Door locks
  - Mirror adjustments/mirror
  - Headrests and armrests
  - Glove department
  - All touchable surfaces not listed herein
  - Allow employees to wipe any surface with concern

#### Outdoor Spaces and Equipment

- Wipe down the following
  - Picnic tables
  - Porta-potties inside and outside handles
  - Field equipment such as, stop paddles, cones, signs
    - Wear disposable gloves

If you have any questions, please refer to Brice Hughes or you may contact me at 707-771-5905.

Respectfully,

Alice Barnhart  
Human Resources  
(707)771-5905

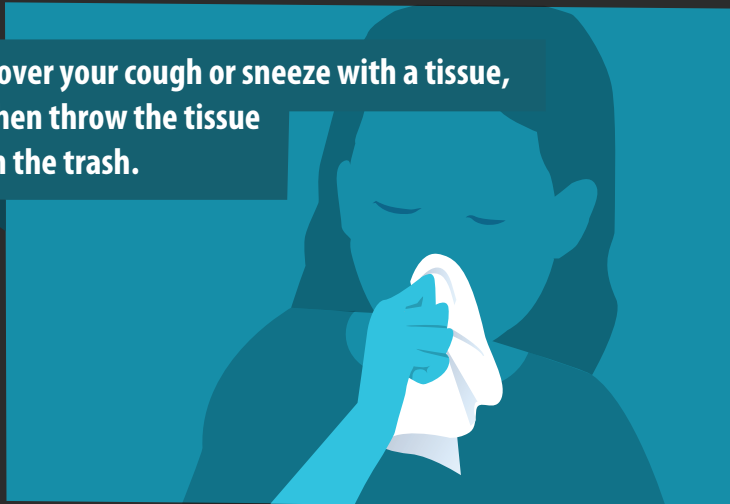
# STOP THE SPREAD OF GERMS

Help prevent the spread of respiratory diseases like COVID-19.

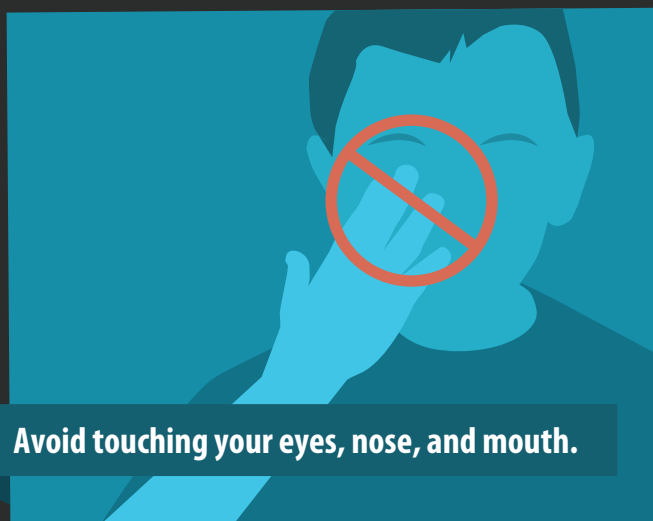
Avoid close contact with people who are sick.



Cover your cough or sneeze with a tissue, then throw the tissue in the trash.



Avoid touching your eyes, nose, and mouth.



Clean and disinfect frequently touched objects and surfaces.



Stay home when you are sick, except to get medical care.



Wash your hands often with soap and water for at least 20 seconds.



[cdc.gov/COVID19](https://cdc.gov/COVID19)

# 10 ways to manage respiratory symptoms at home

If you have fever, cough, or shortness of breath, call your healthcare provider. They may tell you to manage your care from home. Follow these tips:

1. **Stay home** from work, school, and away from other public places. If you must go out, avoid using any kind of public transportation, ridesharing, or taxis.



2. **Monitor your symptoms** carefully. If your symptoms get worse, call your healthcare provider immediately.



3. **Get rest and stay hydrated.**



4. If you have a medical appointment, **call the healthcare provider** ahead of time and tell them that you have or may have COVID-19.



5. For medical emergencies, call 911 and **notify the dispatch personnel** that you have or may have COVID-19.



6. **Cover your cough and sneezes.**



7. **Wash your hands often** with soap and water for at least 20 seconds or clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.



8. As much as possible, **stay** in a specific room and **away from other people** in your home. Also, you should use a separate bathroom, if available. If you need to be around other people in or outside of the home, wear a facemask.



9. **Avoid sharing personal items** with other people in your household, like dishes, towels, and bedding.



10. **Clean all surfaces** that are touched often, like counters, tabletops, and doorknobs. Use household cleaning sprays or wipes according to the label instructions.



For more information: [www.cdc.gov/COVID19](https://www.cdc.gov/COVID19)

# What you need to know about coronavirus disease 2019 (COVID-19)

## What is coronavirus disease 2019 (COVID-19)?

Coronavirus disease 2019 (COVID-19) is a respiratory illness that can spread from person to person. The virus that causes COVID-19 is a novel coronavirus that was first identified during an investigation into an outbreak in Wuhan, China.

## Can people in the U.S. get COVID-19?

Yes. COVID-19 is spreading from person to person in parts of the United States. Risk of infection with COVID-19 is higher for people who are close contacts of someone known to have COVID-19, for example healthcare workers, or household members. Other people at higher risk for infection are those who live in or have recently been in an area with ongoing spread of COVID-19. Learn more about places with ongoing spread at <https://www.cdc.gov/coronavirus/2019-ncov/about/transmission.html#geographic>.

## Have there been cases of COVID-19 in the U.S.?

Yes. The first case of COVID-19 in the United States was reported on January 21, 2020. The current count of cases of COVID-19 in the United States is available on CDC's webpage at <https://www.cdc.gov/coronavirus/2019-ncov/cases-in-us.html>.

## How does COVID-19 spread?

The virus that causes COVID-19 probably emerged from an animal source, but is now spreading from person to person. The virus is thought to spread mainly between people who are in close contact with one another (within about 6 feet) through respiratory droplets produced when an infected person coughs or sneezes. It also may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads. Learn what is known about the spread of newly emerged coronaviruses at <https://www.cdc.gov/coronavirus/2019-ncov/about/transmission.html>.

## What are the symptoms of COVID-19?

Patients with COVID-19 have had mild to severe respiratory illness with symptoms of

- fever
- cough
- shortness of breath

## What are severe complications from this virus?

Some patients have pneumonia in both lungs, multi-organ failure and in some cases death.

## How can I help protect myself?

People can help protect themselves from respiratory illness with everyday preventive actions.

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Wash your hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.

## If you are sick, to keep from spreading respiratory illness to others, you should

- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.

## What should I do if I recently traveled from an area with ongoing spread of COVID-19?

If you have traveled from an affected area, there may be restrictions on your movements for up to 2 weeks. If you develop symptoms during that period (fever, cough, trouble breathing), seek medical advice. Call the office of your health care provider before you go, and tell them about your travel and your symptoms. They will give you instructions on how to get care without exposing other people to your illness. While sick, avoid contact with people, don't go out and delay any travel to reduce the possibility of spreading illness to others.

## Is there a vaccine?

There is currently no vaccine to protect against COVID-19. The best way to prevent infection is to take everyday preventive actions, like avoiding close contact with people who are sick and washing your hands often.

## Is there a treatment?

There is no specific antiviral treatment for COVID-19. People with COVID-19 can seek medical care to help relieve symptoms.



[cdc.gov/COVID19](https://www.cdc.gov/COVID19)

# SHARE FACTS ABOUT COVID-19

Know the facts about coronavirus disease 2019 (COVID-19) and help stop the spread of rumors.

FACT  
1

Diseases can make anyone sick regardless of their race or ethnicity.

Fear and anxiety about COVID-19 can cause people to avoid or reject others even though they are not at risk for spreading the virus.

FACT  
2

For most people, the immediate risk of becoming seriously ill from the virus that causes COVID-19 is thought to be low.

Older adults and people of any age who have serious underlying medical conditions may be at higher risk for more serious complications from COVID-19.

FACT  
3

Someone who has completed quarantine or has been released from isolation does not pose a risk of infection to other people.

For up-to-date information, visit CDC's coronavirus disease 2019 web page.

FACT  
4

There are simple things you can do to help keep yourself and others healthy.

- Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.

FACT  
5

You can help stop COVID-19 by knowing the signs and symptoms:

- Fever
- Cough
- Shortness of breath

Seek medical advice if you

- Develop symptoms

AND

- Have been in close contact with a person known to have COVID-19 or if you live in or have recently been in an area with ongoing spread of COVID-19.





# Use of Cloth Face Coverings to Help Slow the Spread of COVID-19

## How to Wear Cloth Face Coverings

Cloth face coverings should—

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape

## CDC on Homemade Cloth Face Coverings

CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies), **especially** in areas of significant community-based transmission.

CDC also advises the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health measure.

Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the cloth face covering without assistance.

The cloth face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance.

## Should cloth face coverings be washed or otherwise cleaned regularly? How regularly?

Yes. They should be routinely washed depending on the frequency of use.

## How does one safely sterilize/clean a cloth face covering?

A washing machine should suffice in properly washing a cloth face covering.

## How does one safely remove a used cloth face covering?

Individuals should be careful not to touch their eyes, nose, and mouth when removing their cloth face covering and wash hands immediately after removing.



# Sewn Cloth Face Covering

## Materials

- Two 10"x6" rectangles of cotton fabric
- Two 6" pieces of elastic (or rubber bands, string, cloth strips, or hair ties)
- Needle and thread (or bobby pin)
- Scissors
- Sewing machine



## Tutorial

1. Cut out two 10-by-6-inch rectangles of cotton fabric. Use tightly woven cotton, such as quilting fabric or cotton sheets. T-shirt fabric will work in a pinch. Stack the two rectangles; you will sew the cloth face covering as if it was a single piece of fabric.



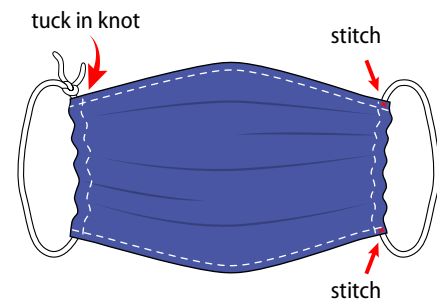
2. Fold over the long sides  $\frac{1}{4}$  inch and hem. Then fold the double layer of fabric over  $\frac{1}{2}$  inch along the short sides and stitch down.



3. Run a 6-inch length of  $\frac{1}{8}$ -inch wide elastic through the wider hem on each side of the cloth face covering. These will be the ear loops. Use a large needle or a bobby pin to thread it through. Tie the ends tight. Don't have elastic? Use hair ties or elastic head bands. If you only have string, you can make the ties longer and tie the cloth face covering behind your head.



4. Gently pull on the elastic so that the knots are tucked inside the hem. Gather the sides of the cloth face covering on the elastic and adjust so the cloth face covering fits your face. Then securely stitch the elastic in place to keep it from slipping.



# Quick Cut T-shirt Cloth Face Covering (no sew method)

## Materials

- T-shirt
- Scissors

## Tutorial



# Bandana Cloth Face Covering (no sew method)

## Materials

- Bandana (or square cotton cloth approximately 20"x20")
- Coffee filter
- Rubber bands (or hair ties)
- Scissors (if you are cutting your own cloth)

## Tutorial





# WBE Traffic Control Heat Illness Prevention Plan

Version 2.1

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## Procedures for the Provision of Water:

- Drinking water containers (5 to 10 gallons each) will be brought to the site so that at least two quarts per employee are available at the start of the shift. All employees, whether working individually or in smaller crews, will have access to drinking water.
- Water containers will be located as close as practicable to the areas where employees are working (depending on the working conditions and layout of the worksite) to encourage the frequent drinking of water. If field terrain prevents the water from being placed within a reasonable distance from the employees, bottled water or personal water containers will be made available so that employees can have drinking water readily accessible.
- Daily, employees will be reminded of the importance of drinking water frequently. When the temperature exceeds, or is expected to exceed, 80 degrees Fahrenheit, brief “tailgate” meetings will be held with employees each morning to review the importance of drinking water, the number and schedule of water and rest breaks, and the signs and symptoms of heat illness.
- When the temperature equals or exceeds 95 degrees Fahrenheit, or during a heat wave, pre-shift meetings will be conducted before the commencement of work to both encourage employees to drink plenty of water and to remind employees of their right to take a cool-down rest when necessary. Additionally, the number of water breaks will be increased. Supervisors/foremen will lead by example and remind employees throughout the work shift to drink water.
- Individual water containers or bottled water provided to employees will be adequately identified to eliminate the possibility of drinking from a co-worker’s container or bottle.

## Procedures for Access to Shade:

- Shade structures will be opened and placed as close as practicable to the employees when the temperature equals or exceeds 80 degrees Fahrenheit. When the temperature is below 80 degrees Fahrenheit, access to shade will be provided promptly, when requested by an employee.

**Note:** The interior of a vehicle may not be used to provide shade unless the vehicle is air-conditioned, and the air conditioner is on.

- Enough shade structures will be available at the site to accommodate all of the employees who are on a break at any point in time. During meal periods, there will be enough shade for all employees who choose to remain in the general area of work or in areas designated for recovery and rest periods. (Employers may rotate employees in and out of meal periods, as with recovery and rest periods.)

Daily, employees will be informed of the location of the shade structures and will be encouraged to take a five-minute cool-down rest in the shade. An employee who takes a preventative cool-down rest break will be monitored and asked if they are experiencing symptoms of heat illness. In no case will the employee be ordered back to work until signs or symptoms of heat illness have abated.

As crews move, shade structures will be relocated to be placed as close as practicable to the employees so that access to shade is provided at all times. All employees on a recovery or rest break or a meal period will have full access to shade so they can sit in a normal posture without having to be in physical contact with each other.

Before trees or other vegetation are used to provide shade (such as in orchards), the thickness and shape of the shaded area will be evaluated to ensure that sufficient shadow is cast to protect employees.

In situations where it is not safe or feasible to provide access to shade (e.g., during high winds), a note will be made of these unsafe or unfeasible conditions and alternative procedures will be used to provide access to shade upon request. An air-conditioned vehicle will be used.

For non-agricultural employers, cooling measures other than shade (e.g., use of misting machines) are provided in lieu of shade if these measures are demonstrably as effective as shade in allowing employees to cool, and of the steps that will be taken to provide alternative cooling measures but with equivalent protection as shade.

### **Procedures for Monitoring the Weather:**

The supervisor will be trained and instructed to check in advance the extended weather forecast. Weather forecasts can be checked with the aid of the internet (<http://www.nws.noaa.gov/>), by calling the National Weather Service phone numbers (see CA numbers below), or by checking the Weather Channel TV Network. The work schedule will be planned in advance, taking into consideration whether high temperatures or a heat wave is expected. This type of advanced planning should take place whenever the temperature is expected to reach 70 degrees Fahrenheit or higher.

Prior to each workday, the supervisor will monitor the weather (using <http://www.nws.noaa.gov/> or <https://www.weatherbug.com/>) at the worksite. This critical weather information will be taken into consideration to determine when it will be necessary to make modifications to the work schedule (e.g., increasing the number of water and rest breaks).

### **Procedures for Handling a Heat Wave:**

For purposes of this section only, “heat wave” means any day in which the predicted high temperature for the day will be at least 80 degrees Fahrenheit **and** at least ten degrees Fahrenheit higher than the average high daily temperature in the preceding five days.

During a heat wave or heat spike and before starting work, tailgate meetings will be held to review the company Heat Illness Prevention Procedures (HIPP), the weather forecast, and emergency response procedures. Additionally, if schedule modifications are not possible, employees will be provided with an increased number of water and rest breaks and observed closely for signs and symptoms of heat illness.

Each employee will be assigned a “buddy” to be on the lookout for signs and symptoms of heat illness and to ensure that emergency procedures are initiated when someone displays possible signs or symptoms of heat illness.

### **High Heat Procedures:**

High Heat Procedures are additional preventive measures that this company will use when the temperature equals or exceeds 95 degrees Fahrenheit.

- Effective communication by voice, direct observation (applicable for work crews of 20 or fewer), mandatory buddy system, or electronic means will be maintained so that employees at the worksite can contact a supervisor when necessary. If the supervisor is unable to be near the employees (to observe them or communicate with them), then an electronic device, such as a cell phone or text messaging device, may be used for this purpose if reception in the area is reliable.
- Effective communication and direct observation for alertness and signs and symptoms of heat illness will be conducted frequently. When the supervisor is not available, a designated alternate responsible person must be assigned to look for signs and symptoms of heat illness. If a supervisor, designated observer, or any employee reports any signs or symptoms of heat illness in any employee, the supervisor or designated person will take immediate action commensurate with the severity of the illness.
- Employees will be reminded constantly throughout the work shift to drink plenty of water and take preventative cool-down rest breaks when needed.
- Pre-shift meetings will be held before the commencement of work to review the high heat procedures, encourage employees to drink plenty of water, and remind employees of their right to take a cool-down rest when necessary.
- Employees working longer than eight hours will be provided an additional 10-minute cool-down rest period every two hours. For example, if the shift extends beyond eight hours, an additional rest period is required at the end of the eighth hour of work. If the shift extends beyond 10 hours, another rest period is required at the end of the 10th hour, and so on.
- Once the temperature equals or exceeds 95 degrees Fahrenheit, records will be kept documenting the fact that mandatory cool-down rest periods are provided and taken.

### **Procedures for Acclimatization:**

Acclimatization is the temporary adaptation of the body to work in the heat that occurs gradually when a person is exposed to it. In more common terms, the body needs time to adapt when temperatures rise suddenly, and an employee risks heat illness by not taking it easy when a heat wave or heat spike strikes, or when starting a new job that exposes the employee to heat to which the employee's body hasn't yet adjusted.

Inadequate acclimatization can be significantly more perilous in conditions of high heat and physical stress. Employers are responsible for the working conditions of their employees, and they must implement additional protective measures when conditions result in sudden exposure to heat their employees are not accustomed to.

- The weather will be monitored daily. The supervisor will be on the lookout for heat waves, heat spikes, or temperatures to which employees haven't been exposed for several weeks or longer.
- New employees and those who have been newly assigned to a high heat area will be closely observed by the supervisor or designee for the first 14 days. The intensity of the work will be lessened during a two-week break-in period by using procedures such as scheduling slower paced, less physically demanding work during the hot parts of the day and the heaviest work activities during the cooler parts of the day (early morning or evening). Steps taken to lessen the intensity of the workload for new employees will be documented.
- The supervisor or the designee will be extra vigilant with new employees and stay alert to the presence of heat-related symptoms.
- New employees will be assigned a "buddy," or experienced coworker, so they can watch each other closely for discomfort or symptoms of heat illness.
- During a heat wave, all employees will be observed closely (or maintain frequent communication via phone or radio) for possible symptoms of heat illness.

Employees and supervisors will be trained on the importance of acclimatization, how it is developed, and how these company procedures address it.

### **Procedures for Emergency Response:**

When a crew is assigned to a particular worksite, the employees and the foreman will be provided a map of the site that will allow them to give clear and precise directions to the worksite (e.g., street or road names, distinguishing features and distances to major roads) to avoid a delay of emergency medical services.

Prior to assigning a crew to a worksite without an infirmary, clinic, or hospital nearby, the employer will ensure that an appropriately trained and equipped person is available at the site to render first aid, if necessary.

All foremen and supervisors will carry cell phones or other means of communication to ensure that emergency medical services can be called. Checks will be made to ensure that these electronic devices are functional prior to each shift.

When an employee shows symptom(s) of possible heat illness, emergency medical services will be called, and steps will immediately be taken to keep the stricken employee cool and comfortable to prevent the progression to more serious illness. Under no circumstances will the affected employee be left unattended.

At remote locations, such as rural farms, lots, or undeveloped areas, the supervisor will designate an employee or employees to physically go to the nearest road or highway where emergency responders can see them. If daylight is diminished, the designated employee(s) shall be given reflective vests or flashlights to direct emergency personnel to the sick employee's location, which may not be visible from the road or highway.

During a heat wave, heat spike, or hot temperatures, employees will be reminded and encouraged to immediately report to their supervisor any signs or symptoms they are experiencing.

Employees and supervisors will be trained on every detail of these written Procedures for Emergency Response.

### **Procedures for Handling a Sick Employee:**

When an employee displays possible signs or symptoms of heat illness, a trained first aid employee or supervisor will evaluate the sick employee and determine whether resting in the shade and drinking cool water will suffice or if emergency service providers will need to be called. A sick employee will not be left alone in the shade, as they could take a turn for the worse!

Emergency service providers will be called immediately if an employee displays signs or symptoms of severe heat illness (e.g., decreased level of consciousness, staggering, vomiting, disorientation, irrational behavior, incoherent speech, convulsions, red and hot face), does not look okay, or does not get better after drinking cool water and resting in the shade. While the ambulance is in route, first aid will be initiated (i.e., cool the employee by placing the employee in the shade, removing excess layers of clothing, placing ice packs in the armpits and groin area, and fan the victim). **Do not let a sick employee leave the site, as they can get lost or die before reaching a hospital!**

### **Procedures for Employee and Supervisor Training:**

To be effective, training must be understood by employees. Therefore, it must be given in a language and vocabulary the employees understand. Training records will be maintained and will include the date of the training, who performed the training, who attended the training, and the subject(s) covered.

Supervisors will be trained prior to being assigned to supervise other employees. Training will include this company's written procedures and the steps supervisors will follow when employees exhibit symptoms consistent with heat illness.

- Supervisors will be trained on their responsibility to provide water, shade, cool-down rests, and access to first aid, as well as the employees' right to exercise their rights under this standard withoutretaliation.
- Supervisors will be trained in appropriate first aid and/or emergency response to different types of heat illness and made aware that heat illness may progress quickly from mild signs and symptoms to a serious, life-threatening illness.
- Supervisors will be trained on how to track the weather at the job site (by monitoring predicted temperature highs and periodically using a thermometer). Supervisors will be instructed on how weather information will be used to modify work schedules, increase the number of water and rest breaks, or ceasework early if necessary.
- All employees and supervisors will be trained prior to working outside. Training will include all aspects of implementing an effective Heat Illness Prevention Plan, including providing sufficient water, providing access to shade, high-heat procedures, emergency response procedures, and acclimatization procedures contained in the company's written plan. Employees and supervisors will also be trained on the environmental and personal risk factors of heat illness and the importance of immediately reporting signs and symptoms of heat illness.
- In addition to initial training, employees will be retrained annually.
- Employees will be trained on the steps for contacting emergency medical services, including how they are to proceed when there are non-English speaking employees, how clear and precise directions to the site will be provided, and the importance of making visual contact with emergency responders at the nearest road or landmark to direct them to their worksite.
- When the temperature is expected to exceed 80 degrees Fahrenheit, short "tailgate" meetings will be held to review the weather report, reinforce heat illness prevention with all employees, provide reminders to drink water frequently, inform them that shade will be available, and remind them to be on the lookout for signs and symptoms of heat illness.
- New employees will be assigned a "buddy," or experienced co-worker, to ensure that they understand the training and follow company procedures.

**Resources:**

Heat Illness Prevention Enforcement Q&A	<a href="https://www.dir.ca.gov/dosh/heatIllnessQA.html">https://www.dir.ca.gov/dosh/heatIllnessQA.html</a>
Cal/OSHA Heat Illness Prevention etool	<a href="https://www.dir.ca.gov/dosh/etools/08-006/index.htm">https://www.dir.ca.gov/dosh/etools/08-006/index.htm</a>
Cal/OSHA Heat Illness Prevention Website	<a href="https://www.dir.ca.gov/dosh/heatillnessinfo.html">https://www.dir.ca.gov/dosh/heatillnessinfo.html</a>
Cal/OSHA Consultation Program	<a href="https://www.dir.ca.gov/dosh/consultation.html">https://www.dir.ca.gov/dosh/consultation.html</a> Toll-free Number: 1-800-963-9424



## Daily Checklist

### Daily Checklist

This is a helpful guide that you may choose to use before each workday.

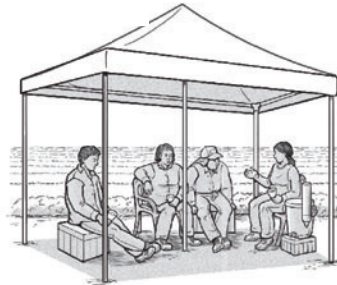
Drink water often  
 Rest in the shade  
 Report heat symptoms early  
 Know what to do in an emergency

Checklist		<input checked="" type="checkbox"/>
Water	Is there plenty of fresh, cool drinking water located as close as possible to the workers?	
	Are water coolers refilled throughout the day?	
Shade	Is there shade available for breaks and if workers need to recover?	
Training	Do workers know the:	
	Common signs and symptoms of heat illness?	
	Proper precautions to prevent heat illness?	
	Importance of acclimatization?	
	Importance of drinking water frequently (even when they are not thirsty)?	
	Steps to take if someone is having symptoms?	
Emergencies	Does everyone know who to notify if there is an emergency?	
	Can workers explain their location if they need to call an ambulance?	
	Does everyone know who will provide first aid?	
Worker Reminders	Drink water often	
	Rest in the shade	
	Report heat symptoms early	
	Know what to do in an emergency	

# Heat illness can be prevented!



**Water**



**Shade and Rest**



**Training**



**Emergency Plan**



U.S. Department of Labor

**OSHA** Occupational Safety and Health Administration  
U.S. Department of Labor



Developed by  
CAL OSHA

If you have questions, call OSHA.  
It's confidential. We can help!  
1-800-321-OSHA (6742)  
TTY 1-877-889-5627  
www.osha.gov

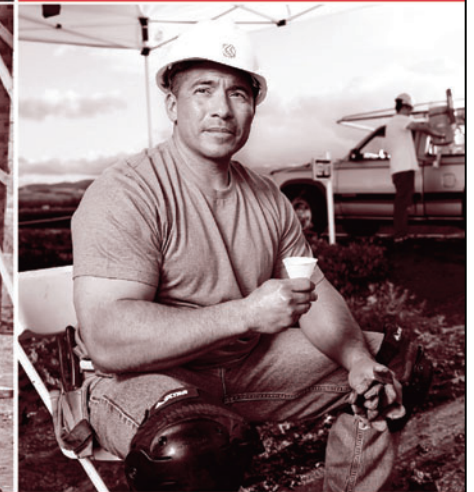


OSHA 3422-10R 2011



# WATER. REST. SHADE.

*The work can't get done without them.*



## A HEAT SAFETY FACT SHEET

## Two types of heat illness:

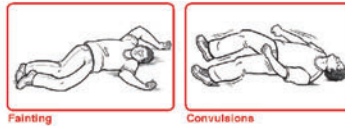
### Heat Exhaustion



Cramps

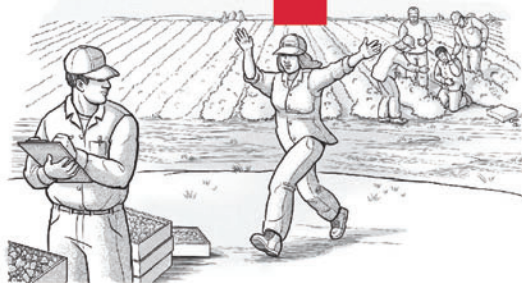


### Heat Stroke



Fainting

Convulsions



**Heat kills – get help right away!**

## Stay safe and healthy!

Drink water even if you aren't thirsty – every 15 minutes



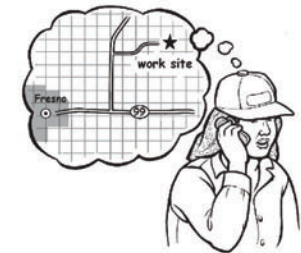
Watch out for each other



Wear a hat and light-colored clothing



Know where you are working in case you need to call 911



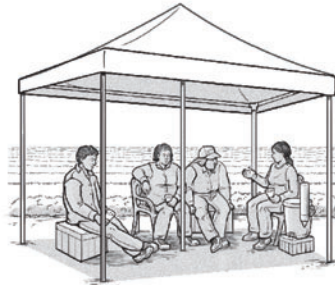
Rest in the shade



# ¡Se pueden prevenir las enfermedades por calor!



✓ Agua



✓ Sombra y descansos



✓ Capacitación



✓ Plan de emergencia



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CAL OSHA  
Desarrollado por CAL OSHA

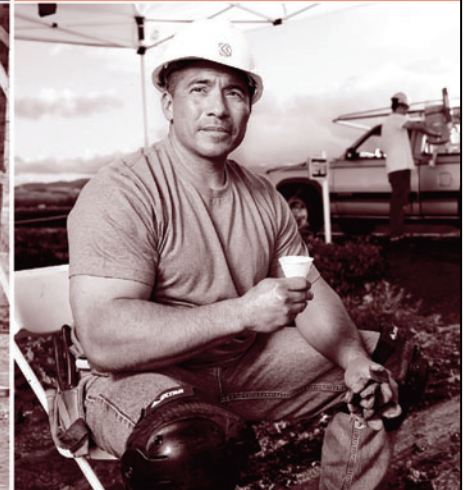


OSHA 3423-10R 2011SP



# AGUA. SOMBRA. DESCANSOS.

*Sin ellos no se puede trabajar.*



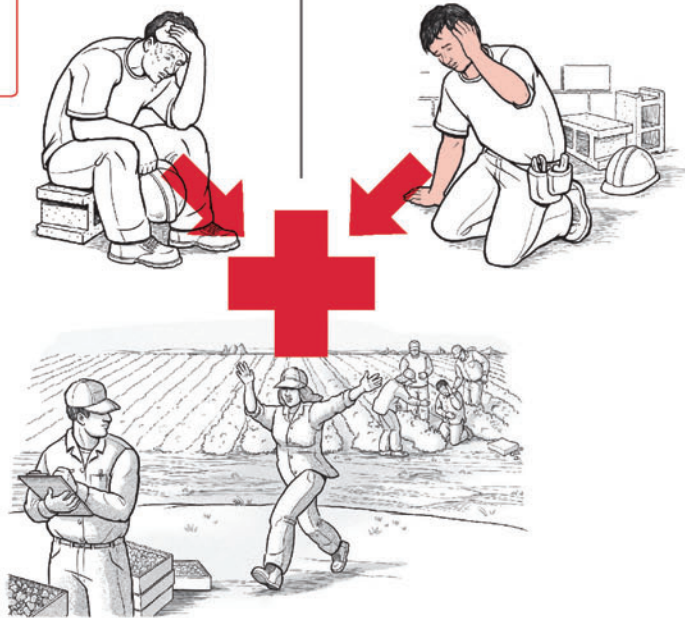
## UNA HOJA INFORMATIVA SOBRE EL CALOR

## Dos tipos de enfermedades por calor:

### Agotamiento



### Insolación



**El calor mata – ¡Consiga ayuda de inmediato!**

## ¡Manténgase seguro y sano!

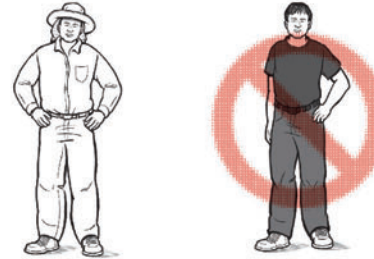
Tome agua aunque no tenga sed – cada 15 minutos



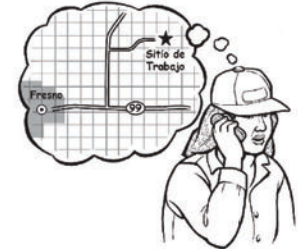
Esté pendiente de sus compañeros



Use sombrero y ropa ligera de colores claros



Sepa dónde está trabajando por si necesita llamar al 911



Descanse en la sombra





# Health effects of heat

Two types of heat illness:

## Heat Exhaustion



## Heat Stroke



Watch out for early symptoms. You may need medical help.

1

People react differently – you may have just a few of these symptoms, or most of them.



# Stay safe and healthy!

**WATER. REST. SHADE.** The work can't get done without them.

Drink water even if you aren't thirsty – every 15 minutes.



Rest in the shade.



Watch out for each other.



Wear hats and light-colored clothing.



2

"Easy does it" on your first days of work in the heat. You need to get used to it.

Rest in the shade – at least 5 minutes as needed to cool down.



# Be prepared for an emergency

Heat kills -- get help right away!



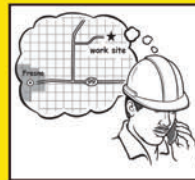
### If someone in your crew has symptoms:

- 1) Tell the person who has a radio/phone and can call the supervisor – you need medical help.
- 2) Start providing first aid while you wait for the ambulance to arrive.
- 3) Move the person to cool off in the shade.
- 4) Little by little, give him water (as long as he is not vomiting).
- 5) Loosen his clothing.
- 6) Help cool him: fan him, put ice packs in groin and underarms, or soak his clothing with cool water.

### When you call for help, you need to:

- Be prepared to describe the symptoms.
- Give specific and clear directions to your work site.

3

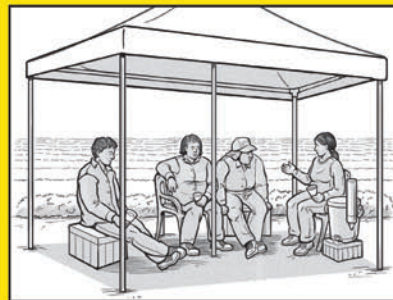


# Heat illness can be prevented!

At our work site, we have:



Water



Shade to rest and cool down

We are extra careful when there is a heat wave or temperature goes up. Then we may change our work hours, and we all need more water and rest.



Training and emergency plan

4


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U.S. Department of Labor


 Developed by CAL OSHA



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OSHA 3431-04N 2011



# Los efectos del calor

Dos tipos de enfermedades por calor:

## Agotamiento



## Insolación



**OJO con los primeros síntomas.** Podrían necesitar atención médica.

Las personas reaccionan de diferentes maneras.

Podrían tener unos cuantos de estos síntomas o la mayoría de ellos.

**1**



# ¡Manténganse seguros y sanos!

**AGUA. SOMBRA. DESCANSOS.** Sin ellos no se puede trabajar.

**Tomen agua aunque no tengan sed – cada 15 minutos.**



**Descansen en la sombra.**



**Estén pendientes de sus compañeros.**



**Usen sombrero y ropa ligera de colores claros.**



No deben esforzarse demasiado los primeros días que trabajan en el calor.

Tienen que acostumbrarse. Tomen descansos en la sombra—por lo menos 5 minutos para refrescarse.

**2**





# Estén listos para una emergencia

El calor mata – ¡Consigan ayuda de inmediato!



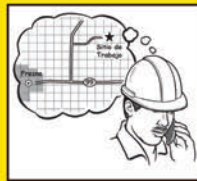
## Si alguien en la cuadrilla tiene síntomas:

- 1) Avisenle a la persona en su cuadrilla que tiene un teléfono/radio para que se comunique con el supervisor – necesitan ayuda médica.
- 2) Empiecen a darle primeros auxilios hasta que llegue la ambulancia.
- 3) Muevan a la persona a la sombra para refrescarla.
- 4) Dénle agua, poco a poco, siempre y cuando no esté vomitando.
- 5) Aflojenle la ropa.
- 6) Ayúdenle a refrescarse. Usen un abanico, pónganle compresas de hielo en la ingle y las axilas, o empapen la ropa con agua fresca.

## Cuando pidan ayuda médica, asegúrense de que:

3

- Estén listos para describir los síntomas.
- Sepan describir su ubicación y cómo llegar a su lugar de trabajo.



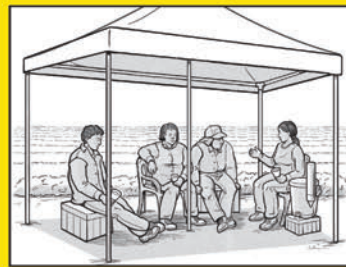
# ¡Se pueden prevenir las enfermedades por calor!

En nuestro lugar de trabajo, tenemos:



Agua

Tomamos precauciones adicionales durante las olas de calor o cuando aumenta el calor. Podríamos cambiar las horas de trabajo y todos necesitamos aun más agua y descansos.



Sombra para descansar y refrescarse



Capacitación y plan de emergencia

4



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OSHA 3452-04N 2011SP



**STOPPING FOR WATER  
KEEPS YOU GOING.**



**WATER.  
REST.  
SHADE.**

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U.S. Department of Labor

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[www.osha.gov](http://www.osha.gov)

*The work can't get done without them.*

**HEAT ILLNESS CAN BE DEADLY.**

Remember to:

- Drink water often, even if you aren't thirsty.
- Rest in the shade to cool down.
- Report heat symptoms early.
- Know what to do in an emergency.

Let's make heat safety part of the job. If you have questions, call OSHA. **It's confidential.** We can help!



U.S. Department of Labor

OSHA 3435-04N 2011

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Developed by Cal/OSHA



**CON AGUA  
UNO RINDE MÁS.**



**AGUA.  
SOMBRA.  
DESCANSOS.**

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*Sin ellos no se puede trabajar.*

**EL CALOR PUEDE MATAR.**

No olvide:

- Tome agua con frecuencia - aunque no tenga sed.
- Descanse en la sombra para refrescarse.
- Ojo con los primeros síntomas—repórtelos.
- Sepa qué hacer en una emergencia.

La seguridad en el calor debe ser parte del trabajo. Si usted tiene preguntas, llame a OSHA. Ésta información es confidencial. ¡Nosotros podemos ayudar!



Departamento de Trabajo de los EE. UU.

OSHA 3436-04N 2011SP



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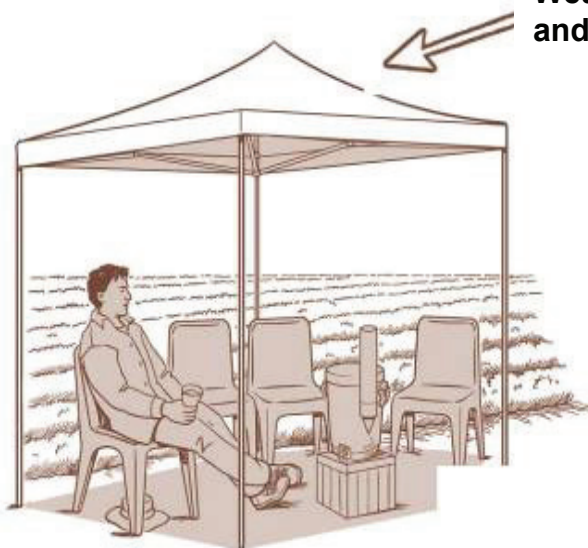
## Rogelio's Story



## Diagram #1. Preventing Heat Illness



**Weakness, headache,  
and wet skin**

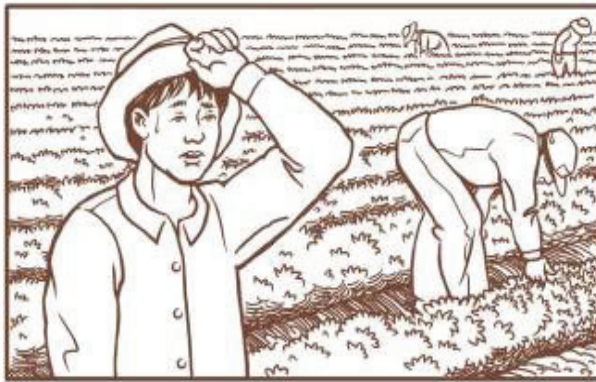


**A) prevention: shade, water, rest**



**B) back at work**

## Diagram #2. Health Effects of Heat



**Weakness, headache,  
and wet skin**



**C) may have headache,  
dizziness, or fainting,  
weakness and wet skin,  
irritability or confusion,  
thirst, nausea, or vomiting**

**D) may be confused,  
unable to think clearly,  
pass out, collapse, or  
have seizures (fits),  
may stop sweating**

**NEED MEDICAL HELP**

## **Portable Fire Extinguisher Program**

### Scope and Application.

The requirements of this Section apply to the placement, use, maintenance, and testing of portable fire extinguishers provided for the use of WBE Traffic Control (WBE) employees.

### Purpose.

WBE has established and implemented a written fire safety policy which requires the immediate and total evacuation of employees from the workplace upon the sounding of a fire alarm signal and which includes an emergency action plan and a fire prevention plan which meet the requirements of Cal OSHA Sections 3220 and 3221 and when extinguishers are not available in the workplace, WBE is exempt from all requirements of these section unless a specific Section in Title 8 requires that a portable fire extinguisher be provided.

WBE has an emergency action plan meeting the requirements of Section 3220 which designates certain employees to be the only employees authorized to use the available portable fire extinguishers, and which requires all other employees in the fire area to immediately evacuate the affected work area upon the sounding of the fire alarm. WBE is exempt from the distribution requirements.

### General Requirements.

WBE shall provide portable fire extinguishers and shall mount, locate and identify them so that they are readily accessible to employees without subjecting the employees to possible injury.

Only approved portable fire extinguishers shall be used to meet the requirements of this section.

WBE shall not provide or make available in the workplace portable fire extinguishers using carbon tetrachloride or chlorobromomethane (CBM) extinguishing agents.

WBE shall assure that portable fire extinguishers are maintained in a fully charged and operable condition and kept in their designated places at all times except during use.

### Selection and Distribution.

Where portable fire extinguishers are provided for WBE employee use, they shall be selected and distributed based on the classes of anticipated workplace fires and on the size and degree of hazard which would affect their use.

WBE shall distribute portable fire extinguishers for use by employees on Class A fires so that the travel distance for employees to any extinguisher is 75 feet (22.9m) or less.

WBE may use uniformly spaced standpipe systems or hose stations connected to a sprinkler system installed for emergency use by employees instead of Class A portable fire extinguishers, provided that such systems meet the respective requirements of Cal OSH Articles 158 or 159, that

they provide total coverage of the area to be protected, and that employees are trained at least annually in their use.

WBE shall distribute portable fire extinguishers for use by employees on Class B fires so that the travel distance from the Class B hazard area to any extinguisher is 50 feet (15.2m) or less.

WBE shall distribute portable fire extinguishers used for Class C hazards on the basis of the appropriate pattern for the existing Class A or Class B hazards.

WBE shall distribute portable fire extinguishers or other containers of Class D extinguishing agent for use by employees so that the travel distance from the combustible metal working area to any extinguishing agent is 75 feet (22.9m) or less. Portable fire extinguishers for Class D hazards are required in those combustible metal working areas where combustible metal powders, flakes, shavings, or similarly sized products are generated a least once every two weeks.

#### Inspection, Maintenance and Testing.

WBE shall be responsible for the inspection, maintenance and testing of all portable fire extinguishers in the workplace.

Portable extinguishers or hoses used shall be visually inspected monthly.

Portable fire extinguishers shall be subjected to an annual maintenance check. Stored pressure extinguishers do not require an internal examination. WBE shall record the annual maintenance date and retain this record for one year after the last entry or the life of the shell, whichever is less. The record shall be available to the Local Chief Fire Marshal upon request.

Stored pressure dry chemical extinguishers that require a 12-year hydrostatic test shall be emptied and subjected to applicable maintenance procedures every 6 years. Dry chemical extinguishers having non-refillable disposable containers are exempt from this requirement. When recharging or hydrostatic testing is performed, the 6-year requirement begins from that date.

Alternate equivalent protection shall be provided when portable fire extinguishers are removed from service for maintenance and recharging.

#### Hydrostatic Testing.

WBE shall assure that hydrostatic testing is performed by trained persons with suitable testing equipment and facilities.

WBE shall assure that portable extinguishers are hydrostatically tested at the intervals listed in Table L-1 of this Section, except under any of the following conditions:

- (A) when the unit has been repaired by soldering, welding, brazing, or use of patching compounds;
- (B) when the cylinder or shell threads are damaged;
- (C) when there is corrosion that has caused pitting, including corrosion under removable name plate assemblies;
- (D) when the extinguisher has been burned in a fire; or
- (E) when a calcium chloride extinguishing agent has been used in a stainless-steel shell.

#### **Table L-1**



<b>Type of Extinguishers</b>	<b>Test Interval (years)</b>
Soda acid (soldered brass shells) (until 1/1/82)	[FN1]
Soda acid (stainless steel shell)	5
Cartridge operated water and/or antifreeze	5
Stored pressure water and/or antifreeze	5
Wetting agent	5
Foam (soldered brass shells) (until 1/1/82)	[FN1]
Foam (stainless steel shell)	5
Aqueous Film Forming Foam (AFFF)	5
Loaded stream	5
Dry chemical with stainless steel	5
Carbon dioxide	5
Dry chemical, stored pressure, with mild steel, brazed brass or aluminum shells	12
Dry chemical, cartridge or cylinder operated, with mild steel shells	12
Halon 1211	12
Halon 1301	12
Dry powder, cartridge or cylinder operated with mild steel shells	12

In addition to an external visual examination, WBE shall assure that an internal examination of cylinders and shells to be tested is made prior to the hydrostatic tests.

WBE shall assure that portable fire extinguishers are hydrostatically tested whenever they show new evidence of corrosion or mechanical injury, except under the conditions listed in Cal OSHA Article 157. §6151 Portable Fire Extinguishers subsection (f)(2)(A)-(E) of this Section.

WBE shall ensure that hydrostatic tests are performed on extinguisher hose assemblies which are equipped with a shut-off nozzle at the discharge end of the hose. The test interval shall be the same as specified for the extinguisher on which the hose is installed.

**Note:** Authority cited: Section 142.3, Labor Code. Reference: Section 142.3, Labor Code.

WBE shall maintain and provide upon request to the Chief of Division evidence that the required hydrostatic testing of fire extinguishers has been performed at the time intervals shown in Table L-1. Such evidence shall be in the form of a certification record which includes the date of the test, the signature of the person who performed the test and the serial number.

# **WBE Traffic Control**

## **Additional Compliance Policies**

- Medical and First Aid Plan
- Fitness for Duty Policy
- Ladder Safety Program
- Lockout / Tagout Plan
- Noise Exposure / Hearing Conservation Policy
- Asbestos Awareness
- Fatigue Management
- Ground Disturbance
- Fire Prevention
- Wildlife Awareness Policy
- Working Alone Policy
- Work Zone Safety
- Health and Safety Policy
- Injury Illness Prevention Plan (IIPP) Training
- HazCom Training
- PPE Training
- First Aid Training
- First Aid Kit Inspection Checklist
- Bloodborne Pathogens Training

## **Medical and First Aid Plan**

First-Aid kits/Eye wash replacement supplies are located in each work truck and both yards. First aid kits shall consist of appropriate items which will be adequate for the environment in which they are used. First aid kits shall be inspected periodically to ensure they are adequately stocked. Where the eyes or body of any person may be exposed to injurious corrosive materials, emergency eye washing equipment will be provided and readily available in the work area.

The local clinic and hospital emergency phone numbers and locations shall be researched and written in Job safety Analysis forms for each job site.

In case of Injury, for all life-threatening injuries call

911. Life threatening injuries are those that involve:

Loss of consciousness, Airway compromise, Breathing Difficulty, Circulatory compromise

Obvious Longbone Fractures, Possibility of Traumatic Neck or Back Injury, Large Burns

Burns that involve the face or genital area.

All other injuries contact:

On Site Health and Safety

24 Hours 7 Days

1-866-998-2750

Provide Protocol ID# 0HUL30

First-Aid kits/Eye wash replacement supplies are located in each work truck and both yards.

First aid kits shall consist of appropriate items which will be adequate for the environment in which they are used. First aid kits shall be inspected periodically to ensure they are adequately stocked. Where the eyes or body of any person may be exposed to injurious corrosive materials, emergency eye washing equipment will be provided and readily available in the work area.



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HEALTH & SAFETY®

---

## **IN CASE OF INJURY**

FOR ALL **LIFE THREATENING** INJURIES CALL **911**

LIFE THREATENING INJURIES ARE THOSE THAT INVOLVE:

- **LOSS OF CONSCIOUSNESS**
- **AIRWAY COMPROMISE**
- **BREATHING DIFFICULTY**
- **CIRCULATORY COMPROMISE**
- **OBVIOUS LONGBONE FRACTURES**
- **POSSIBILITY OF TRAUMATIC NECK OR BACK INJURY**
- **LARGE BURNS**
- **BURNS THAT INVOLVE THE FACE OR GENITAL AREA**

---

## **ALL OTHER INJURIES:**

ON-SITE HEALTH & SAFETY

RESPONSE DIRECTLY TO YOUR WORKSITE

24 HOURS / 7 DAYS

**866-998-2750**

**ALTERNATE AFTER-HOURS PHONE NUMBERS:**

**MOBILE: 925-525-9855 | 925-525-9851**

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COMPANY NAME

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CUSTOMER ID NUMBER

**PID- 0HUL30**

PROTOCOL ID NUMBER

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# WHAT TO EXPECT WHEN CALLING



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## **Fitness for Duty Policy**

To ensure employees are physically capable of performing their job functions, WBE hires from Local Unions who ensure that all employees are fit for duty.

## **Ladder Safety Program**

All ladders shall be used and set-up properly. "A-Frame" ladders shall not be used while leaning against the work. The legs must be spread apart, and spreaders locked prior to use.

- Employees must not stand on the "Top Cap" or the Top step of an "A-Frame" ladder.
- Extension ladders shall extend above the landing three feet and shall be secured prior to use.
- Face ladders while climbing and descending always maintaining a 3-point contact.
- Job-built ladders shall be constructed under the supervision of a competent person, using select or good quality grade Douglas, for lumber free of knots, splits, or cracks.
- Employees shall not carry tools or materials while climbing ladders.
- All ladders shall be inspected prior to each work shift. Damaged or defective ladders shall be immediately tagged and removed from service and repaired or destroyed.
- Straight ladders must not be longer than 20 feet in length.
- Extension ladders must not be longer than 36 feet in length.
- Stepladders and platform ladders must not be longer than 12 feet as determined by the front rail.
- Wooden ladders may not be painted except for the platform and top step (to indicate

- Not to step there).
- All portable ladders shall be placed on a stable base. The access areas at the top and bottom of ladders in use shall be kept clear of obstructions.

#### Inspecting Ladders

- Ladders shall be in good condition at all times. The user shall inspect the ladder before each use. Bends, dents, cracks, loose or missing rivets, disconnected braces, and corrosion weaken a ladder seriously. Carefully inspect the area around rivet points on fiberglass ladders for hairline stress cracks. Destroy any defective ladders immediately and remove them from the site.
- Ladders with broken or missing rungs, broken or split side rails, or otherwise damaged, shall not be used and shall be removed from the project.

#### Storing and Transporting Ladders

- When using ladders, store in locations protected from the elements, with good ventilation, away from heat.
- Do not stack materials on stored ladders.

#### Definitions

- Type 1 Ladder - Portable ladder that supports at least 250 pounds of weight.
- Type 1 A Ladder - Portable ladder that supports at least 300 pounds of weight.

#### General Requirements

- WBE personnel will use only type 1 or type 1A portable ladders.
- All ladders will be inspected by yard personnel prior to use.
- All ladders will be inspected by the user prior to each work shift.
- All "A-Frame" type ladders shall be opened, and the spreaders locked while being used.
- Two or more people shall not work from the same ladder unless it is specifically designed for two people.
- Training should be given before employees use a two-person stepladder.
- All straight and extension ladders will be tied off when the ladder is set up.
- Only non-metallic approved ladders shall be used during electrical operations.
- Job-built ladders shall be fabricated per the regulations in CAL-OSHA Title 8 CCR 1675.
- The ladder's side rails shall extend 36 inches above the landing.
- All ladders in use shall be tied, blocked, or otherwise secured to prevent an accidental displacement.
- Employees shall be prohibited from carrying equipment or materials, which prevent the safe use of ladders.
- Employees shall be required to face the ladder when ascending and descending.
- Employees shall always use both hands when climbing up or down the ladder.



## **Lockout / Tagout Plan**

WBE has developed the following procedures to protect our employees and reduce the risk of accidents.

### Lockout/ Tagout

Machinery or equipment capable of movement shall be stopped and the power source de-energized or disengaged and locked out. If necessary, the moveable parts shall be mechanically blocked or secured to prevent inadvertent movement during cleaning, servicing or adjusting operations unless the machinery or equipment must be capable of movement during this period in order to perform the specific task. If so, the hazard of movement shall be minimized. Equipment or power-driven machines equipped with lockable controls, or readily adaptable to lockable controls, shall be locked out or positively sealed in the "off" position during repair work and setting-up operations. In all cases, accident prevention signs and/or tags shall be placed on the controls of the equipment or machines during repair work.

WBE will provide a sufficient number of accident prevention signs or tags and padlocks, seals or other similarly effective means that may be required by any reasonably foreseeable repair.

Lockout/Tagout is inspected annually.

### Sequence of Lockout Procedure

- Notify all affected employees that a lockout is required and the reason therefore.
- If the equipment is operating, shut it down by the normal stopping procedure (such as: depress stop button, open toggle switch).
- Operate the switch, valve, or other energy isolating devices so that the energy source(s) (electrical, mechanical, hydraulic, and other) is disconnected or isolated from the equipment.
- Stored energy, such as that in capacitors, springs, elevated machine members, rotating fly wheels, hydraulic systems, and air, gas, steam or water pressure, must also be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down.
- Lockout energy isolating devices with an assigned individual lock.
- After ensuring that no personnel are exposed and as a check on having disconnected the energy sources, operate the push button or other normal operating controls to make certain the equipment will not operate. CAUTION: Return operating controls to neutral position after the test.

### Procedure Involving More Than One Person

If more than one individual is required to lock out equipment, each shall place his/her own personal lock on the energy isolating device(s). One designated individual of a work crew or a Supervisor, with the knowledge of the crew, may lock out equipment for the whole crew. In such cases, it may be the responsibility of the individual to carry out all steps of the lockout procedure and inform the crew when it is safe to work on the equipment.

Additionally, the designated individual shall not remove a crew lock until it has been verified that all individuals are clear.

### Testing Equipment During Lockout

In many maintenance and repair operations, machinery may need to be tested, and for that purpose energized, before additional maintenance work can be performed. This procedure must be followed:

- Clear all personnel to safety.
- Clear away tools and materials from equipment.
- Remove lockout devices and re-energize systems, following the established safe procedure.
- Proceed with tryout or test.
- Neutralize all energy sources once again, purge all systems, and lockout prior to continuing work.

Equipment design and performance limitations may dictate that effective alternative worker protection be provided when the established lock-out procedure is not feasible.

#### Restoring Equipment to Service

After the work is completed and the equipment is ready to be returned to normal operation, this procedure must be followed:

- Remove all non-essential items.
- See that all equipment components are operationally intact, including guards and safety devices. Repair or replace defective guards before removing lockouts.
- Remove each lockout device using the correct removal sequence.
- Make a visual check before restoring energy to ensure that everyone is physically clear of the equipment.

## Noise Exposure / Hearing Conservation Policy

### Scope and Objectives

The purpose of this policy is to provide guidance in developing and implementing a Noise Control and Hearing Conservation Program for construction activities. This procedure applies to all personnel, including supervisors, required to work in noisy environments and/ or wear hearing protection devices.

### Responsibilities

- A training program shall be provided for all employees who are exposed to action level noise. The training shall be repeated annually for each employee. Training shall be updated consistent to changes in PPE and work processes. The employer shall make available to affected employees' copies of the noise exposure procedures and shall also post a copy in the workplace. The employer shall also allow the Assistant Secretary and the Director access to records.
- A continuing effective hearing conservation program shall be administered when employees are exposed to sound levels greater than 85 dba on an 8 hour time-weighted average basis.
- When information indicates that employee exposure may equal/exceed the 8 hr time-weighted avg. of 85 decibels, a monitoring program shall be implemented to identify employees to be included in the hearing conservation program.
- An audiometric testing program must be established and maintained by making audiometric testing available to all employees whose exposures equal or exceed an 8-hr. time-weighted avg. 85 decibels. Records of all employee exposure and audiometric measurements shall be maintained as required by the regulation.
- Within 6 months of an employee's first exposure at or above the action level, a valid baseline audiogram shall be established against which future audiograms can be compared. When a mobile van is used, the baseline shall be established within one (1) year. Testing to establish a baseline audiogram shall be preceded by at least 14 hours without exposure to workplace noise. Hearing protection may be used to meet the requirement. Employees shall also be notified to avoid high levels of noise.
- At least annually after obtaining the baseline audiogram, the employer shall obtain a new audiogram for each employee exposed at or above an 8-hour time-weighted average of 85 decibels. Each employee's annual audiogram shall be compared to that employee's baseline audiogram to determine if the audiogram is valid and if a standard threshold shift has occurred. If a comparison of the annual audiogram to the baseline audiogram indicates a standard threshold shift, the employee shall be informed of this fact in writing, within 21 days of the determination.
- Unless a physician determines that the standard threshold shift is not work related or aggravated by occupational noise exposure, the employer shall ensure that employees already using hearing protectors shall be refitted and retrained in the use of hearing protectors and provided with hearing protectors offering greater attenuation if necessary. The employee shall be referred for a clinical audiological evaluation or an ontological examination, as appropriate, if additional testing is necessary or if the employer suspects that a medical pathology of the ear is caused or aggravated by the wearing of hearing protectors.

- Hearing protectors are provided to employees exposed to an 8-hour time-weighted average of 85 dBA. This is done at no cost to employee(s). Hearing protection shall be replaced as necessary. Employers shall ensure that hearing protectors are worn. Employees shall be properly trained in the use, care & fitting of protectors.

- Hearing protection is evaluated for the specific noise environments in which the protector will be used.

- The project superintendent is responsible for implementing the Noise Control and Hearing Conservation Program and will ensure that:

- Engineering controls are implemented when feasible.
- Qualified personnel perform proper monitoring (call the Safety Director).
- Proper hearing protection devices are identified and used.
- Accurate records are reviewed and maintained.
- All personnel working in hazardous noise areas are properly trained.
- Ensure that appropriate action is taken to correct any deficiencies.
- The foreman at the project site shall be responsible for conducting inspections, identifying the need for engineering controls, and maintaining and issuing personal protective devices. The project superintendent shall ensure that the appropriate noise survey and calibration records are maintained. The project superintendent is responsible for ensuring that all affected personnel comply with the Noise Control and Hearing Conservation Program.

#### Definitions

- Decibel (dB) - A unit of measurement of sound level.
- Noise Reduction Rating (NRR) - The number of decibels the hearing protective device will reduce the noise level.
- Noisy Environment - A subjective term used to describe work environments/locations where noise is present at levels high enough to prevent normal voice conversations between two individuals at a distance of 3 to 4 feet.
- Permissible Exposure Limit (PEL) - The allowable noise exposure for compliance with OSHA requirements.
- Time Weighted Average (TWA) - The sound level averaged over an 8-hour exposure period.
- Instrumentation - Noise monitoring shall be conducted whenever noise levels may exceed 85-dB 8-hour TWA and/or when evaluating the adequacy of engineering controls and personal protective equipment. Individuals using noise-measuring instruments must be qualified in the calibration, use maintenance and limitations of associated instrumentation. Measurement devices and training are available from the Safety Director.
- Hearing Protection - The primary means of reducing noise levels is the use of engineering controls. However, when engineering controls are not feasible or cannot reduce levels to within the permissible limit, hearing protection shall be worn. The project superintendent will determine when and what type of hearing protective devices shall be used.
- Training - All personnel included in the Hearing Conservation Program shall be properly trained as to the harmful effects of excessive noise and the methods of protection against noise exposure. Each employee shall be trained during orientation at the project site, in the use, care, and maintenance of hearing protection devices.

- To alert employees, contractors, and casual visitors to the potential for hearing damage, appropriate warning signs will be posted where noise levels exceed 85-dB. Anyone working in these areas will be required to wear suitable hearing protection.

### **Code of Safe Practices Asbestos Procedures:**

The word ASBESTOS refers to six naturally occurring, fibrous, hydrated mineral silicates that differ in chemical composition. They are Actinolite, Ammonite, Anthophyllite, Chrysotile, Crocidolite, and Tremolite.

You may encounter asbestos at a construction site in the following areas:

- Excavations where asbestos-bearing rock outcroppings are at or near the surface
- No WBE employee shall work with or around asbestos unless specifically trained and authorized to do so. Any material suspected of containing asbestos or lead shall be reported to the superintendent or foreman immediately, who will there notify the WBE Safety Director. Asbestos is a proven carcinogen that may cause cancer due to exposure and is most hazardous when it is airborne. All pipe and duct insulation or floor and ceiling tiles in buildings built prior to 1982 (and in some cases after 1982) must be treated as Asbestos Containing Material (ACM) until proven otherwise. The law mandates that an asbestos survey is to be conducted by the owner/client prior to any work being done. If no survey exists, the building must be treated as if ACM is present until proven otherwise.
- Asbestos is most hazardous in an airborne or dust state, which allows it to be deposited in the lung tissues.
  - Overexposure to asbestos can lead to chronic health problems and warnings shall be posted to alert all personnel of any asbestos hazard in the area.
  - Asbestos has been used for various types of insulation and contained in other building materials, so the hazard may not always be obvious.
- Do not work with or around asbestos unless trained; authorized to do so and provided with the proper personal protective equipment (PPE).

## **Fatigue Management**

### Purpose

The purpose of this document is to prevent illness and injury that may occur as a result of employee/worker fatigue while performing work on behalf of WBE Traffic Control Inc.; hereafter referred to as "The Company."

### Management

- Ensure compliance with this policy by all affected crew members, including temporary workers and contractors
- Ensure all workers take scheduled breaks as set forth in The Company Employee Handbook and HR policy
- Ensure that each employee is given additional rest breaks commensurate to the work being performed

### Employees

- Follow this policy at all times
- Inform direct supervisor of any personal fatigue related conditions that may affect the safety of themselves or another worker

\*All employees in safety critical positions shall report fatigue/tiredness and lack of mental acuity to supervision; as well as supervisory personnel to make safety critical decisions and take appropriate actions to prevent loss.

### General

Slow reaction to work conditions, failure to respond, poor logic and judgment, damage to property, and an increase in risk taking which may result in injury are potential results of fatigue in the workplace. The Company will ensure as reasonably practicable that these conditions are not contributed to through increased pressures to complete a project or work assignment.

Long work hours and or extended consecutive days of work in conjunction with inadequate hours of rest are factors that may contribute to fatigue and cause injury.

### Training

Initial and annual training will be provided on how to recognize fatigue, how to control fatigue through appropriate work and personal habits and reporting of fatigue to supervision.

### Engineering Controls

Heat and cold stress, as well as the use of personal protective equipment, respirators and other work equipment are all factors that may increase fatigue and shall be taken into consideration when performing the daily job safety/hazard analysis.

The Company has set forth work hour limitations in the Employee HR Handbook in accordance with state and federal statutes. The Company will also control job rotation schedules to control fatigue, allow for sufficient sleep, and increase mental fitness in an effort to control employee turnover and absenteeism.

Employees must not chronically use over-the-counter or prescription drugs to increase mental alertness. The Company discourages employees from taking any substance known to increase fatigue in that employee, including fatigue that sets in after the effects of the drug wear off.

## Evaluation/Review

The Company will analyze and evaluate work tasks periodically in order to control fatigue.

## **Ground Disturbance (Trenching and Excavation)**

A ground disturbance is any work, operation, or activity that results in a disturbance of the earth, or that result in a reduction of the initial installation cover over a buried facility. This industry-adopted term is an inclusive catch-all for activities that disturb the ground, replacing the narrower term, excavation.

The employer must comply with the trenching and excavation requirements of 29 CFR 1926.651 and 1926.652 or comparable OSHA-approved state plan requirements.

An excavation is any man-made cut, cavity, trench, or depression in an earth surface formed by earth removal.

Trench (Trench excavation) means a narrow excavation (in relation to its length) made below the surface of the ground. In general, the depth is greater than the width, but the width of a trench (measured at the bottom) is not greater than 15 feet (4.6 meters).

### Dangers of Trenching and Excavation

Cave-ins pose the greatest risk and are much more likely than other excavation-related accidents to result in worker fatalities. Other potential hazards include falls, falling loads, hazardous atmospheres, and incidents involving mobile equipment. One cubic yard of soil can weigh as much as a car. An unprotected trench is an early grave. Do not enter an unprotected trench.

## **Fire Prevention**

Good housekeeping is the first rule of fire prevention.

The Safety Director will be responsible for the maintenance of an effective fire protection and prevention program.

- Garbage and other waste shall be disposed of at frequent and regular intervals.
- The correct capacity fuse or circuit breaker shall protect all electrical circuits. See electrical safety policy for more details.

### Fire Fighting Equipment

- Firefighting equipment for the project site shall be available for fighting fire in the early stages of the project. All firefighting plans and rescue responses shall be coordinated with the local emergency response team.
- Fire extinguishers shall be multi-purpose ABC type. Travel distance from any point of a protected area to the nearest extinguisher shall not exceed 75 feet or 3,500 square feet of building area.

- The project superintendent shall ensure that all portable fire extinguishers are inspected monthly and serviced at least annually.
- All employees shall be given basic instruction in the use of fire extinguishers. Training to be performed annually.
- All fire extinguishers shall be replaced with a fully charged extinguisher promptly after discharge.

#### Fire Alarm Protocol

- An alarm protocol; e.g., telephone system, siren, air horn, etc., shall be established whereby employees on site and the local fire department can be alerted for an emergency.
- The alarm protocol shall be conspicuously posted.
- The project superintendent will inform new employees of alarm protocol at the jobsite, during safety orientation.

Good fire protection prevents injuries, keeps insurance costs down, and eliminates or reduces costly loss of property, equipment and materials. Fires and injuries due to fires usually occur due to one or more of the following problems:

- Poor housekeeping.
- Poor control of heat sources
- Inadequate quantity and improper type of firefighting equipment.
- Improper storage and handling of combustible materials and flammable liquids.
- Lack of training of workers with regard to fire prevention and firefighting.
- Faulty electrical installation.

#### Minimum Safeguards Should Exist at Each Jobsite

- Fire department number posted.
- Maintain good housekeeping
- A fire extinguisher rated not less than 2A, for each 3,000 square feet of floor area. Travel distance to the nearest extinguisher. Should not exceed 75 feet.
- Maintain clear access to all firefighting equipment.
- Provide for regular maintenance of extinguishers.
- Smoking should be prohibited in the vicinity of operations.
- Fire prevention and fire protection should be reviewed regularly with all employees.

#### Fire Prevention and Control

- Good housekeeping is the first rule of fire prevention.
- The proper fire extinguishers have been distributed. Know where they are located and how to use them. Keep them unobstructed at all times.
- All fire extinguishers cannot be used on electrical or flammable liquid fires. Read the labels on the extinguishers and remember what type of fire they are used on.
- Know how to turn in a fire alarm in your area.
- Report every accidental fire.
- Don't block fire doors or sprinkler heads.
- Don't smoke in hazardous areas. Be sure the match and ash are out!



## **Wildlife Awareness Policy**

Animals/ wildlife present an anaphylactic shock, venomous bite/ sting, and infection hazard to crews at various jobsites.

Employees that are allergic to animal or wildlife and require medical attention due to anaphylaxis are required to notify their immediate supervisor of any known allergies. Those employees are also required to have any medically prescribed epinephrine auto injector's onsite and available in the event of an allergic reaction. Efforts will be made to minimize the risk of exposure to employees allergic to wildlife stings or bites by scheduling those employees away from potential wildlife sources.

For venomous snakes, the following preventative measures will be taken to reduce the risk of bites.

- 1) Staged material will be disturbed prior to moving or placing hands under to lift (kick-it before you pick-it).
- 2) Materials will be organized onsite to reduce the amount of hiding habitat onsite for venomous animals.
- 3) If a venomous snake is encountered onsite, environmental representatives will be immediately notified, and only trained professionals are permitted to relocate the animal.

## **Working Alone Policy**

An employee working alone is prohibited in most cases. In the event it is necessary, the employee shall request special permission from their immediate supervisor. Minimum precautions shall be established, such as a scheduled communication plan for health checks, a self-tailboard to ensure all tasks and hazards are identified and shall take the necessary actions to overcome such hazards prior to performing the task.

## **Work Zone Safety**

Vehicle and pedestrian traffic pose a potential hazard to crew and the public during construction operations on and around the jobsite. Employees are required to follow all policies and procedures where operating on and around the job site where pedestrian traffic is a potential hazard including the following:

- 1) Crews will conform to requirements as stated in the California Manual of Uniform Traffic Control Devices (MUTCD 2014 Rev 4; Effective March 29, 2019).
- 2) Work sites will be delineated with appropriate signage and detours if impacts to the public are present.
- 3) High visibility reflective garments will be worn to increase employee's visibility in high traffic area.
- 4) Traffic control will be used to control traffic in areas of public/ construction interface.
- 5) Pedestrians will be restricted from work zones with exclusionary barriers or personnel staged to redirect eyestrain traffic.



# WBE Traffic Control

## Health and Safety Policy Statement & Code of Safe Practices

### **POLICY STATEMENT**

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The Occupational Safety and Health Act of 1970, clearly states our common goal of safe and healthful working conditions to be the first consideration in operating this business.

Safety and health in our business must be part of every operation. Without questions, it is every employee's responsibility at all levels.

It is intent of this company to comply with all laws. To do this, we must constantly be aware of conditions in all work areas that can produce injuries. No employee is required to work at a job he/she knows is not safe or healthful. Your cooperation in detecting hazards and, in turn, controlling them, is a condition of your employment. Inform your supervisor immediately of any situation beyond your ability or authority to correct.

The personal safety and health of each employee of this company is of primary importance. Prevention of occupationally induced injuries and illnesses is of such consequence that it will be given precedence over operating productivity, whenever necessary. To the greatest degree possible, management will provide all mechanical and physical activities required for personal safety and health, in keeping with the highest standards.

We will maintain a safety and health program conforming to the best practices of organizations of this type. To be successful, such a program must embody proper attitudes toward injury and illness prevention on the part of supervisors and employees. It also requires cooperation in all safety and health matters, not only between supervisor and employee, but also between each employee and his/her co-workers. Only through such a cooperative effort can a safety program in the best interest of all be established and preserved.

Our objective is a safety and health program that will reduce the number of injuries and illnesses to an absolute minimum, not merely in keeping with, but surpassing, the best experience of operations similar to ours. Our goal is zero accidents and injuries.

Our safety and health program will include:

- Providing mechanical and physical safeguards to the maximum extent possible.
- Conducting safety and health inspections to find, eliminate or control safety and health hazards as well as unsafe working conditions and practices, and to comply fully with the safety and health standards for every job.
- Training all employees in good safety and health practices.



## WBE Traffic Control

- Providing necessary personal protective equipment, and instructions for use and care.
- Developing and enforcing safety and health rules and requiring that employees cooperate with these rules as a condition of employment.
- Investigating, promptly and thoroughly, every accident to find out what caused it and correct the problem so it will not happen again.
- Setting up a system of recognition and awards for outstanding safety service or performance."
- We recognize that the responsibilities for safety and health are shared:
- The employer accepts the responsibilities for leadership of the safety and health program, for its effectiveness and improvement, and for providing the safeguards required to ensure safe conditions.

### **CODE OF SAFE PRACTICES**

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All persons shall follow these safe practice rules, render every possible aid to safe operations, and report all unsafe conditions or practices to the foreman or superintendent. **(Refer to CoSP)**

- Workers shall not handle or tamper with any electrical equipment, machinery, or air or water lines.
- All injuries shall be reported promptly to the foreman or superintendent so that arrangements can be made for medical or first aid treatment.
- When lifting heavy objects, the large muscles of the leg instead of the smaller muscles of the back shall be used.
- Inappropriate footwear or shoes with thin or badly worn soles shall not be worn.

Operations Manager: Rita Reyes-Small

Signature: \_\_\_\_\_

Date: 2-21-2021



# Code of Safe Practices

**Instructions:** Please initial next to each point below. Then sign and date the bottom. Give us your email if you would like a pdf copy of your signed Checklist.

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## Basic Site Safety

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- \_\_\_\_\_ I will stop work whenever an unsafe act or condition occurs.
- \_\_\_\_\_ I will participate in a thorough JSA before the start of each job.
- \_\_\_\_\_ I will begin each day by reviewing and signing the JSA prior to entering the site.
- \_\_\_\_\_ I will immediately report, including, but not limited to: close calls; first-aids; safety violations; vehicle accident; property damage; equipment failure; environmental incident; inadvertent strikes, etc.
- \_\_\_\_\_ I will maintain good housekeeping by keeping work and walk areas clear of debris and tripping hazards.
- \_\_\_\_\_ I will not engage in fighting, horseplay, or reckless behavior while on the project.
- \_\_\_\_\_ I will comply with all safety and environmental requirements and safe work practices.
- \_\_\_\_\_ I will make sure pedestrians are diverted around the worksite and kept safe in compliance with CA MUTCD Pedestrian Traffic Control Manual.
- \_\_\_\_\_ I will make sure we have ample light if working at night.

---

## Setting Up/Picking Up

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- \_\_\_\_\_ I will watch for traffic while signs are being put up such as by the use of signs, barricades, and other control measures to protect other workers from traffic hazards.
- \_\_\_\_\_ I will ensure situational awareness is my top priority when setting up and picking up for the day.
- \_\_\_\_\_ I will not exceed my own carrying capacity when setting up or picking up.
- \_\_\_\_\_ I will ensure flaggers always face traffic while placing cones.
- \_\_\_\_\_ I will ensure arrowboards (AB) are set up safely (worker positioning, pinch-points, ergonomics, etc.).
- \_\_\_\_\_ I will ensure trucks are parked in legal, safe, and protected location while signs are being set up/picked up.

I will always operate company vehicles safely.

\_\_\_\_\_ If working at night, I will ensure the flagging station is properly illuminated.

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## **Established Work Zone**

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\_\_\_\_\_ I will ensure taper is appropriate for the TCP and road conditions.

\_\_\_\_\_ I will ensure tangent is appropriate for the TCP and road conditions.

\_\_\_\_\_ I will ensure buffer is appropriate for the TCP and road conditions.

I will verify all cones are faced.

\_\_\_\_\_ I will ensure advanced warning sign selection and placement is appropriate and compliant.

I will ensure advanced warning signs are legible.

\_\_\_\_\_ I will ensure cones are used at each sign.

\_\_\_\_\_ I will ensure cone spacing is appropriate for the TCP and road conditions.

\_\_\_\_\_ I will ensure AB placement is appropriate for the TCP and road conditions.

\_\_\_\_\_ I will ensure AB pattern is appropriate for the TCP.

\_\_\_\_\_ I will ensure AB legs are secured correctly.

\_\_\_\_\_ I will verify that bike lanes are considered in the set up.

\_\_\_\_\_ I will ensure BLCA/SHARE/BLC selection is appropriate and compliant.

\_\_\_\_\_ I will ensure sidewalk closures are considered in the set up for pedestrian safety and to allow the pedestrians to have the right-of-way.

\_\_\_\_\_ I will ensure driveways/local access ways are considered and appropriately addressed.

\_\_\_\_\_ If used, I will ensure travel lanes for bicyclists are sufficiently spaced.

---

## Flagging

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- \_\_\_\_\_ I will ensure that the appropriate supplies, including hand-signaling devices, to perform traffic control activities are provided before starting work.
- \_\_\_\_\_ I will ensure flaggers are positioned in safe, appropriate locations (not behind an object, not in a shadow, has escape routes, etc.).
- \_\_\_\_\_ I will ensure company trucks are parked away from the flagger (not able to sit on the tailgate, stand behind it, etc.).
- \_\_\_\_\_ I will verify flaggers are standing in a correct manner.
- \_\_\_\_\_ I will ensure stop/slow paddles are in good condition and handled properly.
- \_\_\_\_\_ I will ensure flaggers use 3-way communication.

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## Personal Protective Equipment (PPE)

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- \_\_\_\_\_ I will wear my hard hat at all times.
- \_\_\_\_\_ I will ensure appropriate eye protection is used, as per the task at hand.
- \_\_\_\_\_ I will ensure to wear the appropriate High-visibility ANSI Class 2 vests or shirts prior to starting work or Class 3 if working at night or if the posted speed limit is 55 mph or higher.
- \_\_\_\_\_ I will always wear appropriate foot protection (leather uppers/steel-toe).
- \_\_\_\_\_ I will always wear appropriate hand protection.
- \_\_\_\_\_ If working at night, or if speed limit posted is 55mph or higher, a class 3 vest/ shirt is worn.

By initialing each line above, and signing below, I signify that I understand and will comply with the Code of Safe Practices that are intended to keep me safe. I also understand that the above content is not the entirety of WBE Traffic Control's Safety Program or documentation.

\_\_\_\_\_  
Print Your Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email Address [Optional]



# Injury Illness Prevention Plan (IIPP) Training

**Company Name:** WBE Traffic Control

**Date:**

All workers, including management, supervisors, and lead personnel shall have training and instruction on general and job-specific safety and health practices. Training and instruction shall be provided as follows:

- When the IIPP is first established;
- To all new workers;
- To all workers given new job assignments for which training has not previously provided;
- Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;
- Whenever we become aware of a new or previously unrecognized hazard;
- To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed; and
- To all workers with respect to hazards specific to each employee's job assignment.

**Training will be provided prior to or at the time of initial job assignment.**

This training will include (but is not limited to):

- Explanation of our IIPP, emergency actions plan and fire prevention plans, and measures for reporting any unsafe conditions, work practices, injuries and when additional instruction is needed.
- Availability of toilet, hand-washing, and drinking water facilities.
- Provisions for medical services and first aid, including emergency procedures.
- Proper housekeeping, such as keeping stairways and isles clear, work areas neat and orderly, and promptly cleaning up spills.
- Prohibiting horseplay, scuffling, or other acts that adversely influence safety.
- Proper storage to prevent:
  - Stacking goods in an unstable manner
  - Storing materials and good against doors, exits, for extinguishing equipment and electrical panels.

Where applicable our training may also include:

- Prevention of musculoskeletal disorders, including proper lifting techniques.
- Use of appropriate clothing, including gloves, footwear, and personal protective equipment.
- Information about chemical hazards to which employees could be exposed and other hazard communication program information.
- Proper food and beverage storage to prevent them from becoming contaminated.



# Injury Illness Recordkeeping Training

**Supervisors** and lead personnel are expected to enforce the rules fairly and uniformly.

In addition, we provide specific instructions to all workers regarding hazards unique to their job assignment, to the extent that such information was not already covered in other training.

**Location:**

**Led by:**

**Attendees:**

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



# Hazard Communication (HAZCOM) Training

**Company Name:** WBE Traffic Control

**Date:**

Every day at workplaces, employees work with or, are incidentally exposed to hazardous substances that can harm their health or cause other safety hazards. In response to this reality, OSHA enacted the **Hazard Communication standard**. The standard requires that **every workplace, which has or uses hazardous substances, must have a written and effectively implemented Hazard Communication Program that specifically addresses the potential hazards found at that particular site.**

The program must be accessible to employees (or their representatives) as well as OSHA.

- Whatever the size of the facility or number of hazardous substances, it is essential that both employers and employees know how to identify potentially hazardous substances, understand the health hazards associated with the chemicals, and follow safe work practices.
- Employers who tailor their written program to meet the specific needs of their workplace will maximize the benefits of workplace safety.

The written hazard communication (HazCom) program **must describe the persons responsible for implementing, maintaining, and periodically reviewing the program and the procedures for meeting all the requirements of the standard, including:**

- **A list of all hazardous substances in the workplace** - The list may be compiled for the workplace as a whole or for individual work areas and can serve as a checklist to ensure that all hazardous substances in the workplace have SDSs and labels.
- **A completed SDS for each hazardous material listed/used in the workplace** - The SDS contains useful information on the nature of the hazards and how to use, store, and dispose of the material. It also describes what protective measures to take while using the material and what first aid measures to follow if an exposure to the substance occurs. SDSs must contain all of the sections required by the standard and be readily available to employees.
- **Methods for employee training and awareness** - Employees must receive training on the HazCom program requirements including its location and availability; the identification and location of hazardous substances; and how to read and understand SDSs. Training should include how to read and understand label information including physical and health hazards of the substance; how to detect the presence or release of the substance; and what precautionary measures are needed to protect themselves from hazards during normal use and in emergency conditions. Training must be done at the time of initial work assignment or when a new material is introduced. Training must be appropriate in content and vocabulary for the education, literacy, and language comprehension level of the employee(s).
- **Labels and hazard warning information** - Employers are required to use legible labels and other forms of warning to clearly and quickly communicate what's in a container, its hazards, the safety precautions, and the name and address of the manufacturer. Labels and other forms of warning are to be conspicuously placed on containers so that the message is readily visible. Labels should not be removed and, if torn or defaced, they must be replaced.

A copy of The Company's safety program must be readily available at the workplace or may be obtained from the Safety Coordinator.

**Meeting Location:**

**Led by:**

**Attendees:**

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

*WBE Traffic Control, Inc.*

## **Hazard Communication Plan**

Plan last updated: *May 1<sup>st</sup>, 2019*

# Hazard Communication Plan

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## Policy Statement

It is the policy of WBE Traffic Control, Inc. to reduce employee exposure to hazardous chemicals and the overall incidence of chemical-related injuries and illnesses. All employees who are potentially exposed to hazardous chemicals in their assigned jobs must be fully informed of both the hazardous properties of the chemicals and the protective measures that are available to minimize exposure to these chemicals. This type of information will be made available to employees by means of labels on chemical containers, SDSs, and training. Employees will be informed of any known hazards associated with chemicals to which they may be exposed before their initial assignment, whenever the hazards change, or when new hazardous chemicals are introduced into their respective work areas.

**Scope:** This program covers all work operations at WBE Traffic Control, Inc. where employees may be exposed to hazardous chemicals under normal working conditions or during an emergency situation.

## Plan Administration

The **Personnel Contact Information** table provides the roles and contact information for the administration of the hazard communication program.

### Personnel Contact Information

Task	Title	Contact Person	Mobile Number	Email Address
Plan Administrator	President	Charity Cornet-Barnart	916-213-7770	<a href="mailto:admin@wbetrafficcontrol.com">admin@wbetrafficcontrol.com</a>
Emergencies/Spills	Safety Director	Rita Jo Reyes-Small	916-826-1713	<a href="mailto:ritajo@wbetc.com">ritajo@wbetc.com</a>
Supervisor	Superintendent	Brice Hughes	559-303-3930	<a href="mailto:brice@wbetc.com">brice@wbetc.com</a>

**Plan Administrator.** The Hazard Communication (HazCom) Program Administrator or designee is responsible for developing and implementing the HazCom plan, including reviewing and updating it as necessary, and for the following plan elements:

- Properly labeling all containers of hazardous chemicals and for maintaining and updating the labels,
- Maintaining up-to-date SDSs and ensuring that they are readily accessible in all work areas,
- Training and informing employees about hazardous chemicals in their work areas, *and*
- Ensuring there is immediate and effective response to emergencies and employee exposures.

**Supervisor(s).** The supervisor(s) will:

- Provide additional information to employees about hazardous chemicals and related workplace conditions as it becomes available.
- Forward reports or complaints by employees concerning hazards to management.

**Employees.** Employees will:

- Use all chemicals in a safe and responsible manner.

- Implement all safe procedures described during training and in other information provided to avoid exposures to hazardous chemicals.
- Report all exposures and spills of hazardous chemicals to a supervisor or to the emergency contact.

## Plan Review and Update

This Plan will be periodically evaluated and updated, and updated whenever:

- New chemical hazards are introduced into the workplace.
- There are significant changes in work processes where hazardous chemicals are used.
- A job hazard analysis shows that the plan is not effective.

## Plan Availability

Copies of the Plan, including the written training program, are available on request to employees, their designated representatives, and Cal/OSHA representatives.

Copies of the Plan are available at the company headquarters in Sacramento, CA.

## Definitions

*Cal/OSHA*—California Department of Industrial Relations' Division of Occupational Safety and Health.

*Chemical*—Any element, chemical compound, or mixture of elements and/or compounds.

*Hazardous chemical*—any chemical that is classified as a physical hazard or a health hazard, a simple asphyxiant (i.e., displaces oxygen in the ambient atmosphere), combustible dust, pyrophoric gas (i.e., gas that will ignite spontaneously in air at 130 degrees Fahrenheit or below), or hazard not otherwise classified.

*Safety data sheet (SDS)*—a written description of a hazardous chemical or chemical product in a 16-section format that contains comprehensive technical information about a particular substance and explains the risks, precautions, and remedies to exposure related to the chemical.

## Labeling

All containers with hazardous chemicals will be labeled. Each container will include either:

- The label shipped with the chemical container; *or*
- A label, tag, or marking with product identifier and combination of words, pictures, or symbols that provide general information regarding the hazards of the chemicals and information about the physical and health hazards of the chemical.

**Proposition 65 warnings.** Hazardous substance containers from out-of-state chemical manufacturers or distributors (who are not subject to Proposition 65) may not have Proposition 65 hazard warnings. In such cases, additional Proposition 65 warning labels will be affixed to containers. The language in the warning will clearly state that the chemical in question is known to cause cancer, birth defects, or other reproductive harm.

**Secondary container warnings.** All secondary containers in which a substance has been transferred from the original manufacturer's container will be labeled with either an extra copy of the original manufacturer's label or with alternative labels that contain the same information required on the manufacturer's label.

**Stationary process container warnings.** On individual stationary process containers, we are using signs and labels rather than a label to convey the required information. The **Stationary Process Containers** table lists the stationary process containers and their locations in the facility.

**In-house labeling system.** Where in-house labels on containers replace the original labels provided by the chemical supplier, they will include at least the following label elements:

- Pictogram that may include a symbol plus other graphic elements, such as a border, background pattern, or color, that is intended to convey specific information about the hazards of a chemical,
- Hazard statement assigned to a hazard class and category that describes the nature of the hazard(s) of a chemical, including, where appropriate, the degree of hazard,
- Signal word (i.e., "Warning" or "Danger") to indicate the relative level of severity of hazard,
- Precautionary statement for each hazard class and category that describes recommended measures that should be taken to minimize or prevent adverse effects resulting from exposure to a hazardous chemical, or improper storage or handling.
- Supplier identification with the name, address, and telephone number of the chemical manufacturer, importer, or other responsible party

The in-house labeling system is designed according to the *NFPA* system.

The administrator will review the organization's labeling procedures every annually and will update labels as required.

## **Safety Data Sheets (SDSs)**

WBE's Safety Director is responsible for maintaining the SDS program, and will ensure that procedures are developed to obtain the necessary SDSs, will review incoming SDSs for new or significant health and safety information, and will see that any new information is communicated to affected employees.

### **SDS Access**

SDSs will be readily available to all employees during each work shift. The primary method for accessing SDSs in work areas is printed copies.

### **Access in an Emergency**

In an emergency where an employee requires a copy of an SDS and it is not readily available to the employee, he or she will be provided SDS information by telephone, radio, or other means. The copy will be provided to the employee as soon as possible.

### **Primary Access System**

Following are the steps that employees will follow to access an SDS:

1. Using QR Code that can be found inside each truck.
2. Logging into [wbetc.kha.com](http://wbetc.kha.com)- no credentials required.

## **Back-up Access System**

WBE Traffic Control will ensure that the SDSs are readily accessible to employees for all hazardous chemicals in their workplace. This is done by scanning the QR Code located in every vehicle and keeping the SDSs in a binder located each connex in both locations. Back-up is available for rapid access to the SDS in the case of a power outage or other emergency. Furthermore, the WBE Safety Director is the designated person responsible for obtaining and maintaining the SDSs.

## **SDS Not Available**

If an SDS is not readily available to an employee, or he or she has a problem accessing SDSs, the employee should contact his or her supervisor. The supervisor will ensure that the missing SDS is provided to the employee requesting it by his or her next work shift at the latest, unless the company has not received the SDS from the chemical supplier.

If an SDS is not received from the chemical supplier at the time of initial shipment, the Administrator or designee will contact the supplier, in writing, to request the SDS. If an SDS is not received from the supplier within in 25 days of the request, the company will contact Cal/OSHA for assistance in obtaining the SDS.

If a supervisor or employee discovers an incomplete SDS or notes that one is missing, the Administrator or designee will request in writing from the manufacturer or importer the missing or incomplete information within 7 working days of the request.

When an employee requests an SDS that is missing, the requester must be notified in writing of the date the written request to the manufacturer or importer was made and the response, if any, received. When the requested SDS arrives, the requesting employee will be notified that it is available or be provided a copy within 15 days after it is received.

## **New or Revised SDSs**

The notices that identify the person responsible for maintaining SDSs and where the SDSs are located are posted in the company vehicle at the worksite. Employees will be notified at the same location(s) when new or revised SDSs are received.

## **Employee Training and Information**

### **Initial Training**

Everyone who works with or is potentially exposed to hazardous chemicals will receive initial training on the Hazard Communication Standard and this HazCom plan before starting work. Before a new hazardous chemical is introduced into any work area, each employee in the affected work area will be given information and training for the new chemical hazard.



Employees will be trained in the methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area, such as monitoring conducted by the organization, continuous monitoring devices, visual appearance or odor of hazardous chemicals when being released, etc.

**Content of training.** Each new employee will receive information and training that covers:

- An overview of the hazard communication regulation
- The hazardous chemicals present in the employee's work area

- The physical, health, simple asphyxiation, combustible dust and pyrophoric gas hazards, as well as hazards not otherwise classified, of the chemicals in the work area
- Symptoms of overexposure
- How to determine the presence or release of hazardous chemicals in the work area
- How to reduce or prevent exposure to hazardous chemicals through use of control procedures, work practices, and personal protective equipment
- Steps the organization has taken to reduce or prevent exposure to hazardous chemicals
- Procedures to follow if employees are overexposed to hazardous chemicals
- How to read labels and SDSs to obtain hazard information
- The location of the SDS file system and written Hazard Communication Plan

**Employee rights.** Employees will be informed of the right:

- To personally receive information regarding hazardous chemicals to which they may be exposed;
- For their physician or collective bargaining agent to receive information regarding hazardous chemicals to which the employee may be exposed;
- Against discharge or other discrimination due to the employee's exercise of the rights under the Hazardous Substances Information and Training Act.

**Training delivery format.** The training delivery method(s) and format may include hands-on demonstration, audiovisuals, interactive computer programs, classroom instruction, and individual instruction.

## Retraining

Additional training will be provided to employees when new chemicals are introduced into the affected employees' work area. Retraining is not required if the new chemical contains hazards similar to previously existing chemicals for which training has already been conducted.

## Training Records

All employees attending hazard communication training sessions must sign a sheet at the end of the session verifying their attendance. The sheet must contain the date of training and the instructor's name.

## Nonroutine Tasks Involving Hazardous Chemicals

Employees are periodically required to perform nonroutine tasks that may result in temporary exposure to hazardous chemicals. The *Nonroutine Tasks Involving Hazardous Chemicals* table contains a list of examples of nonroutine tasks that are periodically performed by employees, the hazardous chemical(s) involved, and the specific hazard(s) to be avoided.

Employees will not be provided hazardous chemical information and training for such nonroutine tasks unless it is determined through a hazard assessment that a hazardous condition exists. Upon request by an employee, a supervisor will provide the employee with information about the hazardous materials he or she may encounter during the nonroutine activity.

If it is determined that a hazardous condition exists with the nonroutine task, employees performing the task will be provided with information that includes specific chemical hazards, safety measures or protective equipment the employee should use, and steps taken to reduce the hazards, such as ventilating, providing respirators, and implementing emergency procedures.

## **Multi-Employer Worksite—Contractors and Other Employers**

It is the responsibility of the WBE Safety Director to provide other employers and contractors at our worksites with information about hazardous chemicals that their employees may be exposed to on a jobsite and precautionary protective measures for their employees.

It is the responsibility of the WBE Safety Director to obtain information about hazardous chemicals used by other employers or contractors to which employees of this organization may be exposed.

In addition to providing a copy of an SDS to other employers and their employees, other employers will be informed of necessary precautionary measures to protect employees exposed to operations performed by this organization.

Also, other employers will be informed of the hazard labeling system. Where symbolic or numerical labeling systems are used, the employees of other employers or contractors will be provided with information explaining the labels used for hazardous chemicals to which they may be exposed.

## **Antidiscrimination Policy**

Each employee must be informed that the organization is prohibited from discharging or discriminating against an employee who exercises his or her rights to obtain information regarding hazardous chemicals used in the workplace.

## **Recordkeeping**

The written HazCom plan and list of hazardous chemicals in the workplace must be available on request to employees, their representatives, and Cal/OSHA representatives.

## **List of Hazardous Chemicals**

A list of all known hazardous chemicals used in work areas is attached to this plan. The list includes the name of the chemical, the manufacturer, the work area in which the chemical is used, dates of use, and quantity used. Further information on each chemical may be obtained from the SDSs.

When new chemicals are received at the worksite, the chemical list will be updated within 30 days.

## **Proposition 65 List of Chemicals**

The WBE Safety Director is responsible for obtaining updates of Proposition 65 listed chemicals and providing new information to affected employees. In the case of newly added chemicals to the Proposition 65 list, warning requirements take effect 12 months from the date of listing.

When new Proposition 65 chemicals are received at the worksite, the chemical list will be updated within 30 days.

The hazardous chemical inventory is compiled and maintained by the WBE Safety Director

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**WBE TRAFFIC CONTROL INC.**

## **Safety Data Sheet (SDS)**



## Why do we need SDS?

To ensure company employees are knowledgeable to prevent exposure or to take necessary action if an incident occurs.

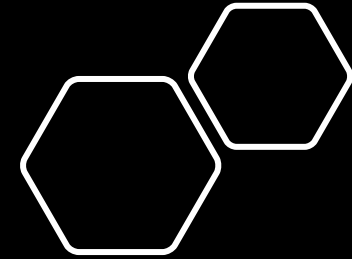
## Who requires it?



Occupational Safety and Health Administration

OSHA requires that SDS preparers provide specific minimum information as detailed as outlined in Appendix D of 29 CFR 1910.1200.

- *OSHA requires that all chemical manufacture, distributor, or importer provide Safety Data Sheets (SDS) for each hazardous chemical to downstream users to communicate hazardous information.*



# How do you access

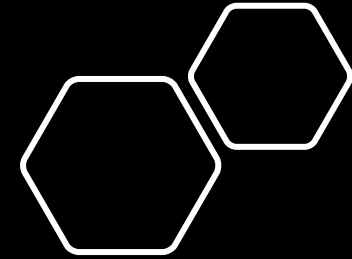


Assigned management will be granted Admin access.

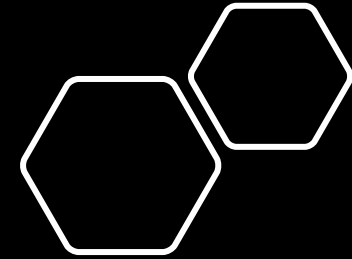
- Log-on: [wbetc.kha.com](http://wbetc.kha.com)
- Safety Manager will provide sign-on information

Operations and office staff will have non-admin access.

- Log-on: [wbetc.kha.com](http://wbetc.kha.com)
- This will give access to all company SDSs.
- Sign-On not required



# Mobile SDS access

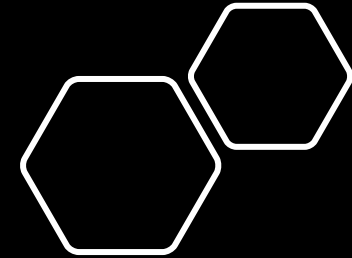


All employees will have access to the online mobile SDS App.



# Posted SDS access information

- Each company work location will have two posters providing information and steps for accessing the SDS program. They will be placed so that they are visible by all employees.
- In-truck label will be placed in a location and always visible.



**FIND SDS FAST**  
(SAFETY DATA SHEETS)

CHOOSE ACCESS:

COMPUTER MOBILE BROWSER

1 VISIT: [wbetc.kha.com](http://wbetc.kha.com)

2 ENTER A PRODUCT OR MANUFACTURER NAME

3 SELECT AN SDS BY CLICKING THE .PDF ICON OR PRODUCT NAME

VIEW ENTIRE SDS OR AT-A-GLANCE

MOBILE APP

1 From your the App Store / Google Play search for the "SDS Mobile" app (icon pictured left). Download the app and log in.  
Username: [wbe@sdsmobile.app](mailto:wbe@sdsmobile.app)  
Password: WBEeds

2

- Navigate to "Settings."
- Tap the checkmark next to your organization name.
- Click save.

--- SETUP OPTIONAL OFFLINE SDS ACCESS OR PROCEED TO NO. 3 ---

3

- Tap "Search" and select "Master" or an alternate binder.
- Tap "Offline SDS" and select the SDS binder(s) you wish to make accessible offline.
- Click save.

--- SETUP OPTIONAL OFFLINE SDS ACCESS OR PROCEED TO NO. 3 ---

Search for and review SDS prior to using a chemical.

**RIGHT TO KNOW**  
**FIND SDS FAST**  
(SAFETY DATA SHEETS)

Scan the code or visit  
[wbetc.kha.com](http://wbetc.kha.com)



• Safety Data Sheets (SDS) are documents that communicate chemical safety, storage, disposal, physical property and related information.  
• Before working with a chemical that you are unfamiliar with, review the corresponding SDS.

ONLINE SDS™

Scan the code or visit  
[wbetc.kha.com](http://wbetc.kha.com)

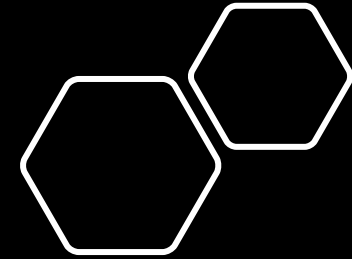


ONLINE SDS™

In Truck Label

# Scanning SDS QR Code

All employees will need to do is scan the QR code with any mobile device. Once scanned an automatic link will open [wbetc.kha.com](http://wbetc.kha.com) to view SDSs



**RIGHT TO KNOW**  
**FIND SDS FAST**  
(SAFETY DATA SHEETS)

Scan the code or visit  
[wbetc.kha.com](http://wbetc.kha.com)



• Safety Data Sheets (SDS) are documents that communicate chemical safety, storage, disposal, physical property and related information.  
• Before working with a chemical that you are unfamiliar with, review the corresponding SDS.

 ONLINE SDS™

Scan the code or visit  
[wbetc.kha.com](http://wbetc.kha.com)

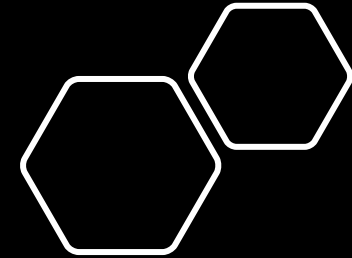


 ONLINE SDS™



# WBE – KHA Online SDS

Once at the online program employees can search all company SDS recorded into the data base by selecting “Search for SDS” (Green Tab)

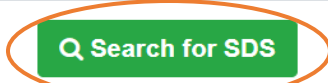


WBE logo on the left and KHA online SDS logo on the right. Below the logos is a navigation bar with the following items: SDS Search, Log In, Warehouse Search, Resources, and Support with a dropdown arrow.

## WBE Traffic Control Inc.

Binders to look in:

Master (29) ▼




[Advanced Search](#)

SDS for EPA Listed Coronavirus  
Cleaning/Disinfecting Products

Enter a term such as product name, manufacturer name, CAS#, ingredient name, or synonyms. Or you can simply leave the field blank and hit the search button to see everything.

# SDS Search

In the SDS Search page there are two options in viewing a product information 

1. Select *(PDF) manufacture description of the product*
2. Select *“Product Name” description and protection actions*

## SDS Search




There are 29 SDSs contained in the entire database.

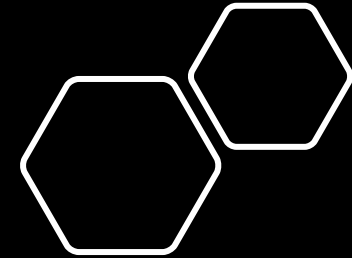
Queue Action

Print Labels

[Add All to Queue on this page](#) [Add All to Queue](#)

<< first < prev 1 2 next > last >>

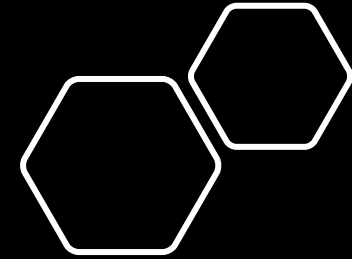
SDS ID	Queue	SDS	Product Name
100000	Add		Marking Chalk
100020	Add		ARMOR ALL Original Protectant Wipes
100028	Add		BEHR PREMIUM Interior/Exterior Low-Lustre Enamel Porch & Patio Floor Paint - Slate Gray



# Adding Chemical Product


Any product purchase to be housed on-site or on company vehicles these steps must be followed:

- Get Management approval prior to purchase
- Record and submit in a timely manner the following information to Safety Manager and Support Services
  - ✓ *Date acquired*
  - ✓ *Manufactures Name*
  - ✓ *Chemical Name or Product Name*
  - ✓ *Product Code*
  - ✓ *Part Number*
  - ✓ *SKU or Catalog Number*
  - ✓ *If possible, a copy of the SDS*
  - ✓ *Storage Location*



# SDS Sheet vs Labels

- **SDS Sheet:** full explanation of all hazards, dangers, containment, environmental danger and procedures in case of exposure

 Safety Data Sheet	<b>The Armor All/STP Products Company</b> 44 Old Ridgebury Road Suite 300 Danbury, CT 06810 Tel. 1.203.205.2900
--	---

## 1. Product And Company Identification

**Product Name:** ARMOR ALL® Original Protectant Wipes

**Responsible Party:** The Armor All/STP Products Company  
44 Old Ridgebury Road  
Suite 300  
Danbury, CT 06810

**Information Phone Number:** +1 203-205-2900

**Emergency Phone Number:**  
For Medical Emergencies, call 1-866-949-6465 / +1 303-389-1332 (Outside US and Canada)  
For Transportation Emergencies, call 1-800-424-9300 (Chemtrec) +1-703-527-3887 for  
Outside US and Canada (call collect)

**SDS Date Of Preparation:** 01/31/2015

**Product Use and Uses Advised Against:** Automotive maintenance product – For consumer and professional use

## 2. Hazards Identification

Note: This product is a consumer product and is labeled in accordance with the Consumer Product Safety Commission regulations and not OSHA regulations. The requirements for the labeling of consumer products take precedence over OSHA labeling so the actual product label will differ from the OSHA information shown below.

- **Labels:** is concise wording or picture warning to be printed on chemical container



**ISOPROPYL ALCOHOL**  
2-PROPANOL; IPA

**WARNING!**  
FLAMMABLE. HARMFUL IF SWALLOWED OR INHALED.  
CAUSES IRRITATION.

May be poisonous if inhaled or absorbed through skin. Keep away from heat, sparks, and flame. Avoid contact with eyes, skin, and clothing. Avoid breathing vapor. Keep in tightly closed container. Use with adequate ventilation. Wash thoroughly after handling.

**PRECAUTIONARY STATEMENTS:** Ingestion may cause nausea, vomiting, headaches, dizziness, or gastrointestinal irritation.

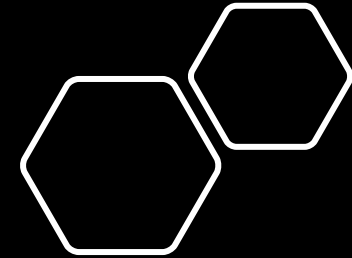
**FIRST AID PROCEDURES:** If inhaled, remove to fresh air. If not breathing, give artificial respiration. If breathing is difficult, give oxygen. In case of contact, immediately flush eyes or skin with plenty of water for at least 15 minutes. If swallowed, and victim is conscious, have victim drink water or milk. CAS NO. [67-63-0]

**Hazard Rating:** 1 (blue), 3 (red), 0 (white)

**Shipping Classification:** FLAMMABLE LIQUID 3

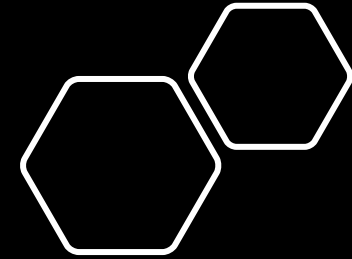
Consult MSDS for further health and safety information.

BRADY: BRADYID.COM Reorder No. 26119



# What are Hazardous Chemicals

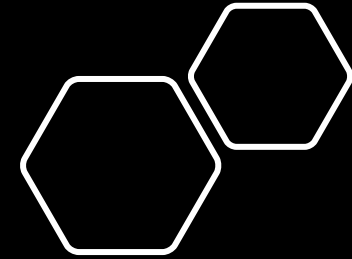
Products come in many shapes and forms from liquid, solid, or a gases makeup, and can be contained in multiple container configurations. Get to know how to identify these chemicals and understand use/handling precautions.



# What is a Safety Data Sheets (SDS)

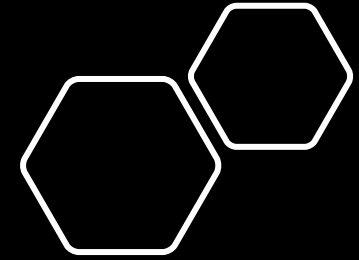


- Document describing all hazards and precautions for each chemical used in the workplace or in the field.
  - ✓ **MUST** be accessible to **EVERYONE**
  - ✓ **Must** be current
  - ✓ **Must** be made available to emergency response and physician in the event of exposure





The End



# Chemical Product Procedure

## Purchase of Chemicals

Any product purchase to be housed on-site or on company vehicles these steps must be followed:

Must get Management approval prior to purchase.

### Complete Form S100.0 with chemical information

- Purchase Date
- Purchase Location
- Manufactures Name
- Chemical Name or Product Name
- Product Code
- Part Number
- SKU or Catalog Number
- If possible, acquire a copy of the SDS
- Storage location

Submit chemical information to Safety Manager and Support Services

## Non-purchase of Chemicals

Any chemical identified on-site or on company vehicle not listed in **WBE-KHA SDS** these steps must be followed:

### Complete Form S100.0 with chemical information

- Manufactures Name
- Chemical Name or Product Name
- Product Code
- Part Number
- SKU or Catalog Number
- Storage location

Submit the chemical information to Safety Manager and Support Services



## Reporting of Chemical Products

Chemical products purchase or identified on-site or on company vehicles must be reported. The purchase of any chemical product requires management approval prior to purchase and required to be reported. Those chemical products discovered and unable to verify in [WBE-KHA SDS Online](#) must be reported as well by completing this form and notify immediate management.

Individual completing this form must provide as much detailed information on this form.

**Name:** \_\_\_\_\_  
(Individual completing this form - Print)

**Purchase Date:** \_\_\_\_\_ **Location of Purchase:** \_\_\_\_\_

**Manufacture Name:** \_\_\_\_\_

**Chemical or Product Name:** \_\_\_\_\_

**Product Code:** \_\_\_\_\_ **Part Number:** \_\_\_\_\_

**SKU or Catalog Number:** \_\_\_\_\_

**Storage location:** \_\_\_\_\_

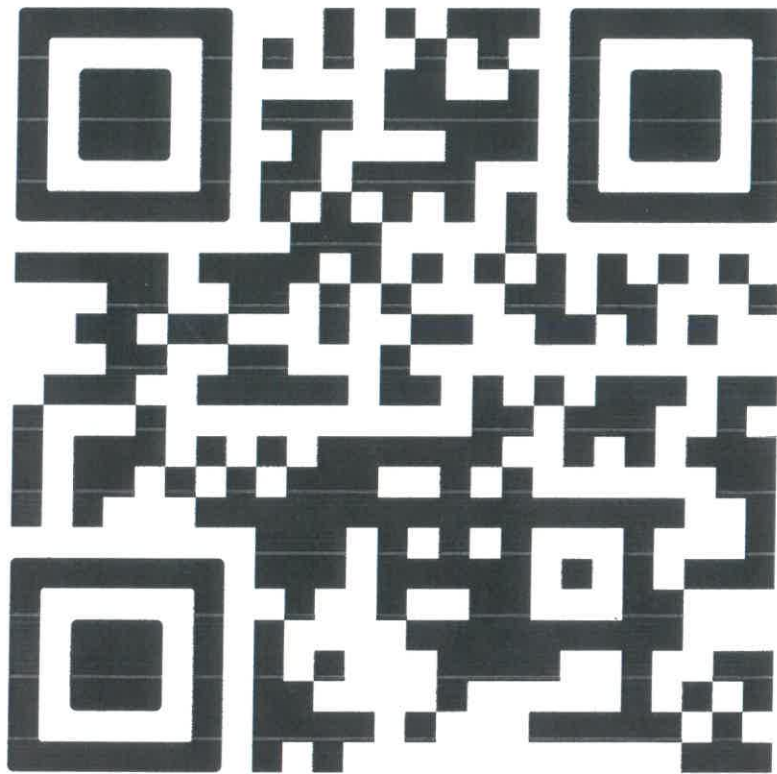
*\*\* If you obtain a copy of the SDS at the time of purchase, submit it with this form.*

Upon completion submit this form (and if SDS was obtained) to **Safety Manager** and **Supply Service** via email.

# RIGHT TO KNOW FIND **SDS** FAST

(SAFETY DATA SHEETS)

Scan the code or visit  
**wbetc.kha.com**



- Safety Data Sheets (SDS) are documents that communicate chemical safety, storage, disposal, physical property and related information.
- Before working with a chemical that you are unfamiliar with, review the corresponding SDS.

# FIND SDS FAST

(SAFETY DATA SHEETS)

## CHOOSE ACCESS:

### COMPUTER / MOBILE BROWSER

1 VISIT: **wbetc.kha.com**



2



3 SELECT AN SDS BY CLICKING THE .PDF ICON OR PRODUCT NAME

SDS ID	Device	Product Name	Manufacturer	Revision
104111	Adi	3M Marine Adhesive Sealant SAE White (TM 300) (N 1006) (N 0606)	3M	2018-07-26
101925	Adi	3M Scotchpak Unshave Exterminer HSG (S) (Pst A)	3M	2018-05-22
104092	Adi	3M Super 77 C, over Spray Adhesive	3M	2018-08-27
104471	Adi	SCOTCH-GUARD BRAND ELECTRICAL CLEANER	3M	2018-05-21
101330	Adi	ENERPAC HYDRAULIC OIL	Accurat Australia Pty Limited	2018-02-08
100677	Adi	Multiurpose Primer JS010 Dark Gray, ZS070 Gray, ZS074 Red Oxide, ZS075 White, ZS077 Green, ZS078 Black (Zynox® Multi-purpose Primer - Aerosol)	Arcon Industries Incorporated	2018-09-18
101394	Adi	FALTS MASTER BRAKE & PARTSMAKING OIL (174.7.4527.245)	Aftermarket Auto Parts Alliance, Incorporated	2005-05-07
100568	Adi	Graphal Powder (Graphal Powder)	AGS Company	2018-07-26

### VIEW ENTIRE SDS OR AT-A-GLANCE



### MOBILE APP



From your the App Store / Google Play search for the "SDS Mobile" app (icon pictured left). Download the app and log in.

Username:

**wbe@sdsmobile.app**

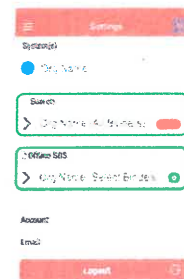
Password:

**WBEsds**



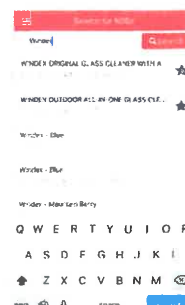
- Navigate to "Settings."
- Tap the checkmark next to your organization name.
- Click save.

--- SETUP OPTIONAL OFFLINE SDS ACCESS OR PROCEED TO NO. 3 ---



- Tap "Search" and select "Master" or an alternate binder.
- Tap "Offline SDS" and select the SDS binder(s) you wish to make accessible offline.
- Click save.

--- SETUP OPTIONAL OFFLINE SDS ACCESS OR PROCEED TO NO. 3 ---



Search for and review SDS prior to using a chemical.



# Personal Protective Equipment Training

**Company Name:** WBE Traffic Control

**Date:**

One way to prevent injury at work is to wear proper personal protective gear. Some protective equipment is necessary for specific jobs, while other items are necessary for any work. Employers should know the hazards their workers face on the job, and then provide the proper equipment to protect against those hazards.

It's important that workers be trained on how to use and care for the equipment so it will provide maximum protection.

- All workers should wear hard hats when there is a danger of flying, falling, and moving objects.
- Hard hats can mean the difference between life and death.
- A bolt, rivet or tool dropped through a floor-opening can hit a worker below with great force and cause serious injury.
- Safety boots with reinforced toecaps protect the feet of the worker who handles heavy loads or who works around moving equipment.
- Rubber boots with hard toes and puncture-proof inner soles protect the feet and legs of those who work with wet concrete.
- Kneepads protect cement finishers and others who work on their knees for long periods.
- Eyes can be damaged from chemical splashes, dust or flying particles.
- Protect eyes by wearing approved goggles or face shields.
- Wear eye protection when working around chemicals, while cutting material, when using power equipment and when spraying or sanding.
- For some jobs, respirators are necessary to prevent noise and throat irritation or to prevent ingesting dangerous chemicals or vapors.
- The type of respirator to use depends on the nature of the work.
- Respirators should be worn when there will be a lot of dust, vapors or gases emitted into the air.
- Even if the job will only take a few minutes, that's all it would take for a chemical or fragment to fly into an unprotected eye or a heavy object to fall on an unprotected head or foot.
- Hearing protection such as earmuffs or ear plugs should be worn when necessary; if you are not sure if the environment is loud enough to warrant the use of a hearing protection device – err on the side of over-protection and use hearing protection.
- Wear gloves that are right for the job. You may need latex gloves for a medical or food preparation tasks, leather gloves when working with iron, wood, and sharp blades and heavy rubber gloves when handling some hazardous wastes like oils.
- Reflective vests should be worn when working on or near roadways, highways, runways or tarmacs.

Wearing appropriate personal protective gear will greatly lessen a worker's chance of injury on the job

**Meeting Location:**

**Led by:**

**Attendees:**

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

# Responsibilities

## Employer

- Assess workplace for hazards
- Provide PPE
- Determine when to use
- Provide PPE training for employees and instruction in proper use

## Employee

- Use PPE in accordance with training received and other instructions
- Inspect daily and maintain in a clean and reliable condition

# Personal Protective Equipment (PPE) Awareness Training





# Protecting Employees from Workplace Hazards

- **Employers must protect employees** from hazards such as sharp objects, impact, burns, harmful substances, air quality, dangerous light, noise exposures and many others that can cause injury.
- Employers must:
  - Use all feasible engineering and work practice controls to eliminate and reduce hazards
  - Use personal protective equipment (PPE) if the controls don't eliminate the hazards.
- **PPE** is the last level of control!

# Engineering Controls

**If . . .** The work environment can be physically changed to prevent employee exposure to the potential hazard,

**Then . . .** The hazard can be eliminated with an engineering control

# Engineering Controls

## Examples...

- Initial design specifications
- Substitute less harmful material
- Change process
- Enclose process
- Isolate process

# Administrative Controls

## (Work Practice Controls)

**If . . .** Employees can change the way they do their jobs and the exposure to the potential hazard is removed,

**Then . . .** The hazard can be eliminated with a work practice control

# Examples of PPE

Eye → safety glasses, goggles

Face → face shields

Head → hard hats

Feet → safety shoes

Hands and arms → gloves, clothing, arm protection

Bodies → high visibility vests

Hearing → earplugs, earmuffs

# PPE Program

- **Includes procedures** for selecting, providing and using PPE
- First - **assess the** workplace to determine if hazards are present, or are likely to be present, which necessitate the use of PPE
- After selecting PPE, **provide training** to employees who are required to use it

# Training

If employees are required to use PPE, train them:

- Why it is necessary
- How it will protect them
- What are its limitations
- When and how to wear
- How to identify signs of wear
- How to clean and disinfect
- What is its useful life & how is it disposed

# Summary

*Employers must implement a PPE program where they:*

- Assess the workplace for hazards
- Use engineering and work practice controls to eliminate or reduce hazards before using PPE
- Select appropriate PPE to protect employees from hazards that cannot be eliminated
- Inform employees why the PPE is necessary, how and when it must be worn
- Train employees how to use and care for their PPE, including how to recognize deterioration and failure
- Require employees to wear selected PPE



Any Questions



Safety Awareness For Everyone



# First Aid Training

**Company Name:** WBE Traffic Control

**Date:**

What would happen today, if there was an accident at your workplace? Would employees and management know what to do? Would the injured person get the best possible care?

When an accident happens, a first aid program that meets the requirements of the law and is tailored to the type and size of the workplace can literally make the difference between life and death, or between recovery and permanent disablement.

- Employers should ensure that all employees know where emergency information is posted at the work site.
- The emergency notice should state the phone numbers of the closest ambulance service, fire/rescue unit, police station, and hospital.
- The amount of time it takes to look up one of these important numbers can make a big difference to a seriously injured person.
- The location of first aid equipment and rescue equipment should also be posted prominently.
- All work sites should have a person with first aid or medical training readily available in case of an emergency.
- First aid equipment and supplies, including a variety of dressings and instruments, as well as an up-to-date first aid manual, should be stored where they can be reached quickly and easily in case of an accident.
- These supplies should be inspected frequently, making sure they are kept in sanitary and usable condition and re-stocked after use.
- Larger workplaces may need more than one, fully equipped first aid kit.
- In isolated work sites, emergency supplies and an action plan are especially important.
- **At least one person trained in emergency first aid should always be on-site.**
- If first aid is not given properly, it can sometimes hurt rather than help an injured or ill person, or even be harmful to the person giving the first aid.
- **All workers should know who on-site is trained to give first aid, where the emergency first aid equipment is located,** and what medical professional or medical facility should be contacted if a medical emergency should occur.

**Meeting Location:**

**Led by:**

**Attendees:**

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



# First Aid Kit Inspection Checklist

Company Name: WBE Traffic Control

Inspector Name/Signature:

Inspection Date:

Kit Location:

Required First Aid Items		Stocked	Needs Restocking
1	Gauze Pads		
2	Large Gauze Pads		
3	Adhesives Bandages (Band-Aids)		
4	Gauze Roller Bandages		
5	Triangular Bandages		
6	Wound Cleaning Agent		
7	Scissors		
8	Blanket		
9	Tweezers		
10	Adhesive Tape		
11	Latex Gloves		
12	Resuscitation Bag / Pocket Mask		
13	Elastic Wraps		
14	Splint		
15	Ibuprofen		
16	Saline Solution		
17	Directions for Requesting Emergency Assistance		

Additional Comments:



# Bloodborne Pathogens Training

**Company Name:** WBE Traffic Control

**Date:**

**What are Bloodborne Pathogens?**

Bloodborne pathogens (BBP) are microorganisms that can cause disease when transferred from an infected person to another person through blood or other potentially infected body fluids. The microorganisms are capable of causing serious illness and death. The most common diseases spread in this manner are Hepatitis B (HBV) and Human Immunodeficiency Virus (HIV). Examples of other bloodborne diseases include malaria, Hepatitis C and syphilis.

- Workers in health care and public safety jobs could be potentially exposed to these disease pathogens.
- These workers include, but are not limited to, doctors, dentists, nurses, paramedics, police, laboratory workers and housekeeping workers in the health care industry.
- Needle stick injuries are the most common method of exposure for health care workers.
- Non-health care workers may become exposed at work while providing help to an injured co-worker and coming in contact with the injured person's blood or body fluids.
- Exposure to bloodborne pathogens may occur in many ways.
- Any kind of opening or break in the skin provides a place for infected blood or fluids to enter your body.
- Scrapes, cuts, rashes, burns and other minor injuries that create an opening in the skin are entryways for bloodborne pathogens.
- Your eyes, nose and mouth are mucous membranes, and are also openings for diseases to enter.
- Universal precautions are methods of protecting yourself from bloodborne pathogens. Universal precautions assume all body fluids are infected with bloodborne pathogens.
- **Universal precautions include:** Personal Protective Equipment (PPE) – to be used at all times to prevent skin or mucous membrane contact with bodily fluids.
- Always inspect PPE for cracks, holes or other damage. Never use damaged PPE. PPE examples include lab coats, gloves, eye goggles, face shields, etc.
- Wash hands or other skin surfaces thoroughly and immediately if contaminated.
- When using sharp items (scalpels, needles, pipettes, liquid or semi-liquid blood or other potentially infectious material (OPIM) that may be potentially contaminated, a puncture resistant container must be used for storage and disposal after use.
- If you have come in contact with blood or other potentially infectious bodily fluids, you've been involved in an exposure incident.
- Inform your supervisor of how, when, where and whose blood you came in contact with.
- **Bloodborne Pathogens Program:** In 1991, the Occupational Safety and Health Administration (OSHA) began requiring employers with workers potentially exposed to blood or other infectious materials to establish a Bloodborne Pathogens Program. The purpose of a Bloodborne Pathogens Program is to protect employees from the health hazards associated with bloodborne pathogens and to provide appropriate treatment and counseling should an employee be exposed to bloodborne pathogens.

**Meeting Location:**

**Led by:**

**Attendees:**

_____	_____	_____
_____	_____	_____
_____	_____	_____



# Bloodborne Pathogens

## WBE Traffic Control

# Introduction

Lesson objectives:

1. Define bloodborne pathogens.
2. Identify workers who are at risk of exposure to bloodborne pathogens.
3. Identify key aspects of a Bloodborne Pathogen Exposure Control Plan;
4. Describe methods for controlling exposure to bloodborne pathogens.
5. Describe steps to take when exposed to a bloodborne pathogen.


# Introduction

# 1981

**1 in 8**  
people with  
**HIV**  
don't know  
**THEY**  
have it.




**Get the facts. Get tested. Get involved.**  
Find out more about HIV, including where to get tested, at [gettested.cdc.gov](http://gettested.cdc.gov)




# 2014

## Facts *about* **Ebola** in the U.S.


**You CAN'T get Ebola through AIR**



**You CAN'T get Ebola through WATER**




**You CAN'T get Ebola through FOOD grown or legally purchased in the U.S.**



**You can only get Ebola from**

- The body fluids of a person who is sick with or has died from Ebola.
- Objects contaminated with body fluids of a person sick with Ebola or who has died of Ebola.
- Infected fruit bats and primates (apes and monkeys).
- And, possibly from contact with semen from a man who has recovered from Ebola (for example, by having oral, vaginal, or anal sex).



# 2016

## TOP 5 THINGS EVERYONE NEEDS TO KNOW ABOUT ZIKA



- 1** Zika primarily spreads through infected mosquitoes. You can also get Zika through sex.

Many areas in the United States have the type of mosquitoes that can spread Zika virus. These mosquitoes are aggressive daytime biters and can also bite at night. Also, Zika can be passed through sex from a person who has Zika to his or her sex partners.


- 2** The best way to prevent Zika is to prevent mosquito bites.

  - Use insect repellent. It works!
  - Wear long-sleeved shirts and long pants.
  - Stay in places with air conditioning or window and door screens.
  - Remove standing water around your home.
- 3** Zika is linked to birth defects.

Zika infection during pregnancy can cause a serious birth defect called microcephaly that is a sign of incomplete brain development. If you have a partner who lives in or has traveled to an area with Zika, do not have sex, or use condoms every time you have sex during your pregnancy.


- 4** Pregnant women should not travel to areas with Zika.

If you must travel to one of these areas, talk to your healthcare provider first and strictly follow steps to prevent mosquito bites during your trip.


- 5** Returning travelers infected with Zika can spread the virus through mosquito bites.

If you get infected with Zika and a mosquito bites you, you can pass the virus to the mosquito. The infected mosquito bites other people, who get infected. Returning travelers should also use condoms or not have sex if they are concerned about passing it to their partners through sex.



[WWW.CDC.GOV/ZIKA](http://WWW.CDC.GOV/ZIKA)



# Bloodborne Pathogens

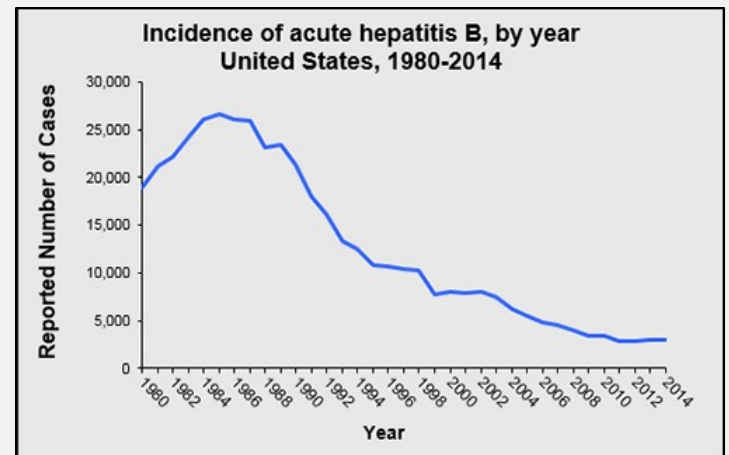
What are **bloodborne pathogens**?

- Pathogenic microorganisms present in human blood that can lead to diseases
- Examples of primary concern
  - Hepatitis B (HBV)
  - Hepatitis C (HCV)
  - Human Immunodeficiency Virus (HIV)



# Bloodborne Pathogens

- Hepatitis B (HBV)
  - Over 12 million Americans are infected (1 in 20)\*
  - Silent infection; symptoms include jaundice, fatigue, abdominal pain, loss of appetite, intermittent nausea, vomiting; may lead to chronic liver disease, liver cancer, and death
  - HBV can survive for at least one week in dried blood
  - Up to 40,000 people in US will become newly infected each year\*



Reported cases of hepatitis B in the U.S. have generally declined from 1980 to 2014.  
Source: CDC

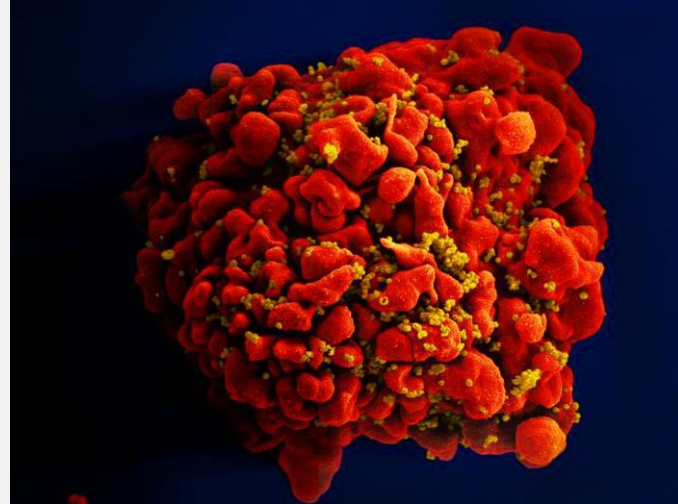
\*Source: Hepatitis B Foundation

# Bloodborne Pathogens

- Hepatitis C (HCV)
  - Hepatitis C is the most common chronic bloodborne infection in the U.S.
  - Symptoms include: jaundice, fatigue, abdominal pain, loss of appetite, intermittent nausea, vomiting
  - May lead to chronic liver disease and death

# Bloodborne Pathogens

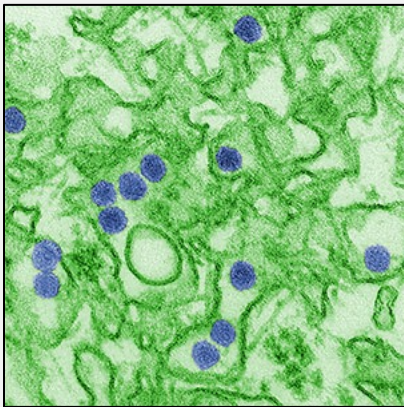
- Human Immunodeficiency Virus (HIV)
  - HIV is the virus that leads to AIDS
  - HIV affects the body's immune system
  - HIV does not survive well outside the body
  - Estimated >1.1 million people living with HIV
  - Infected for life



Single, red-colored H9-T cell infected by numerous mustard-colored HIV particles which are attached to the cell's surface membrane. Source: NIAID.

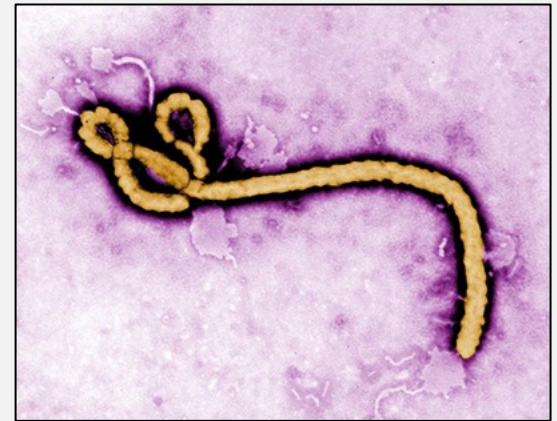
# Bloodborne Pathogens

- Other bloodborne diseases
  - Caused by viruses or bacteria
  - Circulate in blood at some phase; capable of being transmitted
  - Most are rare in the U.S.



Source: CDC / C.Goldsmith

Zika Virus (left) and Ebola Virus (right) can be spread to workers through contaminated blood or infectious body fluids.



Source: CDC / F. Murphy

# Bloodborne Pathogens

- Examples
  - Hepatitis D (HDV)
  - Syphilis
  - Malaria
  - Babesiosis
  - Brucellosis
  - Leptospirosis
  - Arboviral Infections
  - Relapsing fever
  - Creutzfeldt-Jakob Disease
  - Human T-Lymphotropic Virus Type I
  - Viral Hemorrhagic Fever

# Risk of Exposure

## Contamination sources:

- Blood
- Other potentially infectious materials (OPIM)
  - Human body fluids
  - Any unfixed tissue or organ from human
  - Cultures, culture mediums, or other solutions
  - Experimental animal blood, tissues, or organs infected with HIV or HBV



Source: OSHA

# Risk of Exposure

Spread of bloodborne pathogens occurs through:

- Direct contact
- Indirect contact
- Respiratory transmission
- Vector-borne transmission

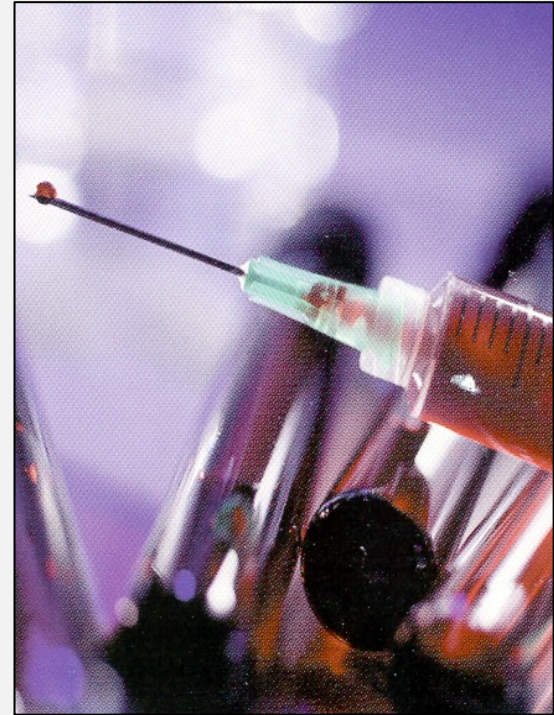


Source: NIOSH

# Risk of Exposure

How exposure occurs:

- Needlesticks
- Cuts from other contaminated sharps
- Contact of mucous membrane or broken skin with contaminated blood or OPIM



Source: OSHA DTE



# Risk of Exposure

## Occupational exposures:

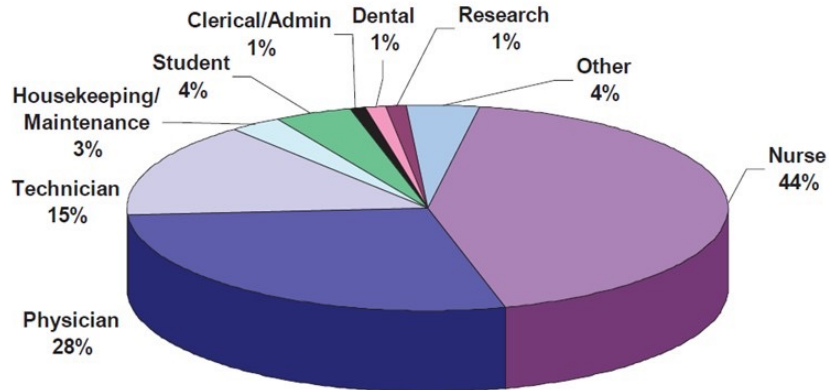
- Occupations at risk
  - First responders
  - Housekeeping personnel in some industries
  - Nurses and other healthcare personnel
- CDC estimates 5.6 million workers in healthcare and related occupations are at risk
- All occupational exposure to blood or OPIM places workers at risk



Source: OSHA

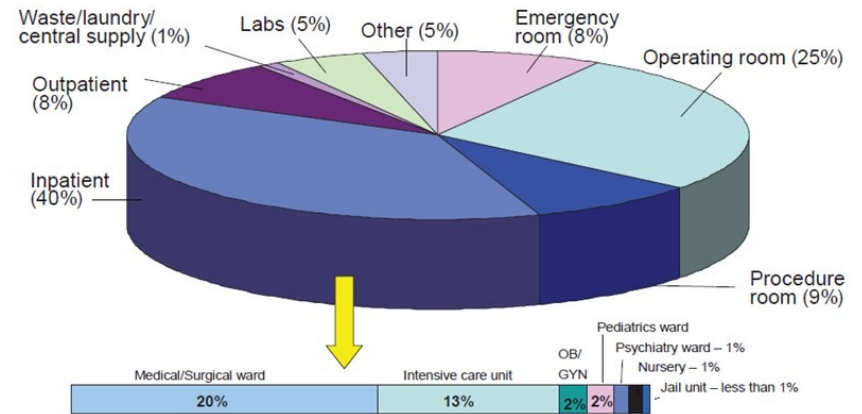
# Risk of Exposure

**Figure 1.** Occupational Groups of Healthcare Personnel Exposed to Blood/Body Fluids; NaSH, 6/95 to 12/03 (N=23,197)\*



\* Missing values not included in the total n.

**Figure 2.** Work Locations Where Blood/Body Fluid Exposures Occurred; NaSH, 6/95 to 12/03 (N=23,140)\*



\* Missing values not included in the total n.

The figure on left shows percent of occupational groups of healthcare workers exposed to blood or body fluids, with nurses (44%), physicians (28%), and technicians (15%) accounting for most of the incidents. The figure on the right shows healthcare work locations where exposures occurred, with inpatient facilities, such as the medical or surgical ward (20%) and intensive care unit (13%), and operating rooms (25%) accounting for the majority of exposure sites. Source: CDC (2008)

# Exposure Control Plan (ECP)

## Establish an Exposure Control Plan

- Written plan
- Review and update plan



# Exposure Control Plan (ECP)

Required elements of Exposure Control plan include:

- Exposure determination
- Schedule and method of implementation
- Procedure for evaluation of exposure incidents



# Exposure Control Plan (ECP)

- Accessible to employees
- Review and update
  - Annually
  - When new or modified tasks/procedures are implemented



# Controlling Exposures

Observe standard precautions, such as:

- Treating all blood and bodily fluids as if they are contaminated
- Proper cleanup and decontamination

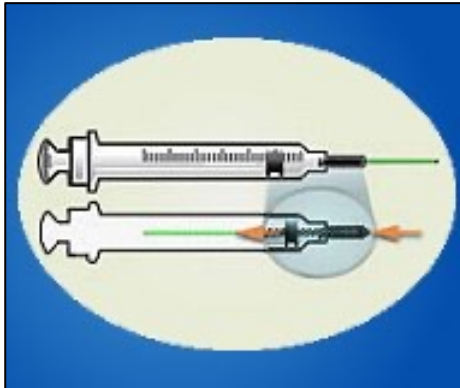


Source: OSHA DTE

# Controlling Exposures

## Engineering and work practice controls:

- Safer medical devices
- Sharps disposal containers
- Hand hygiene



Source: OSHA DTE



Source: NIOSH

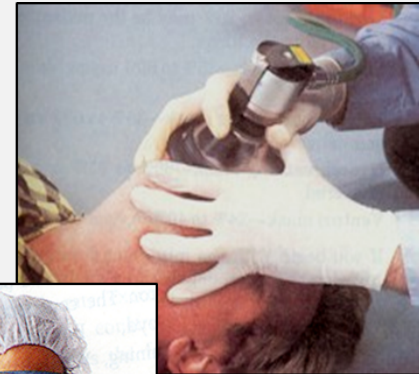


Source: NIOSH

# Controlling Exposures

PPE examples:

- Gloves
- Masks
- Aprons/Smocks/Gowns
- Face shields
- Mouthpieces
- Safety glasses
- CPR pocket masks



Source: OSHA DTE



Source: OSHA DTE



Source: NIOSH



# Controlling Exposures

## Employer's responsibilities:

- Perform hazard assessment
- Identify and provide appropriate PPE to employee at no cost
- Train employees on use and care
- Maintain/replace PPE
- Review, update, evaluate PPE program

# Controlling Exposures

- PPE selection
  - Safe design and construction
  - Fit comfortably
- Required PPE training
  - When it is necessary
  - What kind is necessary
  - Proper donning, adjusting, wearing, doffing
  - Limitations
  - Proper care, maintenance, useful life, disposal



Source: CDC

# Controlling Exposures

## Employee's responsibilities:

- Properly wear PPE
- Attend training
- Care for, clean, and maintain
- Notify when repairs/replacement needed

# Controlling Exposures

## Housekeeping:

- Written schedule for cleaning and decontamination
- Picking up broken glass
  - Not picked up by hands
  - Mechanical means only



Source: OSHA DTE

# Controlling Exposures

## Clean-up and decontamination:

- Wear protective gloves
- Use appropriate disinfectant
- Clean and disinfect contaminated equipment and work surfaces
- Thoroughly wash up immediately after exposure
- Properly dispose of contaminated PPE, towels, rags, etc.



Source: OSHA DTE

# Controlling Exposures

- Regulated waste disposal:
  - Dispose of regulated waste in closable, leak-proof red or biohazard labeled bags or containers
  - Dispose of contaminated sharps in closable, puncture-resistant, leak-proof, red or



Source: OSHA DTE

# Controlling Exposures

- Laundry
  - Contaminated laundry must be bagged or containerized at the location where it was used.



Source: OSHA DTE

# Controlling Exposures

## Training:

- Who
  - All employees with occupational exposure to blood or other potentially infectious material (OPIM)
  - Employees who are trained in first aid and CPR
- No cost; during working hours
- When
  - Initial assignment
  - Annually; or with new/modified tasks



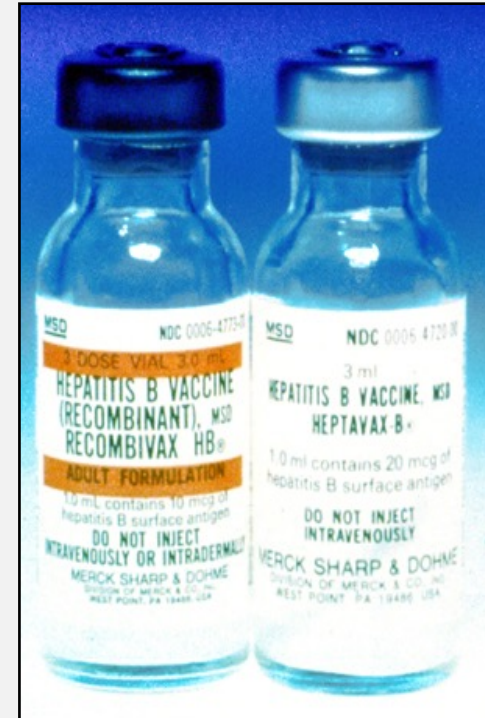
Source: OSHA DTE



# Controlling Exposures

## Hepatitis B vaccination:

- Offered to all potentially exposed employees
- Provided at no cost to employees (within 10 days to employees with occupational exposure)
- Declination form



Source: OSHA DTE

# Controlling Exposures

No vaccinations for:

- Hepatitis C
- HIV

# When Exposure Occurs

## Exposure incident:

- Specific eye, mouth, or other mucous membrane, non-intact skin, parenteral contact with blood or OPIM that results from the performance of an employee's duties.



Source: CDC

# When Exposure Occurs

- Immediate actions
  - Wash exposed area with soap and water
  - Flush splashes to nose, mouth, or skin with water
  - Irrigate eyes with water and saline



Source: OSHA

# When Exposure Occurs

- Report exposure immediately
- Direct employee to healthcare professional for treatment

# When Exposure Occurs

- Confidential medical evaluation and follow-up
  - Route(s) of exposure and circumstances
  - Source individual
  - Collect/test blood for HBV and HIV serological status
  - Post exposure prophylaxis (when medically indicated)
  - Counseling
  - Evaluation

# What Questions Do You Have?



# Knowledge Check

1. Bloodborne pathogens can be transmitted by \_\_\_\_.
  - a. sexual intercourse or intravenous drug use
  - b. rubbing an eye after coming in contact with potentially infectious material
  - c. potentially infectious material coming in contact with inflamed acne or sunburn blisters
  - d. all of the above

**Answer: d. All of the above**



# Knowledge Check

2. Employees should use PPE when \_\_\_\_\_.
- a. there is a reasonable anticipation of contact with blood or OPIM
  - b. cleaning up spills
  - c. responding to an emergency
  - d. all of the above

**Answer: d. all of the above**

# Knowledge Check

3. Which of the following is an example of a work practice control?
- a. Spill kits
  - b. Accessible handwashing stations
  - c. Proper decontamination of spill areas
  - d. Red hazardous waste bags

**Answer: c. Proper decontamination of spill areas**

# Knowledge Check

4. Which of the following is a standard precaution for workers exposed to bloodborne pathogens?
- a. Treat all liquids as hazardous for HIV
  - b. Treat all blood and bodily fluids of patients as potentially infectious materials
  - c. Test all blood and unknown bodily fluids for HIV after spills
  - d. Label unknown liquids with hazard signs

**Answer: b. Treat all blood and bodily fluids of patients as potentially infectious materials**

# Knowledge Check

5. Hepatitis B is an inflammation of which body organ?
- a. Kidney
  - b. Lungs
  - c. Larynx
  - d. Liver

**Answer: d. Liver**

# Knowledge Check

6. In the event of an exposure incident, which following action should be taken first?
- a. Notify appropriate personnel
  - b. Wash the area thoroughly
  - c. Seek medical treatment
  - d. Complete an incident or accident report

**Answer: b. Wash the area thoroughly**

# Knowledge Check

7. Which of the following actions can help prevent exposure to bloodborne pathogens?
- a. Wearing latex gloves
  - b. Wearing goggles
  - c. Washing hands
  - d. All of the above

**Answer: d. All of the above**

# Knowledge Check

8. A vaccine is only available for which of the following major bloodborne pathogen viruses?
- a. HIV
  - b. Hepatitis B
  - c. Hepatitis C
  - d. No vaccines are available for any of the three major BBP viruses

**Answer: b. Hepatitis B**

# Knowledge Check

9. Which of the following are potential routes of entry for bloodborne pathogens?
- a. Mucous membranes of the eyes, nose, and mouth
  - b. Non-intact skin
  - c. Penetration by a contaminated sharp object
  - d. All of the above

**Answer: d. All of the above**