Health and Safety

MIOSHA Best Practices & State/Federal Regulations

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Operations: Health & Safety Requirements

Key Items for H&S Planning

-Job Safety Analysis
-PPE
-Hazard Communication & Global Harmonized System
-Safety Data Sheets
-Lockout Tagout
-Confined Space
-MIOSHA Poster Requirements
-Other Industry Best Practices
-MIOSHA Resources

Job Hazard/Safety Analysis

Operations: Health & Safety Requirements

JOB SAFETY ANALYSIS TRAINING GUIDE

Job Title:	Page: ___ of	JSA No.	Date:	___New ___Revised
Equipment:	Supervisor:		Analysis by:	
Department:	Approved by:			
Required Personal Protective Equipment (PPE):				

JOB STEPS	POTENTIAL HAZARDS	RECOMMENDED SAFE JOB PROCEDURES
Break down the job into its basic steps, e.g., what is done first, what is done next, and so on. You can do this by: 1. Observing the job 2. Discussing it with the operator 3. Drawing on your knowledge of job 4. A combination of the three Record the steps in their normal order of occurrence. Describe what is done, not the details of how it is done. Usually three or four words are sufficient to describe each basic job step. For example, the first basic job step in using a pressurized water fire extinguisher would be: 1. Remove the extinguisher from the wall bracket.	For each step, ask yourself what accidents could happen to the employee doing the job. You can get the answers by: 1. observing the job. 2. discussing it with the operator 3. recalling past accidents 4. a combination of the three Ask yourself; can he/she be struck by or contacted by anything; could they strike against or come in contact with anything; could the employee be caught in, on, or between anything; can they fall; be over exerted; or be exposed to anything injurious such as gas, radiation, welding rays, etc.? For example, acid burns, fumes.	For each potential accident or hazard, ask yourself what safeguards should be provided for the employee and how should the employee do the job step to avoid the potential accident, or what should they do or not do to avoid the accident. You can get your answers by: 1. observing the job for leads 2. discussing precautions with experienced job operators 3. drawing on your experience 4. a combination of the three Be sure to describe specifically the provided safeguards and precautions an employee must use. Don=t leave out important details. Number each separate recommended precaution with the same number you gave the potential accident (see center column) that the precaution seeks to avoid. Use simple do or don=t statements to explain recommended precautions as if you were talking to the employee. For example: Lift with your legs, not your back. Avoid generalities such as, Be careful, Be alert, Take caution, etc.

Trainee's Name:		Training Date:
Trainer's Name:		Trainer's Signature:
Four-Step Instruction Completed?	Prepare the Worker . . . . . Trainer's Initials Present the Operation . . . . . Trainer's Initials Try Out Performance . . . . . .Trainer's Initials Follow Up . . . . . .Trainer's Initials	
Comments:		

Personal Protective Equipment (PPE)

Operations: Health & Safety Requirements

Equipment worn to minimize exposure to a variety of hazards, such as: gloves, foot and eye protection, protective hearing devices (earplugs, muffs), hard hats, respirators and full body suits.

***IMPORTANT:**

ENGINEERING CONTROLS should always be FIRST PRIORITY, before PPE. Minimize hazards AT THE SOURCE!

STEEL TOE
CATERPILLAR

Operations: Health & Safety Requirements

Michigan OSHA Standard:

- "For any PPE that employees use within facility, there must be documentation about why that particular type is required or recommended."

  -Brian Kellogg - MIOSHA

- Initial assessment (Job Hazard Analysis)
- List dates & what PPE required/recommended

PPE Training Must Cover:

(Rule 3309)

- **When to use**
- **Which items**
- **How to properly wear**
- **PPE limitations**
- **Proper PPE care**
- **Demonstrated employee understanding of use**

Additional PPE Guidelines & Best Practices

- Proper fit, comfort
- Monitoring of use

Hazard Communication (HazCom)

(MIOSHA Part 92 General Industry Standard)

Hazard Communication

Q. What kind of Hazards?

A. Chemicals

Synthetic-Blend
HIGH PERFORMANCE
PETROMERICA
SAE 10W-30
PREMIUM MOTO
1.25 U.S. Gallon / 4.732L

GLYFOS X-TRA
HERBICIDE

SC Johnson
A Family Company
Raid
& Hornet
spas y Avispones
e Entire Nest!
el Nido Entero!
s up to 22 Feet!
& Hornets on Contact!
pas y Avispones al Contacto!
KEEP OUT OF REACH OF CHILDREN
CAUTION:
MANTENER FUERA DEL ALCANCE DE LOS NIÑOS
PRECAUCIÓN:

SC Johnson
A Family Company
Raid
Wasp & Hornet
Mata Avispas y Avispones
Kills the Entire Nest!
¡Mata el Nido Entero!
Sprays up to 22 Feet!
Kills Wasps & Hornets on Contact!
¡Mata Avispas y Avispones al Contacto!
KEEP OUT OF REACH OF CHILDREN
CAUTION:
MANTENER FUERA DEL ALCANCE DE LOS NIÑOS
PRECAUCIÓN:
NET WT. 14 OZ. (397 g)

Hazard Communication

Q. How do we know if they're hazardous?

A. Manufacturer SDSs

Operations: Health & Safety Requirements

MINTEK RESOURCES, INC.

MATERIAL SAFETY DATA SHEET

SECTION 1. PRODUCT IDENTIFICATION

Date: 01/01/10
Code: High Cal

Product Name	Distributor	Telephone
Calciment®	Mintek Resources, Inc.	937-431-0218 Office
	PO Box 340187	937-431-1305 Fax
	Beavercreek, OH 45434	800-424-9300 CHEMTREC

Chemical Name	Chemical Family
Calcium Oxide-Pozzolan Mixture	Lime/Cement

SECTION 2. TYPICAL COMPOSITION

Component	Formula	% Wt.	CAS No.	PEL
Calcium Carbonate	$CaCO_3$	0 - 90	1317-65-3	10 mg/m^3
Calcium Oxide	CaO	15-60	1305-78-8	2mg/m^3
Calcium Hydroxide	$Ca(OH)_2$	0 - 70	1305-78-8	5mg/m^3
Calcium Magnesium Carbonate	$CaMg(CO_3)_2$	0 – 50	16389-88-1	10mg/m^3
Crystalline Silica Quartz	$CaSO_4$	0 - 10	14808-60-7	0.1mg/m^3 (respirable)
Aluminum Oxide	Al_2O_3	0-15	1344-28-1	10mg/m^3
Ferric Oxide	Fe_2O_3	0-5	1309-37-1	15mg/m^3
Magnesium Oxide	MgO	0-5	1309-48-4	5mg/m^3
Sulfur	SO_3	0-10	7704-34-9	10mg/m^3

SECTION 3. HAZARD CLASSIFICATIONS

Overview: Contact can cause irritation to eyes, skin, respiratory system, and gastrointestinal tract. Contact may aggravate disorders of eyes, skin, gastrointestinal tract, and respiratory system.

Eyes: Can cause severe irritation or burning of eyes, including permanent damage.
Skin: Can cause severe irritation or burning of skin, especially in the presence of moisture.
Ingestion: Can cause severe irritation or burning of gastrointestinal tract if swallowed.
Inhalation: Can cause severe irritation of the respiratory system. Long-term exposure may cause permanent damage. This product is not listed by MSHA, OSHA, or IARC as a carcinogen, but this product may contain crystalline quartz silica, which has been classified by IARC as (Group 1) carcinogenic to humans when inhaled. Inhalation of silica can also cause a chronic lung disorder, silicosis.
Irritant: Eyes, mucous membranes, moist skin, respiratory tract.
Flammability: This product is not flammable or combustible.
Explosive: This product is not explosive in dust form.
Reactivity: May react violently with strong acids producing heat and possible steam explosion in confined space.
Symbols: WHMIS Symbol: "E" Corrosive Material; "D2A" Materials causing other toxic effects.

P.O. Box 340187
Beavercreek, OH 45434

Dispatch (937) 431-0218
Fax (937) 431-0254

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Ingestion: Can cause severe irritation or burning of gastrointestinal tract if swallowed.
Inhalation: Can cause severe irritation of the respiratory system. Long-term exposure may cause permanent damage. This product is not listed by MSHA, OSHA, or IARC as a carcinogen, but this product may contain crystalline quartz silica, which has been classified by IARC as (Group 1) carcinogenic to humans when inhaled. Inhalation of silica can also cause a chronic lung disorder, silicosis.
Irritant: Eyes, mucous membranes, moist skin, respiratory tract.
Flammability: This product is not flammable or combustible.
Explosive: This product is not explosive in dust form.
Reactivity: May react violently with strong acids producing heat and possible steam explosion in confined space.
Symbols: WHMIS Symbol: "E" Corrosive Material; "D2A" Materials causing other toxic effects.

Hazard Communication

Q. What kind of communication? **A. Info on hazards & protection**

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Engineering Controls:	Use ventilation and dust collection to control exposure to below applicable limits.
Respiratory Protection:	Wear NIOSH N-95 Dust Mask.
Eye Protection:	Eye protection (chemical goggles, safety glasses and/or face shield) should be worn where there is a risk of lime exposure. Contact lenses should not be work when working with lime products.
Hand Protection:	Use clean dry gloves.
Skin Protection:	Cover body with suitable clothes (long sleeves shirts and trousers). Use over the angle waterproof caustic resistant footwear.

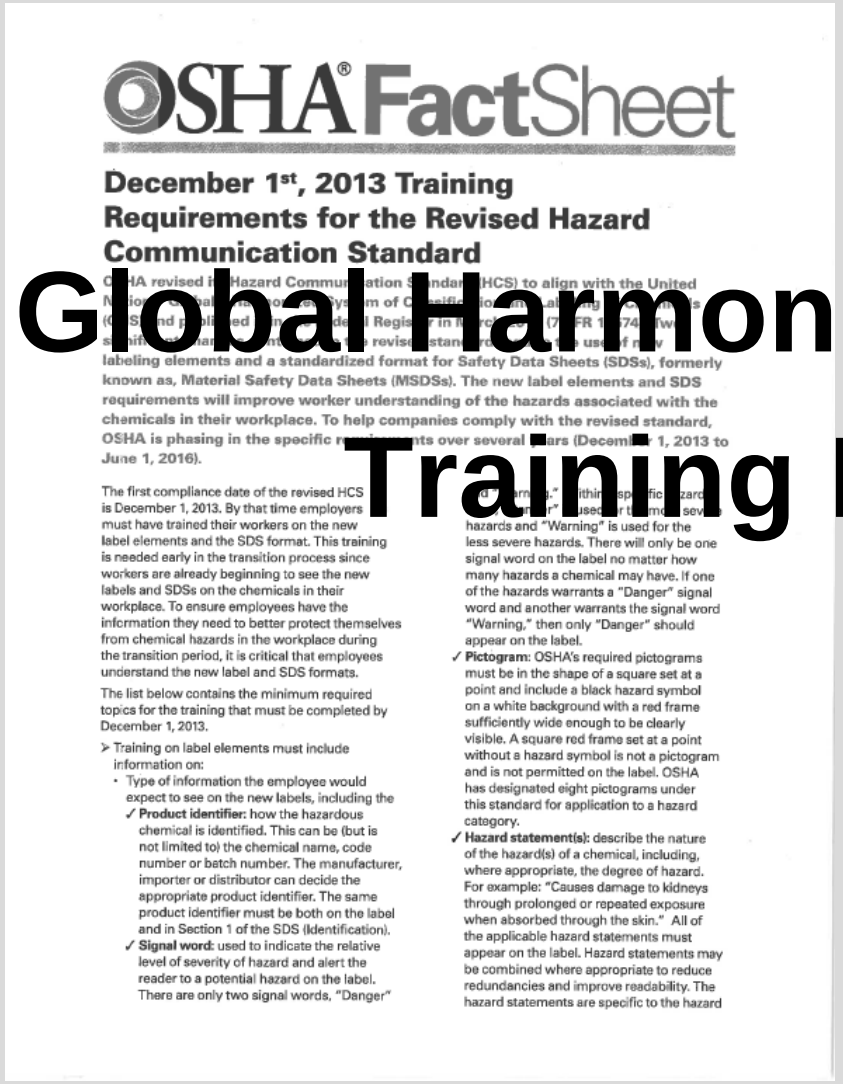
Hazard Communication

Q. Additional employer responsibilities

A. Written HazCom Program
Container Labeling
SDS Sheets
Training Program

Operations: Health & Safety Requirements

Global Harmonized System (GHS) Training Requirement



OSHA® FactSheet

December 1st, 2013 Training Requirements for the Revised Hazard Communication Standard

OSHA revised its Hazard Communication Standard (HCS) to align with the United Nations' Global Harmonized System of Classification and Labeling of Chemicals (GHS) and published a Federal Register in March 2012 (77 FR 17574). Two significant changes in the revised standard are the use of new labeling elements and a standardized format for Safety Data Sheets (SDSs), formerly known as, Material Safety Data Sheets (MSDSs). The new label elements and SDS requirements will improve worker understanding of the hazards associated with the chemicals in their workplace. To help companies comply with the revised standard, OSHA is phasing in the specific requirements over several years (December 1, 2013 to June 1, 2016).

The first compliance date of the revised HCS is December 1, 2013. By that time employers must have trained their workers on the new label elements and the SDS format. This training is needed early in the transition process since workers are already beginning to see the new labels and SDSs on the chemicals in their workplace. To ensure employees have the information they need to better protect themselves from chemical hazards in the workplace during the transition period, it is critical that employees understand the new label and SDS formats.

The list below contains the minimum required topics for the training that must be completed by December 1, 2013.

- Training on label elements must include information on:
  - Type of information the employee would expect to see on the new labels, including the
    - ✓ **Product identifier:** how the hazardous chemical is identified. This can be (but is not limited to) the chemical name, code number or batch number. The manufacturer, importer or distributor can decide the appropriate product identifier. The same product identifier must be both on the label and in Section 1 of the SDS (Identification).
    - ✓ **Signal word:** used to indicate the relative level of severity of hazard and alert the reader to a potential hazard on the label. There are only two signal words, "Danger" and "Warning." Within specific hazard [illegible] "Danger" is used for the most severe hazards and "Warning" is used for the less severe hazards. There will only be one signal word on the label no matter how many hazards a chemical may have. If one of the hazards warrants a "Danger" signal word and another warrants the signal word "Warning," then only "Danger" should appear on the label.
    - ✓ **Pictogram:** OSHA's required pictograms must be in the shape of a square set at a point and include a black hazard symbol on a white background with a red frame sufficiently wide enough to be clearly visible. A square red frame set at a point without a hazard symbol is not a pictogram and is not permitted on the label. OSHA has designated eight pictograms under this standard for application to a hazard category.
    - ✓ **Hazard statement(s):** describe the nature of the hazard(s) of a chemical, including, where appropriate, the degree of hazard. For example: "Causes damage to kidneys through prolonged or repeated exposure when absorbed through the skin." All of the applicable hazard statements must appear on the label. Hazard statements may be combined where appropriate to reduce redundancies and improve readability. The hazard statements are specific to the hazard classification categories, and chemical users should always see the same statement for the same hazards, no matter what the chemical is or who produces it.
    - ✓ **Precautionary statement(s):** means a phrase 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.
    - ✓ **Name, address and phone number of the chemical manufacturer, distributor, or importer**
  - How an employee might use the labels in the workplace. For example:
    - ✓ Explain how to [illegible] the label [illegible] used to [illegible] operators of hazardous chemicals.
    - ✓ Explain how the information on the label might be used to quickly locate information on first aid when needed by employees or emergency personnel.
  - General understanding of how the elements work together on a label. For example:
    - ✓ Explain that where a [illegible] hazards [illegible] are used to identify the various hazards. The employee should expect to see the appropriate pictogram for the corresponding hazard class.
    - ✓ Explain that when there are similar precautionary statements, the one providing the most protective information will be included on the label.
- Training on the format of the SDS must include information on:
  - Standardized 16-section format, including the type of information found in the various sections
    - ✓ For example, the employee should be instructed that with the new format, Section 8 (Exposure Controls/Personal Protection) will always contain information about exposure limits, engineering controls and ways to protect yourself, including personal protective equipment.
  - How the information on the label is related to the SDS
    - ✓ For example, explain that the precautionary statements would be the same on the label and on the SDS.

As referenced in Dr. Michaels' OSHA Training Standards Policy Statement (April 28, 2010) [illegible] OSHA [illegible] employees to [illegible] information in [illegible] and language [illegible] the employees can understand [illegible] employers customarily need to communicate work instructions or other workplace information to employees in a language other than English, they will also need to provide safety and health training to employees in the same manner. Similarly, if the employee's vocabulary is limited, the training must accommodate [illegible]. By the same token, if employees are not literate, telling them to read training materials will not satisfy the employer's training obligation.

OSHA's Hazard Communication website (http://www.osha.gov/dsg/hazcom/index.html) has the following QuickCards and OSHA Briefs to assist employers with the required training.

- Label QuickCard (English/Spanish)
- Pictogram QuickCard (English/Spanish)
- Safety Data Sheet QuickCard (English) (Spanish)
- Safety Data Sheet OSHA Brief
- Label/Pictogram OSHA Brief (to come)

This is one in a series of informational fact sheets highlighting OSHA programs, policies or standards. It does not impose any new compliance requirements. For a comprehensive list of compliance requirements of OSHA standards or regulations, refer to Title 29 of the Code of Federal Regulations. This information will be made available to sensory-impaired individuals upon request. The voice phone is (202) 693-1999; teletypewriter (TTY) number: (877) 889-5627.

For assistance, contact us. We can help. It's confidential.

OSHA® Occupational Safety and Health Administration

U.S. Department of Labor
www.osha.gov (800) 321-OSHA (6742)

DSG FS-3642 02/2013

GHS Main Points

Meaning of GHS

Differences in new format

Required elements in training

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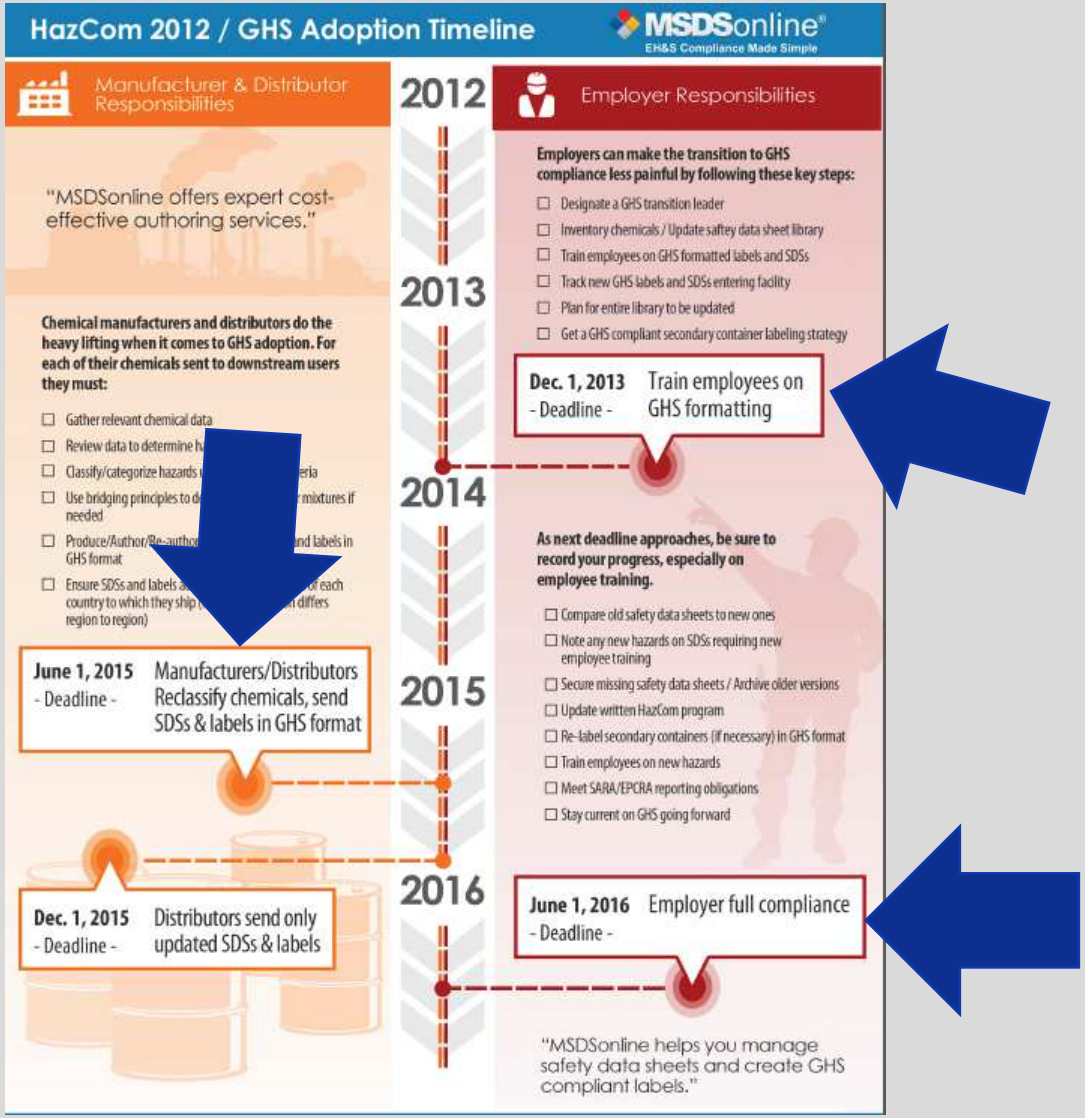

Operations: Health & Safety Requirements

GHS Training Options

Online Training Option http://www.clicksafety.com/osha/globally-harmonized-system-ghs-courses#

MIOSHA Training Calendar

Cosponsor	Date	Cost	City	Registration Information
Lansing Area Safety Council	1/14/2015	$120	Lansing	Phone (517) 394-4614 Fax: (517) 394-1117 Email: info@safetycouncil.org Register Online
Grand Valley State University	5/13/2015	$120	Holland	Phone: (616) 331-7180 Fax: (616) 331-7365 Register Online
M-TEC at Bay College	9/1/2015	$120	Escanaba	Phone: (906) 217-4106 Fax: (906) 217-1681 Email: mtec@baycollege.edu

Consultants in Michigan

Stephen J. Zeigle, ARM Zeigle Consulting Associates, Inc.
N495 Arbutus Drive Neillsville, WI 54456
Phone 715-743-3037 Fax 715-743-3038
steve@zca-usa.com www.zca-usa.com

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Safety Data Sheets (SDS)

Formerly, Material Safety Data Sheets (MSDS)

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SDS Main Points

- Comprehensive binder
- Accessibility
- Digital copies
- Review with employees
- Changes with 12/2013 GHS update
  - Title, sections, pictograms
  - Receiving SDS updates
  - Training requirements
  - Meeting timeline
- *Saving outdated sheets

Operations: Health & Safety Requirements

Posting Required SDS Notifications

This Workplace Covered by the Michigan Right To Know Law

Employers must make available for employees in a readily accessible manner, Safety Data Sheets (SDS)* for those hazardous chemicals in their workplace.

Employees cannot be discharged or discriminated against for exercising their rights including the request for information on hazardous chemicals.

Employees must be notified and given direction (by employer posting) for locating Safety Data Sheets and the receipt of new or revised SDS(s).

*When the employer has not provided a SDS, employees may request assistance in obtaining SDS from the:

Michigan Department of Licensing and Regulatory Affairs
Michigan Occupational Safety & Health Administration
General Industry Safety & Health Division
(517) 322-1831
Construction Safety & Health Division
(517) 322-1856
www.michigan.gov/miosha
MIOSHA/CET #2105 (Rev. 01/13)

MIOSHA

LARA

LICENSI
CUSTOM

S
V

Pers

LARA is ar

As Required by the Michigan Right To Know Law

TO BE POSTED THROUGHOUT THE WORKPLACE NEXT TO THE SAFETY DATA SHEETS (SDS) LOCATION POSTERS

New or Revised SDS

New or Revised	Receipt Date	Posting Date	Location of New or Revised SDS

LARA
LICENSING AND REGULATORY AFFAIRS
CUSTOMER DRIVEN. BUSINESS MINDED.

Michigan Department of Licensing and Regulatory Affairs
Michigan Occupational Safety & Health Administration
Consultation Education & Training Division
(517) 322-1809

Paid in part with
Federal OSHA funds.
MIOSHA/CET #2106 (Revised 01/13)

LARA is an equal opportunity employer/program.

MIOSHA

For further information visit our website at:
www.michigan.gov/miosha

Lockout-Tagout

(Control of Hazardous Energy)

Title 29 CFR Part 1910.147

Operations: Health & Safety Requirements

Definition:

- Safety procedures used during the servicing and maintenance of machines and equipment that prevent the unexpected start-up or the release of stored energy which could cause injury to employees.

- Hazardous energy accounts for **Nearly 10%** of the serious accidents in many industries.

SCARAB

Operations: Health & Safety Requirements

Requirements

- Establish a program
- Lockout devices
- Change in equipment
- Tagout (if cannot lockout)
- Energy control procedures
- Machine-appropriate, and up-keep
- Employee-specific
- Annual inspection
- Training

Operations: Health & Safety Requirements

Lockout/Tagout

OSHA FACT Sheet

What is the OSHA standard for control of hazardous energy sources?

The OSHA standard for *The Control of Hazardous Energy (Lockout/Tagout), Title 29 Code of Federal Regulations (CFR) Part 1910.147*, addresses the practices and procedures necessary to disable machinery or equipment, thereby preventing the release of hazardous energy while employees perform servicing and maintenance activities. The standard outlines measures for controlling hazardous energies—electrical, mechanical, hydraulic, pneumatic, chemical, thermal, and other energy sources.

In addition, 29 CFR 1910.333 sets forth requirements to protect employees working on electric circuits and equipment. This section requires workers to use safe work practices, including lockout and tagging procedures. These provisions apply when employees are exposed to electrical hazards while working on, near or with conductors or systems that use electric energy.

Why is controlling hazardous energy sources important?

Employees servicing or maintaining machines or equipment may be exposed to serious physical harm or death if hazardous energy is not properly controlled. Craft workers, machine operators, and laborers are among the 3 million workers who service equipment and face the greatest risk. Compliance with the lockout/tagout standard prevents an estimated 120 fatalities and 50,000 injuries each year. Workers injured on the job from exposure to hazardous energy lose an average of 24 workdays for recuperation.

How can you protect workers?

The lockout/tagout standard establishes the employer's responsibility to protect employees from hazardous energy sources on machines and equipment during service and maintenance.

The standard gives each employer the flexibility to develop an energy control program suited to the needs of the particular workplace and the types of machines and equipment being maintained or serviced. This is generally done by affixing the appropriate locked or tagout devices to energy-isolating devices and by de-energizing machines and equipment. The standard outlines the steps required to do this.

What do employees need to know?

Employees need to be trained to ensure that they know, understand, and follow the applicable provisions of the hazardous energy control procedures. The training must cover at least three areas: aspects of the employer's energy control program, elements of the energy control procedure relevant to the employee's duties or assignment, and the various requirements of the OSHA standards related to lockout/tagout.

What must employers do to protect employees?

The standard establishes requirements that employers must follow when employees are exposed to hazardous energy while servicing and maintaining equipment and machinery. Some of the most critical requirements from these standards are outlined below:

- Develop, implement, and enforce an energy control program.
- Use lockout devices for equipment that can be locked out. Tagout devices may be used in lieu of lockout devices only if the tagout program provides employee protection equivalent to that provided through a lockout program.
- Ensure that new or overhauled equipment is capable of being locked out.
- Develop, implement, and enforce an effective tagout program if machines or equipment are not capable of being locked out.

Lockout/Tagout

- Develop, document, implement, and enforce energy control procedures. [See the note to 29 CFR 1910.147(c)(4)(i) for an exception to the documentation requirement.]
- Use only lockout/tagout devices authorized for the particular equipment or machinery and ensure that they are durable, standardized, and substantial.
- Ensure that lockout/tagout devices identify the individual users.
- Establish a policy that permits only the employees who applied a lockout/tagout device to remove it. [See 29 CFR 1910.147(e)(3) for exception.]
- Inspect energy control procedures at least annually.
- Provide effective training as mandated for all employees covered by the standard.
- Comply with the additional energy control provisions in OSHA standards when machines or equipment must be tested or repositioned, when outside contractors work at the site, in group lockout situations, and during shift or personnel changes.

How can you get more information?

OSHA has various publications, standards, technical assistance, and compliance tools to help you, and offers extensive assistance through its many safety and health programs. workplace consultation, voluntary protection programs, grants, strategic partnerships, state plans, training and education. Guidance such as OSHA's *Safety and Health Management Program Guidelines* identify elements that are critical to the development of a successful safety and health management system. This and other information are available on OSHA's website at **www.osha.gov**.

- For a free copy of OSHA publications, send a self-addressed mailing label to this address: OSHA Publications Office, P.O. Box 37535, Washington, DC 20013-7535; or send a request to our fax at (202) 693-2498, or call us at (202) 693-1888.
- To file a complaint by phone, report an emergency, or get OSHA advice, assistance, or products, contact your nearest OSHA office under the "U.S. Department of Labor" listing in your phone book, or call us toll-free at **(800) 321-OSHA (6742)**. The site-impaired (TTY) number is (877) 889-5627.
- To file a complaint online or obtain more information on OSHA, federal and state programs, visit OSHA's website.

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U.S. Department of Labor
Occupational Safety and Health Administration
2002

Operations: Health & Safety Requirements

Confined Space

Operations: Health & Safety Requirements

Definition:

- Area not necessarily designed for people
- Large enough for workers to enter and perform certain jobs
- Limited or restricted means for entry or exit
- Not designed for continuous occupancy.

1075
NO SMOKING
FLAMMABLE PROPANE GAS

SCH 40
10.17.2012 10:48

THE BEAST
LCO

CAUTION
CONFINED
SPACE

Operations: Health & Safety Requirements

Important steps to evaluate whether space is a

- **Confined Space?**
- **Permit-Required Confined Space?**

Operations: Health & Safety Requirements

Name of Space		Date of Assessment:	
Location:		Space ID Number:	
Assessed by:		Signature:	

STEP 1	In order for a space to be designated as a "Confined Space" ALL of the following criteria must be met. Each answer must be YES.	YES	NO
1	Is the space large enough and configured so that an employee can bodily enter and perform assigned work?	☐	☐
2	Is there limited or restricted means of entry or exit?	☐	☐
3	Is the space not designed for continuous employee occupancy?	☐	☐

YES to ALL 3 statements above indicates the space is a Confined Space. Go to Step 2

NO to ANY of the 3 statements above and the space is not considered a Confined Space and no permit required. STOP

STEP 2	In order for a Confined Space to be designated as a Permit-Required Confined Space a "YES" answer to one of the following questons is required.	YES	NO
1	Contains or has the potential to contain a hazardous atmosphere from one or more of the following:	☐	☐
a	flammable gas, vapor or mist in excess of 10% of its lower flammable limit	☐	☐
b	airborne combustible dust at concentration that meets or exceeds its lower flammable limit	☐	☐
c	atmospheric oxygen concentration below 19.5% or above 23.5%	☐	☐
d	employee exposure to atmospheric conditions of substances in excess of their exposure limits	☐	☐
e	any other atmospheric condition that is immediately dangerous to life and health	☐	☐
2	Contains a material that has the potential to engulf an entrant.	☐	☐
3	Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or floor.	☐	☐
4	Contains any other recognized serious safety or health hazard. If yes, what is the hazard: _____	☐	☐

YES to ANY question in Step 2 above requires the space to be classified as a "Permit-Required Confined Space". Please review the items in Step 3 below.

NO to ALL of the statements in Step 2 above classifies the space as a "Non-Permit Required Confined Space".

STEP 3	Entry Classification
☐	Non-Permit Required Confined Space
☐	Permit-Required Confined Space entry per permit program 29 CFR 1910.146(d) through (k).
	Reminder: Consideration must be given to the work to be performed in the confined space prior to reclassification or alternate entry determination is made. Will the work create/introduce a new hazard? (i.e.: atmospheric, oxygen deficiency, physical, etc.)
☐	Reclassify Confined Space. 1) If the permit space poses no potential or actual atmospheric hazards and 2) if all hazards are eliminated without entry into the space, this space can be reclassified. (29 CFR 1910.146(c)(7)). If yes to both statements above, the space can be re-classified to a Non-Permit Required Confined Space.
☐	Alternative Entry Procedure - if the permit space only presents an actual or potential hazardous atmosphere and the employer can demonstrate that forced air ventilation alone can maintain safe entry, the alternate entry procedures can be used in 1910.146(c)(5). (Not to be used in our facility.)
☐	Rescue Team Required For Standby N/A

Comments (Atmospheric Hazards, Physical Hazards, Mechanical Hazards, Rescue Plan):

- Large enough and configured so that an employee can bodily enter and perform assigned work?
- Limited or restricted means of entry or exit?
- Space not designed for continuous employee occupancy?

ALL YES = CONFINED SPACE

- Potential to contain hazardous atmosphere from one of the following:
  - flammable gas, vapor, or mist in excess of 10% of its lower flammable limit?
  - -airborne combustible dust at concentration that meets or exceeds its lower flammable limit?
  - -atmospheric oxygen concentration below 19.5% or above 23.5%?
  - -employee exposure to atmospheric conditions of substances in excess of their exposure limits?
  - -any other atmospheric condition that is immediately dangerous to life and health?
- Contains a material that has the potential to engulf an entrant?
- Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or floor
- Contains any other recognized serious safety or health hazard

ONE YES = PERMIT-REQUIRED CONFINED SPACE

Operations: Health & Safety Requirements

If yes..

a Permit-Required Confined Space entry per permit program 29 CFR 1910.146(d) through (k) must be put in place.

MIOSHA Poster Requirements

Two Types Required

Operations: Health & Safety Requirements

MICHIGAN SAFETY AND HEALTH PROTECTION ON THE JOB

THE MICHIGAN OCCUPATIONAL SAFETY AND HEALTH ACT, 1974 P.A. 154, AS AMENDED, REQUIRES POSTING OF THIS DOCUMENT IN A CENTRAL AND CONSPICUOUS LOCATION. FAILURE TO DO SO MAY RESULT IN A PENALTY.

The Michigan Occupational Safety and Health Act (MIOSH Act), Act No. 154 of the Public Acts of 1974, as amended, provides job safety and health protection for Michigan employees through the maintenance of safe and healthful working conditions. Under the MIOSH Act and a state plan approved in September 1973 by the U.S. Department of Labor, the Michigan Department of Licensing and Regulatory Affairs is responsible for administering the Act. Department representatives conduct job site inspections and investigations to ensure compliance with the Act and with safety and health standards.

The contents of this poster describe many important provisions of the Act. These provisions apply equally to employers and employees in either private industry or the public sector.

EMPLOYER REQUIREMENTS: MIOSHA requires that each employer:

1. Furnish to each employee employment and a place of employment which is free from recognized hazards that are causing or are likely to cause death or serious physical harm to the employee.
2. Comply with promulgated rules and standards and with orders issued pursuant to the Act.
3. Post this and other notices and use other appropriate measures to keep his or her employees informed of their protection and obligations under the Act, including the provisions of applicable rules and standards.
4. Notify the Michigan Department of Licensing and Regulatory Affairs within 8 hours of any fatality, or the hospitalization of 3 or more employees suffering injury or illness from the same incident. Notification may be accomplished by calling 1-800-858-0397.
5. Make available to employees, for inspection and copying, all medical records and health data in the employer's possession pertaining to that employee.
6. Afford an employee an opportunity with or without compensation to attend all meetings between the Department of Licensing and Regulatory Affairs and the employer relative to any appeal of a citation by the employer.
7. Give the representative of employees the opportunity to accompany the department during the inspection or investigation of a place of employment and to prohibit the suffering of any loss of wages or fringe benefits or discriminate against the representative of employees for time spent participating in the inspection, investigation, or opening and closing conferences.
8. Provide personal protective equipment, at the employer's expense, when it is specifically required by a MIOSHA standard.
9. Not permit an employee, other than an employee whose presence is necessary to avoid, correct or remove an imminent danger, to operate equipment or engage in a process which has been tagged by the Department and which is the subject of an order issued by the Department identifying that an imminent danger exists.
10. To promptly notify an employee who was or is being exposed to toxic materials or harmful physical agents in concentrations or at levels which exceed those prescribed by a MIOSHA standard.

EMPLOYEE REQUIREMENTS: MIOSHA requires that each employee:

1. Comply with promulgated rules and standards and with orders issued pursuant to the Act.
2. Not remove, displace, destroy, or carry off a safeguard furnished or provided for use in a place of employment, or interfere in any way with the use thereof by any other person.

INSPECTIONS/INVESTIGATIONS: Inspections and investigations are conducted by trained personnel. The Act requires that an employer representative and a representative of employees be given an opportunity to accompany the department representative for the purpose of aiding in the inspection or investigation.

If a representative of employees does not participate, the department representative will consult with a number of employees concerning matters of safety or health in the place of employment.

COMPLAINTS: Employees and employee representatives who believe that an unsafe or unhealthful condition exists in their workplace have the right to request an inspection by giving written notice to the Department of Licensing and Regulatory Affairs. If a condition exists which may present an immediate danger, the Department should be notified in the most expedient manner without regard to a written notice. The names of complainants will be kept confidential and not revealed upon the request of the employee. Employees also have the right to bring unsafe or unhealthful conditions to the attention of the department representative during the conduct of an inspection or investigation.

The Act provides that employees may not be discharged or in any manner discriminated against for filing a complaint or exercising any of their rights under the Act. An employee who believes he or she has been discriminated against may file a complaint with the Michigan Department of Licensing and Regulatory Affairs within 30 days of the alleged discrimination.

The U.S. Department of Labor is monitoring the operation of the Michigan Occupational Safety and Health Administration (MIOSHA) to assure the effective administration of the state act. Any person may make a written complaint regarding the state administration of the state act directly to the Regional Office of OSHA, 230 South Dearborn, Chicago, Illinois 60604.

CITATIONS: If upon inspection or investigation the Department of Licensing and Regulatory Affairs believes that a requirement of the Act has been violated, a citation alleging such violation and setting a time period for correction will be issued to the employer. The citation must be prominently posted at or near the place of the alleged violation for three days or until the violation is corrected, whichever is later.

The Act provides for first instance penalties of up to $7,000 for a violation. Penalties of up to $7,000 per day may be assessed for failure to correct a violation within a proposed abatement period. Any employer who willfully or repeatedly violates the Act may be assessed penalties of up to $70,000 for each such violation. Employers may appeal the alleged citation, the proposed penalties or the abatement periods to the Department and to the Board of Health and Safety Compliance and Appeals. Employees may appeal the abatement period in a similar manner. Employees also may appeal to the Board of Health and Safety Compliance and Appeals any decision issued by the Department in response to an employer appeal.

Criminal penalties also are provided for in the Act. A person who knowingly makes a false statement or report pursuant to the Act upon conviction is punishable by a fine of up to $10,000 or may be imprisoned for not more than 6 months or both. Any willful violation resulting in death of an employee, upon conviction, is punishable by a fine of up to $10,000 or by imprisonment for not more than one year or both. A second conviction doubles the maximum monetary penalty and is punishable by imprisonment for up to three years.

VOLUNTARY ACTIVITY & COMPLIANCE ASSISTANCE: The act encourages employers and employees to reduce workplace hazards voluntarily.

The Michigan Department of Licensing and Regulatory Affairs offers limited on-site consultation assistance to employers to assist them in achieving compliance with occupational safety and health standards. Training specialists are available and can give advice on the correction of hazardous conditions and on the development of safety and health systems. Department staff are available to conduct seminars and training relative to occupational safety and health for both employer and employee groups. Requests for service should be addressed to the department at the address shown below.

The U.S. Department of Labor will continue to enforce federal standards governing maritime operations of long shoring, shipbuilding, ship breaking and ship repairing. These issues are not covered by the Michigan Plan for Occupational Safety and Health.

MORE INFORMATION:

Department of Licensing and Regulatory Affairs
Michigan Occupational Safety & Health Administration
7150 Harris Drive, Box 30643
Lansing, Michigan 48909-8143

THIS IS AN IMPORTANT DOCUMENT - DO NOT COVER!

MIOSHA Michigan Occupational Safety and Health Administration

MIOSHA Complaint Hotline..... 1-800-866-4674
Fatality Hotline 1-800-858-0397
Consultation and Training Assistance 1-517-322-1809

Additional information is available on our website at www.michigan.gov/miosha

LARA LICENSING AND REGULATORY AFFAIRS CUSTOMER DRIVEN. BUSINESS MINDED.

The Department of Licensing and Regulatory Affairs will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability, or political beliefs. If you need assistance with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your need known to this agency.
(10,000 copies printed at $705.54 or $0.07 per copy.)

MIOSHA/CET 2010 (5/11)

This Workplace Covered by the Michigan Right To Know Law

LARA LICENSING AND REGULATORY AFFAIRS
CUSTOMER DRIVEN. BUSINESS MINDED.

Employers must make available for employees in a readily accessible manner, Safety Data Sheets (SDS)* for those hazardous chemicals in their workplace.

Employees cannot be discharged or discriminated against for exercising their rights including the request for information on hazardous chemicals.

Employees must be notified and given direction (by employer posting) for locating Safety Data Sheets and the receipt of new or revised SDS(s).

***When the employer has not provided a SDS, employees may request assistance in obtaining SDS from the:**

Michigan Department of Licensing and Regulatory Affairs
Michigan Occupational Safety & Health Administration
General Industry Safety & Health Division
(517) 322-1831
Construction Safety & Health Division
(517) 322-1856
www.michigan.gov/miosha
MIOSHA/CET #2105 (Rev. 01/13)

MIOSHA Michigan Occupational Safety and Health Administration

SDS(s) For This Workplace Are Located At

Location(s)

Location(s)

Person(s) responsible for SDS(s)

Phone

LARA is an equal opportunity employer/program.

As Required by the Michigan Right To Know Law

TO BE POSTED THROUGHOUT THE WORKPLACE NEXT TO THE SAFETY DATA SHEETS (SDS) LOCATION POSTERS

New or Revised SDS

New or Revised	Receipt Date	Posting Date	Location of New or Revised SDS

LARA LICENSING AND REGULATORY AFFAIRS CUSTOMER DRIVEN. BUSINESS MINDED.

Michigan Department of Licensing and Regulatory Affairs
Michigan Occupational Safety & Health Administration
Consultation Education & Training Division
(517) 322-1809

Paid in part with Federal OSHA funds.
MIOSHA/CET #2106 (Revised 01/13)

LARA is an equal opportunity employer/program.

MIOSHA Michigan Occupational Safety and Health Administration

For further information visit our website at: *www.michigan.gov/miosha*

Additional Safety Posters

Free

Order up to 5

Many Topics:

- Forget to Wear Your Hard Hat You May Never Live to Tell About it
- Remember Machines Don't Think
- How Most Fire Extinguishers Work
- Lockout Poster
- Safety First Poster
- Watch Where You Step
- Chock'Em
- Lift Safety Poster
- Put Your Best Foot Forward/Wear Safety Shoes
- You're Important To Us/We're Important to You so Practice Off-the-job Safety as Well;
- Heavy Load (Lifting)

Operations: Health & Safety Requirements

Michigan Occupational Safety and Health Administration

Safety Posters

This form may be used to order CET publications via e-mail. Please complete the entire form.

= Required Field

CET Form Number	Posters	Limit	Quantity
0155	Information for Employers (MIOSHA Poster List)	5	0
0301	Forget to Wear Your Hard Hat You May Never Live to Tell About it	5	0
0301s	Olvidese De Ponerse Du Casco Y Usted No Podria Vivir Para Contarl	5	0
0302	Remember Machines Don't Think	5	0
0303	Scaffold Safety	5	0
0304	How Most Fire Extinguishers Work	5	0
0304s	Como La Mayoria de Los Extinguidores de Fuego Trabajan	5	0
0305	Lockout Poster	5	0
0305s	Ciérrelo Fuera! Salve Una Vida	5	0
0306	Safety First Poster	5	0
0306s	La Seguridad Primero	5	0
0307	Watch Where You Step	5	0
0308	Chock'Em	5	0
0309	Don't Learn Safety Accidentally	5	0
0311	Lift Safety Poster	5	0
0312	Be Prepared Seconds Can Save Lives	5	0
0312s	Estér Preparado! Segundos Pueden Salvar Vidas (Be Prepared! Seconds Can Save Lives	5	0
0313	Put Your Best Foot Forward/Wear Safety Shoes	5	0
0314	You're Important To Us/We're Important to You so Practice Off-the-job Safety as Well	5	0
0315	Heavy Load (Lifting)	5	0
0316	Don't Take Shortcuts on the Job	5	0
0317	Tongue Guards & Tool Rests on Grinders	5	0
0319	DANGER Restricted Zone Wall Unstable in Wind	5	0
0321	DANGER - NO SMOKING OR OPEN FLAMES	5	0
0322	DANGER Permit-Required Confined Space	5	0
0323	DANGER - Energized Electrical Power Circuit	5	0
0324	DANGER - HARD HAT AREA	5	0
0325	DANGER - DO NOT ENTER	5	0
2010	MIOSHA Poster (Michigan Safety and Health Protection on the Job)	5	0
2010S	MIOSHA Poster (Michigan Safety and Health Protection on the Job) (Spanish)	5	0
2105	SDS Location Poster	5	0
2106	New or Revised SDS Poster	5	0
WHD 9904	General Requirements of the Minimum Wage Law of 1964	5	0
		TOTAL:	

*NOTE: If we are temporarily out of item(s) requested you will receive an e-mail response indicating such and a request that you reorder at a later date. There is no copyright on any of the CET materials, duplications can be made.

Java must be enabled to utilize this page. Many smart phones do not have this option and are not recommended for use on this page

NUMBER of EMPLOYEES:

CURRENT DATE: Calendar

NAME:

ORGANIZATION:

Mailing Address:

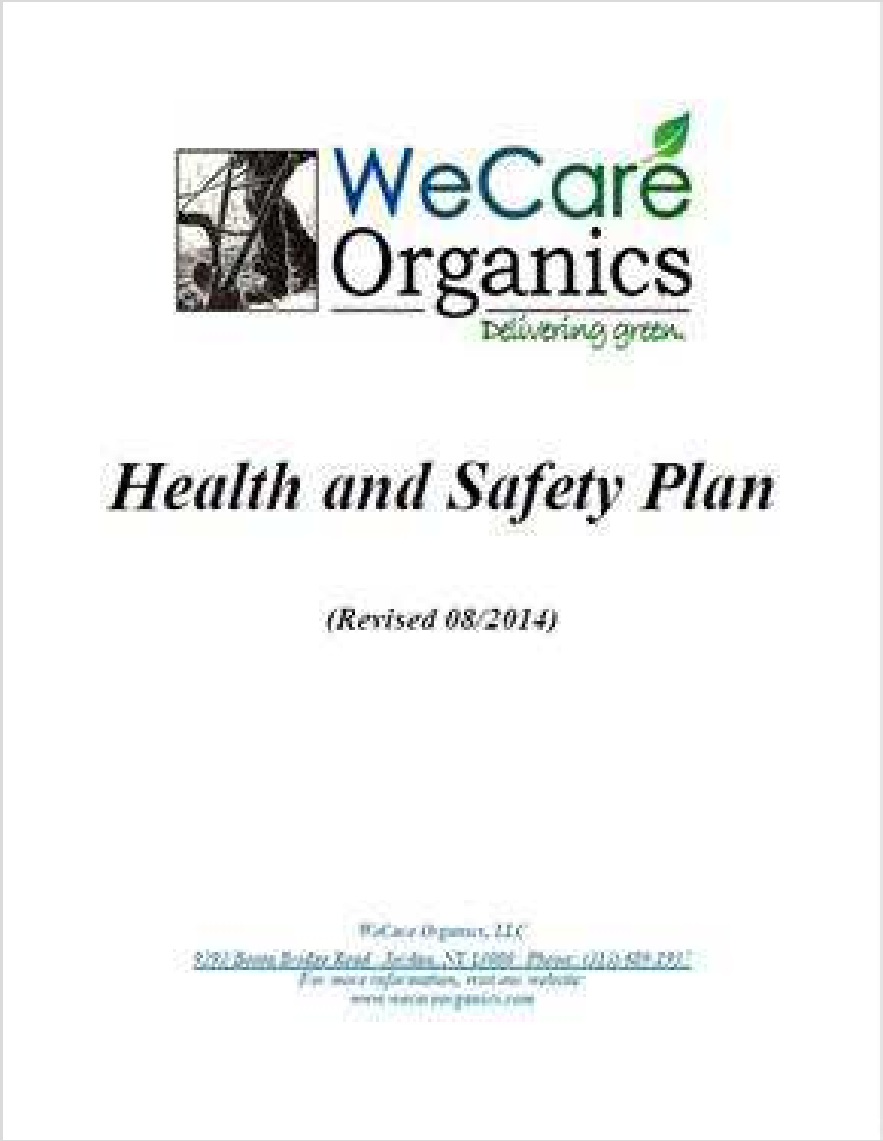
City, State, Zip: MI

Phone No: - -

E-MAIL ADDRESS:

Other Safety Suggestions & Best Practices

Operations: Health & Safety Requirements



WeCare Organics

Delivering green.

Health and Safety Plan

(Revised 08/2014)

WeCare Organics, LLC
[illegible]
For more information, visit our website:
www.wecareorganics.com

Emergency Action Plan / Fire Prevention Plan

Requirements

eCare
ganics
Delivering green.

Rikers Safety Committee Meeting Agenda

Tuesday, March 25, 2014

of February 2014 Meeting

afety Updates

on-site training in April

1. Emergency Action Plan
2. Lock-out/Tag-out
3. Fire Prevention

III. Recent H&S Issues and Activity

A. *OSHA 10-Hr Training*

IV. Open Discussion

A. *Current Issues/Concerns?*

B. *Suggestions for improvements?*

V. Conclusion

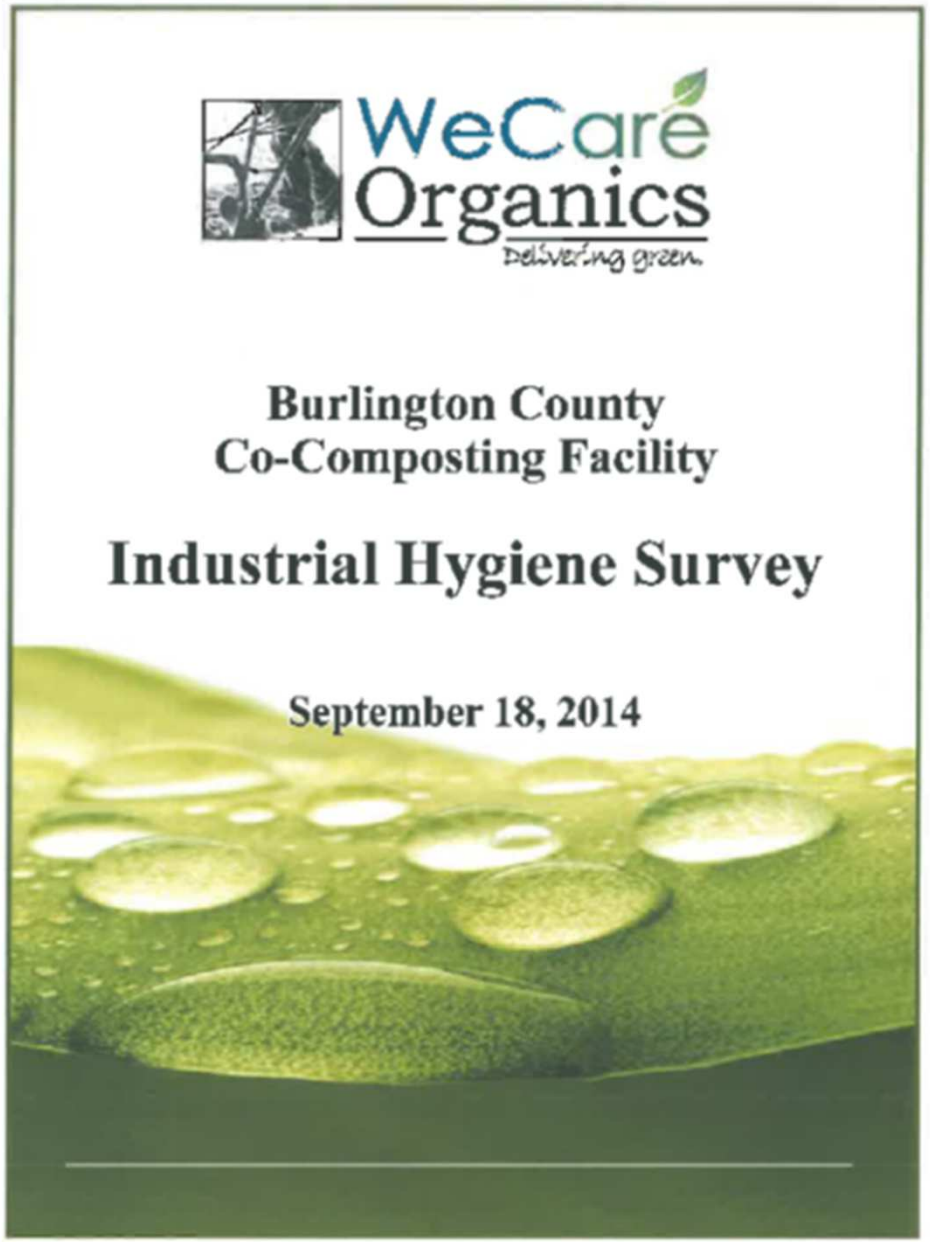
A. *Set next meeting date*

9293 Bonta Bridge Road · Jordan, New York 13080 · Office: 315-689-1937 · Fax: 315-689-1996
www.wecareorganics.com

Operations: Health & Safety Requirements

Additional

- Safety Training during Hiring process
- First Aid/CPR
- Hot Work Training
- OSHA 10-Hour
- Tag & Tape tools
- OSHA 300 Log

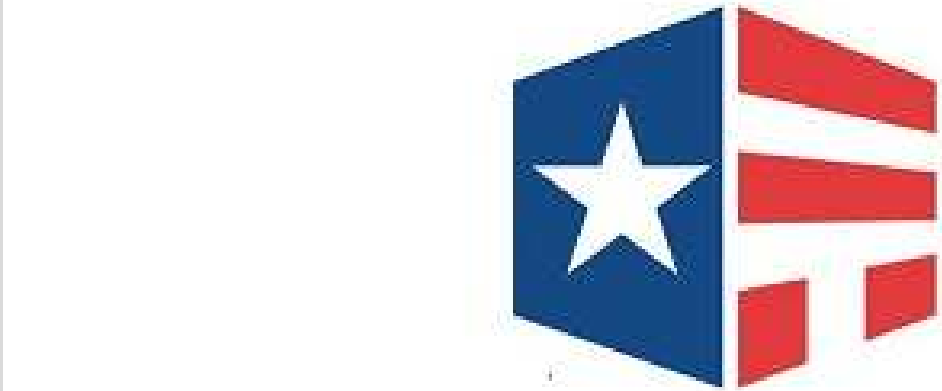


& Safety Requirements

Covered:

- Ammonia
- Dust
- Metals
- Hydrogen Sulfide
- Noise

Operations: Health & Safety Requirements



SHARP

Safety & Health Achievement Recognition Program

Consultation: An OSHA Cooperative Program

MIOSHA Resources

1. MIOSHA DVD Training Videos

Operations: Health & Safety Requirements

MIOSHA

Michigan Occupational Safety & Health (MIOSHA)

DVD & VHS Video Library Catalog

Video Loan Process

Link to New Titles

The Michigan Occupational Safety and Health Administration (MIOSHA), Consultation Education and Training (CET) Division, provides training video loan services through the following division:

MIOSHA Videos
7707 Rickle Street, P.O. Box 30677
Lansing, Michigan 48909-8177

E-Mail: mioshavideos@michigan.gov or
Fax No. 517.322.3219
Telephone 517.322.2633

- There are no user fees assessed for the use of the training videos borrowed. However, the borrower is responsible for items borrowed and for paying the return shipment and insurance cost via an express package service. As the materials are loaned under special permission from vendors, it is strictly forbidden to copy and distribute these materials.
- All requests are handled on a first-come-first-served basis. Requests must be received at least 5 working days (Monday through Friday) in advance of the date by which the borrower needs the videos.
- Requests should be made directly to LESS at the above address. Use the order form provided. The shipping address given must be other than a post office box because shippers will not deliver materials to a post office box.
- Reservations may not be made more than six months in advance of the showing date.
- There is a limit of five items which can be borrowed for any one show date.
- There is a ten-day loan period limit. Borrowers who do not return materials on time will receive a written reminder. Borrowing privileges will be cancelled after the third late return.
- A borrower who does not return materials or who returns materials incomplete or damaged will be billed for the cost of replacing the missing/damaged items. Replacement costs for a video are determined by the actual cost of replacing it – generally between $300 and $500 per video. Failure to pay for replacement will lead to cancellation of borrowing privileges.
- Videos are copyrighted and cannot be duplicated.
- When returning videos, they must be addressed to the street address below:
  MIOSHA
  Technical Services Division (TSD)
  Laboratory and Equipment Services Section (LESS)
  7707 Rickle Street, P.O. Box 30677
  Lansing, Michigan 48909-8177
- Questions regarding this training video lending service may be directed to:
  MIOSHA
  Consultation Education and Training Division
  7150 Harris Dr., P.O. Box 30643
  Lansing, Michigan 48909-8143
  (517) 322-1809

New DVD Titles

- Active Shooter and Workplace Violence (#1080)
- Don't Be a Dummy About Industrial Safety (#1081)
- Electrical Safety for Everyone (concise) (#1076)
- Electrical Safety for Everyone (#1079)
- Electrical Safety for the Qualified Worker (concise) (#1078)
- Electrical Safety for the Qualified Worker (#1077)
- Housekeeping Safety: Making Beds Safely (#1082)
- Lethal Strike – Procedures for Properly Managing Injection Injuries (#1083)
- Lifting Safely: Cranes, Chains, Slings and Hoists (#1084)
- Overhead Crane Safety (#1085)
- Tractor Safety (#1086)
- Workplace Harassment in Industrial Facilities (#1087)

Listing by:

- Titles by Subject
- Alphabetical Listing
- Spanish Videos

Link to Order Form

www.michigan.gov/mioshavideos

Operations: Health & Safety Requirements

Relevant Training Topics

- Accidents
- Communication
- Ergonomics
- Fire Safety
- Hand Protection
- Heat
- Job Safety Analysis
- Machinery & Equipment
- Respirator Safety
- Safety Talks
- Tools
- Accident Investigation
- Bloodborne Pathogens
- Confined Spaces
- Electricity
- Eye Protection
- General Safety
- Hazard Communication
- Personal Side of Safety
- Shop Safety
- Welding
- Safety Attitudes
- Chemicals
- Emergency Response
- Falls
- Hearing Protection
- Human Factors in Safety
- Ladder Safety
- PPE
- Safety Management

www.michigan.gov/mioshavideos

2. MIOSHA Safety Consultants

Operations: Health & Safety Requirements

Karen O'Dell – Ann Arbor Safety Consultant; odellk@michigan.gov; 248-349-4051

Brian Kellogg – Flint MI Safety Consultant; Kelloggb1@michigan.gov; 989-486-8216

- **Available to assist, answer questions for your facility**
- **Can make visits to discuss current practices and any needed improvements**
- **Not a regulatory visit; also confidential**
- **Can also help managers navigate through MIOSHA information on webpage**

Thank You

Contact Info:

Chris Franklin

Director, Environmental Health & Safety

WeCare Organics, LLC

(518) 522-2127

CFranklin@WeCareOrganics.com