Health and Safety

MIOSHA Best Practices & State/Federal Regulations

Chris Franklin
Director, Environmental Health & Safety
WeCare Organics, LLC
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**

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**JOB SAFETY ANALYSIS TRAINING GUIDE**

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Page: ___ of ___</th>
<th>JSA No.</th>
<th>Date:</th>
<th>___New ___Revised</th>
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<td>Equipment:</td>
<td>Supervisor:</td>
<td>Analysis by:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department:</td>
<td>Approved by:</td>
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</table>

**Required Personal Protective Equipment (PPE):**

**JOB STEPS**

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.

**POTENTIAL HAZARDS**

For each step, ask yourself what accidents could happen to the employee doing the job. You can get the answers by:

1. Observed 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 overexerted; or be exposed to anything injurious such as gas, radiation, welding rays, etc.? For example, acid burns, fumes.

**RECOMMENDED SAFE JOB PROCEDURES**

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?**

<table>
<thead>
<tr>
<th>Prepare the Worker</th>
<th>Trainer’s Initials</th>
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</thead>
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<tr>
<td>Present the Operation</td>
<td>Trainer’s Initials</td>
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<tr>
<td>Try Out Performance</td>
<td>Trainer’s Initials</td>
</tr>
<tr>
<td>Follow Up</td>
<td>Trainer’s Initials</td>
</tr>
</tbody>
</table>

**Comments:**
Personal Protective Equipment (PPE)
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!
Operations: Health & Safety Requirements

Common Composting & General Industry PPE
Operations: Health & Safety Requirements

Additional PPE
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
Operations: Health & Safety Requirements

Additional PPE Guidelines & Best Practices

- Proper fit, comfort
- Monitoring of use
Hazard Communication (HazCom)
(MIOSHA Part 92 General Industry Standard)
Operations: Health & Safety Requirements

Hazard Communication

Q. What kind of Hazards?  A. Chemicals
Q. How do we know if they’re hazardous?

A. Manufacturer SDSs
# Operations: Health & Safety Requirements

## MATERIAL SAFETY DATA SHEET

**SECTION 1. PRODUCT IDENTIFICATION**

**Product Name:** Calcium Oxide

**Distributor:** MinTek Resources, Inc.

**Telephone:** 800-436-8300 CEMTEK

**Chemical Name:** Calcium Oxide

**Class of Family:** Lime Cement

## SECTION 2. TYPICAL COMPOSITION

<table>
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<th>Component</th>
<th>Formula</th>
<th>% Wt.</th>
<th>CAS No.</th>
<th>PEL</th>
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<tr>
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<td>CaCO₃</td>
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## 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.

**Pneum:** 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.

**Inhalation:** Can cause severe irritation or burning of the respiratory tract if swallowed.

**Irritation:** Can cause severe irritation of the respiratory system. Long-term exposure may cause permanent damage. This product may contain crystalline quartz silica, which has been identified by IARC as (Strong 1) carcinogenic to humans when inhaled. Absorption of silica can also cause a chronic lung disorder, silicosis.

**Fire-Explosion:** This product is not flammable or combustible.

**Hazard:** May react violently with strong acids producing heat and possible steam explosion in confined space.

**Symbols:** "" HMIS: 1 1 1 CEMENT MATERIAL: ""DIA"" Materials causing other toxic effects.

**F.O. Box:** 840187

**Beaver Creek, OH 45434**
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.  
Hazard Communication

Q. What kind of communication?  A. Info on hazards & protection
**Operations: Health & Safety Requirements**

**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 Fact Sheet

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

The new Hazard Communication Standard (HCS) as of December 1, 2013, by that date employers must have trained their workers on the new hazard labels 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 needed to work safely, employers are required to provide training to their employees 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 hazard elements must include information on:
  - Type of information the employee would expect to see on the new labels, including:
    - Classification categories, and chemical users should always see the same statement for the same hazards, no matter what the industry is or who produces it.
    - Precautionary statements: 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 manufacturers, distributors, or importers.
  - Showing employees the appropriate pictograms 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:
    - Standardized 16-section format, including the type of information found in the various sections.

- For example, the employee should be instructed that in the new format, Section 8 Exposure Controls/Personal Protective Equipment will always contain information about exposure limits, engineering controls and the use of personal protective equipment. If the occupational exposure limit is lower than the permissible exposure limit, this must be included in the section.

- Employees should be informed that the information on the label might be used to quickly locate information on first aid when needed by employees or trained responders.
- Employees must be informed that they need to read the label and SDS, understand it, and follow the procedures set forth.
- It must be made clear that employees who fail to follow the instructions on the label and SDS will not be permitted to continue work.
- Employers can provide the following QuickCard and OSHA Brief to assist employees with the required training:
  - Label QuickCard (English/Spanish)
  - Pictogram DataCard (English/Spanish)
  - SDS DataSheet QuickCard (English/Spanish)
  - Safety Data Sheet OSHA Brief
  - Lab/Pigment 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 requirement. For a comprehensive list of compliance requirements of OSHA standards or regulations, refer to Title 29 of the Code of Federal Regulations.

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

Meaning of GHS

Differences in new format

Required elements in training
**Operations: Health & Safety Requirements**

**HazCom 2012 / GHS Adoption Timeline**

**Manufacturer & Distributor Responsibilities**

- MSDSonline offers expert cost-effective authoring services.

**2012**

- Train employees on GHS formatting
- Train employees on GHS formatting
- Distributors send only updated SDSs & labels
- June 1, 2015 - Deadline

**2013**

- June 1, 2015 - Manufacturer/Distributors reclassify chemicals, send SDSs & labels in GHS format
- Dec. 1, 2013 - Deadline

**2014**

- As each deadline approaches, be sure to record your progress, especially on employee training.

**2015**

- June 1, 2016 - Employer full compliance - Deadline

- MSDSonline helps you manage safety data sheets and create GHS compliant labels.

**2016**

- MSDSonline offers expert cost-effective authoring services.
Operations: Health & Safety Requirements

GHS Training Options


MIOSHA Training Calendar

<table>
<thead>
<tr>
<th>Cosponsor</th>
<th>Date</th>
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<td>Lansing Area Safety Council</td>
<td>1/14/2015</td>
<td>$120</td>
<td>Lansing</td>
<td>Phone (517) 394-4614 Fax: (517) 394-1117 Email: <a href="mailto:info@safetycouncil.org">info@safetycouncil.org</a> Register Online</td>
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<tr>
<td>Grand Valley State University</td>
<td>5/13/2015</td>
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<td>Holland</td>
<td>Phone: (616) 331-7180 Fax: (616) 331-7365 Register Online</td>
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<tr>
<td>M-TEC at Bay College</td>
<td>9/1/2015</td>
<td>$120</td>
<td>Escanaba</td>
<td>Phone: (906) 217-4106 Fax: (906) 217-1681 Email: <a href="mailto:mtec@baycollege.edu">mtec@baycollege.edu</a></td>
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Consultants in Michigan

N495 Arbutus Drive Neillsville, WI 54456
Phone 715-743-3037 Fax 715-743-3038
[steve@zca-usa.com](mailto:steve@zca-usa.com) [www.zca-usa.com](http://www.zca-usa.com)
Safety Data Sheets (SDS)

Formerly, Material Safety Data Sheets (MSDS)
Operations: Health & Safety Requirements

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
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) 322-1631
Construction Safety & Health Division
(517) 322-1856
www.michigan.gov/miosh

MIOSHA/CET #2105 (Rev. 01/13)

LARA is at

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

<table>
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<th>Receipt Date</th>
<th>Posting Date</th>
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LARA is an equal opportunity employer/program.

For further information visit our website at:
www.michigan.gov/miosh
Lockout-Tagout

(Control of Hazardous Energy)

Title 29 CFR Part 1910.147
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.
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

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), 29 CFR 1910.147, addresses the practices and procedures necessary to disable machinery or equipment, thereby preventing the release of hazardous energy while employees perform maintenance and/or repair activities. The standard outlines measures for controlling hazardous energies—electrical, mechanical, hydraulic, pneumatic, chemical, thermal, and other energy sources.

In addition, 29 CFR 1910.133 sets forth requirements to protect employees working on electric circuits and equipment. The section requires workers to use safe work practices, including lockout and tagging procedures. These procedures apply when employees are exposed to electrical hazards while working on or near conductors or systems that use electric energy.

Why control hazardous energy sources?

Employees servicing or maintaining machines or equipment may be exposed to serious physical harm or death if hazardous energy is not properly controlled. OSHA workers, machinery operators, and technicians are among the 3 million workers who service equipment and face the greatest risk. Compliance with the lockout/tagout standard prevents an estimated 220 fatalities and 50,000 injuries each year. Workers injured on the job from exposure to hazardous energy cause an average of 24 workplace fatalities.

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.

- Develop, implement, and enforce an energy control program.
- Lock out or tag out machinery and equipment that can be lockout or tagout.
- Inspect devices that can be locked out or prevent unauthorized use of the machinery.
- Develop, implement, and enforce an effective energy control program on machinery and equipment.

Lockout/Tagout

- Develop, document, implement, and enforce energy control procedures. [See the lockout and tagout standard, 29 CFR 1910.147(a)(2)(iii) for details on the documentation requirements.]
- Use the lockout/tagout devices provided by the manufacturer of the equipment or machinery, or by an independent qualified person.
- Ensure that lockout devices are readily identifiable.
- Establish procedures for the safe use of lockout and tagout devices, including the removal of power sources from machinery and equipment.
- Ensure that lockout devices identify the authorized users.
- Include a policy that permits the employees who removed a lockout device to review it. [See 29 CFR 1910.147(b)(3)(g) for exceptions.]
- Implement energy control procedures at least annually.
- Provide periodic training as required by all employees covered by the standard.
- Include in the training the additional emergency control provisions in OSHA standards which, in the event of a machinery or equipment failure, must be broken or removed, when necessary to maintain critical operations.

OSHA Fact Sheet

Lockout/Tagout

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Confined Space
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.
Important steps to evaluate whether space is a

• Confined Space?

• Permit-Required Confined Space?
Operations: Health & Safety Requirements

- 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 condition that is immediately dangerous to life and health?

ONE YES = PERMIT-REQUIRED CONFINED SPACE
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
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.

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<td>You’re Important To Us/We’re Important to You so Practice Off-the-job Safety as Well</td>
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<td>Don’t Take Shortcuts on the Job</td>
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<td>Tongue Guards &amp; Tool Rests on Grinders</td>
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<td>0319</td>
<td>DANGER Restricted Zone Wall Unstable in Wind</td>
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<td>0321</td>
<td>DANGER - NO SMOKING OR OPEN FLAMES</td>
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<td>DANGER Permit-Required Confined Space</td>
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<td>0323</td>
<td>DANGER - Energized Electrical Power Circuit</td>
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<td>0324</td>
<td>DANGER - HARD HAT AREA</td>
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<td>DANGER - DO NOT ENTER</td>
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<td>MOSHA Poster (Michigan Safety and Health Protection on the Job) (Spanish)</td>
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<td>SDS Location Poster</td>
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<td>2106</td>
<td>New or Revised SDS Poster</td>
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<td>WWH 9904</td>
<td>General Requirements of the Minimum Wage Law of 1964</td>
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**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.
Other Safety Suggestions & Best Practices
Operations: Health & Safety Requirements

Health and Safety Plan

(Revised 08/2014)

WeCare Organics, LLC
5238 Route Bridge Road, Lockport, NY 14094
Phone: (716) 232-2595
For more information, visit our website:
www.wecareorganics.com
Emergency Action Plan
/ Fire Prevention Plan
Requirements

Safety Committee Meeting Agenda
Tuesday, March 25, 2014

I. Opening of February 2014 Meeting
II. Safety Updates
   - On-site training in April
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

SAFETY COMES FIRST
Additional

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

Covered:

- Ammonia
- Dust
- Metals
- Hydrogen Sulfide
- Noise
MIOSHA Resources
Operations: Health & Safety Requirements

1. MIOSHA DVD Training Videos
Michigan Occupational Safety & Health (MIOSHA)

DVD & VHS Video Library Catalog

Video Loan Process

The Michigan Occupational Safety and Health Administration (MIOSHA), Constitution 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
Fax No. 517.322.3219
Telephone 517.322.3013

- 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 directed 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.

New DVD Titles
- Active Shooter and Workplace Violence (#1080)
- Don't Be a Dummie About Industrial Safety (#1081)
- Electrical Safety for Everyone (concrete) (#1079)
- Electrical Safety forEveryone (#1079)
- Electrical Safety for the Qualified Worker (concrete) (#1078)
- Electrical Safety for the Qualified Worker (#1077)
- Overhead Crane Safety: Making Both Safety (#1082)
- Lifting Safety: Cranes, Chains, Slings and Hooks (#1084)
- Overhead Crane Safety (#1085)
- Tractor Safety (#1086)
- Workplace Harassment in Industrial Facilities (#1087)

Listing by:
- Titles by Subject
- Alphabetical Listings
- Spanish Videos

www.michigan.gov/mioshavideos
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
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