

WEST UNION TRENCHING SAFETY AND HEALTH PROGRAM



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Scope and Application

This procedure outlines responsibilities for Occupational Safety and Health and provides general safety requirements. The objective of the Program is to prevent losses to employees and the organization.

Mission:

- To provide a safe and healthful work environment for all employees
- To be a productive, responsible organizational citizen and the employer of choice in our industry

Goals:

- Develop an accident-free work environment, which is safe, clean and productive for our employees
- Minimize our workers' compensation insurance costs to enhance the organization's profitability
- Provide continual training to employees and management such that an understanding of hazards and respective safety requirements are established and supported
- Develop, implement and manage effective loss prevention programs to assure a safe, healthful and productive workplace, and compliance with applicable state and federal regulations
- Encourage the responsibility and participation of all employees and management in the organization's loss prevention efforts

Implementation

The procedure is applicable to all operations and employees. For this facility and operation, the following person is responsible for the implementation of the program:

Blake W. Gamm, Safety Director

Managers and supervisors are responsible for implementing and maintaining the IIP Program in their work areas and for answering worker questions about the IIP Program. A copy of this IIP Program is available from each manager and supervisor.

All workers, including managers and supervisors, are responsible for complying with safe and healthful work practices. Our system of ensuring that all workers comply with these practices includes the following practices:

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- Informing workers of the provisions of our IIP Program; training each worker in the hazards and respective controls associated with their work area through the use of Job Safety Analyses and Safety Observations
- Evaluating the safety performance of all workers through the continual observation and coaching of staff and completion and review of monthly Safety Observations
- Recognizing employees who perform safe and healthful work practices
- Providing training and increased Safety Observation and Coaching to workers whose safety performance is deficient
- Disciplining workers for failure to comply with safe and healthful work practices

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 communication system includes the following items:

- New worker orientation including a discussion of safety and health policies and procedures
- Review of our IIP Program
- Training programs covering the respective JSA, and applicable safety training from other programs
- Regularly scheduled safety meetings
- Posted and distributed safety information
- A system for workers to anonymously inform management about workplace hazards

Applicable documents include:

- Injury Illness Prevention Program/ Safety and Health Program
- Safety Work Order
- Safety Suggestion Form
- Incident Investigation Report
- Hazard Assessment & Correction Form
- JSA Process Evaluation
- Back Injury Prevention/ Ergonomics Assessment Program
- Housekeeping Procedures
- Early Return to Work Program
- Forklift Certification
- Noise/ Hearing Conservation Program
- Hot Work Procedures
- Respiratory Protection Program
- Safety & Ergonomics Committee Program
- Fleet Safety Program
- Hand Tool Safety
- Hazard Communication Program
- Ladder Safety

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- Lock-Out/ Electrical Safety
- Electrical Safety Program
- Personal Protective Equipment
- Emergency Response/ Action Plan

Procedure

1.0 Responsibilities

- A. The success of our Occupational Safety and Health program is dependent upon the support by all management personnel and employees.
 1. Management and employee support of all adopted safety procedures is required.
- B. A successful Occupational Safety and Health program assures the protection of all employees, saves the organization unnecessary costs associated with workers' compensation insurance premiums, potential liabilities, and Oregon Occupational Safety and Health Administration citations and fines.
- C. To achieve our safety program's mission and goals, everyone's support is necessary and required.

Erich M. Gamm, President

- D. In addition to our safety and health programs for specific hazards and concerns, Job Safety Analyses will be used as the system to identify and evaluate workplace hazards.
 1. Directors, Managers, Supervisory Staff:
 - a) Support and assure that employees (and visitors to the area) follow adopted Job Safety Analyses (JSAs), safety and health procedures, and protective measures.
 - Positive incentives are in place for continued safety performance and adherence to the JSAs by departments. The disciplinary procedure is to be followed for employees (and management) who disregard workplace safety requirements.
 - b) Conduct monthly JSA Evaluations of staff.
 - c) Set an EXCELLENT Example.
 - d) Conduct weekly Employee Meeting and provide a focused training session on a section of the JSA; and conduct the employee Safety Incentive for employees receiving excellent JSA Evaluations.
 - e) Encourage employee involvement in Safety Committees and assure member attendance.
 - f) Provide recommendations and discussion material to the departments' Safety Committee representative for improving the safety and health of the work environment.
 - g) Assist and support the organization's Return to Work/Modified Work Program (RTW) (i.e., have employees back to work as soon as possible).
 - h) Assure completion of safety issues noted on accident reports, by Safety Committees, or reported through inspections.

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- i) Unsafe or unhealthy work conditions, practices or procedures shall be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the following procedures:
 - When observed or discovered
 - When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed workers from the area except those necessary to correct the existing condition.
 - Workers who are required to correct the hazardous condition shall be provided with the necessary protection.
- j) Discuss current safety issues at shift meetings. Each shift is to be covered.
- k) Assure that new and transferred employees have received JSA training, attended Hazard Communication training, that they are current on all other safety training (see Section E), and that they are provided with required safety equipment, (e.g., Safety Glasses, Hearing Protection, and Safety Shoes) prior to beginning the work.
 - These employees need to be walked through the area by their immediate manager and Supervisor, and receive a review of the specific safety hazards and protective measures for the operations prior to beginning the work.
 - The employees are also to be shown the location and availability of the Hazard Communication binders containing the Material Safety Data Sheets.
- l) Performance reviews will address the employees and supervisors' "Safety Performance" (i.e., adherence to the RTW Program, no time loss injuries, and the adherence to the safety rules/procedures outlined on the JSAs).

E. Employees

1. Follow adopted safety and health procedures and protective measures outlined on the JSAs and in training received.
 - a) It is an OSHA requirement for employees to follow the adopted procedures.
2. Provide recommendations to the departments' Safety Committee representative for improving the safety and health of the work environment.
3. Support the Organization's Return to Work Program.
4. IMMEDIATELY Report all unsafe/hazardous conditions to the Supervisor, and the Safety Committee representative.
 - a) The First Aid Provider will respond immediately.
 - b) The First Aid Provider and supervisor is to provide necessary treatment, monitor the progress of the injury, and assure that the injury is being properly treated.
 - c) If the injured employee needs medical attention, a Return to Work Packet is to be given to the injured employee to give to the attending physician such that the physician knows of the Return to Work Packet and assists in getting the employee back to work.
 - d) This procedure benefits the employee and organization.

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- e) Whenever possible, the employee will be transported to a designated physician for treatment and return to work duties.
5. Follow and adhere to the organization drug and alcohol policy.
6. All employees who have had a work-related injury requiring First Aid or Medical Attention are to report daily to the Human Resources each day until released.

F. Safety committee

1. Conduct discussions at departmental shift meetings every month to discuss safety committee meeting items and issues.
2. Conduct quarterly walk through safety audits for each department.
 - a) Reports are to be posted and distributed to the Manufacturing Manager, and President.
 - b) These audits are to address ergonomics issues (lifting tasks and repetitive/cumulative trauma situations), identification of hazards, and the implementation of necessary control approaches.
 - c) Corrective action is to be noted with responsible people and completion dates identified.
3. Report ANY unsafe acts or conditions to their supervisor IMMEDIATELY.
4. Attend and actively participate in all Safety Committee meetings and assure that all safety issues are discussed and resolved.
5. Assist as needed in conducting incident investigations.
 - a) The reports include corrective actions, responsible parties for completing the corrective response, and completion dates.
6. Continually review the effectiveness of all safety programs.
 - a) Modifications to increase the effectiveness of the programs must be made as deficiencies are noted.

2.0 Protective Equipment

A. General protective equipment requirements are specified below.

1. All safety related equipment must be reviewed and accepted before purchase or use.
2. Hazard Assessments (JSAs) have been done for all positions to determine protective equipment needs.
 - a) These are specified in the respective JSAs.

B. Safety glasses

1. Everyone entering a production area must wear (at a minimum) safety glasses with attached side shields (glasses must meet the current ANSI Z87.1 specification). All areas are posted.
2. New employees are to be provided with safety glasses before working in the production areas by the Manager or Supervisor.
3. Employees requiring the use of prescription eyeglasses will be provided OTG safety glasses, or required to provide proof that employee glasses meet the current ANSI Z87.1 specification.

C. Chemical protective equipment

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1. When handling chemicals, the JSAs and Material Safety Data Sheets are to be referenced for protective equipment needs.
 - a) This equipment may include chemical splash goggles, face shield, chemical resistant suit, gloves, and boots.
 - Gloves are available in all sizes to assure proper fit of employees. The specific material of construction is specified in the JSA.
 - Gloves are to be inspected throughout the shift and replaced as necessary if damaged.
 - Further, any gloves used for preventing chemical contact (e.g. handling solvents and cleaners) must be changed weekly regardless of condition so as to prevent permeation through the glove and contamination of the skin.
 - Fit should be double-checked each time the gloves are donned.
 - If you need any assistance, contact your supervisor immediately.
 - Respiratory Protection Equipment has been selected based upon the materials to which individuals may be exposed.
 - Respirators selected filter materials and do NOT provide Oxygen.
 - Respirators are to be fitted properly on the face and provide a good face to facepiece seal.
 - Training materials are provided in the Respirator section of the JSA/Safety Book for proper donning and fit of the respirators.
 - Eye and Face Protection: Safety glasses, face shield, and side shields are available for all employees.
 - These items are to be kept clean and inspected daily for any damage and parts replaced as needed.
 - Once again, fit is very important to provide adequate protection.
 - A variety of safety glasses are available. Safety glasses and face shields are to be ANSI approved and provide brow and side protection.
 - All protective equipment is to be stored outside of the immediate use area in a clean and sanitary location and at the end of each shift is to be inspected, cleaned, and stored so as not to damage the equipment or deform the equipment.
 - Respirators are to be stored in plastic bags as well.
 - Refer to the specific reference sections in your JSA/Safety Book to get further information on eye protection, respiratory protection, and skin protection.
- D. Hearing protection
 1. Entering areas of the facility posted for Hearing Protection requires the use of hearing protection.
 2. All employees and visitors in the area must wear equipment.
- E. Respiratory equipment
 1. Our goal is to prevent any over-exposures to chemicals through proper ventilation system use.

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2. Respirators are available for any employee desiring to minimize any possible exposure.
3. The Respiratory Protection Program is to be followed for care, selection, limitations, medical evaluation of users, and fit.

F. Safety Shoes

1. Everyone entering a production area or active job site must wear (at a minimum) safety toe shoes that meet the current ANSI Z41.1-1967

G. Head Protection

1. Everyone shall wear a protective helmet when working in areas where there is a potential for injury to the head from falling objects that meets ANSI Z89.1 standards or be shown to be equivalent or better.
2. All employees within distance of 25 ft of any rigging operation shall wear head protection.
3. All employees engaged in trenching operations where excavating equipment is present shall wear head protection.
4. Head protection is not required for employees when completely inside the enclosed cab of a vehicle or equipment.

3.0 General Safety Rules

- A. 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.
 1. Foremen and Leads shall insist on employees observing and obeying every rule, regulation, and order as is necessary to the safe conduct of the work, and shall take such action as is necessary to obtain observance.
 2. All employees shall be given frequent accident prevention instructions. Instructions shall be given at least every 10 working days through weekly Tool Box Meetings covering a step of the JSA and other Tool Box Subjects.
 3. We are a drug free work environment. Anyone known to be under the influence of drugs or intoxicating substances that impair the employee's ability to safely perform the assigned duties shall not be allowed on the job while in that condition.
 4. Horseplay, scuffling, and other acts that tend to have an adverse influence on the safety or well-being of the employees shall be prohibited.
 5. Work shall be well planned and supervised to prevent injuries in the handling of materials and in working together with equipment.
 6. No one shall knowingly be permitted or required to work while the employee's ability or alertness is so impaired by fatigue, illness, or other causes that it might unnecessarily expose the employee or others to injury.
 7. Employees shall not enter manholes, underground vaults, chambers, tanks, silos, or other similar places that receive little ventilation, unless it has been determined that is safe to enter.
 8. Employees shall be instructed to ensure that all guards and other protective devices are in proper places and adjusted, and shall report deficiencies promptly to the foreman or superintendent.

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9. Crowding or pushing when boarding or leaving any vehicle or other conveyance shall be prohibited.
10. Workers shall not handle or tamper with any electrical equipment, machinery, or air or water lines in a manner not within the scope of their duties, unless they have received instructions from their foreman.
11. All injuries shall be reported promptly to the foreman or superintendent so that arrangements can be made for medical or first aid treatment.
12. When lifting heavy objects, the large muscles of the leg instead of the smaller muscles of the back shall be used.
 - a) Lift assist gear shall be used and help obtained to prevent injury.
13. Inappropriate footwear or shoes with thin or badly worn soles shall not be worn.
 - a) Enclosed top, anti-slip soled shoes shall be worn.
14. Materials, tools, or other objects shall not be thrown from buildings or structures until proper precautions are taken to protect others from the falling objects.
15. Everyone entering a production area must wear the protective equipment specified in postings or in Section IV.B. above.
16. All operators are to check their protective equipment regularly for any defects.
 - a) All equipment is to be cleaned after use and stored in a clean designated area for protective equipment.
17. Excellent work area organization and housekeeping is essential to safety and is everyone's responsibility! Do a pre-break clean-up, and remove trip and slip hazards immediately.
18. DO NOT try to repair or de-jam any equipment without authorization.
 - a) Hazards from electrical shock, chemicals or moving parts exist. All equipment must first be locked-out.
 - b) Maintenance personnel are the only people authorized and trained to perform this work.
19. Notify the Supervisor of any chemical spills or emergencies, and call "911" in the event of a fire or medical emergency.
 - a) DO NOT TRY TO STOP OR CLEAN-UP A MATERIAL UNLESS YOU ARE PROPERLY TRAINED AS A HAZARDOUS MATERIAL RESPONDER AND ARE PROPERLY EQUIPPED AND WORKING AS A TEAM.
20. Keep all exits, aisles, emergency equipment and electrical panels unblocked (36 inch clearance is required).
 - a) All electrical panels are to be clearly marked to indicate equipment/circuits controlled by specific breakers.
21. Unsafe working conditions, defective tools and equipment must be reported to your Supervisor and the Safety Committee Chair immediately.
22. All injuries needing medical attention are to be reported to the Supervisor, Manager and First Aid Provider immediately.
 - a) The First Aid Provider is to provide necessary treatment, monitor the progress of the injury, and assure that the injury is being properly treated.

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- b) If the injured employee needs medical attention, a Return to Work Packet is to be given to the injured employee to give to the attending physician such that the physician knows of the Return to Work Program and assists in getting the employee back to work.
- 23. Walking on or climbing on equipment is prohibited.
- 24. Never walk across any moving parts, or place any body part in a hazard zone of machinery or equipment.
- 25. Report and assure that hazards are corrected: do not "walk on by"!
- 26. Never stand near any suspended load (crane or lift).
- 27. Assure that ladders are solid and well based. Affix in place to assure stability.
- 28. Smoking is prohibited in any area of our facility.
- 29. Only use chemicals if you have been trained on their safe use, and assure that they are in labeled containers.
- 30. Loose clothing, hair and jewelry are hazards around machinery as they can get caught and pull you in.

- 31. Welding and ANY HOT WORK requires the use of a HOT WORK PERMIT, PRIOR TO starting.
 - a) Unless welding, stay away from welding and grinding areas, assure that curtains are used.
- 32. Wear safety glasses when on the floor.
- 33. Do not use compressed air to clean your clothing.
- 34. Do not lift items unless necessary.
 - a) Use cranes, hoist, or forklifts as opposed to manually lifting items. Get help if needed.
- 35. Never work alone in the facility.
- 36. Never distract another worker when operating equipment.
- 37. If injured on the job, see your supervisor to obtain a list of designated workers compensation physicians, and get a copy of the RTW packet prior to visiting the physician.
 - a) Do not drive yourself if you are injured: see your supervisor.
- 38. Know where the Emergency Evacuation maps are located, emergency eye wash stations, and first aid supplies are kept and who the first aid providers are.
 - a) Also, know your assembly point and evacuation point from the facility.
- 39. Machinery is NOT to be operated without their guards or safeguards in place.
 - a) Report any needs to your Supervisor.
 - b) Shut the machine down prior to leaving the floor, and whenever servicing.
 - c) Follow organization lock-out procedures if you must be in hazard areas.
 - d) All guards, tool rests, etc. must be in place and on all equipment while in operation.
 - e) Lock-out procedures are to be used when guards/ interlocks are not in place.
- 40. Any defective or out of spec tool or machinery is not to be used. It is to be repaired or replaced.

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41. All equipment being assembled or tested is to be considered "live".
 - a) As such, electrical panels are to be kept closed (wired closed if needed).
42. All electrical equipment must have the ground intact.
43. When working with electrical hand tools, make sure ground is intact and that all insulation is sound.
 - a) Use ground fault circuit interrupters in wet areas No running or horseplay in any area of the plant is permitted.
44. Bay doors are to be completely open or closed, not partially open.
45. Only certified forklift operators are to use the equipment.
 - a) No more than one person is permitted on the equipment.
 - b) During use, loads are always to be kept low and weights within limits.
 - c) Safety restraints must be worn at all time.
46. All employees when in the shop are to assume that forklift operators DO NOT SEE THEM.
 - a) They are to remain out of forklift corridors as much as possible.

B. Chemical use

1. Always add acid to water; NEVER add water to acid.
2. DO NOT scratch or rub any part of your body while working with chemicals.
 - a) Always wash hands with soap and water after handling any chemicals.
3. DO NOT use any chemical unless the container is clearly and correctly labeled.
 - a) Assure that all containers are labeled with the identity of the contents and general hazards.
4. DO NOT taste or sniff chemicals, solvents or any processing solution.
5. All piping systems must be clearly labeled with contents, flow and concentration.
6. DO NOT work alone when handling chemicals.
7. Use all chemicals under proper ventilation.
 - a) Always check ventilation gauges to be sure of proper function prior to operating/charging.
8. All chemical containers must be tightly closed and returned to the proper storage cabinet (i.e., acid, base, peroxide or Flammable) after use.
 - a) Chemical containers are NOT to be stored on floors.
9. Use proper procedures and labeled waste containers for disposal of all chemicals.
10. Eating, drinking or smoking is not permitted in any chemical use/storage area.

4.0 Training

- A. Training and instruction is to be provided:
 1. When the program is first established
 2. To all new employees
 3. To all employees given new job assignments for which training has not previously been received
 4. Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard

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5. Whenever the employer is made aware of a new or previously unrecognized hazard
6. For supervisors to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed
7. All employees who may be exposed to workplace safety or health hazards must receive training to be made aware of the hazards and respective protective measures.
 - a) This will be done via the JSA Program and specific program training as well.
 - b) A JSA is in place for all areas.
 - c) All new and transferred employees are to receive training prior to beginning work in an area covering the JSA for their work to be done, as well as specific program training as outlined in the respective safety programs.
 - d) Training in the safety programs will cover the following:
 - Implementation and maintenance of the IIP Program
 - 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.
 - 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.
 - A review of the applicable Safety Programs (including, Back Injury Prevention, Disciplinary Procedures, Drug and Alcohol, Employee Assistance Program (EAP), Return to Work Program, Emergency Response/ Action Plan, Forklift Certification, Hand Tool Safety, Hazard Communication Program, Incident Investigation, Ladder Safety, Lock-Out/ Electrical Safety, Noise/ Hearing Conservation Program, Respiratory Protection Program, Fleet Safety Program, and the Safety Committee Program.
 - e) A Weekly Meeting will also be held by each supervisor and documented. At this meeting, the following items are to be covered:

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- Refresher training is to be done to communicate with employees on Occupational Health and Safety matters, as well as recent incidents.
 - "Informal discussions" of safety/health issues in department shift meetings will occur.
 - One step of the JSA is to be covered as a refresher session.
 - Employees who have been evaluated under the JSA and Safety Observation process and had excellent results are to be recognized at the meeting.
 - Safety Observation results are to be discussed.
- f) Records need to be kept of all training and forwarded to Human Resources. This includes:
- Records of scheduled and periodic inspections to identify unsafe conditions and work practices, including person(s) conducting the inspection, the unsafe conditions and work practices that have been identified and action taken to correct the identified unsafe conditions and work practices.
 - These records shall be maintained for one (1) year.
 - Documentation of safety and health training for each employee, including employee name or other identifier, training dates, type(s) of training, and training providers.
 - This documentation shall be maintained for one (1) year.
 - Written documentation of the identity of the person or persons with authority and responsibility for implementing the program.

5.0 Accident and Incident Investigation

- A. All near misses and incidents where someone else could be injured from the same task, condition, behavior, design, etc. shall be reviewed using the Incident Investigation Form in this program.
1. These are to be done immediately and corrective actions as needed identified and put into place to abate any recognized hazard to prevent a recurrence.
 2. These are to be documented and retained.
 3. Procedures for investigating workplace accidents and hazardous substance exposures include:
 - a) Interviewing injured workers and witnesses
 - b) Examining the workplace for factors associated with the accident/exposure
 - c) Determining the cause(s) of the accident/exposure
 - d) Taking corrective action to prevent the accident/exposure from reoccurring
 - e) Reviewing training and Safety Observations completed for affected staff
 - f) Recording the findings and actions taken

6.0 Audit Procedures

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- A. Periodic inspections to identify and evaluate workplace hazards shall be performed by a competent observer in all areas of our workplace.
 - 1. Periodic inspections are performed monthly; when new substances, processes, procedures or equipment which present potential new hazards are introduced into our workplace; when new, previously unidentified hazards are recognized; when occupational injuries and illnesses occur; and whenever workplace conditions warrant an inspection.
 - 2. Any issues identified are to be captured in the JSA or as needed a new JSA developed and all applicable staff and supervision trained.
- B. Management and facility reviews and audits will occur to address safety conditions and assure adherence to the JSA Process, and programs and procedures outlined above.
- C. Annual audits will evaluate safety and health training, safety evaluations conducted, and all necessary follow-up actions to assure abatement of loss sources, and control of potential hazards.
- D. Safety Observations will be completed monthly by all supervisors and documented.
 - 1. The results will be communicated to staff outlining areas for improvement.
- E. The Safety Process will be POSITIVE BASED.
 - 1. People will be recognized that perform well.
 - 2. Managers and Supervisors that emphasize the JSA and Safety efforts, and employees that receive excellent Safety Observations will be recognized.
- F. Audits will be documented and retained.
- G. Corrective actions will be given and reviewed to ensure the continued improvement of the Safety Process.
- H. Any safety conditions noted during normal work periods are to be documented and reported to the supervisor.
 - 1. Safety issues noted during audits are to be documented and reported to the facility manager.
 - 2. A Safety Work Order will be developed for each safety issue to be corrected.
 - 3. A Safety Suggestion Form is to be posted and available for people to report any hazardous conditions or issues as well.

7.0 Record Keeping Requirements

- A. The following records shall be kept:
 - 1. Records of hazard assessment inspections, and accident/incident investigations including the person(s) conducting the inspection.
 - 2. Records of the unsafe conditions and work practices that have been identified and the action taken to correct the identified unsafe conditions and work practices, are recorded on a hazard assessment and correction form.
 - 3. Documentation of safety and health training for each worker, including the worker's name or other identifier, training dates, type(s) of training, and training providers, is recorded on a worker training and instruction form.

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- B. Inspection records and training documentation will be maintained for one year.
 - 1. Any exposure or medical records are to be retained for the duration of employment plus 30 years.

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Appendix A: Safety Work Order

This Work Order is being prepared to address a safety hazard and warrants immediate attention.

Date: _____

Equipment: _____

Location: _____

Work Needed:

Safety Hazard:

When Corrected: _____

Corrected By: _____

Distribution/ Filing: _____

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Appendix B: Safety Suggestion/Hazard Report Form

To be completed for any safety related issue (hazard, difficult task, idea for a better or safer way to do a task). Complete and give to your supervisor or safety committee member.

- 1) **Date:** _____
- 2) **Name (optional):** _____
- 3) **Location:** _____
- 4) **Hazard or Concern:**

- 5) **Ideas/Recommended Actions:**

The following section is to be completed by the manager and then posted

- 6) **Action to be taken:**

- 7) **Person responsible to correct:** _____

- 8) **To be corrected by (date):** _____

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Appendix C: Incident Investigation Form

Instructions:

- 1. The supervisor is to complete this form.**
- 2. Complete for any incident where someone else could be injured by the same cause.**
- 3. The supervisor is to assure that the corrective actions are completed.**

Name of Injured: _____ **Date:** _____

Department: _____

Time/Shift: _____ **Time (months) on the Job:** _____

Operation/Department: _____ / _____

Claim _____ **Incident/First Aid Only** _____

Description Of Accident
(Brief Description of the Incident)

Body Part Injured (Circle All Appropriate Responses):

Head	Face	Neck	Shoulder	Upper Arm
Elbow	Lower Arm	Wrist	Hand	Finger
Thumb	Chest	Upper Back	Lower Back	Trunk
Hip	Groin	Upper Leg	Knee	Lower Leg
Ankle	Foot	Toes	Respiratory	Internal
Eye	Other			

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Accident Causes (Circle All Appropriate Responses):

Slip/Trip	Fall from Elevation	Overexposure
Flying Object	Contact with Hot Item	Weight
Stepped On	Contact with Electricity	Pushing/Pulling
Fall at Same Level	Hit by/Struck By/Against	Reaching
Chemical Contact	Caught In/By/Between Machinery/Tool	Repetition Twisting

List Each Unsafe Condition & Action; Review to Determine Whether Training is Adequate, and Accountability is in Place

Unsafe Act	Unsafe Conditions
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Contributing Causes

	Yes / No
Was training provided to injured person regarding causes of the accident?	_____
Was training adequate to address hazards and proper controls?	_____
Were supervisors, leads, and managers observing work habits to assure that training was being followed, and holding people accountable?	_____
If applicable, was personal protective equipment adequate?	_____
Was equipment failure or condition an issue?	_____

Other:

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Nature of Injury (circle all appropriate responses):

Strain	Sprain	Cut/Puncture/ Laceration
Foreign Body	Cumulative Trauma	Burn
Contusion	Crushing	Electric Shock
Fracture	Hernia	Infection
Inflammation	Loss of Hearing	Respiratory Irritation
Stress	Rupture	Occupational Disease

Corrective Actions and Who is Responsible to Correct

Corrective Actions	Responsible Party
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Does anything need to be added to the JSA or Safety Observation? If so, what?

Did the RTW Program work; if not, what needs to be addressed?

Acknowledgment of Corrective Action Completion (Initial)

Manager: _____ **Date:** _____

WEST UNION TRENCHING SAFETY AND HEALTH PROGRAM

Appendix D: Hazard Assessment and Correction Record

Date of Inspection: **Person Conducting Inspection:**

Unsafe Condition or Work Practice:

Corrective Action Taken:

Date of Inspection: **Person Conducting Inspection:**

Unsafe Condition or Work Practice:

Corrective Action Taken:

Date of Inspection: **Person Conducting Inspection:**

Unsafe Condition or Work Practice:

Corrective Action Taken: