

**STATEWIDE SAFETY COMMITTEE
BASIC PROGRAM GUIDELINES**

NOVEMBER 3, 2000

TABLE OF CONTENTS

Injury Prevention Program	Page 1
Employee Safety Training Checklist Form	Page 4
Emergency Action Plan–Overview	Page 5
Fire Prevention Plan–Overview	Page 6
Hazard Communication Plan–Overview	Page 7
Access to Medical and/or Exposure Records	Page 9
Personal Protective Equipment Plan	Page 10
Bloodborne Pathogen Program	Page 12
Vaccination Declination Form	Page 16

INJURY PREVENTION PROGRAM

PURPOSE

The State of Nebraska is committed to providing the safest possible working conditions for all employees by identifying, correcting and preventing safety and health hazards that could affect employees, visitors, or customers.

POLICY

Each Agency's goal is to eliminate safety and health-related concerns at each work location. The Statewide Safety Committee had adopted this Injury Prevention Program to provide an avenue to achieve the goal of providing the safest possible working environment to all State of Nebraska employees.

The Statewide Safety Committee has adopted guidelines outlining general responsibility requirements. These general requirements will be used as a guideline throughout the Injury Prevention Program. Certain sections of the program may provide for additional individual responsibilities.

RESPONSIBILITIES

Each Agency will:

- Develop, administer, and maintain the Agency's Safety Program in cooperation with the Agency Safety Committee and the Statewide Safety Committee.
- Maintain ongoing programs to identify employee safety and health risks and communicate the Agency's Safety and Health Policies to all employees.
- Attempt to control and reduce employee exposure to all known and/or suspected occupational safety and health risks.
- Encourage employees to identify, control, and eliminate occupational safety and health risks.
- Plan work locations to provide safe and healthy work environments.
- Designate a point of contact to act in the capacity of liaison with the Statewide Safety Committee.

Each Manager/Supervisor will:

- Ensure that Agency safety policies and periodic safety and health-related educational materials are communicated to all employees.
- Encourage employees to bring safety and/or health concerns to their attention.
- Analyze work performed under their supervision to identify potential hazards.
- When appropriate, take an active role in routine safety inspections.
- Investigate workplace accidents, and provide feedback to the Agency Safety Committee and if necessary to the Statewide Safety Committee. If warranted, the Statewide Safety Committee will review this information and make written recommendations regarding future prevention.

Each Employee will:

- Promptly report all accidents or any incident that could lead to injuries or damage.
- Analyze their jobs to identify potential hazards, and recommend safer work procedures.
- Participate in provided safety and health training and request any additional training needed to perform their duties in the safest possible manner.

SAFETY PROGRAM REQUIREMENTS

Regulatory Standards

Nebraska state law requires review, determination, and enforcement of safety issues with OSHA standards being considered in determining minimum acceptable standards.

Safety Committee

Each Agency will establish a Safety Committee(s) to assist the Agency by making recommendations addressing safety and health hazards at each Agency controlled location. The Safety Committee(s) will be comprised of equal members of management members and labor members. The names of Safety Committee members will be posted in a visible location at each workplace.

Safety Programs

Each Agency will establish and maintain written agency-specific safety programs. OSHA guidelines will be used as a basis of reference. Each Agency's program will meet basic requirements as outlined in this document, but may be expanded as necessary.

Protective Equipment

Each Agency will assess each workplace for hazards and provide necessary protective equipment. Employees are required to use appropriate protective equipment.

Protective Measures

Each Agency will advise employees when occupational health and/or safety risks are identified. The Statewide Safety Committee will develop and recommend protective measures and notify each Agency of new occupational health and/or safety information as it becomes available.

Safety and Health Education

Each Agency will provide training on topics including workplace hazards, emergency action procedures, the contents of the Injury Prevention Program, and other topics as applicable to the work site.

Written documentation of all safety and health training will be maintained by the Agency.

Property Belonging to the State of Nebraska

Each Agency will provide for proper care and maintenance of property belonging to the Agency. Each employee will follow safe operating procedures when utilizing equipment, machinery, vehicles, or other State property. Each employee should promptly report any malfunction of State property.

Written documentation of such malfunctions and corrective actions taken will be maintained by the Agency.

EMPLOYEE SAFETY TRAINING CHECKLIST

Employee Name		Social Security Number		
Job Title	Supervisor	Start Date:		
		Date & Initial When Completed		
Location:		Original Orientation	OR	Refresher Training
Training on the following items is required for all employees:				
Emergency Action and Fire Prevention Procedures				
Personal Protective Equipment				
Hazard Communication				
Access to Medical and Exposure Records				
Bloodborne Pathogens				
Written Injury Prevention Program				
Safety Committee Members				
Specific Training is required when performing certain tasks (i.e., Lockout/Tagout). List Specifics below:				
Comments:				
Employee's Signature:				
Supervisor's Signature:				
Forward the original to _____ and maintain a copy at the workplace				
Form Revision Date November 1998				

EMERGENCY ACTION PLAN

Overview

The Emergency Action Plan will ensure employee safety in the event of fire or other emergencies and shall be prepared in writing and reviewed with all affected employees.

The Plan should include the following elements:

- Escape procedures and routes and means of reporting emergencies (i.e., fire, tornado, bomb threats, etc.)
- Special instructions that may be needed because of the individual facility
- Any additional information needed to ensure safe evacuation of buildings in the event of an emergency (i.e., method of alarm, etc.)
- Provisions identified to make accommodations for individuals requiring assistance
- Provisions for ensuring all employees are made aware of the emergency action plan
- Building evacuation drills held at a minimum of once per year
- Procedures to account for all employees to ensure they are evacuated

The Plan and highlighted evacuation routes will be posted in areas available to both clients and staff.

FIRE PREVENTION PLAN

Overview

A Fire Prevention Plan shall be developed in order to reduce the likelihood of a fire. Fire prevention includes safeguarding human life and preserving property through preventing, detecting, and extinguishing fires.

The plan for each facility shall include procedures for the following:

- Maintenance and testing of all fire equipment
- Ensuring all exits are readily accessible and identified
- Identification & documentation of workplace fire hazards
- Identification of specific housekeeping procedures and provisions for:
 - Adequate disposal of all combustible wastes and rubbish
 - Ensuring proper storage of flammable or combustible materials
 - Controlling or cleanup of flammable or combustible material spills
- Training and education of all employees
- Special instructions pertinent to the individual facility

HAZARD COMMUNICATION PLAN

Overview

A Hazard Communication Plan shall be developed to provide employees with information concerning any chemicals they may be exposed to in the course of their work.

The plan for each facility shall include:

- The identity of responsible party coordinating the maintenance of the program
- The identity of responsible party maintaining an up-to-date list of all chemicals in the workplace and obtaining and distributing Material Safety Data Sheets (MSDS) for all hazardous materials in the workplace
- Copies of all MSDSs identified on the list of chemicals
- Procedures for ensuring that all containers of chemicals in the location are properly labeled
- Procedures to ensure that all employees that use hazardous chemicals will receive training on chemicals they use or may come in contact with while performing their duties. Each employee trained will sign a form stating they received training.

The training shall include:

- The chemicals and hazards associated with them
- How to lessen or prevent exposure to these hazardous materials (Information on MSDS) (safety equipment required)
- Procedures to follow if overexposed to the hazardous materials (Information on MSDS)
- Location of written hazard communication program and MSDS.

When new hazardous materials are introduced into the workplace, new training will be provided on these materials in the same manner as above.

- Procedures for ensuring that no employee will perform a nonroutine task that involves exposure or the potential of exposure to hazardous materials, before being trained as outlined in the training section of this plan.

- Procedures for informing employees before they begin work on or near unlabeled pipes, of the hazards and safety requirements necessary for the work.
- Procedures for coordinating with outside contractors working in the Agency locations and providing them and their employees the following information:
 - A list of the hazardous materials to which they may be exposed
 - Measures they must take to reduce or eliminate exposure
 - The location and method for accessing the MSDSs.

Also, obtaining copies of MSDSs on any hazardous materials the contractor plans to introduce into the workplace and for informing all employees in the area of the provided above.

The written plan and MSDSs for each facility shall be available for employee review at all times.

ACCESS TO MEDICAL AND/OR EXPOSURE RECORDS

Procedures shall be developed to ensure employee access to medical or exposure records of which the employee is subject.

The procedures shall include:

- Identity of Party responsible for maintaining such records
- The location of such records
- Method of obtaining and copying such records
- Employee rights under the law (29 CFR 1910.1020)
- Information on obtaining MSDS copies
- Annual employee training on right of access

PERSONAL PROTECTIVE EQUIPMENT PLAN

A Personal Protective Equipment (“PPE”) Plan shall be developed to ensure the safety and health of all employees using PPE. The plan shall be in writing and reviewed with all employees.

The Plan shall include the following components:

Definition

For the purposes of this Plan, “personal protective equipment” shall be defined as any protective device used to protect an employee against workplace injury, e.g., gloves, face shields, goggles, etc. For a more detailed definition, please see the definition found at 29 CFR 1910.132.

Responsible Parties

The identity of the responsible parties coordinating the (a) maintenance, (b) hazard assessment, (c) purchasing, (d) and training of PPE under the Plan.

Hazard Assessment

The person(s) responsible for hazard assessment will assess the workplace to determine if hazards are present, or likely to be present, which will necessitate the use of PPE.

- A. When hazards are present, or likely to be present, the person identifying the hazard will select the types of PPE necessary to protect employees from the hazards identified.
- B. Selection decisions will be communicated to each affected employee.
- C. Proper measures will be taken to ensure that the selected PPE fits properly.
- D. Damaged, defective and expired PPE shall not be used.

Training

Each employee who is required to use PPE will receive training. Such training shall include, but not be limited to, how to properly put on, take off, adjust, wear and maintain the PPE.

Each employee will demonstrate the understanding of the training and the ability to use PPE before being allowed to perform work requiring the PPE. Retraining will be required under

the provision of specific PPE regulations or upon the request of either the employer or the employee. Employees will be retrained on any PPE as required by federal regulation.

The person responsible for providing PPE training will verify that each affected employee has received and understood the training through a written certification, indicating employee's name, date of training and subject of certification. Specific documentation on any PPE certification requirements shall also be maintained.

Plan Review and Update

The PPE plan shall be reviewed and updated whenever there is new equipment or personnel changes that may affect the Plan.

BLOODBORNE PATHOGEN PROGRAM

A Bloodborne Pathogen Plan shall be developed to safeguard employees who may be occupationally exposed to blood and other potentially infectious material during workplace incidents as determined through an exposure assessment. It is the intent of the plan to comply with 29 CFR 1910.1030.

The Plan shall include the following components:

Responsible Parties

The Plan shall identify parties responsible for coordinating the various components of the Plan, including, but not limited to, occupational exposure determination (29 CFR 1910, 1030, b), investigations, medical records, vaccination program, labels and signs and training.

Accessibility of the Plan

Employees will be advised that the Plan is accessible to all employees. Copies of the Plan will be available at [insert location].

Exposure Determination

The person(s) responsible for exposure determination shall conduct a periodic investigation to identify which employees may incur occupational exposure to potentially infectious materials. NOTE: This exposure determination is made without regard to personal protective equipment ("PPE").

Such determination shall include a list of job classifications and any procedures that might expose the employee in that classification. This list shall be periodically updated as tasks, procedures and classifications change.

Methods of Compliance

The following areas must be addressed in order to effectively eliminate or minimize exposure to bloodborne pathogens in the facility. Those areas include:

- The Use of Universal Precautions
- Establishing appropriate Engineering Controls
- Implementing appropriate Work Practice Controls
- Using necessary PPE
- Implementing appropriate Housekeeping Procedures

NOTE: Many elements exist for each of the methods of compliance listed above. For a comprehensive list, please contact [list name and phone number].

Hepatitis B Vaccination Program

To protect employees as much as possible from the possibility of Hepatitis B infection, a vaccination program may be implemented. The program will be offered at no cost to the employee who has been identified as having the possibility of occupational exposure to blood or other body fluids. Vaccinations shall be made available either (a) within ten working days of that job assignment or (b) ten days after an exposure, and will be performed under the supervision of a licensed physician or other healthcare professional.

Employees who decline the vaccination must sign a waiver on a prescribed form [see attached sample form]. Employees who initially decline but subsequently wish to receive the vaccination shall receive it within ten days from his or her request.

The person responsible for the vaccination program shall maintain all consent or refusal forms.

Post-Exposure and Follow-Up

If an employee is involved in an incident where exposure to bloodborne pathogens may have occurred, focus must be placed on two areas:

- A. Investigating the circumstances surrounding the exposure incident.
- B. Insuring that the employee receives medical consultation and treatment (if necessary) as soon as possible.

An investigation of every exposure must be initiated within 24 hours of the incident. Pertinent information regarding the exposure should include, but is not limited to, the following:

- A. Where, when, and how the incident occurred.
- B. What potentially infectious material(s) were involved.
- C. Source of the infectious material.
- D. What circumstances surrounded the incident.
- E. PPE being used at the time of exposure.
- F. Action taken as a result of the incident.

All information is evaluated, documented, and provided to the exposed employee. The exposed employee will be kept apprised of any applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual. The exposed employee will meet with a qualified healthcare professional to discuss his or her medical status.

Remember that confidentiality of the parties is critical.

Information Provided to Healthcare Professional

The following documents shall be forwarded to the healthcare professional:

- A. A copy of the Agency’s Bloodborne Pathogen Standard (29 CFR 1910.1030)
- B. A copy of the Incident Investigation Form and any accompanying information pertaining to the incident.
- C. The exposed employee’s medical records.
- D. Any other pertinent information

Healthcare Professional’s Written Opinion

After consultation, the healthcare professional will provide a written opinion to the employer (within 15 days) evaluating the exposed employee’s situation. The employer will then notify the exposed employee of the results of that evaluation. The opinion will not reference any personal medical information.

Medical Records

Pertinent medical records will be maintained on exposed employees. Again, confidentiality is critical and no information will be disclosed without the express written permission of the employee, unless as otherwise permitted by law.

Labels and Signs

Biohazard labels are the most obvious warnings of possible exposure to bloodborne pathogens. Labels shall be affixed to the following items:

- _____ [list] _____
- _____
- _____

[Name] shall be responsible for setting up and maintaining the labeling program in the facility.

Information, Training and Recordkeeping

All employees who have the potential for exposure to bloodborne pathogens shall complete a bloodborne pathogens training program. New employees or employees changing job or job functions requiring bloodborne pathogens training must receive this training at the time of their new job assignment. After initial training, employees must be retrained a least annually. Adequate time will be allotted to give employees the opportunity to ask questions and interact with the instructor.

Records of all training session will be maintained. Such records shall include: Dates of training sessions; contents/summary of training; name and qualifications of the instructor(s); and

names and job titles of employees attending. Training records will be made available for review and photocopying by employees and representatives.

Vaccination Declination Form

Employee Name: _____

Employee ID #: _____

I decline the Hepatitis B vaccination at this time. I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring the Hepatitis B viral (HBV) infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine, at no charge to myself.

If, in the future, I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with the Hepatitis B vaccine, I can receive the vaccination series, at no charge to me, at that time.

Employee Signature

Date

Management Signature

Date