



GENERAL SAFETY AND HEALTH POLICY BOOK
A Workplace Accident and Injury Reduction (AWAIR) Program

(Your Company Name Above)

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SAFETY AND HEALTH POLICY STATEMENT

THIS COMPANY IS COMMITTED TO PROVIDE FOR THE SAFETY AND HEALTH OF ALL WHO ENTER OUR WORKPLACE. THE GOAL OF OUR SAFETY AND HEALTH PROGRAM IS TO ELIMINATE OR CONTROL ALL HAZARDS ASSOCIATED WITH OUR OPERATIONS AND BY DOING SO, REDUCE ACCIDENT AND INJURIES TO AN ABSOLUTE MINIMUM.

IT IS A REponsibility WE TAKE VERY SERIOUSLY. THEREFORE, WE REQUIRE ALL EMPLOYEES TO TAKE IT SERIOUSLY, AS WELL. WE EACH MUST DO OUR PART BY ACTING, THINKING, AND PRACTICING SAFETY. ONLY THROUGH A COOPERATIVE EFFORT CAN A SAFETY PROGRAM IN THE BEST INTEREST OF ALL BE ESTABLISHED AND PRESERVED.

THIS IS IN THE BEST INTERESTS OF EVERYONE CONCERNED. THE CHIEF BENEFIT IN REDUCING ACCIDENTS AND INJURIES IS THE REDUCTION IN HUMAN SUFFERING WHICH ACCOMPANIES THEM. THE DECREASED COSTS ASSOCIATED WITH AN EFFECTIVE SAFTY AND HEALTH PROGRAM WILL ALSO HELP OUR OPERATION COMPETE EFFECTIVELY, AND HELP TO SAFEGUARD EVERYONE'S JOB.

_____ IS RESPONSIBLE FOR ALL ASPECTS OF OUR SAFETY PROGRAM. HE/SHE WILL REVIEW AND UPDATE IT, MAINTAIN ALL NECESSARY FILES, ARRANGE FOR EMPLOYEEE TRAINING, ADVISE OUTSIDE CONTRACTORS OF THE PROGRAM AND PROVIDE YOU WITH ADDITIONAL INFORMATION AND WRITTEN COPIES OF THE PROGRAM UPON REQUEST.

EACH EMPLOYEE WILL BE TRAINED ABOUT SAFETY AND HEALTH AT THE TIME OF HIRE, AT THE START OF EACH JOB AND AS NEEDED. SAFETY MEETINGS WILL BE SCHEDULED AT LEAST MONTHLY, WITH SAFETY TOPICS CHOSEN BY THE SAFETY DIRECTOR. ATTENDANCE IS MANDATORY AT ALL SAFETY MEETINGS. SAFETY SUGGESTIONS AND SAFETY AUDITS WILL BE REVIEWED AT THAT TIME.

THE SITE SUPERVISOR WILL INVESTIGATE ALL ACCIDENTS AND NEAR-MISS EVENTS. THE SITE SUPERVISOR WILL WRITE THE ACCIDENT REPORT. THE WRITTEN REPORTS WILL NOTE CORRECTIVE OR PREVENTIVE ACTION TAKEN. TRAINING OR RETRAINING WILL BE DONE AS NEEDED.

THE SAFETY DIRECTOR WILL REVIEW ALL ACCIDENT AND NEAR-MISS REPORTS, SUPERVISOR AND SITE AUDITS, AND THIS PROGRAM, AND WILL MAKE RECOMMENDATIONS TO MANAGEMENT ABOUT HOW TO IMPROVE THE COMPANY'S SAFETY AND HEALTH EFFORTS ON AN ANNUAL BASIS.

PEASE READ THE POLICY CAREFULLY. FAILURE TO FOLLOW THE PRACTICES OUTLINED WITHIN MAY RESULT IN DISCIPLINARY ACTION OR DISMISSAL.

IF YOU HAVE ANY QUESTIONS OR COMMENTS, LET US KNOW. THEN SIGN AND RETURN THE FOLLOWING STATEMENT ACKNOWLEDGING RECEIPT OF THE POLICY TO YOU SUPERVISOR.

EMPLOYEE ACKNOWLEDGMENT FORM

I have received a copy of the _____ Safety Policy.

I have carefully read and understand these policies. I recognize the need to work in a manner which does not endanger myself or others, and will make every effort to comply with the policy at all times.

Further, I understand that failure to conform to stated procedures and practices may result in disciplinary action, including possible dismissal.

Employee Name (Please Print)

Signature

Date

I. CODE OF SAFETY PRACTICES - GENERAL

A. GENERAL COMPANY RULES

The employer shall provide training to the employee (including supervisors) at no cost to the employee.

All employees of this firm shall follow these safety rules, render every possible aid to safe operations, and report all unsafe conditions or practices to the supervisor/employer.

The immediate supervisor shall be consulted when conditions appear unusually hazardous so as to require his or her decision before commencing the work.

Only trained and authorized personnel shall operate chain saws or other power tools, logging equipment, or forest product transport vehicles.

New and inexperienced employees shall be under the close guidance of a person experienced in the task being done until it is determined that they are able to work safely.

Supervisors shall insist that employees observe and obey every rule, regulation and order necessary to conduct their work safely, and shall take such action necessary to obtain compliance.

All employees shall be given frequent accident prevention instructions.

No one shall knowingly be permitted or required to work while his or her ability or alertness is impaired by fatigue, illness or other causes that might expose the individual or others to injury.

Employees shall be alert to see that all guards and other protective devices are in proper places and adjusted, and shall report deficiencies. Approved protective equipment shall be worn in specified work areas.

Work shall be well planned and supervised to prevent injuries when working with equipment and handling heavy materials. When lifting heavy objects, employees shall bend their knees and use the large muscles of the leg instead of the smaller muscles of the back. Back injuries are the most frequent and often the most persistent and painful type of workplace injury.

Workers shall not handle or tamper with any equipment in a manner not within the scope of their duties unless they have received instructions from their supervisor/employer.

All injuries shall be reported promptly to the supervisor so that arrangements can be made for medical and/or first-aid treatment.

Anyone known to be under the influence of alcohol and/or drugs shall not be allowed on the job while in that condition. Persons with symptoms of alcohol or drug abuse are encouraged to discuss personal or work-related problems with the supervisor/employer.

Horseplay, scuffling and other acts which tend to endanger the safety or well-being of employees are prohibited.

B. CLOTHING AND PERSONAL PROTECTIVE EQUIPMENT

All required personal protective equipment shall be provided to the employee by the employer at no cost to the employee with the exclusion of safety boots (employee cost).

Suitable heavy-duty or puncture-resistant gloves shall be provided and worn when working with wire rope.

Employees who operate a chain saw shall be provided with, and shall wear, ballistic nylon or equivalent protection covering each leg from upper thigh to boot top.

Employees shall wear either safety boots or heavy duty logging-style boots with lug or calk soles, which are appropriate for the employee's job, the terrain, the timber type and weather conditions. Chain saw operators are required to wear chain saw resistant boots.

Safety helmets shall be provided and worn.

Eye or face protection shall be provided and worn.

Hearing protection will be provided and worn in accordance with applicable OSHA rules (see 29 CFR 1910.95).

C. FIRSTAID

Sufficient numbers of first aid kits shall be provided at the worksite and on all crew vehicles. Contents must meet OSHA's minimum requirement.

Snake bite kits shall be a part of the regular first aid equipment in all areas where poisonous snakes may be encountered. A list of minimum first aid kit contents is available at:

http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9863

D. EVACUATION PROCEDURES

Before work begins at a location, an evacuation plan will be established and communicated to the crew. A method to signal all employees in the event an evacuation is required will be established. Also a method to account for all employees after an evacuation will be set.

A stretcher or other suitable equipment will be available at each worksite to safely carry an injured employee from the point of injury to a transport vehicle.

Roads which will be used in the event of an injury requiring evacuation will be kept open at all times.

E. HAND TOOLS

Handles shall be sound, tight-fitting, properly shaped and free of splinters and sharp edges.

Impact tools such as wedges or chisels shall be dressed to remove any mushrooming.

Cutting tools shall be kept sharp and properly shaped.

Tools shall be used only for the purposes for which they were designed.
Tools and equipment transported in a vehicle shall be secured to prevent their contact with employees.

Proper storage facilities shall be provided for tools: tools shall be stored there when not needed at a worksite.

Tools shall be checked daily before the work begins for continued serviceability, and be repaired or removed from use when they fail to meet the requirements of this policy.

F. ENVIRONMENTAL CONDITIONS

All work shall terminate and employees shall move to a place of safety during electrical storms, periods of high winds or other weather conditions which may be dangerous to personnel.

Hazardous dead, broken or rotted trees or limbs shall be felled, removed or avoided. Until a hazard is removed, no work shall be done in the danger areas except for the purpose of making it safe.

Snags shall be carefully checked for dangerous bark before they are felled. Accessible loose bark shall be removed before felling.

Trees shall be checked for hazardous snow or ice. When a hazard exists and cannot be avoided, no work shall be done in the danger areas except for the purpose of making it safe. No work shall be conducted within two tree lengths of a danger tree until it is removed.

G. WORK AREAS

No employee shall work in a position or a location that is not within the visual or audible signal contact with another person who can render assistance in case of emergency.

All employees shall be accounted for at the end of each work shift.

Employees shall be spaced and duties organized such that the actions of one employee will not create hazards for other personnel.

Fire extinguishers shall be provided at locations where machines and vehicles are operated.

Fuel shall be stored and dispensed in accordance with applicable regulations.

H. CHAIN SAW OPERATIONS

Only designated, trained personnel shall operate chain saws.

Chain saws shall be inspected daily to ensure that all handles and guards are in place and tight; that all controls function properly; that cutting chain is properly adjusted; that the muffler is operative; and that chain brakes and all other manufacturer's safety features remain operational.

Chain saws shall be operated and adjusted in accordance with the manufacturer's instructions.
Chain saws shall be started with the chain brake engaged.

Chain saws shall be fueled at least 20 feet from an open flame or other potential source of ignition. Chain saws shall be started at least 10 feet away from the fueling area.

Chain saws shall be started on the ground or where otherwise firmly supported.

Chain saw operators shall be certain of footing before starting to cut, and shall clear away brush which might interfere with cutting or with the retreat path.

Chain saw fuel shall not be used for starting fires or as a cleaning solvent.

Chain saws shall be shut off or the chain brake engaged when carried for a distance greater than 50 feet, or for lesser distances when the terrain and other physical factors such as underbrush and slippery surfaces make the carrying of a running saw for such distances hazardous.

Chain saws shall be carried in a manner which will avoid operator contact with cutting chain and muffler.

Chain saws shall not be used to cut directly overhead or at a distance that would require the operator to relinquish a firm grip on the saw or to assume an off-balance position or insecure footing.

Gasoline-powered chain saws shall be equipped with a continuous pressure throttle control system that will shut off the power to the chain saw after the pressure is released.

Chain saws shall be kept properly adjusted so that the chain saw will not be driven after the throttle control is released.

During operation, chain saws shall be firmly held with thumbs and fingers encircling the handles. Two hands shall be used unless a greater hazard is posed by keeping both hands on the saw.

I. STATIONARY AND MOBILE EQUIPMENT

There shall be an operator's manual or a set of operating instructions with each machine. It shall describe operation, maintenance and safe practices. Operators and maintenance personnel shall at a minimum comply with operator's manual or operating instructions.

Walking and working surfaces shall be kept free of any material which might contribute to slipping and falling, and shall be kept free of flammable waste and debris.

Steel decks of machines and other machine work stations shall have safety tread or other slip-resistant material.

Equipment engines shall be shut down during fueling, servicing, and repairs except where operation is necessary for adjustment. Equipment shall be inspected for malfunctions and defects before use, and those malfunctions and defects which might affect its safe operations shall be corrected.

The operator shall determine that no personnel are endangered before starting or moving equipment.

Equipment shall be started and operated only from the operator's station, or as otherwise recommended by the manufacturer.

Equipment controls shall be checked to assure proper function and response before the working cycle is started.

Seatbelts shall be installed and used in accordance with applicable OSHA regulations (see 29 CFR 1910.266).

Stability limitations of equipment shall not be exceeded.

Equipment shall be operated at such distance from other equipment and personnel that operation will not present a hazard to employee safety.

Elevated equipment components and loads shall not be moved or held over personnel.

Riders or observers shall not be permitted on loads at any time, nor on machines unless seating and protection are provided equivalent to that provided to the operator.

Brake locks shall be applied, and moving elements such as blades, buckets and shears shall be lowered to the ground (grounded) before shutting down the engine. Where applicable, hydraulic and pneumatic storage devices shall be discharged after engine shutdown.

Equipment transported from one job location to another shall be transported on a vehicle of sufficient rated capacity, and shall be secured in such a manner as not to endanger personnel.

When equipment is operated in the vicinity of electrical distribution and transmission lines, minimum clearance between the lines and any part of the equipment or load shall be 10 feet or twice the length of the line insulator, whichever is greater.

When equipment is in transit, with no load and boom lowered, the minimum clearance between electrical lines and any part of the equipment shall conform to 29 CFR 1910.266.

J. EQUIPMENT PROTECTIVE DEVICES - STATIONARY AND MOBILE EQUIPMENT

Stationary and mobile equipment will be equipped with rollover protective structures (ROPS) and falling object protective structures (FOPS) in accordance with current OSHA regulations. These structures will be maintained in accordance with those regulations, as well.

Steps, ladders, handholds, catwalks or railings will be provided where necessary for mounting and maintenance purposes.

Each machine cab manufactured after February 9, 1995 shall have a second means of egress. The upper cab shall be fully enclosed with mesh material or its equivalent.

Guarding shall be provided for exposed moving elements such as shafts, belts, pulleys, and gears in accordance with applicable regulations.

Equipment stability and boom reliability and inspection procedures shall conform to manufacturer's recommendations.

Exhaust pipes shall be (1) located or designed to direct exhaust gases away from the operator, (2) mounted or guarded to protect employees from accidental contact, and (3) equipped with spark arresters.

Mufflers provided by the manufacturer, or their equivalent, shall be in place at all times the machine is in operation.

Brakes shall be sufficient to hold a machine and its maximum intended load on the grades over which it is being operated.

A secondary braking system, effective whether or not the engine is running and effective regardless of the direction of travel shall be provided. The braking system shall be kept in good repair.

A parking brake, or device to hold the service brakes in the applied position, shall be provided.

K. EXPLOSIVES

Only trained and experienced personnel shall handle or use explosives.

Handling and use of explosives shall be accomplished in accordance with Part 1910, Subpart II of the Code of Federal Regulations.

L. LOCK-OUT/TAG-OUT POLICY

OSHA ACT 29 CFR 1910. 147

GENERIC POLICY

The purpose of this program is to inform all company employees of the required steps to follow when equipment is removed from service for repair or maintenance.

The company will provide each employee with the necessary training and supplies to comply with this policy.

When a piece of equipment is placed out of service for repair or maintenance each employee must follow these steps:

- All stored energy must be released.
- This requires the operator to lower all hydraulic components and release any stored energy.
- All electrically-controlled components must be lowered and all stored energy released.
- All air-controlled components must be lowered and all stored energy released.
- When the equipment operator completes these tasks, he or she must remove the key (if applicable), turn off the master switch and lock out or tag the equipment indicating the machine is out of service.

- The individual who put the machine out of service will be in control of the key. If more than one person is responsible for the maintenance or operation of the machine, then they also have to apply their lock to the machine.
- Information on the tag will state the machine is out of order and the tag cannot be removed by anyone other than the operator or mechanic working on the machine.
- No one will operate the machine until the lock has been removed.
- No one will attempt to operate the machine until the tag is removed.
- Only the individual that locked out or tagged the machine can remove the lock or tags and the lock or tags must be removed before the machine can be placed back into service.
- Any deviation from this policy will result in disciplinary action being taken against the employee including the possibility of dismissal.
- If for any reason the employee who put a machine out of service is unable to complete the job, the employer may complete the job and put the machine back into service. The employer is then required to inform the employee of the action he took before the employee returns to work.
- An annual review of the lock-out/tag-out procedure is required to be certain it is up-to-date.

Each machine must have a specific lock-out or tag-out procedure written for it. The information on each machine should be specific to that particular piece of equipment. Only one policy is required for identical machines.

The lock-out/tag-out policy must be on all active jobs for all equipment on the job.

The information above is guideline information only. It will not serve as a specific program, however, it should aide you in creating a lock-out/tag-out policy for your company.

II. CODE OF SAFE PRACTICES - TIMBER HARVESTING

A. FELLING, GENERAL

The immediate supervisor shall be consulted when conditions appear unusually hazardous so as to require his or her decision before commencing the cut.

Work areas shall be assigned so that a tree cannot fall into an adjacent occupied work area. The distance between work areas shall be at least twice the height of the trees being felled. A greater distance between work areas shall be provided on slopes and shall be based on but not limited to, the degree of the slope, the density of the growth, the height of the trees, and the soil structure.

Skidders and prehaulers shall not be operated in the immediate felling area (twice the height of trees being felled) while manual felling activity is in progress.

Lodged trees shall be marked and lowered to the ground using mechanical or other safe techniques before any work is continued within two tree lengths of the lodged trees.

Employees shall not approach a feller closer than twice the height of the trees being felled until the feller has acknowledged that it is safe to do so.

Employees shall remain clear of any mechanical felling operation.

Trees shall not be felled in a manner which could endanger any person, or strike any rope, cable or line (including power lines) or equipment. The power company shall be notified immediately if a tree does make contact with any power line, and all personnel shall remain clear of the area until the power company advises that conditions are safe.

In sloping terrain, felling activity shall be kept uphill from, or on the same level as, previously felled trees.

B. MANUAL FELLING

A retreat path shall be planned and cleared as necessary, before the cut is started. Where feasible, the retreat path shall extend back and diagonally to the rear of the expected felling line.

Snags, dead limbs, the lean of tree to be cut, wind conditions, locations of the trees, and other hazards shall be appraised and proper precautions exercised before the cut is started.

Undercuts are required, and shall be of a size to guide tree fall in the intended direction and to minimize the possibility of splitting.

A backcut is required, and shall allow for sufficient hinge wood to guide the tree and prevent it from prematurely slipping or twist off the stump.

The saw shall be at idle or shut off before the feller starts his retreat.

C. BUCKING AND LIMBING

Bucking on slopes where there is danger of log movement shall be from the uphill side unless the log is securely blocked from rolling or swinging.

When spring poles, trees, and limbs under stress are cut, employees shall be in the clear when the stress is released.

Precautions shall be taken in wind-thrown timber to prevent a root wad or but cut from striking an employee.

Trees yarded for bucking shall be safely located and placed in an orderly manner so that they are stable when worked on.

D. MECHANICAL DEBARKING AND DELIMBING

Guarding shall be provided to protect employees from flying wood chunks, logs, chips, bark, limbs and other material and to prevent the worker from contacting moving machine parts.

E. SKIDDING, FORWARDING AND YARDING

Only designated, trained operators shall operate the machines.

Workers shall hook and unhook chokers from the uphill side or end of the log where feasible, unless the log is securely blocked to prevent rolling or swinging. Chokers shall be positioned near the end of the log or tree length.

Equipment shall be positioned during the winching so that the winch line is as near in alignment as possible with the long axis of the machine, unless the machine is designed to be used under other conditions of alignment.

Logs shall not be moved until all personnel are in the clear.

Loads shall not exceed the rated weight capacity of equipment.

The vehicle and load shall be operated with safe clearance from all obstructions.

Towed equipment, such as trailers, shall be attached to the vehicle in a manner which will allow a full 90-degree turn; prevent overrunning of the towing vehicle; and assure the operator is always in control of the towed equipment.

F. PERSONNEL TRANSPORT

All drivers have a valid operators license for the class of vehicle being operated.

Flammable liquids shall not be transported in driver compartments nor in occupied passenger compartments of personnel carriers. Containers for flammable liquids being transported shall meet the requirements of Part 1910, Subpart H of the Code of Federal Regulations.

Seats shall be securely fastened.

Mounting steps and handholds shall be provided.

A seat belt shall be provided for and used by the operator.

G. TRUCK TRANSPORT

Truck drivers shall ensure that load binders are tight before moving the load. While en route, load binders shall be checked to ensure they remain secure by stopping the vehicle, dismounting, checking the load binders and tightening them as needed.

Appropriate precautions shall be taken to ensure that unsecured loads will not fall from the vehicle while the binders are being placed and tightened.

H. LOADING AND UNLOADING

Transport vehicles shall be positioned to provide adequate working clearance between the vehicle and the pile or deck of forest products.

Only the loading or unloading machine operator and necessary personnel shall be in the work area.

Truck drivers shall leave the cab or the truck and remain in sight of the loading/unloading machine operator while their vehicle is being loaded or unloaded.

If your vehicle is equipped with falling object protection (FOP), you may stay in the vehicle unless company policy states otherwise.

Logs and bolts shall be placed on transport vehicles in an orderly manner so that they can be properly secured.

The load shall be positioned for balance and to prevent slippage or loss throughout the handling sequence.

Stakes and chocks which are used for tripping shall be constructed in such a manner that the tripping mechanism that releases the stakes or chocks is activated on the side of the load opposite the release.

A sufficient number of binders shall be left in place over each peak log to secure all logs until a means of protecting personnel removing the binders is in place. Stakes of sufficient strength to withstand the forces of shifting logs shall be considered equivalent protection when logs are not loaded higher than the stakes. If logs exceed the height of the stakes, the unloading machine will hold the logs securely until the binders are released and all personnel are out of danger.

Binders shall be released only from the side on which the unloading machine operates, except when released by remote control devices, or when the person making a release is protected by racks, stanchions or equivalent of the logs should they move.

I. STORAGE

Piles and decks shall be located far enough from other operations so as not to be endangered by them and constructed in an orderly manner to lie stable and to provide workers with enough room to safely move and work in the area.

J. CHIPPING & GRINDING

- Always follow the manufacturer's guidelines and safety instructions. Be aware of and follow pre-start check, start mode, operating and shutdown procedures.
- Know the location of any secondary shutdown control switches.
- Train all operators and associate employees working in the area (truckers, loggers, etc.) on the hazard work areas (waste discharge chute, in feed, out feed, etc.) and the dos/don'ts of the involved equipment. Always supervise new workers using a chipper or grinder to ensure that they work safely and never endanger themselves or others.
- Protect yourself from contacting operating chipper or grinder components by guarding the infeed and discharge ports, and preventing the opening of the access covers or doors until the drum or disc completely stops. Stay away from belts, rollers and pulleys.
- Never reach into a chipper or grinder while it is operating.
- Do not wear loose-fitting clothing around a chipper or grinder.
- Use earplugs, safety glasses, hard hats and gloves.
- Prevent detached trailer chippers from rolling or sliding on slopes by chocking the trailer wheels.
- Maintain a safe distance (i.e., two tree or log lengths) between chipping or grinder operations and other work/workers.
- When servicing and/or maintaining chipping or grinding equipment (i.e., "unjammings") always use a lockout/tagout system to ensure that the equipment is de-energized.

K. SIGNALING AND SIGNAL EQUIPMENT

Hand or audible signals such as whistles, horns, and radios shall be utilized wherever excessive noise, distance, restricted visibility, or other factors prevent clear understanding of normal voice communications between employees. Local or regionally recognized signals may be used.

Except in emergencies, only designated persons shall give signals.

III. TRAINING POLICY

A. GENERAL TRAINING REQUIREMENTS

All employees will be provided training at no cost at the time of their initial assignment prior to starting work, and whenever changes in job assignment will expose them to new or additional hazards.

Employees will be trained to recognize safety hazards associated with their initial work tasks and the preventative and protective measures to deal with such hazards.

Employees will be trained to recognize and deal with general safety hazards in the logging industry.

Employees will demonstrate the ability to perform their tasks safely.

B. POWER TOOL AND EQUIPMENT OPERATORS AND MAINTENANCE PERSONNEL TRAINING

These categories of personnel will be trained to follow manufacturer's instructions in the safe use and maintenance of any equipment, machinery or power tools they are required to operate or maintain.

C. FIRST-AID AND CPR TRAINING

The OSHA Logging Standard requires employers to assure that each employee, including supervisors, receives or has received first-aid and CPR training and that each employee's first-aid and CPR training remain current.

D. HAZCOM TRAINING

Employees who work with or are potentially exposed to hazardous chemicals will receive training as detailed in the next section.

E. TRAINING FOR NON-ROUTINE TASKS

When employees are required to perform non-routine tasks, special training sessions will be conducted to inform them of the hazards involved and the proper precautions to take to avoid or reduce exposure.

IV. HAZARDOUS COMMUNICATIONS POLICY

A. PURPOSE

This policy will inform employees of the contents of the Hazard Communication Standard, the hazardous properties of chemicals they work with, safe handling procedures, and measures to take for protection from these chemicals.

This policy will inform employees of hazards associated with non-routine tasks or with chemicals in unlabeled pipes.

This policy will provide employees access to the information required by the HAZCOM standard.

In addition, Minnesota Rules Chapter 5206 addresses Hazardous Substances and Employee Right-to-Know (ERTK). More information on ERTK and a model ERTK program are available at:

MNOSHA guide on ERTK program: http://www.dli.mn.gov/OSHA/PDF/ertk_gi.pdf

Model ERTK program: http://www.dli.mn.gov/OSHA/PDF/model_ertk.pdf

If employees are exposed to noise that exceeds the OSHA Action Level of 85 dBA as an 8-hour time weighted average (TWA), they need to be included in a Hearing Conservation Program (29 CFR 1910.95) and the requirements that go with that.

Federal OSHA website on noise: <http://www.osha.gov/SLTC/noisehearingconservation/index.html>

B. LIST OF HAZARDOUS CHEMICALS

A list of all hazardous chemicals, which identifies all hazardous chemicals to which employees are exposed and the corresponding MSDSs will be maintained and updated as necessary.

It will be located in the HAZCOM file at each worksite.

C. MATERIAL SAFETY DATA SHEETS

Material Safety Data Sheets (MSDS) providing specific information on all hazardous chemicals used by employees will be kept in the HAZCOM file at each worksite, and will be readily available to employees.

The MSDS will be a fully completed OSHA Form 174 or its equivalent.

A master list of all MSDSs will be readily available to employees in the HAZCOM file at each worksite.

D. LABELS AND OTHER FORMS OF WARNINGS

All hazardous chemical containers will be properly labeled and updated.

Labels will list at least the chemical identity and appropriate hazard warnings.

Labeling is not required on portable containers into which an employee transfers chemicals intended for his/her immediate use.

Pipes or piping systems will not be labeled, but their contents will be described in training sessions.

E. NON-ROUTINE TASKS

When employees are required to perform non-routine tasks, special training sessions will be conducted to inform them regarding hazardous chemicals to which they might be exposed and proper precautions to take to reduce to avoid exposure.

F. TRAINING

All employees who work with or are potentially exposed to hazardous chemicals will receive initial training on the Hazardous Communication Standard and safe use of those hazardous materials.

When a new hazard is introduced, additional training will be provided.

Monthly safety meetings will be used to review the information presented earlier.

Supervisors (at no cost to them) will receive extensive training regarding hazards and protective measures so they will be available to answer employee's questions and provide daily monitoring of safe work practices.

The training plan will emphasize these items:

Summary of the standard and this written program.

Chemical and physical properties of hazardous material (e.g., flashpoint, reactivity) and methods that can be used to detect the presence or release of chemicals (including chemicals in unlabeled pipes).

Physical hazards of chemicals (e.g., potential for fire, explosion, etc.)

Health hazards, including signs and symptoms of exposure, associated with exposure to chemicals and any medical condition known to be aggravated by exposure to the chemical.

Procedures to protect against hazards (e.g., personal protective equipment required, proper use and maintenance; work practices or methods to assure proper use and handling of chemicals; and procedures for emergency response).

Work procedures to follow to assure protection when cleaning hazardous chemical spills and leaks.

Where MSDSs are located, how to read and interpret the information on both labels and MSDSs and how employees may obtain additional hazard information.

The employee's training plan will be reviewed regularly to be sure that it adequately meets company needs.

Retraining will be provided whenever a hazard changes or a new hazard is introduced into the workplace.

Input from employees will be solicited regarding the training they have received and their suggestions for improving it.

G. CONTRACTOR EMPLOYEES

Outside contractors will be advised of any hazards that may be encountered in the normal course of their work on the premises, the labeling system in use, the protective measures to be taken, and the safe handling procedures to be used.

Contractors will be notified of the location and availability of MSDSs.

Outside contractors bringing chemicals on-site must provide appropriate hazard information on the substances, including the labels used and the precautionary measures to be taken in working with the chemicals.

H. ADDITIONAL INFORMATION

All employees or their designated representatives can obtain further information on this written program, the hazard communication standard, applicable MSDSs and chemical information from management.

I. BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN

In accordance with the OSHA Bloodborne Pathogens Standard, 29 CFR 1910.1030, the following exposure control plan has been developed for _____:

EXPOSURE DETERMINATION

OSHA requires logging contractor employees to perform an exposure determination concerning which employees may incur occupational exposure to blood or other potentially infectious materials. The following job classifications are in this category: **Feller, Skidder Operator, Mechanical Equipment Operators and Foreman.**

EXPOSURE CONTROL

Exposure to blood or other potentially infectious materials will not usually occur during the course of your employment duties. However, exposure is possible and it is imperative that everyone be aware of all potential exposures to blood or other infectious materials at all times. The most likely situation where exposure will occur is when you provide first aid or assistance in emergency treatment or evacuation, or where you are present at an accident scene or are exposed to clothing, equipment or other materials that have been penetrated by blood or other infectious material.

Stop and assess each potential exposure to blood or other infectious material which you encounter. Avoid the potential exposure by not contacting the blood or other infectious material and by remaining outside the area within which the blood or other infectious material may be sprayed.

If the blood or other infectious material cannot be avoided entirely, the exposure must be controlled. Personal protective equipment shall be used to shield eyes, mouth, mucous membranes, non-intact skin (e.g., cuts, scrapes, open sores or rashes, etc.) and skin generally from contact with blood, bodily fluids or other potentially infectious material.

If confronted with an unavoidable exposure to blood, bodily fluids or other infectious material, the personal protective equipment listed in the next paragraph shall be used unless the delay necessary

to obtain and put on the equipment may increase the risk of death or greater injury to the individual whom you are assisting. However, even if the aforementioned personal protective equipment cannot be used due to the extreme nature of the emergency, all employees shall take every step reasonably possible to cover and shield eyes, mouth, mucous membranes, non-intact skin and as much skin as possible before contacting blood, body fluids and other infectious material, and before entering the spray area. For example, employees shall take the following precautions to protect:

Eyes: Protect with safety glasses, goggles or face mask, etc.

Ears: Protect with ear/noise protection or hat, etc.

Hands: Protect with gloves or other non-permeable material or tool, etc.

Mouth: Protect with face shield, scarf, handkerchief, or mask, etc.

Body: Protect with layers of clothing (e.g., put on coat, sweater, roll down sleeves, etc.). Put on disposable impermeable gown.

PERSONAL PROTECTIVE EQUIPMENT

Protective equipment and clothing shall be available in each vehicle operated by the logging contractor, foreman and supervisor, as well as at the woods camp, and shall include:

Gloves

Lab Coat

Face Shield

Apron

Protective eye wear with solid side shields or goggles

Utility gloves

Examination gloves

Resuscitation device

All personal protective equipment will be removed prior to leaving the work area.

All personal protective equipment shall be cleaned, laundered, and disposed of by the logging contractor/employer at no cost to employees.

All personal protective equipment contaminated by blood or other potentially infectious material shall be put into the container marked for this purpose.

CLEAN-UP AFTER EXPOSURE

An employee who has been exposed to blood, bodily fluids or other infectious material, shall clean up immediately.

All garments which are penetrated by blood shall be removed immediately or as soon as feasible.

All garments or other material that has been contaminated shall be put into the container marked for this purpose. The container is to be labeled "BIOHAZARD."

Every vehicle operated by the logging contractor foreman and supervisor shall have either an antiseptic cleanser and clean paper/cloth towels or antiseptic towelettes for use by employees. If hand-washing facilities are not immediately available, the employee shall use the antiseptic

cleanser or antiseptic towelettes to clean his hands or other body parts. In addition, the employee shall wash his hands and other body parts with soap and water as soon as feasible. The logging contractor shall ensure that an ample supply of antiseptic cleanser or antiseptic towelettes is available in his vehicles and those operated by foreman and supervisor.

LAUNDRY PROCEDURES

All employees who handle contaminated laundry shall utilize personal protective equipment to prevent contact with blood or other potentially infectious materials. Laundry contaminated with blood or other potentially infectious materials shall be handled as little as possible. Such laundry shall be placed in appropriately marked bags at the locations where it was used. Such laundry shall not be sorted or rinsed in the area of use. The laundry shall then be placed in the "BIOHAZARD" container. The employer shall be responsible for disposing of or laundering contaminated clothing or other material.

CONTAMINATED EQUIPMENT

Equipment (chain saws, wedges, etc.) that has become contaminated with blood or other potentially infectious materials, shall be examined prior to servicing or shipping, and shall be decontaminated as necessary with bleach or tuberculocidal solution or the equipment.

WORK AREA RESTRICTIONS

Gloves shall be worn where it is reasonably anticipated that employees will have hand contact with blood, other potentially infectious materials, non-intact skin, and mucous membranes. Gloves are available from the logging contractor, foreman, or supervisor who shall have disposable gloves in their vehicles. Gloves shall be used for first aid and emergency procedures where the employee is likely to be exposed to blood and/or other infectious material.

Disposable gloves shall not be washed or decontaminated for reuse and are to be replaced as soon as practical when they become contaminated or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised. Utility gloves may be decontaminated for reuse provided that the integrity of the gloves is not compromised.

Masks in combination with eye protection devices, such as goggles or glasses with solid side shield, or chin-length face shields, shall be worn whenever splashes, spray, splatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose or mouth contamination can reasonably be anticipated.

Any broken glassware that may be contaminated will not be picked up directly with the hands.

Mouth pipetting/suctioning of blood or other potentially infectious material is prohibited.

POST-EXPOSURE INCIDENT EVALUATION AND FOLLOW-UP

When the employee incurs an exposure incident, it shall be immediately reported to the logging contractor, foreman, or supervisor. An exposure incident in specific eye, mouth, other mucous membranes, non-intact skin, or parenteral contact with blood or other potentially infectious material that results from the performance of an employee's duties.

All employees who incur an exposure incident shall be offered post-exposure evaluation and follow-up in accordance with the OSHA standard. This follow-up shall include the following:

1. Documentation of the route of exposure and the circumstances related to the incident.
2. If possible, the identification of the source individual and, if possible, the status of the source individual. The blood of the source individual will be tested (after consent is obtained) for HIV/HBV infectivity.
3. Results of testing of the source individual will be made available to the exposed employee, as provided by law, with the exposed employee informed about the applicable laws and regulations concerning disclosure of the identity and infectivity of the source individual.
4. The employee will be offered the option of having blood collected for testing to determine the employee's HIV/HBV serological status. The blood sample will be preserved for up to 90 days to allow the employee time to decide if the blood should be tested for HIV serological status. However, if the employee decides prior to the time that testing will or will not be conducted, then the appropriate action can be taken and the blood sample, if collected, discarded.
5. The employee will be offered post-exposure prophylaxis in accordance with the current recommendations of the U.S. Public Health Service.
6. The employee will be given appropriate counseling concerning precautions to take during the period after the exposure incident. The employee will also be given information on what potential illnesses to be alert for and to report any related experiences to appropriate personnel.
7. The logging contractor shall assure that the policy outlined here is effectively carried out, and the logging contractor shall maintain records related to this policy.

INTERACTION WITH HEALTH CARE PROFESSIONALS

A written opinion shall be obtained from the health care professional who evaluates employees of this company. Written opinions will be obtained in the following instances:

1. When the employee is sent to obtain a Hepatitis B vaccine.
2. Whenever the employee is sent to a health care professional following an exposure incident.

Health care professionals shall be instructed to limit their opinions to:

1. Whether the Hepatitis B vaccine is indicated and if the employee has received the vaccine, or for evaluation following an incident.
2. That the employee has been informed of the results of the evaluation; and
3. That the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials. The written opinion to the employer is not to reference any personal medical information.

TRAINING

Training for all employees shall be conducted prior to initial assignment to tasks where occupational exposure may occur. Training will be conducted in the following manner:

Training for employees will include an explanation of:

1. The OSHA standard for bloodborne pathogens;
2. Epidemiology and symptomatology of bloodborne diseases;
3. Modes of transmission of bloodborne pathogens;
4. This Exposure Control Plan, i.e. points of the plan, lines of responsibility, how the plan might be implemented, etc.
5. Procedures which might cause exposure to blood or other potentially infectious materials on the job site and camp;
6. Personal protective equipment available at this facility and who should be contacted concerning:
7. Post-exposure evaluations and follow-up;
8. Signs and labels at the job site and camp; and
9. Hepatitis B vaccine program at the facility.
10. The specifics of the First Aid Reporting Procedures.

HEPATITIS B VACCINE

All employees who have been identified as having exposure to blood or other potentially infectious materials shall be offered the Hepatitis B vaccine, at no cost to the employee. The vaccine shall be offered within 10 working days of the initial assignment to work involving the potential for occupational exposure to blood or other potentially infectious materials unless the employee has previously had the vaccine or who wishes to submit to antibody testing which shows the employee to have sufficient immunity.

Employees who initially decline the vaccine, but who later wish to have it, shall then have the vaccine provided at no cost. Any employee who declines the vaccine shall sign a "Declination Statement," a copy of which is attached hereto.

The logging contractor is responsible for assuring that the vaccine is offered, and for facilitating its provision to employees.

FIRST AID REPORT PROCEDURE

All first aid incidents involving the presence of blood or other potentially infectious materials shall be reported to the logging contractor, foreman, or supervisor before the end of the work shift during which the first aid incident occurred.

Each report of a first aid incident must include all of the following:

1. The names of all persons who provided assistance or first aid;
2. A description of the first aid incident, including the time and date; and
3. A determination of whether or not an exposure incident occurred.

Each report of a first aid incident shall be recorded on a list of such first aid incidents (that is, a first aid incident involving the presence of blood or other potentially infectious materials).

The logging contractor shall keep and maintain first aid incident reports and the list of such reports. An employee may review such reports or list upon request.

An employee who has occupational exposure to blood or other potentially infectious materials, and who has not been offered a Hepatitis B vaccination and who provides hands-on first aid assistance in any situation involving the presence of blood or other potentially infectious materials shall be offered the full immunization series. In this specific situation, the full immunization series shall be offered to an employee whether or not a specific “exposure incident” has occurred. The logging contractor is responsible for coordinating the initiation of the full vaccination series, and he shall do so immediately.

RECORD KEEPING

All records required by the standard shall be maintained by the logging contractor.

All employees shall receive annual refresher training. The logging contractor shall be responsible for providing such training.

DECLINATION STATEMENT

I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring Hepatitis B Virus (HBV) infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If, in the future, I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Employee Signature

Date