
Safety Solutions Guide

Procedures and tools for enhancing the safety process



**Preview
Package**

*Lawrence H. "Chip" Dawson, Editor
Greater Rochester Chamber of Commerce, Publisher*



A note from Chip Dawson

Thank you for requesting a preview package of the Safety Solutions Guide. It's a document about which we were quite proud and which was many years in the making. It was born in the frustration I felt as I reviewed safety manuals after safety manuals in organizations large and small. Nearly all were poorly researched and badly written and had been gathering dust for years with no use, no changes and no value. Most organizations had spent thousands of dollars for what they had, either in purchase from a vendor with no understanding of the reality of life in business or in the valuable time of an in-house author who struggled to make a useful document. The Safety Solutions Guide goes much further than anyone might expect. I hope you'll find it of significant value to your organization.

ABOUT THE SAFETY SOLUTIONS GUIDE

Extensive research and wide-spread experience now shows that an organizational safety effort has little hope of success unless that effort is fully integrated into the organizations processes, value systems and culture. The Safety Solutions Guide addresses that finding head on.

In the guide, you will find an electronic copy of another book by me. Safety for the Leader/Manager will outline in clear, positive and interesting language the actions necessary within the management team to install and lead a successful safety effort.

The guide then presents tools and discussions that help you make the culture change and sustain the improvements necessary to excel.

Once the safety process is established, the guide helps you communicate the tools and information necessary for all your people to understand and embrace the information that will help them help you to ensure a safe working environment.

Training, a major on-going need, is also supported by the guide. Research shows that training delivered by a team's supervisor is much more likely to be accepted and retained than with the use of outside purchased materials and canned programs. With the guide, all essential material is placed in an integral training outline and linked to on-line resources that will help the supervisor prepare for delivery.

TO PURCHASE THE GUIDE

In this package, we give you two of the more than 40 documents in the full guide along with both a table of contents and index. If you have sufficient information to make a purchasing decision, just go to the last page of this preview package and complete the form you find there. Once payment is received, the Greater Rochester Chamber of Commerce will mail you a computer disk with all guide components written in MS Word for easy modification and updating. When OSHA regulations change, we'll send holders of the guide revisions of the appropriate section at no cost.

ABOUT CHIP DAWSON

Chip has more than 46 years in the safety business, starting as a safety engineer at Kodak Park and completing his tenure there as the director of industrial safety in 1992. His 10 years in middle management and 20 years as a naval officer prepared him well to advise on both the management and technical aspects of safety. From 1992 through 2015, he advised hundreds of Rochester Business Alliance members on the safety excellence process. In addition, he served as a principal member of the development and delivery team at the University of Alabama that trained over 3,000 OSHA consultants on the safety and health management process. The guide reflects all that Chip has learned in an exciting and challenging career.

Table of Contents

COVERING ALL BUSINESS SECTORS

- 1.0 **Safety Process and Administration**
 - Responsibilities for Safety and Health
 - Loss Control Policy
 - Safety and Health Training Requirements
 - About OSHA
 - Managing the Safety and Health Process
 - Incident Reporting and Investigation
 - Safety and Health Recordkeeping
 - Job Safety Analysis
 - Change Analysis
 - Workers' Compensation and Return-to-Work Program
 - Managing Contractor Safety
 - Audits and Inspections
 - Safety Off the Job
 - 2.0 **Chemicals and Hazardous Materials**
 - Chemical Hazard Communication
 - Controlling Exposure to Bloodborne Pathogens (Awareness Level)
 - Process Safety Management
 - 3.0 **Emergency Planning and Fire Protection**
 - Emergency Action Plan
 - Hot Work Operations
 - Fire Prevention Plan
 - Dealing with Medical Emergencies
 - 4.0 **General Safety**
 - Tool Safety
 - Motor Vehicle Safety
 - Occupational Health for Outside Workers
 - Office Safety
 - Excavation Safety
 - Fall Protection
 - Ergonomics
 - 5.0 **Machinery and Machine Guarding**
 - Dealing with Shiftwork
 - Mechanical Power Press Safety
 - Machine Guarding
 - 6.0 **Maintenance Programs**
 - Control of Hazardous Energy (Lockout/Tagout)
 - Ladder Safety
 - OSHA Construction Requirements
 - Electrical Safety
 - Vehicle and Mobile Equipment Maintenance Safety
 - Highway Work
 - Confined Space Entry
 - 7.0 **Materials Handling**
 - Powered Industrial Truck Operations
 - Crane, Hoist and Sling Safety
 - Materials Handling and Storage
 - Pallet, Box and Crate Safety
 - Bailer and Compactor Safety
 - 8.0 **Personal Protective Equipment**
 - Personal Protective Equipment
 - Hearing Conservation Program
-

Index

ALL BUSINESS SECTORS INCLUDED

Key Word	Procedure #				
A		Change analysis	1.9	Emergency action plan	3.1
About this manual	0.2	Chemical abstracts number	2.1	Emergency contacts	3.1
Adverse effects, shiftwork	4.8	Chemical compatibility	2.1	Emergency medical response	3.4
AED	3.4	Chemical hazard communication	2.1	Emergency notification	3.1
Aerial lift	4.6	Chemical inventory	2.1	Emergency resources inventory	3.1
Affected employees	6.1	Child restraints	4.2	Emergency shower	3.4
Aisle striping	4.6	Clothing, high visibility	6.7	Emergency shutdown	3.1
Aisles	7.3	Cold weather	4.3	Emergency stops	5.2
Alcohol, shiftwork affect	4.8	Commitment	1.2	Emergency team members	3.1
Ambulance	3.4	Communications (emergency)3.1		Emergency update form	3.1
Amputations	5.2	Compactor safety	7.5	Employee participation	1.12
Anchor point	4.6	Competent person	4.5	EMT	3.4
Animal carcass	4.3	Concrete, hazards of wet	6.7	Entrant, confined space	6.7
ANSI Z245.2 and Z245.5	7.5	Confined space entry	6.7	Entry supervisor	6.7
Arc flash	6.4	Construction bids	1.11	Ergonomics (office)4.4	
Arc flash hazard analysis	6.4	Construction Industry Digest	6.3	Ergonomics	4.7
Arc welding	3.2	Construction safety	6.3	Ergonomics, construction	6.7
Assessment, confined space	6.7	Construction standards	6.3	Excavation covers	4.6
Attendant, confined space	6.7	Contact stress	4.7	Excavation safety	4.5
Attributes of Excellence	1.5	Control of hazardous energy	6.1	Excavations	4.5
Audiometric testing	8.2	Conveyors	7.3	Experience Modification (EMR)1.11	
Audits	1.12	Copyright	0.2	Exposure records	1.7
Authorized employees	6.1	Corrective action status	1.12	Eye protection	8.1
Authorized entrant	6.7	CPR	3.4	Eye wash	3.4
Automatic external defibrillator	3.4	Cranes	7.2	F	
Awkward postures	4.7	Crates	7.4	Face protection	8.1
B		Critical task checklist	3.1	Fall arrest devices	4.6
Back belts	4.7	Cutting	3.2	Fall hazards	4.6
Backing in winter	4.2	D		Fall prevention (office)4.4	
Backing vehicles	4.2	DART rate (OSHA)1.11		Fall protection	4.6
Bailer safety	7.5	Dawson Associates	0.2	Fatigue	4.8
Barrier creams	8.1	Dead animals	4.3	Fire prevention (office)4.4	
Batteries	6.5	Dealing w/ medical emergencies	3.4	Fire watch	3.2
Battery charging	6.5	Death notification	3.4	First aid (emergency)3.1	
BBP	2.2	Death report	1.7	First aid kit	3.4
Blocking, vehicle maintenance	6.5	Decibel (dB)8.2		First aid reports	1.7
Bloodborne pathogens	2.2	DEET	4.3	First aid	3.4
Body belts	4.6	Dermatitis	4.3	First responder	3.4
Boxes	7.4	Die Setting, power press	5.1	Flagger	6.7
Breakdown maintenance	6.5	Dig-Safe New York	4.5	Foot protection	8.1
C		Dynamic loads	4.7	Force	4.7
Caffeine use	4.8	E		Fork truck inspection	7.1
Carcass removal	4.3	Ear protection	8.2	Fork trucks	7.1
Cave-in prevention	4.5	<i>Easy Ergonomics</i>	4.7	Fueling vehicles	4.2
Change analysis (guarding)	5.2	Electrical safety	6.4	Full body harness	4.6
		Electrical safety (office)4.4		G	

Gas welding	3.2	J		Nutrition, shiftwork	4.8
GHS	2.1	Job analysis, ergonomic	4.7	O	
Globally Harmonized System	2.1	Job design, ergonomic	4.7	Occupational health	4.3
Gotcha stick	5.2	Job Safety Analysis (JSA)1.8		Off the job safety	1.13
Guards	5.2	JSA form	1.8	Office safety	4.4
Guidelines (OSHA Program)1.5		K		OSHA §1910 Subpart P	4.1
H		L		OSHA §1910 Subpart Q	3.2
Hand protection	8.1	Labeling	2.1	OSHA §1910.1030	2.2
Hard hats	8.1	Labor Law § 23-1.5	1.11	OSHA §1910.12	6.3
Hazard assessment (PPE)8.1		Ladders	6.2	OSHA §1910.1200	2.1
Hazard classification	1.12	Lanyard	4.6	OSHA §1910.132-.138	8.1
Hazard communication standard	2.1	Leading the Safety Process	1.5	OSHA §1910.146	6.7
Hazard zone (PPE)8.1		Leg protection	8.1	OSHA §1910.147	6.1
HazCom	2.1	LEL	2.1	OSHA §1910.151	3.4
Head protection	8.1	License (operators)4.2		OSHA §1910.177	6.5
Hearing conservation	8.2	Lifting techniques	7.3	OSHA §1910.178	7.1
Hearing protection	8.2	Lifting	4.4	OSHA §1910.179	7.2
Heart attack at work	3.4	Lighting (office)4.4		OSHA §1910.184	7.2
Heat stroke	4.3	Lightning	4.3	OSHA §1910.217-.30	4.6
Heat	4.3	Loaning safety equipment	1.13	OSHA §1910.211-.219	5.2
HEPA	3.4	Lockout/tagout (compactors)	7.5	OSHA §1910.217	5.1
Hepatitis B (HBV)2.2		Lockout/tagout	6.1	OSHA §1910.257-.26	6.2
Highway work	6.6	Loss control policy	1.2	OSHA §1910.38	3.1
Histoplasmosis	4.3	Loss Incident Report	1.6	OSHA §1910.39	3.3
HIV	2.2	M		OSHA §1910.95	8.2
Hoist chains	7.2	Machine guarding	5.2	OSHA §1926 series	6.3
Hoist inspections	7.2	Machine-specific lockout	6.1	OSHA §1926 Subpart I	4.1
Hoists	7.2	Maintenance, emergency shower	3.4	OSHA §1926.16	1.11
Hospitalization report	1.7	Managed care	1.10	OSHA §1926.441	6.5
Hot weather	4.3	Management Verification	1.8	OSHA §1926.500-.503	4.6
Hot work permit	3.2	Managing contractor safety	1.11	OSHA §1926.600-.601	6.5
Hot work prohibitions	3.2	Manhole covers	6.7	OSHA §1926.650	4.5
Hot work	3.2	Manuals handling	7.3	OSHA 10-hour program	1.11
“Household use only” appliance	6.4	Materials handling and storage	7.3	OSHA booklet 2236	7.3
Housekeeping	4.6	Mechanical power press	5.1	OSHA booklet 2098	1.4
Housekeeping	7.3	Media relations officer	3.1	OSHA booklet 3302	1.4
I		Medical emergencies	3.4	OSHA S&H Program Guidelines	1.5
IDLH environments	6.7	Medical personnel available	3.4	OSHA stick	5.2
Incident reporting	1.6	Medical records	1.7	OSHA	1.4
Indoor air quality	4.4	Mini-breaks	4.7	Overhead lifts	4.7
Injuries away from work	1.13	Mobile equipment maintenance	6.5	P	
Injury recovery	1.10	Motor vehicle safety	4.2	PAI	3.2
Injury report, power press	5.1	Mowing	6.7	Pallet safety	7.4
Insect stings	4.3	Multi-piece rim wheels	6.5	Parking vehicles	4.2
Inspection report form	1.12	Musculoskeletal disorders (MSD)	4.7	Permit authorizing individual	3.2
Inspection, frequency	1.12	MUTCD	6.6	Permit, confined space entry	6.7
Inspection, power press	5.1	N		Permit, hot work	3.2
Inspections (pallets)	7.4	Naps, power	4.8	Permit-required confined space	6.7
Inspections	1.12	Neutral position	4.7	Personal Protective Equipment	8.1
Intent	1.2	NFPA	3.2	Pictogram	2.1
Intoxication	4.2	NFPA 70E (2012)6.4		Pigeon droppings	4.3
Inventory, confined space	6.7	Night work	4.8	Plowing	6.6
Investigation (emergency)3.1		Noise (office)4.4		Point of operation guarding	5.2
Investigation	1.6	Notification, death/injury	3.4	Poison ivy	4.3

Pollen	4.3	Silica	4.3
Portable cords	6.4	Single piece rim wheels	6.5
Potential hazards analysis	3.1	Site emergency coordinator	3.1
Power grip	4.7	Sleep	4.8
Power press	5.1	Sling inspections	7.2
Power transmission guarding	5.2	Slings	7.2
Powered Industrial Trucks	7.1	Slow-moving vehicles (SMV)	6.7
PPE	6.5	Soil types	4.5
PPE	8.1	Sprinkler impairment	3.2
Purchasing tools, machines	5.2	Stacking	7.3
Q		Standards summarized	1.2
Qualified person	6.4	Standing water (excavations)4.5	
R		Static loads	4.7
Rabies	4.3	Storage, materials	7.3
Railings	4.6	Sun exposure	4.3
Railroad work	6.7	Sun screen	4.3
Record retention, inspections	1.12	Symptoms, MSD	4.7
Recordkeeping	1.7	T	
Records, confined space entry	6.7	Table O-10	5.1
Repetition	4.7	Tagout	6.1
Repetitive stress injuries (RSI)	4.7	Tool inspection	1.13
Requirements and expectations	1.2	Tool loan	1.13
Rescue, confined space	6.7	Torso protection	8.1
Rescue, non-entry	6.7	Traffic manager	6.7
Respiratory protection	8.3	Training record	1.3
Response time, emergencies	3.4	Training	1.3
Responsibilities	1.1	Training, electrical safety	6.4
Responsibility—employees	1.1	Training, power press operator	5.1
Responsibility—manager	1.1	Transporting fuel	4.2
Responsibility—safety specialist	1.1	Trench box	4.5
Responsibility—supervisor	1.1	Trench	4.5
Restraint systems (vehicle)4.2		Trouble-shooting, vehicles	6.5
Return-to-Work Program	1.10	U	
Risk assessment, power press	5.1	Unqualified person	6.4
Risk factors, MSD	4.7	V	
Road conditions	4.2	Vehicle condition	4.2
Road rage	4.2	Vehicle maintenance	6.5
Root cause	1.6	Vibration	4.7
Routine servicing, vehicles	6.5	Vision	1.2
S		Voluntary Protection Program	1.5
Safety and health program	1.5	W	
Safety Data Sheet (SDS)2.1		Wardens (emergency)3.1	
Safety off the job	1.13	Water, work over	6.7
Safety process	1.5	Weed whacker dermatitis	4.3
Safety shower	3.4	Welding safety	3.2
Schedule, shiftwork	4.8	Welding	3.2
Search team assignments	3.1	Wire ropes	7.2
Search teams	3.1	Work zone safety	6.7
Shelter arrangements	3.1	Workers' Compensation	1.10
Shelter in place	3.1	Written safety plan	1.11
Shiftwork	4.8	XYZ	
Shoring	4.5		
Signal word	2.1		
Signs, MSD	4.7		

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Safety and Health Procedure 1.10

Subject: WORKERS' COMPENSATION AND RETURN-TO-WORK PROGRAM

Revised: June 15, 2012

Required by: Company Policy

Reference: None

Facility Coordinator: L. H. Dawson

Employee Training Frequency: At time of hiring.

Summary: While the company maintains an active workplace safety and health process designed to prevent the occurrence of any occupational injuries and illnesses, it is recognized that events may occasionally occur that will result in employees being absent from work during recovery. The company considers such absences serious events for two reasons:

1. The employee is suffering emotionally and physically and deserves all reasonable support and attention the company can muster to assist in his/her return to full health.
2. The company loses the services of a valuable associate whose routine presence at work allows the company team to provide the high level of service the public has come to expect.

For these reasons, the company has established a return-to-work program that is intended to facilitate prompt, competent treatment of workplace injuries and illnesses and allow prompt return to full duty.

Return-to-Work Process: In order to obtain maximum benefit to the company and the individual from the return-to-work process, managers and supervisors are expected to:

1. Communicate promptly with the company claims administrator and return-to-work coordinator about the individual and the job he/she does.
2. Talk with the injured/ill employee about the return-to-work process and explain that this is an employee benefit designed to lessen the impact of the injury or illness on him/her.
3. Ensure that the physician treating the employee is aware of what the job requires and that you are able to provide modified or alternate work if you know what restrictions he/she is placing on the employee.
4. Continue to stay in touch with the employee and provide encouragement and support.
5. Fully investigate the circumstances of the injury/illness event, identify root causes, fix the safety system, and inform the employee of actions you've taken to ensure that he/she will not be injured again in the same way. See Safety and Health Procedure 1.6.

Training Key Points:

1. Despite the efforts of the company and its employees to achieve and maintain excellence in safety and health, workplace injuries and illnesses may occasionally occur. These events are usually complex in their causes and are not viewed as a negative reflection on the employee.

2. The company participates in a Workers' Compensation Insurance Fund under New York State law that provides for the treatment of workplace injuries and illnesses, income replacement and payment for permanent disability, disfigurement, and loss of use of a body part,
3. Workers' compensation is a no-fault system. This means that eligibility is not affected by employer negligence or employee fault. Except for injuries due to drug or alcohol intoxication and willful intent to injure yourself or others, you will be covered for injuries or illnesses that are determined to occur at work.
4. In case of injury, you should follow these guidelines:
 - a. Stop work and call for help immediately.
 - b. Let others assist you. Do not try to "tough it out."
 - c. If able, calmly tell your supervisor what happened.
 - d. If you are in pain, bleeding heavily, faint, nauseous, gasping for breath or feel you are in trouble; ask that an ambulance be called.
 - e. If your injury is relatively minor, let your supervisor or a co-worker drive you to the hospital or medical facility after you get first aid.
 - f. You will heal or recover much faster if you get competent medical attention promptly. A delay of even a day can put your recovery back much further.
5. Many studies have found that return from a work injury or illness will occur sooner and at much lower cost to you and the company if:
 - a. You participate in the company managed care system.
 - b. You get prompt care by a qualified occupational health physician or a physician with a good understanding of workplace injuries and illnesses.
 - c. You talk with the doctor about your situation, how long recovery should take under normal conditions, and what you need to do to speed recovery.
6. In order to assist in your recovery, your supervisor and co-workers will stay in touch to see how you're doing and determine any support you need.
7. As soon as you are able, you are encouraged to visit your work location so you can stay in touch.
8. When approved by the doctor, we will return you to work and modify your job to accommodate any restrictions you might have. As an alternative, we may give you another job you are able to handle until you are ready to go back to your regular job.
9. Getting back to work is essential for your prompt recovery. Studies show that recovery begins much faster when you feel like you are needed and are able to do normal tasks. If you are confined to bed or home rest for long periods of time, on the other hand, there is a tendency for you to feel and act sicker than you might otherwise be.

Dawson Associates

Safety and Health Procedure 3.3

Subject: FIRE PREVENTION PLAN

Revised: June 19, 2012

Required by: OSHA and Company Policy

Reference: OSHA §1910.39

Facility Coordinator: L. H. Dawson

Employee Training Frequency: At time of hiring, when requirements or procedures change, and when employee performance indicates that retraining is required.

Summary: OSHA requires a written fire prevention plan for all facilities where fire extinguishers are used, and in a variety of other situations that apply to our facility. The intent of this requirement is to identify and control hazards that can allow fire to start, or that will contribute to the spread of fire. Since fire can have a devastating affect on the workforce and on company operations, it is essential that plans be written, communicated and followed throughout all our facilities.

Management Action Required: Since the plan elements, as outlined in 3. below, are very specific to each work area, department heads are responsible for preparing the lists and procedures necessary to ensure compliance with this document. Help in identifying hazards and determining procedure elements is available from the safety office.

Training Key Points:

1. Fire can start easily under the right conditions and can move beyond the incipient stage to become a fully involved fire within as little as two to three minutes.
2. A written fire prevention plan is required for our facility and must be followed.
3. The plan for this facility includes:
 - a. A list of all major fire hazards and the type of fire protection equipment available and suitable to control each hazard.
 - b. A list of potential ignition sources and their control
 - c. Procedures for the proper handling and storage of hazardous materials
 - d. Procedures to control accumulations of flammable and combustible waste materials
 - e. Procedures for the maintenance of safeguards on all heat-producing equipment to prevent accidental ignition of combustible material
 - f. The job title of employees responsible for maintaining equipment to prevent or control ignition sources and of those responsible for controlling fuel source hazards.
4. As a general rule, the most significant hazard for fire is poor housekeeping where combustible materials clutter the workplace and can be ignited by heat sources normally found in the space. To control housekeeping, all employees are responsible for:
 - a. Immediately placing paper, wood, cloth and other ordinary combustibles no longer of value in appropriate trash containers.
 - b. If combustible items are of value, they must be immediately stored neatly in designated storage locations such as racks, shelves, or bins.

- c. Boxes, bins, tubs, and stacks of combustibles must be directly accessible from aisles or walkways without requiring the moving of other materials to reach them.
 - d. No materials may be stored on top of cabinets, racks or shelves in such a way that they inhibit sprinkler flow, are in danger of falling, or are not easily accessible from the floor. If there is any question, store goods only in spaces or locations designed for the purpose.
 - e. In order to insure rapid access in an emergency, aisleways must always be kept fully open, fire extinguishers and hose lines must be kept accessible with nothing blocking, and exit routes and doorways must be clear and unlocked.
 - f. Flammable liquids and gases must be stored in cabinets, containers or rooms designed for the purpose and only in the quantities necessary for reasonable near-term use.
5. Smoking is not permitted within any work area and where otherwise prohibited and open flame and other hot work must be done in accordance with Safety and Health Procedure 3.2.

Safety Solutions Guide

Every resource you need to implement or upgrade your safety process:

- ★ Safety process guidance
- ★ Best practice documents
- ★ Plain language procedures
- ★ Training outlines for all core training needs
- ★ Links to support materials for company trainers
- ★ Electronic copy of *Safety for the Leader/Manager: From Compliance to Excellence* by Chip Dawson

Worlds better than typical safety manuals:

- 🌐 A comprehensive safety program in a binder
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To discuss the safety improvement process and use of the guide, contact:

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(585) 388-2828
ChipDawson@aol.com

COMMENTS FROM THE FIELD

The documents, outlined procedures and key points were instrumental in helping American Packaging Corporation pass two OSHA Voluntary Protection Program audits. The Guide is...clear and concise...and has become a primary tool used by management and employees for on-going reference and facility-wide training.

Tom Ringlestetter, Corporate Safety Manager (retired), American Packaging Corporation



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ORDER FORM**

For those needing 9 or fewer procedures, we recommend choosing only the procedures you want vs. the full guide.

- 1. Full Safety Solutions Guide on CD: Chamber Member-\$500; Non-member-\$525, or**
- 2. Individual Procedures-each: Chamber Member-\$50; Non-member-\$52.50 (check the ones you want below)**

1.0 Safety Process and Administration

- 1.1 Responsibilities for Safety and Health
- 1.2 Loss Control Policy
- 1.3 Safety and Health Training Requirements
- 1.4 About OSHA
- 1.5 Managing the Safety and Health Process
- 1.6 Incident Reporting and Investigation
- 1.7 Safety and Health Recordkeeping
- 1.8 Job Safety Analysis
- 1.9 Change Analysis
- 1.10 Workers' Comp. and Return-to-Work Program
- 1.11 Managing Contractor Safety
- 1.12 Audits and Inspections
- 1.13 Safety Off the Job

2.0 Chemicals and Hazardous Materials

- 2.1 Chemical Hazard Communication
- 2.2 Controlling Exposure to Bloodborne Pathogens
- 2.3 Process Safety Management

3.0 Emergency Planning and Fire Protection

- 3.1 Emergency Action Plan
- 3.2 Hot Work Operations
- 3.3 Fire Prevention Plan
- 3.4 Dealing with Medical Emergencies

4.0 General Safety

- 4.1 Tool Safety
- 4.2 Motor Vehicle Safety

- 4.3 Occupational Health for Outside Workers
- 4.4 Office Safety
- 4.5 Excavation Safety
- 4.6 Fall Protection
- 4.7 Ergonomics
- 4.8 Dealing with Shiftwork

5.0 Machinery and Machine Guarding

- 5.1 Mechanical Power Press Safety
- 5.2 Machine Guarding

6.0 Maintenance Programs

- 6.1 Control of Hazardous Energy (Lockout/Tagout)
- 6.2 Ladder Safety
- 6.3 OSHA Construction Requirements
- 6.4 Electrical Safety
- 6.5 Vehicle and Mobile Equipment Maintenance Safety
- 6.6 Highway Work
- 6.7 Confined Space Entry

7.0 Materials Handling

- 7.1 Powered Industrial Truck Operations
- 7.2 Crane, Hoist and Sling Safety
- 7.3 Materials Handling and Storage
- 7.4 Pallet, Box and Crate Safety
- 7.5 Bailer and Compactor Safety

8.0 Personal Protective Equipment

- 8.1 Personal Protective Equipment
- 8.2 Hearing Conservation Program

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