The Occupational Safety and Health Act of 1970 (OSH Act) was passed to prevent workers from being killed or seriously injured at work. This course gives a broad overview of the Occupational Safety and Health Administration (OSHA), hazard communications, fall hazards, and personal protective equipment. Every new hire or existing employee will benefit from this important course.
OSHAcademy Course 600 Study Guide

Introduction to Occupational Safety and Health

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Contact OSHAcademy to arrange for use as a training document.

This study guide is designed to be reviewed off-line as a tool for preparation to successfully complete OSHAcademy Course 600.

Read each module, answer the quiz questions, and submit the quiz questions online through the course webpage. You can print the post-quiz response screen which will contain the correct answers to the questions.

The final exam will consist of questions developed from the course content and module quizzes.

We hope you enjoy the course and if you have any questions, feel free to email or call:

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Course Introduction

Occupational Safety and Health Administration (OSHA)

All employees have the right to a safe workplace. The Occupational Safety and Health Act of 1970 (OSH Act) was passed to prevent workers from being killed or seriously injured at work. The law requires employers to provide their employees with safe working conditions that are free of known dangers. The Act created the Occupational Safety and Health Administration (OSHA), which sets and enforces workplace safety and health standards. OSHA also provides information, training, and assistance to workers and employers. Workers may file a complaint to have OSHA inspect their workplace if they believe that their employer is not following OSHA standards or that there are serious hazards.

Hazards

Many workplaces have hazards that pose a threat to worker safety and health. Workplace hazards vary significantly depending on the type of work being performed and the environment the work is performed under. For example, construction workers may be exposed to fall hazards from working off the ground, while healthcare professionals may be exposed to bloodborne pathogens from sick patients. Hazards come in many forms, and it is important for you to know what a hazard is and how to protect yourself.

Hazard Controls

Once hazards have been identified in the workplace, it is important to establish methods to eliminate or reduce exposure to them. The methods are called “hazard controls,” and a hierarchy of control strategies has been developed to apply the methods. In this module, we’ll discuss each of the hazard control strategies.

Personal Protective Equipment

Sometimes the only method to control hazards, short term or long term, is through the use of personal protective equipment (PPE). Personal protective equipment comes in various forms and is designed to prevent an employee from coming into direct contact with a hazard. Employers are responsible for providing PPE for their employees, and employers are responsible for ensuring their employees use PPE as required and that it be used correctly.

Emergency Action Plans

If there was a fire, earthquake, or chemical spill at your workplace, would you know what to do? Your employer is responsible for developing an emergency action plan to help ensure employees know what to do in the event of a workplace emergency. Your emergency action
plan may assign responsibilities to you, and you need to know what these responsibilities are. If someone gets hurt, are you responsible for providing first aid care? If so, this should be detailed in the emergency action plan, and your employer must provide any necessary training.

**Course Objectives**

This course will focus on each of these topics from the employee's perspective. The course will also explain the employer's responsibilities. By the end of this course you should be able to:

1. Explain the purpose of OSHA
2. Explain your rights as an employee under the OSH Act
3. Describe what a hazard is
4. Evaluate fall hazards
5. Define ergonomics
6. Explain what Musculoskeletal Disorders (MSDs) are
7. Describe basic electrical safety
8. Describe the hierarchy of hazard controls
9. Explain the purpose of personal protective equipment (PPE)
10. Describe an emergency action plan (EAP)
Module 1: About OSHA

OSHA's Mission

With the Occupational Safety and Health Act of 1970, Congress created the Occupational Safety and Health Administration (OSHA) to assure safe and healthful working conditions for working men and women by setting and enforcing standards and by providing training, outreach, education, and assistance.

Organization

OSHA is part of the United States Department of Labor. The administrator for OSHA is the Assistant Secretary of Labor for Occupational Safety and Health. OSHA's administrator answers to the Secretary of Labor, who is a member of the cabinet of the President of the United States. See the current OSHA Organizational Chart.

OSHA Coverage

The OSH Act covers most private sector employers and their workers, and some public sector employers and workers in the 50 states and certain territories and jurisdictions under federal authority.

Those jurisdictions include the District of Columbia, Puerto Rico, the Virgin Islands, American Samoa, Guam, Northern Mariana Islands, Wake Island, Johnston Island, and the Outer Continental Shelf Lands as defined in the Outer Continental Shelf Lands Act.

Quiz Instructions

After each section, there is a quiz question. Make sure to read the material in each section to discover the correct answer to these questions. Circle the correct answer. When you are finished, go online to take the final exam. This exam is an open book, so you can use this study guide.

1. OSHA carries out its mandate by doing all the following, EXCEPT _____.
   
   a. setting standards
   b. conducting research
   c. enforcing standards
   d. providing assistance
What is OSHA's Focus?

OSHA is not just concerned with work-related fatalities. OSHA oversees all aspects of worker health and safety. This includes work-related injuries and illnesses. Take a look at the following list to get a sense of the most common workplace violations encountered by OSHA.

2018 Top 10 most frequently cited OSHA standards violations:

1. Fall protection, construction (1926.501)
2. Hazard communication standard, general industry (1910.1200)
3. Scaffolding, general requirements, construction (1926.451)
4. Respiratory protection, general industry (1910.134)
5. Control of hazardous energy (lockout/tagout), general industry (1910.147)
6. Ladders, construction (1926.1053)
7. Powered industrial trucks, general industry (1910.178)
8. Fall Protection-Training Requirements (1926.503)
9. Machinery and Machine Guarding, general requirements (1910.212)
10. Electrical, wiring methods, components, equipment, general industry (1910.305)

OSHA’s “Fatal Four”

Out of 4,674 worker fatalities in private industry in calendar year 2017, 971 or 20.7% were in construction. Consequently, OSHA is focusing on the following causes of private sector worker deaths (excluding highway collisions) in the construction industry:

The leading causes of worker deaths on construction sites are:

1. Falls - 381 out of 971 total deaths in construction in CY 2017 (39.2%),
2. Struck by Object – 80 (8.2%),
3. Electrocutions – 71 (7.3%), and
4. Caught-in/between* – 50 (5.1%).

These "Fatal Four" accident categories are responsible for nearly three out of five construction worker deaths. Falls represent the cause of most of these accidents. Eliminating the "Fatal
Four" would save more than 400 workers' lives in America every year. For more information on the fatal four accident categories, see courses 806, 807, 808, and 809.

2. Which of OSHA's "Fatal Four" accident categories is responsible for the most deaths on construction sites?
   a. Falls
   b. Struck-by object
   c. Electrocutions
   d. Caught-in/between

OSHA Jurisdiction

The OSH Act covers most private sector employers and their workers, in addition to some public sector employers and workers in the 50 states and certain territories and jurisdictions under federal authority. Those jurisdictions include the District of Columbia, Puerto Rico, the Virgin Islands, American Samoa, Guam, Northern Mariana Islands, Wake Island, Johnston Island, and the Outer Continental Shelf Lands as defined in the Outer Continental Shelf Lands Act.

State Plans

State Plans are OSHA-approved workplace safety and health programs operated by individual states or U.S. territories. There are 22 State Plans covering both the private sector and state and local government workers, and there are six State Plans covering only state and local government workers. State Plans are monitored by OSHA and must be at least as effective as OSHA in protecting workers and in preventing work-related injuries, illnesses, and deaths.

For more information see: OSHA's State Plan Page

3. State-run safety and health programs must be _____.
   a. approved by the CDC and Congress
   b. evaluated annually by the Department of Labor
   c. at least as effective as the Federal OSHA program
   d. identical to the federal program

Employee Rights

The OSH Act gives employees the right to safe and healthful working conditions. It is the duty of employers to provide workplaces that are free of known dangers that could harm their
employees. This law also gives employees important rights to participate in activities to ensure their protection from job hazards. Employees have basic rights under the OSH Act.

- Work in a safe workplace.
- Raise a safety or health concern with your employer or OSHA, or report a work-related injury or illness, without being retaliated against.
- Receive information and training on job hazards, including all hazardous substances in your workplace.
- Request an OSHA inspection of your workplace if you believe there are unsafe or unhealthy conditions. OSHA will keep your name confidential. You have the right to have a representative contact OSHA on your behalf.
- Participate (or have your representative participate) in an OSHA inspection and speak in private to the inspector.
- File a complaint with OSHA within 30 days (by phone, online, or by mail) if you have been retaliated against for using your rights.
- See any OSHA citations issued to your employer.
- Request copies of your medical records, tests that measure hazards in the workplace, and the workplace injury and illness log.

A job must be safe, or it cannot be called a good job. OSHA strives to make sure that every employee in the nation goes home unharmed at the end of the workday, the most important right of all.

For more information on employee rights, see Workers’ Rights.

### 4. What is one of your responsibilities as an employee?

a. Complying with all OSH standards that apply to your actions and job
b. Posting safety and health notices in your workplace
c. Providing your own personal protective equipment
d. Correcting workplace hazards indicated by a citation
**Employer Responsibilities**

Employers have the responsibility to provide a safe workplace. Employers MUST provide their employees with a workplace that does not have serious hazards and must follow all OSHA safety and health standards. Employers must find and correct safety and health problems.

OSHA further requires that employers must try to eliminate or reduce hazards first by making feasible changes in working conditions - switching to safer chemicals, enclosing processes to trap harmful fumes, or using ventilation systems to clean the air are examples of effective ways to get rid of or minimize risks - rather than just relying on personal protective equipment such as masks, gloves, or earplugs.

Employers MUST also:

- prominently display the official OSHA poster that describes rights and responsibilities under the OSH Act;
- inform workers about hazards through training, labels, alarms, color-coded systems, chemical information sheets, and other methods;
- train workers in a language and vocabulary they can understand;
- keep accurate records of work-related injuries and illnesses;
- perform tests in the workplace, such as air sampling, required by some OSHA standards;
- provide hearing exams or other medical tests required by OSHA standards;
- post OSHA citations and injury and illness data where workers can see them;
- notify OSHA within 8 hours of a workplace fatality or within 24 hours of any work-related inpatient hospitalization, amputation or loss of an eye; and
- not retaliate against workers for using their rights under the law, including their right to report a work-related injury or illness;

5. Which of the following is a listed OSHA-mandated employer responsibility?

   a. File complaints with OSHA
   b. Request an OSHA inspection
   c. Post OSHA citations
   d. Notify OSHA of workplace hazards
Making a Difference

Worker Injuries, Illnesses, and Fatalities

In more than four decades, OSHA and its state partners, coupled with the efforts of employers, safety and health professionals, unions, and advocates, have had a dramatic effect on workplace safety.

- Worker deaths in America are down about 63 percent - from about 38 worker deaths a day in 1970 to 14 a day in 2017.

- Worker injuries and illnesses are down around 75 percent - from 10.9 incidents per 100 workers in 1972 to 2.8 per 100 in 2017.

According to the Bureau of Labor Statistics (BLS), 5,147 workers died on the job in 2017 (3.5 per 100,000 full-time equivalent workers) — on average, more than 99 a week or more than 14 deaths every day.

For more information on injuries, illnesses, and fatalities by state, see the BLS Statistics Page.

6. Since 1970, annual worker fatalities on the job have decreased in America by about ______.  
   a. one-third  
   b. 63 percent  
   c. half  
   d. 75 percent
Module 2: Hazard Awareness

What are the Hazards?

The answer to this question may seem obvious, but seemingly obvious hazards can be easily overlooked. Many workplaces contain hazardous materials including raw materials (wood, metal, plastic) to be manufactured into finished goods, and toxic chemicals (solvents, acids, bases, detergents) used at various stages of the process. As an employee, being aware of these hazards is important to ensure your safety. There can be many hazards in the workplace, and being able to identify these hazards can help prevent accidental injury or illness.

Other hazards you should be aware of:

- Stationary machinery and equipment may not be properly guarded, or in poor working order because of poor preventive/corrective maintenance.
- Tools may not be properly maintained.
- Saws may not be sharpened, or safety harnesses may be old and in need of replacement.
- The work environment might include extreme noise, flammable or combustible atmospheres, or poor workstation design.
- Floors may be slippery, and isles cluttered.
- Guardrails, ladders, or floor-hole covers may be missing or damaged.
- Employees might be fatigued, distracted in some way, or otherwise lack the mental or physical capacity to accomplish work safely.

Some or all of these potential safety hazards may exist in the workplace. The list could go on and on. It’s very important workers and supervisors are knowledgeable to ensure workplace hazards are identified and eliminated as soon as possible.

A proactive supervisor should encourage employees to report any potential hazards immediately. Safety should always be one of the company’s core values.

Although an employer is responsible for identifying workplace hazards, you should be proactive about your safety and be aware of your environment and potential hazards.
1. What should you do if you spot a hazard in your workplace?

   a. Mention the hazard at the next monthly safety meeting
   b. Wait for your employer to correct the hazard
   c. Report the hazard to your supervisor as soon as possible
   d. Fill out a suggestion form

What is a Hazard?

In the previous section, we listed several different types of hazards. So why are we asking what a hazard is? One of the goals of this training is to give you the tools to help identify hazards in the workplace. In order to do this, it's important to understand what a hazard is!

OSHA usually defines a hazard as "a danger which threatens physical harm to employees." Expanding on that basic definition, we can think of a hazard as an "unsafe workplace condition or practice (danger) that could cause an injury or illnesses (harm) to the employee."

A hazard may be an object (tools, equipment, machinery, materials) or a person (when distracted, mentally/physically incapable). It's important to know a hazard is only one part of the "accident formula" described. It takes a hazard and exposure before an accident can occur.

The first step in controlling workplace hazards is to first identify them to determine what hazards are present. You want to know what a hazard looks like, what kind of accidents might it cause, and how severe the resulting injuries might be.

One way to identify hazards is to perform a safety inspection. Safety inspections should do more than simply identify hazardous conditions. They should provide useful data for the purpose of effective analysis and evaluation of the safety management system. It sounds complicated, but it's really not.

There are five basic methods you can use to identify workplace hazards before an accident occurs:

1. informal observations and formal observation programs,
2. comprehensive company-wide surveys,
3. individual interviews,
4. walk-around inspections, and
5. documentation review.
You may not be the person conducting the safety inspection in your workplace, but if you understand what it is, you might be able to provide valuable information as a part of the process.

2. What is the first step in controlling workplace hazards?

a. Identify the hazards
b. Post a sign to warn others
c. Report the hazards
d. Submit a request for a hazard assessment

"Recognized" Hazards

Occasionally, students ask what is considered a "recognized" hazard in the workplace. As described in OSHA's Field Compliance Manual, recognition of a hazard is established on the basis of industry recognition, employer recognition, or "common sense" recognition criteria. Let's take a closer look at these three categories to better understand what OSHA means.

- **Industry Recognition** - A hazard is recognized if the employer's industry recognizes it. Recognition by an industry, other than the industry to which the employer belongs, is generally insufficient to prove industry recognition. Although evidence of recognition by the employer’s specific branch within an industry is preferred, evidence that the employer's industry recognizes the hazard may be sufficient.

- **Employer Recognition** - A recognized hazard can be established by the evidence of actual employer knowledge. Evidence of such recognition may consist of:
  - written or oral statements made by the management or supervisory personnel during or before the OSHA inspection; or
  - instances where employees have clearly called the hazard to the employer's attention.

- **Common Sense Recognition** - If industry or employer recognition of the hazard cannot be established, recognition can still be established if it is concluded that any reasonable person would have recognized the hazard. This argument is used by OSHA only in flagrant cases.

  Throughout our courses, we argue that "common sense" is a dangerous concept in safety. Employers should not assume that accidents in the workplace are the result of a lack of common sense.
3. During their inspection, OSHA discovered a hazard that had been reported earlier to a supervisor. Under what recognition category did OSHA likely issue the fine?

   a. Common sense recognition
   b. Industry recognition
   c. Employer recognition
   d. Employee recognition

"Foreseeable" Hazards

Another important question to ask about the nature of a hazard relates to whether it was "foreseeable." A hazard for which OSHA issues a citation must be reasonably foreseeable. All the factors which could cause a hazard need not be present in the same place at the same time in order to prove foreseeability of the hazard; e.g., an explosion need not be imminent.

Remember, a foreseeable hazard is one that may be reasonably anticipated. Employees and employers should always evaluate hazards based on what could be anticipated, not just what the current environment is at that moment.

Example

If combustible gas and oxygen are present in sufficient quantities in a confined area to cause an explosion if ignited, but no ignition source is present or could be present, no OSHA violation would exist.

If an ignition source is available at the workplace and the employer has not taken sufficient safety precautions to preclude its use in the confined area, then a foreseeable hazard may exist.

It is necessary to establish the reasonable foreseeability of the general workplace hazard rather than the particular hazard, which led to the accident.

Example

Titanium dust, produced during the manufacturing process, caught fire from an equipment spark. The fire spread to an adjacent room, which contained an open can of gasoline (petrol). An employee assigned to work in both rooms was burned when the fire spread from the first to the second room. The employee received second-degree burns to the face and upper back.

What is the foreseeable hazard in this example?
If gasoline in the second room is a rare occurrence, then it would not be considered a foreseeable hazard. It is only necessary to prove the fire hazard, the presence of titanium dust, was reasonably foreseeable.

4. Craig is asked to perform some welding in a confined space in the back of the building. As Craig begins to light his torch, an explosion occurs, seriously injuring Craig. What is the foreseeable hazard?

   a. Combustible gases
   b. Lack of proper light
   c. Lack of oxygen
   d. Improper warning sign

**Fall Protection**

A fall hazard is anything in the workplace that could cause an unintended loss of balance or bodily support and result in a fall. Fall hazards are foreseeable. Employees may fall to:

- a lower level, for instance, from a roof to the ground, or
- to the same surface upon which the employee is working, for instance, from a slip or trip.

You can identify fall hazards and control them before they cause injuries. Fall hazards cause accidents such as the following:

- A worker walking near an unprotected leading-edge trips over a protruding board.
- A worker slips while climbing an icy stairway.
- A makeshift scaffold collapses under the weight of four workers and their equipment.
- A worker carrying a sheet of plywood on a flat roof steps into a skylight opening.

Here is a real-life example involving a company cited for violations related to fall hazards. As you will read, a contractor fell from a sixth-floor balcony.
Company Cited for Fall Hazards

OSHA cited a company for one willful and four serious violations related to fall hazards after a worker was injured by falling from a sixth-floor balcony while attempting to access a suspension scaffold. A willful violation is one committed with intentional knowledge or voluntary disregard for the law's requirements, or with plain indifference to worker safety and health. Proposed penalties total $136,290. A serious violation occurs when there is substantial probability that death or serious physical harm could result from a hazard about which the employer knew or should have known.

- The willful violation was for the use of makeshift devices on top of scaffolds to increase the level height for working and a failure to protect workers on scaffolds from fall hazards.
- The four serious violations were for (1) failure to install cross-bracing on the entire scaffold, (2) failure to ensure personal fall arrest systems were attached to a secure anchorage point and not scaffold guard rails, (3) failure to train workers to recognize and avoid hazards including falls, and (4) failure to ensure proper step ladder use.

In this example, the company had several violations that contributed to the worker's injuries. All these hazards were foreseeable and could have been prevented.

5. Which of the following is a fall hazard?
   
   a. An employee standing on a ladder  
   b. An employee pushing another  
   c. Water on the bathroom floor  
   d. A handrail made of wood

How to Evaluate Fall Hazards

The purpose of evaluating fall hazards is to determine how to eliminate or control them before they cause injuries. Below are important factors to consider in conducting an evaluation.

Involve Others

Involve others who may have experience identifying fall hazards, such as fellow employees or supervisors; they'll help you identify the hazards and determine how to eliminate or control them. Involving others also strengthens your company's safety and health program.
Identify Tasks That Could Expose Workers to Falls

Evaluate each task you will be performing and look for anything that might expose you to a fall hazard. For example, if you will be climbing a ladder to change a light bulb, make sure the ladder is not damaged and that the ladder is stable.

Ensure walking/working surfaces have the strength to support workers and their equipment and then identify tasks that could expose workers to falls. A walking/working surface is any surface, horizontal or vertical, on which a person walks or works.

Identify Hazards You Can Eliminate

Eliminating a fall hazard is the most effective fall-protection strategy. Here are some ways to eliminate fall hazards:

- Perform construction work on the ground before lifting or tilting it to an elevated position.
- Install permanent stairs early in the project so that workers don’t need to use ladders between floors.
- Use tool extensions to perform work from the ground.

Prevent Fall Hazards

If you can't eliminate the hazard, take steps to prevent or control a fall. Here are some ways to do this:

- To prevent falls, use covers, guardrails, handrails, perimeter safety cables, and personal fall-restraint systems.
- To control falls, use personal fall-arrest systems, positioning-device systems, and safety-net systems. Use these fall-protection systems only when you can't eliminate fall hazards or prevent falls from occurring.

Supported Access

Portable ladders, supported scaffolds, and aerial lifts let you get to a work area and support you while you work. They make getting to a work area easy, but they can cause falls when they're not used properly.
6. What is the best way to prevent fall hazards?
   a. Use fall-restraint systems
   b. Eliminate the fall hazard
   c. Require fall-arrest systems
   d. Use another person to hold a ladder

Portable Ladders

Portable ladders are versatile, economical, and easy to use. However, workers sometimes use them without thinking about using them safely. Each year, most workers are injured when they fall from ladders. Most of the falls are less than 10 feet.

We use ladders to do all sorts of tasks, so it's not surprising that many types of ladders are available. Let's look at the most common types.

Common Types

**Straight Ladder (left)**

The most common type of portable ladder. Length cannot exceed 30 feet. Available in wood, metal, and reinforced fiberglass. Supports only one worker.

**Standard Folding Ladder (right)**

Folding ladders have flat steps, a hinged back, and is not adjustable. For use only on firm, level surfaces. Available in metal, wood, or reinforced fiberglass. Must have a metal spreader or locking arm and cannot exceed 20 feet. Supports only one worker.
Extension Ladder (left)

Extension ladders offer the most length in a general-purpose ladder. They have two or more adjustable sections. The sliding upper section must be on top of the lower section. Made of wood, metal, or fiberglass. Maximum length depends on material. Supports only one worker.

Platform Ladder (right)

Platform ladders have a large, stable platform near the top that supports one worker. Length cannot exceed 20 feet.

Trestle Ladder (left)

Trestle ladders have two sections that are hinged at the top and form equal angles with the base. Used in pairs to support planks or staging.

Rungs are not used as steps.

Length cannot exceed 20 feet.

Tripod (Orchard) Ladder (right)

Tripod ladders have a flared base and a single back leg that provides support on soft, uneven ground. Length cannot exceed 16 feet. Metal and reinforced fiberglass versions are available. Supports only one worker.
7. Which of the following is the most common type of portable ladder?
   a. Extension ladder
   b. Straight ladder
   c. Platform ladder
   d. Standard folding ladder

Basic Ergonomics

Webster's New World Dictionary (College Edition) defines ergonomics as "The study of the problems of people in adjusting to their environment, especially the science that seeks to adapt work or working conditions to suit the individual worker." To better understand what ergonomics is and how it affects you and other employees, we need to go explore the topic further.

Ergonomics may be thought of as the science of fitting the job to the individual worker. Ergonomics studies the various risk factors brought to a job. Listed below are three areas within which ergonomic risk factors exist.

- **Risk factors inherent in the worker.** Workers come in all shapes and sizes and have varying degrees of physical fitness.

- **Risk factors inherent in the task.** Job tasks, especially repetitive tasks, can present risk factors that increase the likelihood of an injury.

- **Risk factors inherent in the environment.** The workplace environment, within which the worker and job exist, may also contain exposures to risk factors.

Each of these ergonomic categories can present risk factors that can result in musculoskeletal disorders (MSDs). To better understand ergonomics, we need to understand musculoskeletal disorders. Let's take a closer look at these MSDs.

8. Which of the following is a risk factor inherent to the worker?
   a. Excessive noise
   b. Typing on a keyboard
   c. Seated height position
   d. Poor lighting
Musculoskeletal Disorders

Musculoskeletal disorders (MSDs) include a group of conditions that involve the nerves, tendons, muscles, and supporting structures such as intervertebral discs. They represent a wide range of disorders, which can differ in severity from mild, periodic symptoms to severe, chronic, and debilitating conditions.

Below is a list of examples.

- Carpal tunnel syndrome,
- Tenosynovitis,
- Tension neck syndrome, and
- Low back pain.

Contributing Factors

Contributing factors are aspects of work tasks that can lead to fatigue, MSD symptoms and injuries, or other types of problems. These factors may be present in one or more of the tasks employees must perform to accomplish their jobs.

The contributing factors you should be aware of include:

- Awkward postures,
- Repetitive motions,
- Forceful exertions,
- Pressure points (e.g., local contact stress),
- Vibration, and
- The environment (e.g., light, noise, temperature extremes).

For more information on ergonomics, take OSHAcademy Course 711 Introduction to Ergonomics, and Course 722 Ergonomics Program Management.
9. How might poor lighting result in an ergonomic injury?
   a. It might result in an eye injury due to flying objects
   b. It might result in the employee dropping tools into equipment
   c. It might result in incorrectly repaired equipment
   d. It may require the employee to assume an awkward position

**Electrical Safety**

The first step toward protecting yourself when dealing with electricity recognizes the many hazards you face on the job. To do this, you must know which situations can place you in danger. Knowing where to look helps you to recognize hazards. Each of the following is an example of an electrical hazard that could cause shock, injury, or fatality:

- Inadequate electrical wiring,
- Exposed electrical parts,
- Overhead power lines,
- Wires with bad insulation,
- Improper grounding of electrical circuits,
- Overloaded circuits,
- Damaged power tools and equipment,
- Using the wrong electrical protective equipment,
- Using the wrong power tool,
- Metal ladders, and
- Wet conditions.
Real World Accident

A meter technician was called to repair a residential power outage. By the time he arrived at the site of the outage, he had already worked two hours of overtime and worked 14 straight hours the day before. At the site, a tree limb had fallen across an overhead power line. The neutral wire in the line was severed, and the two energized 120-volt wires were disconnected. The worker removed the tree limb and climbed up a power pole to reconnect the three wires. He was wearing insulated gloves, a hard hat, and safety glasses.

He prepared the wires to be connected. While handling the wires, one of the energized wires caught the cuff of his left glove and pulled the cuff down. The conductor contacted the victim’s forearm near the wrist. He was electrocuted and fell backward. He was wearing a climbing belt, which left him hanging upside down from the pole. Paramedics arrived five minutes after the contact. The power company lowered his dead body 30 minutes later.

Several factors may have contributed to this incident. Below are some ways to eliminate these risk factors:

- Ask for assistance when you are assigned tasks that cannot be safely completed alone. The task assigned to the victim could not have been done safely by only one person.
- Do not work overtime performing hazardous tasks that are not part of your normal assignments.
- Employees should only be given tasks they are qualified to perform.
- All employees below the journeyman level should be supervised.

10. If a supervisor wants you to complete a complex hazardous task after working a 12-hour shift, what should you do?
   a. Drink some coffee first and then do the task
   b. Ask the supervisor reschedule the task to the next shift
   c. Get your tools, finish the task, and hope for the best
   d. Take a nap before doing the task

Overhead Power Line Hazards

Most people do not realize overhead power lines are typically not insulated. More than half of all electrocutions are caused by direct worker contact with energized power lines.
Power line workers must be especially aware of the dangers of overhead lines. In the past, 80% of all lineman deaths were caused by contacting a live wire with a bare hand. Due to such incidents, all linemen now wear special rubber gloves that protect them up to 34,500 volts. Today, most electrocutions involving overhead power lines are caused by failure to maintain proper work distances.

More than half of all electrocutions are caused by direct worker contact with energized power lines.

Shocks and electrocutions occur where physical barriers are not in place to prevent contact with the wires. When dump trucks, cranes, work platforms, or other conductive materials (such as pipes and ladders) contact overhead wires, the equipment operator or other workers can be killed.

Clearance Distances

If you do not maintain the required clearance distances from power lines, you can be shocked and killed.

- The minimum distance for voltages up to 50kV is 10 feet.
- For voltages over 50kV, the minimum distance is 10 feet plus 4 inches for every 10 kV over 50kV.

Never store materials and equipment under or near overhead power lines. You need to recognize that overhead power lines are a hazard.

11. What causes more than half of all electrocutions with energized power lines?
   a. Poor working conditions
   b. Electrical arcing
   c. Indirect worker contact
   d. Direct worker contact

Improper Grounding Hazards

If an electrical system is not grounded properly, a hazard exists. The most common OSHA electrical violation is the improper grounding of equipment and circuitry.

The metal parts of an electrical wiring system we touch (switch plates, ceiling light fixtures, conduit, etc.) should be grounded and at 0 volts. If the system is not grounded properly, these
parts may become energized. Metal parts of motors, appliances, or electronics that are plugged into improperly grounded circuits may be energized.

When a circuit is not grounded properly, a hazard exists because unwanted voltage cannot be safely eliminated. If there is no safe path to ground for fault currents, exposed metal parts in damaged appliances can become energized.

Extension cords may not provide a continuous path to ground because of a broken ground wire or plug. If you contact a defective electrical device that is not grounded (or grounded improperly), you will be shocked. You need to recognize that an improperly grounded electrical system is a hazard.

The metal parts of motors, appliances, or electronics that are plugged into improperly grounded circuits may become energized, creating a serious hazard.

12. What is the most common OSHA electrical violation?
   a. Improper grounding
   b. Faulty insulation
   c. Excessive heat
   d. Incorrect voltage

Wet Condition Hazards

Working in wet conditions is hazardous because you may become an easy path for electrical current. For instance, if you touch a live wire while standing in even a puddle of water, you will probably receive a shock.

Damaged insulation, equipment, or tools can expose you to live electrical parts. A damaged tool may not be grounded properly, so the housing of the tool may be energized, causing you to receive a shock. Improperly grounded metal switch plates and ceiling lights are especially hazardous in wet conditions. If you touch a live electrical component with a non-insulated hand tool, you are more likely to receive a shock when standing in water.

Remember, you don't have to be standing in water to be electrocuted. Wet clothing, high humidity, and perspiration also increase your chances of being electrocuted. You need to recognize that all wet conditions are hazards.

You don't have to be standing in water to be electrocuted.
13. Which of the following hazards could cause an electrical shock while working in a hot environment?

   a. Hot tools
   b. Sweaty clothes
   c. Excessive clothing
   d. Poor ventilation
Module 3: Hazard Controls

As you learned earlier, there are many different types of hazards in the workplace. Hazardous conditions include unsafe materials, equipment, the environment, and employees. Unsafe work practices include: allowing untrained workers to perform hazardous tasks, taking unsafe shortcuts, horseplay, or long work schedules. To combat these hazardous conditions and unsafe work practices, control strategies referred to as the "Hierarchy of Controls" have been developed.

Traditionally, a hierarchy of controls, listed from most to least effective, has been used as a means of determining how to implement feasible and effective controls. ANSI Z10, Occupational Health and Safety Management Systems, encourages employers to employ the six hazard control strategies.

1. **Elimination**: Totally eliminates the hazard. No hazard: no exposure.

2. **Substitution**: Mitigates a hazard. Replaces toxics with nontoxics.

3. **Engineering controls**: Isolates hazards through design.

4. **Warnings**: Alert employees to the hazard.

5. **Administrative controls**: Safe procedures and practices.

6. **Personal protective equipment (PPE)**: Places a barrier between hazard and worker.

For more information on evaluating safety management systems, see OSHAcademy Course 716 Safety Management System Evaluation, and OSHAcademy's Ultimate Safety Management System Audit.
1. When applying the hierarchy of controls, which is the MOST effective method to control or prevent hazards?

   a. Engineering controls
   b. Elimination
   c. Substitution
   d. Warnings

**What are "Feasible" Controls?**

Hazard abatement (reduction) measures required to prevent a hazard should be technologically and economically feasible (reasonable) for the employer. This means that the measures required to prevent a possible hazard should be:

1. possible given currently available technology, and
2. financially reasonable.

OSHA uses the following criteria to determine the feasibility of hazard controls:

- **Technical Feasibility**: Technical feasibility is the existence of technical know-how as to materials and methods available or adaptable to specific circumstances, which can be applied with a reasonable possibility that employee exposure to hazards will be reduced.

- **Economic Feasibility**: Economic feasibility means that the employer is financially able to undertake the measures necessary to abate identified hazards. Economic feasibility is a major issue to be considered when imposing hazard controls. OSHA may allow the use of PPE to abate a hazard, at least until engineering controls become a less significant economic burden for the company when the following conditions are met:

   1. If significant reconstruction of a single establishment involving a capital expenditure which would seriously jeopardize the financial condition of the company is the only method whereby the employer could achieve effective engineering controls;

   2. If there are no feasible administrative or work practice controls; and

   3. If adequate personal protective equipment or devices are available.
2. Why might OSHA make an exception to the application of the hierarchy of controls when trying to minimize exposure to a hazard?

   a. If OSHA doesn't care what method is used
   b. If the control is technically or economically infeasible
   c. If the employer cannot meet legal obligations
   d. If the employer never had a recorded accident

Elimination & Substitution

Elimination and substitution, while most effective at reducing hazards, also tend to be the most difficult to implement in an existing process. If the process is still at the design or development stage, elimination and substitution of hazards may be inexpensive and simple to implement. For an existing process, major changes in equipment and procedures may be required to eliminate or substitute for a hazard.

Safety professionals consider these strategies first because they can completely eliminate the hazard. Eliminating the hazard will also eliminate the possibility of exposure to the hazard.

What's the Difference?

When using elimination, the hazard is completely removed, making it impossible for an accident to occur. The hazard is not simply reduced, but it is completely eliminated.

When using substitution, the hazard is reduced or eliminated by using a less hazardous component. Although it is possible to eliminate the hazard, the substitution method does not necessarily eliminate the hazard. This is why elimination is preferred over substitution.

Some examples of these two strategies include:

- Eliminating the source of excessive temperatures, noise, or pressure
- Substituting a toxic chemical with a less toxic or non-toxic chemical
3. In 1978, lead-based paint was banned for residential use in the United States. Manufacturers were required to produce a paint that was lead-free. This is an example of which control method?

a. Elimination  
b. Substitution  
c. Engineering  
d. Administrative

**Engineering Controls**

The basic concept behind engineering control strategies is that, to the extent possible, tools, equipment, machinery, and work environment should be designed to eliminate or reduce exposure to hazards. While this approach is called engineering controls, it does not necessarily mean that an engineer is required to design the control.

Some examples of this strategy include:

- designing tools, equipment, and machines with guards to reduce exposure to hazardous moving parts;
- redesigning a work station to relieve physical stress and reduce ergonomic hazards;
- designing ventilation with sufficient fresh outdoor air to improve indoor air quality; and
- ensuring adequate lighting is installed for the environment and tasks performed.

4. During a production process, powder is put into the air, presenting a potential respiratory hazard. What engineering controls could the company use to reduce or eliminate the hazard?

a. A local exhaust ventilation system  
b. Limit exposure to the production process  
c. Remove the powder from the product  
d. Wear respiratory protection
Enclosure of Hazards

When you cannot remove a hazard or replace it with a less hazardous alternative, the next best control is to enclose the hazard. Enclosing a hazard usually means that there is no hazard exposure to workers during normal production operations.

There may be potential exposure to workers during maintenance operations or if the enclosure system breaks down. For those situations, additional controls such as safe work practices or personal protective equipment (PPE) may be necessary to control exposure.

Some examples of enclosure designs are:

- complete enclosure of moving parts of machinery with machine guards;
- complete containment of toxic liquids or gases from the beginning to end of a process;
- glove box operations to enclose work with dangerous microorganisms, radioisotopes, or toxic substances; or
- complete containment of noise, heat, or pressure producing processes with materials designed for those purposes.

5. Which of the following most effectively removes exposure to a hazard during normal production operations?

   a. Ventilation  
   b. Administrative controls  
   c. Enclosure of hazards  
   d. Warnings

Barriers or Local Ventilation

When the potential hazard cannot be removed, replaced, or enclosed, the next best approach is a barrier to exposure or, in the case of air contaminants, local exhaust ventilation to remove the contaminant from the workplace.

Both the use of barriers and ventilation may still potentially expose employees to hazard even in normal operations. Consequently, these controls should be used only in conjunction with other types of controls, such as safe work practices designed specifically for the site condition and/or PPE. Examples include:
• ventilation hoods in spray booths;
• electronic sensor barriers;
• isolation of a process in an area away from workers;
• baffles used as noise-absorbing barriers; and
• nuclear radiation or heat shields.

6. Because these control methods involve potential exposure to the worker during normal operations, they should only be used in conjunction with other types of controls.

   a. Administrative controls
   b. Barriers or local ventilation
   c. Enclosure of hazards
   d. Elimination

Warnings

With the release of ANSI Z10-2012, "Warnings" has been promoted to its own hierarchy level. Previously this control method was considered an administrative control. Warnings do not prevent exposure to a hazard, but they do provide a visual or audible indicator to warn people of potential danger.

Warnings can be either visual, audible, or both. They may also be tactile. Some examples of warnings are:

• Visual - Signs, labels, tags, and flashing/strobe lights.
• Audible - Alarms, bells, beepers, sirens, announcement systems, and horns.
• Tactile - Vibration devices or air fans.

For instance, a door could have both a sign warning of a hazard as well as an alarm if opened. Warnings can be effective deterrents but are not as effective as elimination, substitution, or engineering controls.
OSHA Signs

OSHA's 1910.145, Specifications for accident prevention signs and tags details the following types of signs:

- **Danger Signs** - Signs that alert people to specific and immediate dangers (including radiation hazards).

- **Warning Signs** - Signs that warn people of potential hazards that can lead to death.

- **Caution Signs** - Signs used to alert people to potential hazards. This class can also be used to caution people against certain unsafe practices. This class is for hazards that can result in minor (non-life threatening) accident or injury.

- **Safety Instruction Signs** - These signs offer instructions for how someone should act or perform to avoid possible hazards.

One potential problem when using warnings is the misinterpretation of the warning itself. Does the symbol or text clearly explain what the hazard is to the public? For example, if a sign only contains a written warning, someone might read the sign but not know what the warning actually means. Or, if an alarm sounds, what does the alarm mean? These are challenges when using warnings and why they are not as effective as higher-level controls.

7. Each of the following is a category of warning alarms, EXCEPT _____.
   
   a. tactile
   b. thermal
   c. visual
   d. audible

Administrative Controls

Administrative controls are developed by management for the purpose of preventing or reducing exposure by controlling behaviors that may result in exposure to hazards. These controls are needed when hazards can't be adequately eliminated or mitigated through elimination, substitution, and engineering controls.

Administrative controls are policies, programs, processes, procedures, and practices that include the following examples:

- providing training for all hazardous tasks;
• developing safety procedures for all hazardous tasks;
• developing safety rules and guidelines for all work;
• developing suitable work schedules to reduce stress and fatigue; and
• creating safe work procedures and practices using job hazard analyses.

Be careful to distinguish rules from guidelines when developing administrative controls. It’s important to understand that mandatory safety "rules" are required and must be followed. On the other hand, discretionary "guidelines" are voluntary. Safety managers may be justified when disciplining employees for non-compliance with rules, but they are not justified in disciplining if employees choose not to follow guidelines.

Effective administrative controls are only as effective as the safety management system that supports them. It’s better to eliminate the hazard so that you don’t have to rely on administrative controls that only work if employees comply with them.

8. Which of the following is TRUE regarding the use of administrative controls?
   a. They are always effective when used in conjunction with engineering controls
   b. They are only as effective as the safety management system that supports them
   c. Most of the time you can’t rely on using administrative controls
   d. Administrative controls are more cost-effective than other controls

Safe Work Practices

Safe work practices may be quite specific or general.

In terms of scope, safe work practices may be an important part of a single task or applicable to many jobs in the workplace.

General safe work practices include:

• Removing slip, trip, and fall hazards
• Using safe lifting techniques
• Maintaining equipment and tools in good repair

A specific safe work practice describes one unique task, such as:
• Testing the atmosphere in a confined space before entry
• Wetting down a cement block when cutting to keep the dust down
• Inspecting an electric drill before use

Interim Measures

When a hazard is recognized, the preferred correction or control cannot always be accomplished immediately. OSHA believes there is always some kind of interim measure that can be used to temporarily abate a hazard. These can range from taping down wires that pose a tripping hazard to actually shutting down an operation temporarily.

The importance of taking these interim protective actions cannot be overemphasized. There is no way to predict when a hazard will cause serious harm, and no justification to continue exposing workers unnecessarily to risk.

9. Which of the following would be considered a specific safe work practice?
   a. Maintaining tools in good repair
   b. Using personal protective equipment
   c. Testing the atmosphere in a confined space
   d. Safe lifting techniques

Personal Protective Equipment (PPE)

When engineering, work practice, and administrative controls are not feasible or do not provide sufficient protection, employers must provide PPE to their employees and ensure its use. PPE is actually used primarily in conjunction with other controls.

• **Eye and Face Protection** - Safety glasses or face shields are worn any time work operations can cause foreign objects to get in the eye. For example, during welding, cutting, grinding, nailing (or when working with concrete and/or harmful chemicals or when exposed to flying particles). Wear when exposed to any electrical hazards, including working on energized electrical systems.

• **Eye and face protectors** - select based on anticipated hazards.

• **Foot Protection** - Construction workers should wear work shoes or boots with slip-resistant and puncture-resistant soles. Safety-toed footwear is worn to prevent crushed toes when working around heavy equipment or falling objects.
• **Hand Protection** - Gloves should fit snugly. Workers should wear the right gloves for the job (examples: heavy-duty rubber gloves for concrete work; welding gloves for welding; insulated gloves and sleeves when exposed to electrical hazards).

• **Head Protection** - Wear hard hats where there is a potential for objects falling from above, bumps to the head from fixed objects, or of accidental head contact with electrical hazards. Hard hats - routinely inspect them for dents, cracks or deterioration; replace after a heavy blow or electrical shock; maintain in good condition.

• **Hearing Protection** - Use earplugs/earmuffs in high noise work areas where chainsaws or heavy equipment are used; clean or replace earplugs regularly.

Like administrative controls, the use of PPE does not control the hazard itself, but rather it merely controls exposure to the hazard by setting up a barrier between the employee and the hazard. The use of PPE may also be appropriate for controlling hazards, while engineering controls are being installed or work practices developed.

We'll cover PPE in more detail in the next module.

For more information on PPE, take OSHA Academy Course 709 Personal Protective Equipment, and see OSHA’s Publication 3151, Personal Protective Equipment.

10. Regarding the use of PPE, it's important to remember that _____.

   a. PPE is the most cost-effective control measure in the long term
   b. PPE does not control hazards but merely controls exposure to hazards
   c. PPE can effectively eliminate the requirement for other controls
   d. PPE is the least effective hazard control method
Module 4: Personal Protective Equipment

What is Required?

OSHA requires the use of personal protective equipment (PPE) to reduce employee exposure to hazards when engineering and administrative controls are not feasible or effective in reducing these exposures to acceptable levels.

Employers are required to determine if PPE should be used to protect their workers and have an obligation to provide PPE, including personal protective equipment for eyes, face, head, and extremities, and protective clothing and barriers. Employers must also make sure employees use and maintain PPE in a sanitary and reliable condition.

What is Proper Use?

Personal Protective Equipment must be worn and used in a manner that will make full use of its protective qualities. Personal protective equipment used incorrectly potentially exposes an employee to hazards, defeating the idea behind using PPE.

Low rates of compliance in wearing PPE usually indicate the safety management system is failing in some way.

When employees don't wear or use PPE correctly, it is usually because the employer:

- does not provide quality PPE,
- does not properly supervise the use of PPE,
- fails to enforce the use of PPE, or
- does not properly train employees on the use of PPE.

1. Who is responsible for determining if PPE should be used for protection?

   a. employee
   b. employer
   c. OSHA inspector
   d. union representative

What Subjects Must be Trained?

According to the standard, to meet the minimum training requirements, each employee receiving PPE training must be trained to know at least the following topics:
1. when PPE is necessary,  
2. what PPE is necessary,  
3. how to properly don, doff, adjust, and wear PPE,  
4. the limitations of the PPE, and  
5. the proper care, maintenance, useful life, and disposal of the PPE.

So far, we meet minimum OSHA requirements, but one very important topic is missing:  

6. why PPE is necessary

Why is this topic so important? Because study after study tells us the most common reason employees don't follow the rules in the workplace is because they don't know why the rules are important.

Teaching “what, when, and how to use PPE, and its limitations increase knowledge and skill.

2. What is the most common reason employees do not use PPE?  
   a. they don't know why using PPE is important  
   b. managers don't use it when it's needed  
   c. the PPE is uncomfortable  
   d. employees don't know how to use it

Educate the "Why"

As we mentioned previously, the first five topic elements in the list required by OSHA describe the "what, when, and how" of PPE use. The goal is to increase both knowledge and skill, so the employee is better able to properly use PPE.

The methods used to train the employee are primarily discussion and hands-on demonstration. To measure knowledge and skill, the instructor usually tests the employee by asking them to demonstrate using the PPE (harness, respirators, etc.).

Educate About the Consequences

The final "why" training topic addresses the importance of using PPE and what the consequences of behavior (compliance and failure to comply) will be. There are two primary types of consequences:
• **Natural consequences** include some form of resulting injury or illness to the employee that inevitably occurs. For instance, a natural consequence might be an eye injury as a result of not using eye protection.

• **System consequences** describe the discipline or recognition given by others in the company in response to the employee's performance. For example, an employee might be recognized for properly using PPE during a hazardous task.

The goal of this last element is to increase employee motivation to use PPE. When employees understand the consequences, they are more likely to use PPE properly and consistently.

*The goal of teaching the "why" is to increase employee motivation to use PPE.*

3. Which of the following is a system consequence that may result from not wearing PPE when required?
   
   a. cancer  
   b. dizziness and nausea  
   c. a reprimand  
   d. a knee injury

**Demonstration is the Key**

Before an employee is allowed to do work requiring PPE, the employer must require each affected employee to demonstrate:

- an understanding of the training topics, and
- the skills and ability to use PPE properly.

Demonstration is the most common and probably the most efficient method to determine employee knowledge and skills. How does the employee demonstrate an understanding of the six PPE training subjects listed previously? Simple, their level of knowledge is measured by asking the employee questions similar to those listed below.

- What PPE is required for your particular job?
- When is the PPE required to be used in your job?
- What are the possible defects your PPE might have?
- How do you properly care for and maintain/store your PPE?
What is the useful life of your PPE?

From what hazards does the PPE protect you?

The form of the "test" may be either written or oral. However, if you are training a number of employees, you should give them a written test to measure individual knowledge. It's also the intent of most OSHA standards that knowledge be measured by written exams. Thorough documentation of PPE training is required. We will discuss how to document PPE training in section 6.

It is the intent of most OSHA law that knowledge is measured by written exams.

4. How does the trainer determine if an employee has the necessary skills to properly use in PPE?

   a. The employee demonstrates proper use to the trainer
   b. The group answers oral questions asked in class
   c. The employee complete written exams
   d. Each employee answers oral questions asked by the trainer

Who Should Conduct the Training?

This is a very important question. Whoever the person training PPE is, he or she needs to be an expert who not only understands how to use PPE correctly but has a thorough understanding of the importance of doing so. It's critical that the employee understands the importance of wearing PPE, not only for their safety but their "continuing employment."

The employer must verify each affected employee has received and understood the required training by a competent person.

Training Documentation

PPE training must be completed using a written certification document containing:

1. the name of each employee trained,
2. the date(s) of training, and
3. the subject of the certification.
When documenting safety training, and specifically PPE training, it’s also important to formally certify employees have demonstrated (proved) to the trainer, adequate knowledge and skills with respect to safety training.

PPE training documentation will be strengthened when it contains the elements below:

- a **statement by the employee** that they have received training by the employer on the six subjects listed previously, and that the trainer has demonstrated proper use of the PPE and answered all employee questions about PPE use satisfactorily; and

- a **statement by the trainer** that, through an oral or written test, the employee has satisfactorily demonstrated an understanding of the subjects covered during training, and has, through practice, demonstrated the skills needed to properly don, doff, use, care for, and maintain the PPE.

5. To strengthen PPE training beyond minimum requirements, the trainer should _____.

   a. state the date and location of the PPE training
   b. list the name of each employee completing the training
   c. certify employees have demonstrated proper use of PPE
   d. include the number asked during the group’s oral test

**When is Retraining Required?**

When the employer has reason to believe any affected employee who has already been trained does not have the understanding and skill required by the PPE standard, the employer must retrain the employee.

Retraining is required but is not limited to situations where:

- when the use of PPE is only required rarely;
- changes in the workplace render previous training obsolete;
- changes in the types of PPE to be used render previous training obsolete; or
- deficiencies in an affected employee's knowledge or use of assigned PPE indicate that the employee has not retained the requisite understanding or skill
Online Training

According to an OSHA letter of interpretation (February 4, 2009) about online training, an employer may not rely solely on the use of an online or video training program when training the use of PPE.

According to OSHA, the trainee must be able to "don, doff, touch, feel and otherwise manipulate a particular piece of personal protective equipment that an employer may require or provide to protect their employees from injury or illness." To be considered adequate, online PPE training must also include a hands-on practice component so that the employee can practice using the employer's specific PPE.

**PPE training must include a hands-on portion so employees can practice using the PPE.**

6. Why is online training alone NOT sufficient to meet OSHA's PPE training requirements?

   a. The type of PPE training given is at the discretion of the employer
   b. PPE training only requires knowledge-level training
   c. OSHA rules require employees to practice using PPE before using
   d. OSHA requires employees to take a written test
Module 5: Emergency Action Plans

Introduction

How would you escape from your workplace in an emergency? Do you know where all the exits are in case your first choice is too crowded? Are you sure the doors will be unlocked, and the exit route, such as a hallway, will not be blocked during a fire, explosion, or other crisis? Knowing the answers to these questions could keep you safe during an emergency.

Emergency Action Plan Requirements

An emergency action plan (EAP) is a written document required by OSHA standards. The purpose of an EAP is to facilitate and organize employer and employee actions during workplace emergencies.

Well-developed emergency plans and proper employee training (such that employees understand their roles and responsibilities within the plan) will result in fewer and less severe employee injuries and less structural damage to the facility during emergencies. A poorly prepared plan will likely lead to a disorganized evacuation or emergency response, resulting in confusion, injury, and property damage.

Emergency action plans must be written. However, for smaller companies, the plan does not need to be written and may be communicated orally if there are 10 or fewer employees.

1. The emergency action plan may be communicated orally if _____.
   a. everyone speaks the same language
   b. there are 10 or fewer employees
   c. the work is conducted outside
   d. the employer determines there is little risk

Elements of the EAP

At a minimum, the plan must include but is not limited to the following elements:

- Means of reporting fires and other emergencies,
- Evacuation procedures and emergency escape route assignments,
- Procedures for employees who remain to operate critical plant operations before they evacuate,
• Accounting for all employees after an emergency evacuation has been completed,
• Rescue and medical duties for employees performing them, and
• Names or job titles of persons who can be contacted.

Although they are not specifically required by OSHA, employers may find it helpful to include the following in the EAP:

• a description of the alarm system to be used to notify employees (including disabled employees) to evacuate and/or take other actions. The alarms used for different actions should be distinctive and might include horn blasts, sirens, or even public address systems;

• the site of an alternative communications center to be used in the event of a fire or explosion; and

• a secure on- or offsite location to store originals or duplicate copies of accounting records, legal documents, your employees' emergency contact lists, and other essential records.

2. Which of the following is a required element within an emergency action plan?

   a. Names or job titles of persons who can be contacted  
   b. Site for the alternative communications center  
   c. A place located to store duplicate records  
   d. A description of the alarm system

Reporting Emergencies

Employees must know how to report emergencies. Some use internal telephone numbers, intercom, or public address systems to notify other employees. It is important for employees to also notify the proper authorities such as fire, medical, or rescue services if your company relies on this type of assistance during an emergency.

There are preferred procedures for reporting emergencies such as:

• dialing "911" which is the most common method for reporting emergencies if external emergency personnel are used at your workplace;
• internal numbers may be used for reporting emergencies. If they are, they should be posted on or near each phone. Internal numbers sometimes are connected to intercom systems so that coded announcements may be made; and

• employees may be requested to activate manual pull stations or other alarm systems.

No matter what system is used, it is imperative that emergency situations be immediately reported. Fires and other emergency situations can reach dangerous levels in seconds, and any delay in getting emergency responders to the scene can result in additional loss of life and property.

3. Which of the following is the most common procedure when external emergency services are used to respond to emergencies?

   a. Intercom systems
   b. Manual pull stations
   c. A “911” procedure
   d. Internal phone numbers

Evacuation Procedures

Evacuation policies, procedures, and escape route assignments are put into place so that employees understand who is authorized to order an evacuation, under what conditions an evacuation would be necessary, how to evacuate, and what routes to take. Exit diagrams are typically used to identify the escape routes to be followed by employees from each specific facility location.

Evacuation procedures also often describe actions employees should take before and while evacuating, such as shutting windows, turning off equipment, and closing doors behind them.

Under the typical EAP, the employer will expect all employees to evacuate in an emergency. However, sometimes a critical decision may need to be made when planning - whether employees should be trained and responsible for extinguishing small (controllable) fires.

• A disorganized evacuation can result in confusion, injury, and property damage. When developing an emergency action plan, it is important to determine the following:
  o conditions under which an evacuation would be necessary
  o conditions under which it may be better to shelter-in-place
a clear chain of command and designation of the person in your business authorized to order an evacuation or shutdown

specific evacuation procedures, including routes and exits

specific evacuation procedures for high-rise buildings for employers and employees

procedures for assisting visitors and employees in evacuating, particularly those with disabilities or who do not speak English

designation of what, if any, employees will remain after the evacuation alarm to shut down critical operations or perform other duties before evacuating

a means of accounting for employees after an evacuation

special equipment for employees

appropriate respirators

During the development and implementation of your draft plan, think about all possible emergency situations, and evaluate your workplace to see if it complies with OSHA's emergency standards.

4. Under the typical EAP, the employer will expect _____.
   a. all employees to evacuate in an emergency
   b. affected employees to evacuate
   c. assigned personnel to fight uncontrollable releases
   d. some employees to remain to look for missing employees

Exit Routes

Normally, a workplace must have at least two exit routes to permit prompt evacuation of employees and other building occupants during an emergency. More than two exits are required; however, if the number of employees, size of the building, or arrangement of the workplace will not allow employees to evacuate safely.

Exit routes must be located as far away from each other as practical in case one exit is blocked by fire or smoke. But, there is one exception to this rule: If the number of employees, the size of the building, its occupancy, or the arrangement of the workplace allows all employees to evacuate safely during an emergency, one exit route is permitted.
Most employers create maps from floor diagrams with arrows that designate the exit route assignments. These maps should include locations of exits, assembly points, and equipment (such as fire extinguishers, first aid kits, spill kits) that may be needed in an emergency. Exit routes should be:

- clearly marked and well lit,
- wide enough to accommodate the number of evacuating personnel,
- unobstructed and clear of debris at all times, and
- unlikely to expose evacuating personnel to additional hazards.

When preparing drawings that show evacuation routes and exits, post them prominently for all employees to see. See OSHA's Interactive Floorplan Demonstration.

5. Exit routes need to satisfy all of the following requirements, EXCEPT _____.

   a. being unobstructed and clear of debris
   b. being wide enough for the number of evacuees
   c. having doors that always open in for easy access
   d. being clearly marked and well lit

**Assisting Others to Evacuate**

Many employers designate individuals as evacuation wardens to help move employees from danger to safe areas during an emergency. Generally, one evacuation warden for every 20 employees should be adequate, and the appropriate number of wardens should be available at all times during working hours.

Evacuation Wardens may be responsible for checking offices, bathrooms, and other spaces before being the last person to exit an area. They might also be tasked with ensuring that fire doors are closed when exiting.

Employees designated to assist in emergency evacuation procedures should:

- be trained in the complete workplace layout and various alternative escape routes if the primary evacuation route becomes blocked, and
- be made aware of employees with special needs (who may require extra assistance during an evacuation), how to use the buddy system, and any hazardous areas to avoid during an emergency evacuation.
Visitors also should be accounted for following an evacuation and may need additional assistance when exiting. Some employers have all visitors and contractors sign in when entering the workplace and use this list when accounting for all persons in the assembly area. The hosts and/or area wardens, if established, are often tasked with helping these individuals safely evacuate.

6. An effective emergency action plan will designate one evacuation warden for every ______ employees.
   a. 5
   b. 10
   c. 15
   d. 20

**Employees Who May Remain to Shut Down**

Large companies may have certain equipment and processes must be shut down in stages or over time. In other instances, it is not possible or practical for employees to stay behind to shut down equipment or processes under emergency situations, and everyone must evacuate.

However, smaller enterprises may require designated employees remain behind briefly to operate fire extinguishers or shut down gas and/or electrical systems and other special equipment that could be damaged if left operating or create additional hazards to emergency responders (such as releasing hazardous materials).

Each employer must review their operation and determine whether total and immediate evacuation is possible for various types of emergencies. The preferred approach, and the one most often taken by small enterprises, is the immediate evacuation of all their employees when the evacuation alarm is sounded.

If any employees stay behind, the plan must describe in detail the procedures to be followed by these employees.

- All employees remaining behind must be capable of recognizing when to abandon the operation or task and evacuate themselves before their egress path is blocked.
- In small establishments, it is common to include in the plan locations where utilities (such as electrical and gas) can be shut down for all or part of the facility either by company employees or by emergency response personnel.
7. All employees designated by the employer to remain behind in an emergency must _____.
   a. complete at least 10 hours of emergency action plan training
   b. know when to abandon the operation or task and evacuate
   c. practice emergency procedures at least quarterly
   d. remain until external emergency service personnel relieve them

Accounting for Employees

Procedures to account for employees after the evacuation to ensure that everyone got out may include designating employees to sweep areas, checking offices and restrooms before being the last to leave a workplace or conducting a roll call in the assembly area. Evacuation wardens can be helpful in accounting for employees. To ensure the fastest, most accurate accounting of employees, consider including these steps in the EAP:

- **Designate assembly areas or areas** - Assembly areas, both inside and outside the workplace, are the locations where employees gather after evacuating.
  - **Internal assembly areas** within the building are often referred to as "areas of refuge." Make sure the assembly area has sufficient space to accommodate all employees.
  - **Exterior assembly areas**, used when the building must be partially or completely evacuated, are typically located in parking lots or other open areas away from busy streets. Try and designate assembly areas so that employees will be up-wind of the building.

- **Take a headcount after the evacuation** - Accounting for all employees following an evacuation is critical. Identify the names and last known locations of anyone not accounted for and pass them to the official in charge.

- **Assembly area design** - When designating an assembly area, consider (and try to minimize) the possibility of employees interfering with rescue operations.

- **Account for others** - Establish a method for accounting for non-employees such as suppliers and customers.

- **Additional evacuation** - Establish procedures for further evacuation in case the incident expands. This may consist of sending employees home by normal means or providing them with transportation to an offsite location.
8. Emergency action plan internal assembly areas _____.
   a. are used only for instances of workplace violence
   b. are usually designated as areas of refuge
   c. are located within the company's property
   d. large enough for most employees

Fire, Rescue, and Medical Services

Although most of us quickly move away from the hazardous environments created during emergency situations, a group of dedicated and well-trained professional emergency responders and medical service personnel are tasked with containing and mitigating these incidents, rescuing individuals at-risk, and providing medical assistance to the injured.

Unless the company is a large employer handling hazardous materials and processes or has employees regularly working in hazardous situations, the company will probably choose to rely on local public resources to provide these specialized services.

If external departments or agencies, such as the local fire and police departments, medical clinics or hospitals, and ambulance services are used, make sure they are prepared to respond as outlined in the EAP. Make sure they are familiar with the building and any dangerous locations within the building.

Names of Job Titles of Contact Persons

Names, titles, departments, and telephone numbers of employees who can be contacted for additional information and/or explanation of their duties under the plan.

9. In an effective emergency action plan, the employer should make sure emergency services are _____.
   a. a free service to the employer
   b. available at any time
   c. able to respond within 30 minutes
   d. familiar with the building
Module 6: Fire Prevention Plans (FPP)

The purpose of the Fire Prevention Plan (FPP) is to eliminate the causes of fire, prevent loss of life and property by fire, and to comply with the Occupational Safety and Health Administration’s (OSHA) standard on fire prevention, 29 CFR 1910.39.

- It provides employees with information and guidelines that will assist them in recognizing, reporting, and controlling fire hazards.
- It identifies materials that are potential fire hazards and their proper handling and storage procedures.
- It distinguishes potential ignition sources and the proper control procedures of those materials.
- The plan describes fire protection equipment and/or systems used to control fire hazards.
- It identifies persons responsible for maintaining the equipment and systems installed to prevent or control the ignition of fires.
- The FPP identifies persons responsible for the control and accumulation of flammable or combustible material.
- It describes good housekeeping procedures necessary to ensure the control of accumulated flammable and combustible waste material and residues to avoid a fire emergency.
- The plan provides training to employees with regard to fire hazards to which they may be exposed.

1. The purpose of the fire prevention plan is to do each of the following, EXCEPT _____.
   a. eliminating the causes of fire
   b. reporting injuries due to fires
   c. preventing loss of life and property
   d. complying with OSHA standards
FPP Responsibilities

Everyone has the responsibility to comply with company policy regarding fire emergencies. All employees should know how to prevent and respond to fires.

Management

Management determines fire prevention and protection policies. They should do the following:

- Managers should provide adequate hazard controls to provide a safe workplace.
- Managers should also provide adequate resources and training to employees to encourage fire prevention and the safest possible response in the event of a fire emergency.

Plan Administrator

This person maintains all records pertaining to the plan. The Plan Administrator should also:

- Develop and administer the fire prevention training program.
- Ensure that fire control equipment and systems are appropriate and properly maintained.
- Control fuel source hazards in the workplace.
- Conduct fire risk surveys and make recommendations for improvement.

Supervisors

Supervisors ensure that employees receive appropriate fire safety training.

- Supervisors should notify the plan administrator when changes in operation increase the risk of fire.
- They are also responsible for enforcing fire prevention and protection policies.

Employees

All employees should complete all required training before working without supervision. It's important that employees also:

- Conduct operations safely to limit the risk of fire.
- Report potential fire hazards to their supervisors.
Follow fire emergency procedures.

2. Which position ensures employees receive fire safety training?
   a. Supervisors
   b. Plan administrators
   c. Safety directors
   d. Executives

Written Plan Components

A fire prevention plan must be in writing, be kept in the workplace, and be made available to employees for review. However, according to OSHA, if you have 10 or fewer employees, you may communicate the plan orally to employees.

At a minimum, your fire prevention plan must include:

- a list of all major fire hazards, proper handling and storage procedures for hazardous materials, potential ignition sources and their control, and the type of fire protection equipment necessary to control each major hazard;

- procedures to control accumulations of flammable and combustible waste materials;

- procedures for regular maintenance of safeguards installed on heat-producing equipment to prevent the accidental ignition of combustible materials;

- the name or job title of employees responsible for maintaining equipment to prevent or control sources of ignition or fires; and

- the name or job title of employees responsible for the control of fuel source hazards.

An employer must inform employees upon initial assignment to a job of the fire hazards to which they are exposed. An employer must also review with each employee those parts of the fire prevention plan necessary for self-protection.
3. All of the following are requirements of a fire prevention plan, EXCEPT _____.

a. it may be completed formally in writing
b. it must be made available to all employees for review
c. it may be communicated orally in companies with fewer than 20 employees
d. it must be kept in the workplace

FPP Best Practices

Good housekeeping is critical to limit the risk of fires in the workplace. All employees should take the following precautions:

- Minimize the storage of combustible materials.
- Make sure that doors, hallways, stairs, and other exit routes are kept free of obstructions.
- Dispose of combustible waste in covered, airtight, metal containers.
- Use and store flammable materials in well-ventilated areas away from ignition sources.
- Use only nonflammable cleaning products.
- Keep incompatible (i.e., chemically reactive) substances away from each other.
- Perform "hot work" (i.e., welding or working with an open flame or other ignition sources) in controlled and well-ventilated areas.
- Keep equipment in good working order (i.e., inspect electrical wiring and appliances regularly and keep motors and machine tools free of dust and grease.
- Ensure that heating units are safeguarded.
- Report all gas leaks immediately. A responsible person shall ensure that all gas leaks are repaired immediately upon notification.
- Repair and clean up flammable liquid leaks immediately.
- Keep work areas free of dust, lint, sawdust, scraps, and similar material.
- Do not rely on extension cords if wiring improvements are needed, and do not overload circuits with multiple pieces of equipment.
• Ensure that required hot work permits are obtained.
• Turn off electrical equipment when not in use.

4. What is a fire prevention plan best practice when welding or working with open flames?

a. Weld in controlled well-ventilated areas  
b. Weld only with arc-welding equipment  
c. Welding indoors is not permitted in a FPP  
d. Welding is only permitted in an outdoor location

Hazards that Cause Fires

Electrical Hazards

Electrical system failures and the misuse of electrical equipment are leading causes of workplace fires. Fires can result from loose ground connections, wiring with frayed insulation, or overloaded fuses, circuits, motors, or outlets.

Portable Heaters

All portable heaters should be approved by the plan administrator. Portable electric heaters should have tip-over protection that automatically shuts off the unit when it is tipped over.

Office Fire Hazards

Fire risks are not limited to industrial facilities. Fires in offices have become more likely because of the increased use of electrical equipment, such as computers and fax machines.

Welding, Cutting, and Open Flame Work

Welding and cutting and working with open flames are obvious fire hazards in the workplace, and in some cases, fire watches need to be positioned close by, and barriers may need to be placed between welding and materials that might catch fire.

Flammable and Combustible Materials

If your workplace contains flammable and combustible materials, the plan administrator should regularly evaluate the presence of those materials.

• **Class A Combustibles** - These include common combustible materials (wood, paper, cloth, rubber, and plastics) that can act as fuel and are found in non-specialized areas such as offices.
• **Class B Combustibles** - These include flammable and combustible liquids (oils, greases, tars, oil-based paints, and lacquers), flammable gases, and flammable aerosols.

**Smoking in the Workplace**

In an effective FPP, smoking is prohibited in all company buildings. Certain outdoor areas may also be designated as no-smoking areas. The areas in which smoking is prohibited outdoors should be identified by NO SMOKING signs.

5. **Fires in offices have become more likely because of _____**.
   a. use of cell phone causing battery fires
   b. higher voltages being used
   c. increased use of electrical equipment
   d. more employees smoking in the building

**Fire Extinguishing Systems**

A fire extinguishing system is an engineered set of components that work together to quickly detect a fire, alert occupants, and extinguish the fire before extensive damage can occur. All system components must be:

• Designed and approved for use on the specific fire hazards they are expected to control or extinguish.
• Protected against corrosion or either made or coated with a non-corrosive material if it may be exposed to a corrosive environment.
• Designed for the climate and temperature extremes to which they will be exposed.

**Fixed Extinguishing Systems**

Fixed fire extinguishing/suppression systems are commonly used to protect areas containing valuable or critical equipment such as data processing rooms, telecommunication switches, and process control rooms. Their main function is to quickly extinguish a developing fire and alert occupants before extensive damage occurs by filling the protected area with a gas or chemical extinguishing agent.

**Portable Extinguishing Systems**

Workplace fires and explosions kill hundreds and injure thousands of workers each year. One way to limit the amount of damage due to such fires is to make portable fire extinguishers an
important part of your FPP. When used properly, fire extinguishers can save lives and property by putting out a small fire or controlling a fire until additional help arrives.

For more information on fire extinguishing systems and using portable fire extinguishers, see OSHA Academy Course 718 Fire Prevention Plans.

### 6. What is the main function of fixed fire extinguishing and suppression systems?

- a. Quickly cover employees with water to prevent burning
- b. Quickly extinguish fires and alert occupants
- c. Deplete the space of oxygen
- d. Prevent fires

**FPP Training Requirements**

Employers should train workers about fire hazards in the workplace and about what to do in a fire emergency.

**Management Training Responsibilities**

Unless a specific manager is designated, all managers should be responsible for coordinating with the Plan Administrator for training all employees covered under the FPP.

- All managers should be educated to understand their FPP responsibilities, including inspection and drill procedures.
- Managers should also make sure all employees who might be expected to use portable fire extinguishers are properly trained.
- Supervisors should train employees about the fire hazards associated with the specific materials and processes to which they are exposed, and maintain written documentation of the training.

Many of the topics taught in the FPP training may be presented in the classroom. If employees are expected to use portable fire extinguishers, they must participate in "hands-on" exercises that help them understand the procedures. Hands-on training also gives employees an opportunity to demonstrate to trainers that they have the skills required to use fire extinguishers.

At a minimum, FPP Training should include all the following topics:

• review OSHA requirements contained in 29 CFR 1910.39, Fire Prevention Plans,
• person(s) responsible for Control of Fuel Source Hazards,
• the location of the company FPP and how it can be accessed,
• good fire-prevention housekeeping practices and equipment maintenance,
• alarm systems and evacuation routes,
• proper response and notification in the event of a fire,
• the use of portable fire extinguishers, and
• recognition of potential fire hazards.

7. If employees are expected to use portable fire extinguishers, they must _____.
   a. be able to recharge extinguishers
   b. participate in "hands-on" exercises
   c. put out actual fires
   d. know how to control fuel sources
Additional Resources

- OSHA Act of 1970
- Occupational Safety and Health Administration (OSHA) Website
- OSHA Field Operations Manual (FOM)
- OSHA Commonly Used Statistics
- OSHA Worker Rights & How to Contact OSHA
- OSHA Fall Protection
- OSHA Ergonomics: Computer Workstations
- OSHA Electrical Safety
- OSHA Electrical Safety Quick Card
- OSHA Personal Protective Equipment (PPE) Standards
- OSHA Emergency Action Plan eTool