

SAFETY POLICY AND PROCEDURE MANUAL QUESTIONNAIRE

The following questionnaire is designed to aid us in the creation of your policy and procedure manual. Please place a checkmark in the boxes that correspond to the sections that you would like to be included in your Safety Plan.

SECTION 1 **INJURY & ILLNESS PREVENTION PROGRAM**

- Introduction
- Safety Priority
- Cooperation
- Program Goals
- Safety Policy Statement
- General Safety Rules
- Responsible Safety Officer
- Employee Compliance
- Agreement to Participate
- Accident Free Workplace
- Health and Safety Training
- Safety Meetings
- Employee Responsibilities For Training
- Communication
- Safety Committee
- Hazard Identification
- Safety Audits/Inspections
- Records
- Serious Concealed Dangers
- Safety Equipment
- Protective Clothing
- Housekeeping
- Maintenance
- Emergencies
- Smoking
- Fire Safety
- Fire Fighting
- Reporting

SECTION 2 **GENERAL CODE OF SAFE WORK PRACTICES**

- General Fire Safety
- Machine Guarding
- Lockout/Tagout
- Welding, Cutting, Brazing
- Compressors and Compressed Air
- Hoists and Auxiliary Equipment
- Lift Trucks
- Spraying Operations
- Confined Spaces
- Environmental Controls
- Hazardous Chemical Exposures
- Hazardous Substance Communication
- Electrical Awareness
- Noise
- Fueling
- Piping Systems
- Material Handling
- Transporting Material and Personnel
- Ventilation
- Sanitizing Equipment and Clothing
- Infection Control
- Ergonomics
- Indoor Air Quality
- Cranes/Forklifts Checklists
- Licenses and Permits
- Personal Protective Equipment
- Hard Hats
- Work Environment
- Walkways
- Floor and Wall Openings
- Work Area (General)

SAFETY POLICY AND PROCEDURE MANUAL QUESTIONNAIRE

SECTION 2 **GENERAL CODE OF SAFE WORK** **PRACTICES (Continued)**

- Driving
- Vehicle Maintenance
- Cleanliness
- Tool Maintenance
- Ladders
- Portable Power Tools
- Grinders
- Combustible Materials
- Mechanical Lockout
- First Aid Kits
- First Aid Stations
- Positive Pressure Breathing Apparatus

SECTION 3 **RESPONSIBLE SAFETY OFFICER**

- General
- Duties
- Functions
- Operations
- Engineering Occupational Safety
- Industrial Hygiene
- Environmental Protection
- Common Functions

SECTION 4 **EMPLOYEE HEALTH SERVICES**

- Medical Services
- Occupational Health Monitoring
- Medical Services Area
- On Site Medical Aid
- Safety Examinations
- Physical Examinations
- Medical Records
- Return To Work
- Pregnancy and Workplace Hazards
- Employee Assistance Program
- Safety Glasses
- Immunizations
- Occupational Injury and Illness

SECTION 5 **BIOLOGICAL HAZARDS**

- Definitions
- General Procedures
- Medical Wastes
- Cuts
- Blood Exposure
- Infection Control Plan
- Waste Disposal Plan

SECTION 6 **CHEMICAL SAFETY**

- Introduction
- Hazard Communication
- Task Evaluation
- Supervisor Responsibility
- Reproductive Toxicity
- Airborne Contaminants
- Safety Equipment and Devices
- Labels
- Chemical Storage
- Emergencies
- Disposal of Chemicals

SECTION 7 **CONFINED SPACES**

- Definitions
- Hazardous Conditions
- Acceptable Entry Conditions
- Testing and Monitoring
- Training
- Entry Permits
- Hazard Prevention
- Duties of the Entrant
- Duties of the Attendant
- Safety Equipment
- Ventilation and Purging
- Hotwork in Confined Spaces
- Guidelines for Safe Entry
- Employer Responsibility
- Emergency Procedures

SAFETY POLICY AND PROCEDURE MANUAL QUESTIONNAIRE

SECTION 8 ELECTRICAL SAFETY

- Policy
- Employee Responsibility
- Procedures
- Working With Energized Equipment
- Types of Hazards
- Class A
- Class B
- Class C
- Employee Attitude
- Mode I—De-energize
- Mode II—Latent Danger
- Mode III—Hot Wiring
- Safety Glasses
- Personal Protective Devices
- Elevated Locations
- Protective Systems
- Safety Practices
- Danger with Large Capacitors
- Danger with Large Magnets
- Safety Design
- More than 300 Volts
- Less Than 300 Volts
- Motor Generator Systems
- High Voltage
- High Current
- Power Supplies

SECTION 9 EMERGENCIES

- Organization
- Master Emergency Response Plan
- Building Emergency Plan
- Operational Safety Procedures
- Supervisor Responsibility
- No Loitering Policy
- Employee Responsibility

SECTION 10 FIRE SAFETY

- Introduction
- Fire Department
- Supervisor Responsibility
- Class A Combustibles
- Class B Combustibles
- Class C Electrical Fires
- Class D Specific Metal Fires
- Welding and Other Permits
- Portable Heaters
- Fire Fighting Equipment
- Fire/Smoke Detectors
- Sprinkler Systems
- Alarm Systems
- Fire Doors
- Fire Exits
- Fire Hydrants
- Mechanical Equipment Rooms
- Construction Areas
- Life Safety Code
- Exit Corridors
- No Smoking

SECTION 11 GASES

- Introduction
- Hazards
- Relief Valves
- Operational Safety Procedures
- Fire Risks
- Equipment Design
- Guidelines
- Hydrogen
- Oxygen
- Acetylene
- Carbon Dioxide
- Inert Gas Mix
- Propane
- Cylinders
- Compressed Gases

SAFETY POLICY AND PROCEDURE MANUAL QUESTIONNAIRE

SECTION 11 GASES (Continued)

- Inspections
- Cylinder Handling
- Working With Gases
- Cylinder Storage
- Supervisor Responsibility
- Diaphragm Failure
- Regulators
- Compressed Air

SECTION 13 MATERIAL HANDLING (Continued)

- Forklift Operators
- Standards for Forklifts
- Forklift Maintenance
- Forklift Extension
- Safety Inspections
- Design Stress
- Crane and Forklift Loads

SECTION 12 MECHANICAL GUARDING

- Introduction
- Standards
- In-running Nip Hazards
- Pinch Points
- Points of Operation
- Guards, limits and Devices
- Removing Guards
- Unguarded Equipment

SECTION 14 NOISE

- Introduction
- Danger of Noise
- ACGIH Standards
- Reducing Exposure
- Measurement
- Other Noises

SECTION 13 MATERIAL HANDLING

- Introduction
- Lifting and Moving
- Rigging
- Manual Lifting
- Mechanical Lifting
- Inspections
- Load Path Safety
- Off Site Shipping
- Truck Loading
- Clean Work Areas
- Cranes and Hoists
- Loading the Crane
- Design Parameters and Capacities
- Periodic Inspections
- Crane Maintenance—Preventative Maintenance
- Running Rope Inspections
- Crane Standards

SECTION 15 PROTECTIVE EQUIPMENT

- Introduction
- Protection Issued
- Shoes
- Gloves
- Head
- Eye
- Fall Protection
- Respiratory Protection
- Respiratory Equipment
- Responsibilities
- Other Protective Clothing
- Protective Devices

SAFETY POLICY AND PROCEDURE MANUAL QUESTIONNAIRE

SECTION 16 **PRESSURE SAFETY**

- Definitions
- Safe Operating Procedures
- Pressure Installer
- Low and High Pressure Hazards
- ASME standards
- Protective Containments
- Transportation
- Ductile Devices
- Design Curtain
- Pressure Testing
- MAWP Statements
- Relief Valves
- Piping Standards
- Designer Responsibilities
- Signs
- Operator Qualifications
- Depressurized Vessels
- Safety Orders
- Standards
- Power Boilers
- ASME Standards
- Pressure Testing Standards
- Pressure Testing general
- Pressure Testing Procedures
- Standards for Low Pressure Vessels
- Leak Testing
- Leak Repairs
- Inspecting and Retesting
- Inspections and Testing
- Testing On Site
- Pressure Testing with Liquids
- Pressure Testing with Gases

SECTION 17 **LADDERS AND SCAFFOLDS**

- Ladders
- Scaffolds
- Floors
- Personal Fall Protection
- Aerial Personnel Work Platforms
- Using a Lift Truck To Raise Personnel

SECTION 18 **SANITATION**

- Drinking Water
- New Water Sources
- Anti-Vermin Policy
- Food Preparation
- Sanitary Facility
- Potable Water Standards

SECTION 19 **SAFETY TRAINING**

- Requirements
- Mandatory Training
- Licenses and Permits
- Competent Persons

SECTION 20 **TOOLS**

- Company Tools Provided
- Grounding and casings
- Shop Rules
- Inspections and Maintenance

SECTION 21 **TRAFFIC AND TRANSPORTATION**

- Speed Limits
- Official Vehicle Use
- Responsibilities
- Safety Belts
- Accidents
- Warnings and Citations
- Safety Hazard Correction
- Parking
- Immobilizing

SAFETY POLICY AND PROCEDURE MANUAL QUESTIONNAIRE

SECTION 22 HAZARD WARNINGS

- Introduction
- Contents and Configuration
- Danger Signs
- Caution Signs
- Informative Signs
- Directional Signs
- Sign Selection
- Warning Devices
- Evacuation Alarms

SECTION 25 PESTICIDES

- Use of Pesticides
- Protection
- Notice of Application
- Delivery and Storage
- Labels
- Rinse and Drain Procedures
- Worker Responsibility and Training
- Emergency
- Warnings
- Fumigation

SECTION 23 OFF SITE SAFETY

- Off Site Operations
- Responsibility
- Driving

SECTION 26 STEEL AND HOT METAL HANDLING

- Definitions
- General Requirements
- Hammers
- Presses
- Power Driven Hammers
- Gravity Hammers
- Board Drop Hammers
- Forging Presses
- Up Setters
- Other Forging Equipment

SECTION 24 CARCINOGENS

- Introduction
- Categories
- Responsibilities
- Practices and Controls
- Chlorinated Hydrocarbons
- Fiberglass
- Flammable Liquids
- Allowable Quantities
- Fluorocarbon Solvents
- Hazardous Gases
- Peroxide Compounds
- Polychlorinated Biphenyls (PCB's)

Miscellaneous and Other (please list)

Please note that we can add any industry specific guidelines, policies, procedures or standards to your Safety Plan. For example, Saw Mills, Pulp and Paper Mills, and certain Metal Work industries will need additional information added to the manual.

Please Fax this form back to Safety 1st at (519) 758-0900