



Industrial Performance Services



Industrial Tubular Catalyst Services



# INJURY AND ILLNESS PREVENTION PROCEDURE

V:2023.1

# Injury and Illness Prevention Procedure

January 2023

## **A. Purpose**

It is the policy of IPS★ITCS to maintain a safe and healthful work environment for each employee and to comply with all applicable occupational health and safety regulations. IPS★ITCS' Injury and Illness Prevention Procedure (IIPP) is intended to establish a framework for identifying and correcting workplace hazards within IPS★ITCS, while addressing legal requirements for a formal, written IIPP.

## **B. Responsibilities**

1. The HSEQT Manager has primary authority and responsibility to ensure Company implementation of the IIPP and to ensure the health and safety of IPS★ITCS' employees. This is accomplished by communicating IPS★ITCS' emphasis on health and safety, analyzing work procedures for hazard identification and correction, ensuring regular workplace inspections, providing health and safety training, and encouraging prompt employee reporting of health and safety concerns without fear of reprisal.

The HSEQT Manager has responsibility for:

- a. Ensuring that the Safety Committee is aware of all accidents which have occurred, and all hazards which have been observed since the last meeting
  
- b. Working with the Safety Committee and management to address facility related safety concerns
  
- c. Assisting in the coordination of required health and safety training
  
- d. Maintaining copies of Safety Committee minutes and other safety-related records

The HSEQT Manager may seek assistance from any member of IPS★ITCS as necessary to meet these responsibilities.

## 2. The Safety Committee

The Safety Committee has the ongoing responsibility to maintain and update this IIPP, to assess Company compliance with applicable regulations and policies, to evaluate reports of unsafe conditions, and to coordinate any necessary corrective actions. The Safety Committee meets at least quarterly and will be composed of rank-and-file employees. Each employee has a designated representative on the committee.

Currently, IPS★ITCS' Safety Committee consists of:

	Name	Committee Position	Title
1.	Shayne Torrans	Chair	HSEQT Manager
2.	Marc Guidry	Member	Operations Manager
3.	Joe Rodriguez	Member	HSEQT Auditor
4.	Johnny Turner	Member	Rescue & Safety Coordinator
5.	Johnny Rivera	Member	Safety Supervisor

**Note: The Safety Committee membership rotates periodically.**

Unsafe conditions that cannot be immediately corrected by an employee or their supervisor should be reported to the HSEQT Manager or any Safety Committee member by filling out a **HSE.FOR.Report of Unsafe Condition or Hazard Form.2022**.

The Safety Committee will track and make timely corrections of workplace hazards. They will receive and review reports of unsafe conditions, workplace inspection reports, and injury reports. Specifically, the Safety Committee will:

- a. Review the results of periodic, scheduled workplace inspections to identify any needed safety procedures or Procedures and to track specific corrective actions
- b. Review supervisors' investigations of accidents and injuries to ensure that all causes have been identified and corrected
- c. Submit suggestions to department management for the prevention of future incidents when appropriate

- d. Review alleged hazardous conditions brought to the attention of any committee member, determine necessary corrective actions, and assign responsible parties and correction deadlines
- e. Conduct its own investigation of accidents and/or alleged hazards to assist in establishing corrective actions
- f. Submit recommendations to assist department management in the evaluation of employee safety suggestions

The Safety Committee must prepare and make available to all employees written minutes of issues discussed at the meetings. The Committee meeting minutes must be documented on ***HSE.FOR.Safety Committee Meeting Documentation.2022*** or a similar form. These minutes are posted (*at convenient high traffic area*) and maintained on file for at least one year.

The Safety Committee can seek assistance in the remediation of a hazard from any source it deems prudent and necessary.

### 3. Supervisors

Employee Supervisors play a key role in the implementation of IPS★ITCS' IIPP. They are responsible for:

- a. Communicating to their staff, IPS★ITCS' emphasis on health and safety
- b. Performing periodic and documented inspection of workspaces under their authority
- c. Promptly correcting identified hazards
- d. Modeling and enforcing safe and healthful work practices
- e. Provide appropriate safety training and personal protective equipment

f. Implementing measures to eliminate or control workplace hazards

g. Stop any employee's work that poses an imminent hazard to either the employee or any other individual

h. Encourage employees to report health and safety issues to the Safety Committee without fear of reprisal

#### 4. All Employees

It is the responsibility of all employees to comply with all applicable health and safety regulations, Company policies, and established work practices. This includes but is not limited to:

a. Observe health and safety-related signs, posters, warning signals and directions

b. Review building emergency plan and assembly area

c. Learn about the potential hazards of assigned tasks and work areas

d. Take part in appropriate health and safety training

e. Follow all safe operating procedures and precautions

f. Use proper personal protective equipment

g. Warn coworkers about defective equipment and other hazards

h. Report unsafe conditions immediately to a supervisor, and stopping work if an imminent hazard is presented

i. Participate in workplace safety inspections

### C. Identifying Workplace Hazards

Regular, periodic workplace safety inspections must be conducted throughout the department. The first inspection, by law, will take place when the IIPP is adopted by the department. The inspections should be noted using ***HSE.FOR.Safety Inspection Report.2022*** or other documentation. The department will maintain documentation for a minimum of one year.

These regular inspections will be supplemented with additional inspections whenever new substances, processes, procedures, or equipment introduced into the workplace represent a new occupational safety and health hazard or whenever supervisors are made aware of a new or previously unrecognized hazard.

Generally, supervisors are responsible for identification and correction of hazards that their staff and/or students face and should ensure that work areas they exercise control over are inspected at least annually.

Supervisors should check for safe work practices with each visit to the workplace and should provide immediate verbal feedback where hazards are observed.

The ***HSE.FOR.Report of Unsafe Condition Form.2022*** should be filled out when a referral is made to the Safety Committee as a result of a condition discovered during an inspection for which the responsible supervisor could not determine an immediate remedy. The "Report of Unsafe Condition" form can also be obtained (*convenient location*), filled out and turned in (*convenient location*) anonymously.

### C. Communicating Workplace Hazards

Supervisors are responsible for communicating with all employees about safety and health issues in a form readily understandable by all employees. All Company personnel are encouraged to communicate safety concerns to their supervisor without fear of reprisal. The Safety Committee is another resource for communication regarding health and safety issues for department employees. Each employee has a representative on the committee that will inform them of hazard corrections and committee activities. Additionally, Safety Committee minutes and other safety-related items are posted at (*convenient high traffic area*). Employees will also be informed about safety matters by e-mail, voice mail, and distribution of written memoranda. Occasionally, the Safety Committee may also sponsor seminars or speakers or coordinate other means to communicate with employees regarding health and safety matters.

Supervisors are responsible for ensuring that employees are supplied access to hazard information pertinent to their work assignments. Information concerning the health and safety hazards of tasks performed by Company employees is available from a number of sources. These sources include, but are not limited to, Safety Data Sheets, equipment operating manuals, IPS★ITCS HSEQT Manager, container labels and work area postings.

#### 1. Safety Data Sheets

Safety Data Sheets (SDSs) provide information on the potential hazards of products or chemicals. Hard copies of SDSs for the chemicals used in IPS★ITCS are available in (***IPS★ITCS App > Resources > SDS's***). If an SDS is found to be missing, a new one can be obtained by faxing a written request to the manufacturer. A copy of this request should be kept until the SDS arrives.

#### 2. Equipment Operating Manuals

All equipment is to be operated in accordance with the manufacturer's instructions, as specified in the equipment's operating manual.

Copies of operating manuals should be kept with each piece of equipment in the department. Persons who are unfamiliar with the operation of a piece of equipment and its potential hazards must at least read the operating manual before using the equipment. Training should also be sought from an experienced operator or supervisor.

### E. CORRECTING WORKPLACE HAZARDS

Hazards discovered either as a result of a scheduled periodic inspection or during normal operations must be corrected by the supervisor in control of the work area. Supervisors of affected employees are expected to correct unsafe conditions as quickly as possible after discovery of a hazard, based on the severity of the hazard.

Specific procedures that can be used to correct hazards include but are not limited to the following:

1. Tagging unsafe equipment "**Do Not Use Until Repaired**", and providing a list of alternatives for employees to use until the item is repaired



2. Stopping unsafe work practices and providing retraining on proper procedures before work resumes
  
3. Reinforcing and explaining the need for proper personal protective equipment and ensuring its availability
  
4. Barricading areas that have chemical spills or other hazards and reporting the hazardous conditions to a supervisor.

Supervisors should use the ***HSE.FOR.Hazard Correction Report.2022*** to document corrective actions, including projected and actual completion dates. If necessary, supervisors can seek assistance in developing appropriate corrective actions by submitting a "Report of Unsafe Condition" to the Safety Committee. If the Safety Committee requires assistance from other resources these resources should be contacted immediately.

If an imminent hazard exists, work in the area should cease, and the appropriate supervisor must be contacted immediately. If the hazard cannot be immediately corrected without endangering employees or property, all personnel need to be removed from the area except those qualified and necessary to correct the condition. These qualified individuals will be equipped with necessary safeguards before addressing the situation.

## **F. Investigating Injuries and Illness**

### **1. Injury Reporting**

Employees who are injured at work must report the injury immediately to their supervisor. If immediate medical treatment beyond first aid is needed, call 911, or notify on-site medical set forth by host facility. The injured party will be taken to the appropriate hospital or medical center.

The supervisor of the injured employee must work with IPS★ITCS' Personnel Office to ensure that the ***HSE.FOR.Employer's Report of Occupational Injury or Illness Form.2022*** and a "***Workers' Compensation Claim Form***" are completed properly and submitted to the Workers' Compensation Office.

If the injured employee saw a physician, the supervisor should obtain a medical release form before allowing the employee to return to work. The

health care provider may stipulate work tasks that must be avoided or work conditions that must be altered before the employee resumes their full duties.

## 2. Injury Investigation

The employee's supervisor is responsible for performing an investigation to determine and correct the cause(s) of the incident. Specific procedures that can be used to investigate workplace accidents and hazardous substance exposures include:

- a. Interviewing injured personnel and witnesses
- b. Examining the injured employee's workstation for causative factors
- c. Reviewing established procedures to ensure they are adequate and were followed
- d. Reviewing training records of affected employees
- e. Determining all contributing causes to the accident
- f. Taking corrective actions to prevent the accident/exposure from reoccurring
- g. Recording all findings and actions taken

The supervisor's findings and corrective actions should be documented and presented to the Safety Committee using the ***HSE.FOR.Occupational Accident, Injury, or Illness Investigation Report.2022***. If the supervisor is unable to determine the cause(s) and appropriate corrective actions, other resources should be sought. Available resources include IPS★ITCS' Safety Committee and HSEQT Manager.

The Safety Committee will review each accident or injury report to ensure that the investigation was thorough and that all corrective actions are completed. Investigations and/or corrective actions that are found to be incomplete will be routed back to the supervisor for further follow-up, with specific recommendations noted by the committee. Corrective actions that are not implemented in a

reasonable period of time will be brought to the attention of IPS★ITCS President by IPS★ITCS' HSEQT Manager.

### ***EMPLOYEE HEALTH AND SAFETY TRAINING***

Employee safety training is provided at no cost to the employee and is conducted during the employee's normal working hours on Company time. Safety training may be presented by a knowledgeable supervisor, other Company personnel, or by representatives from other relevant departments. Regardless of the instructor, all safety training must be documented using the ***HSE.FOR.Safety Training Attendance Record.2022***. By law, this documentation must be retained by the department for at least one year.

#### Initial IIPP Training

When the IIPP is first implemented, all Company personnel will be trained on the structure of the IIPP, including individual responsibilities under the Procedure, and the availability of the written Procedure. Training will also be provided on how to report unsafe conditions, how to access the Safety Committee, and where to obtain information on workplace safety and health issues.

Personnel hired after the initial training session will be oriented on this material as soon as possible by the Safety Coordinator or appropriate supervisor. These individual training sessions will be documented using ***HSE.FOR.New Employee Safety Training Record.2022*** or the equivalent. This document must also be kept by the department for at least one year.

## 2. Training on Specific Hazards

Supervisors are required to be trained on the hazards to which the employees under their immediate control may be exposed. This training aids a supervisor in understanding and enforcing proper protective measures.

All supervisors must ensure that the personnel they supervise receive appropriate training on the specific hazards of work they perform, and the proper precautions for protection against those hazards. Training is particularly important for new employees and whenever a new hazard is introduced into the workplace. Such hazards may include new equipment, hazardous materials, or procedures. Health and Safety training is also required when employees are given new job assignments on which they

have not previously been trained and whenever a supervisor is made aware of a new or previously unrecognized hazard.

Specific topics appropriate to department personnel include but are not limited to the following:

- a. Fire prevention techniques and fire extinguisher use
- b. Obtaining emergency medical assistance and first aid
- c. Disaster preparedness and response, including building evacuation procedures
- d. Health and safety for computer users
- e. Back care, body mechanics, and proper lifting techniques
- f. Hazard communication, including training on SDSs, chemical hazards and container labeling
- g. Proper housekeeping
- h. Chemical spill reporting procedures

## **H. Ensuring Compliance**

All Company personnel have the responsibility for complying with safe and healthful work practices, including applicable regulations, Company policy, and Company safety procedures. Overall performance in maintenance of a safe and healthful work environment should be recognized by the supervisor and noted in performance evaluations. Employees will not be discriminated against for work-related injuries, and injuries will not be included in performance evaluations, unless the injuries were a result of an unsafe act on the part of the employee.

Standard progressive disciplinary measures in accordance with the applicable personnel policy or labor contract will result when employees fail to comply with applicable regulations, Company policy, and/or Company safety procedures. All personnel will be given instruction and an opportunity to correct unsafe behavior. Repeated failure to comply or willful and intentional non-compliance may result in

disciplinary measures up to and including termination.

## **I. Record Keeping**

Documents related to the IIPP are maintained in (*convenient, safe location for record keeping*). By law, certain documents related to the IIPP must be kept by the department for at least one year. These records include:

1. Records of scheduled and periodic workplace inspections, including the persons conducting the inspection, any identified unsafe conditions or work practices, and corrective actions.
  
2. Employee safety training records, including the names of all attendees and instructors, the training date, and material covered.

Other documents related to the IIPP that should be kept on file include:

- a. ***HSE.FOR.Reports of Unsafe Conditions or Hazards.2022***
  
- b. ***HSE.FOR.Safety Committee Meeting Documentation.2022***
  
- c. ***HSE.FOR.Hazard Correction Reports Form.2022***
  
- d. ***HSE.FOR.Accident, Injury, or Illness Investigation Reports.2022***

## IIPP Form 1

I. Unsafe Condition or Hazard	
Name: (optional)	Job Description:
Location:	
Date and time the condition or hazard was observed:	
Description of unsafe condition or hazard:	
What changes would you recommend to correct the condition or hazard?	
Employee Signature: (optional)	
Date:	

### REPORT OF UNSAFE CONDITION OR HAZARD

II. Management Safety Committee Investigation
Name of person investigating unsafe condition or hazard:
Results of investigation (What was found? Was condition unsafe or a hazard?): (Attach additional sheets if necessary.)
Proposed action to be taken to correct hazard or unsafe condition: (Complete and attach a Hazard Correction Report IIPP Form 4)
Signature of Investigating Party:
Date:

**Completed copies of this form should be routed to the appropriate supervisor and department Safety Committee and must be maintained in department files for at least one year.**

## IIPP Form 2

### SAFETY COMMITTEE MEETING DOCUMENTATION

**NOTE: This form, meeting minutes, or similar record must be completed for each Safety Committee meeting held.**

Meeting Date:	Meeting Chair:
Title:	
Other Attendees:	
Attach any additional supporting documentation to this form.	

Issue Discussed:
Required Actions and Schedule:
Responsible Party:
Issue Discussed:
Required Actions and Schedule:
Responsible Party:
Issue Discussed:
Required Actions and Schedule:
Responsible Party:

**Completed copies of this form must be maintained in Department files for at least one year.**

## IIPP - Form 3 SAFETY INSPECTION REPORT

### GENERAL

Do you have an active safety and health Procedure in operation that deals with general safety and health Procedure elements as well as management of hazards specific to your work site?
Is one person clearly responsible for the overall activities of the safety and health Procedure?
Do you have a safety committee or group made up of management and labor representatives that meets regularly and reports in writing on its activities?
Do you have a working procedure for handling in-house employee complaints regarding safety and health?
Are you keeping your employees advised of the successful effort and accomplishments you and/or your safety committee have made in assuring they will have a workplace that is safe and healthful?
Have you considered incentives for employees or workgroups who have excelled in reducing workplace injuries/illnesses?

### PERSONAL PROTECTIVE EQUIPMENT (PPE)

Are employers assessing the workplace to determine if hazards that require the use of personal protective equipment (for example, head, eye, face, hand, or foot protection) are present or are likely to be present?
If hazards or the likelihood of hazards are found, are employers selecting and having affected employees use properly fitted personal protective equipment suitable for protection from these hazards?
Has the employer been trained on ppe procedures (what ppe is necessary for a job task) when they need it, and how to properly adjust it?
Are protective goggles or face shields provided and worn where there is any danger of flying particles or corrosive materials?
Are approved safety glasses required to be worn at all times in areas where there is a risk of eye injuries such as punctures, abrasions, contusions or burns?
Are employees who need corrective lenses (glasses or contacts) in working environments having harmful exposures, required to wear only approved safety glasses, protective goggles, or use other medically approved precautionary procedures?
Are protective gloves, aprons, shields, or other means provided and required where employees could be cut or where there is reasonably anticipated exposure to corrosive liquids, chemicals, blood, or other potentially infectious materials?
Are hard hats provided and worn where danger of falling objects exists?
Are hard hats inspected periodically for damage to the shell and suspension system?
Is appropriate foot protection required where there is the risk of foot injuries from hot, corrosive, or poisonous substances, falling objects, crushing, or penetrating actions?
Are approved respirators provided for regular or emergency use where needed?
Is all protective equipment maintained in a sanitary condition and ready for use?
Do you have eye wash facilities and a quick drench shower within the work area where employees are exposed to injurious corrosive materials?
Where special equipment is needed for electrical workers, is it available?
Where food or beverages are consumed on the premises, are they consumed in areas where there is no exposure to toxic material, blood, or other potentially infectious materials?



Is protection against the effects of occupational noise exposure provided when sound levels exceed those of the OSHA noise standard?
Are adequate work procedures, protective clothing and equipment provided and used when cleaning up spilled toxic or otherwise hazardous materials or liquids?
Are there appropriate procedures in place for disposing of or decontaminating personal protective equipment that may be contaminated with blood or other potentially infectious materials?

## FLAMMABLE AND COMBUSTIBLE MATERIALS

Are combustible scraps, debris, and waste materials (oily rags, etc.) stored in covered metal receptacles and removed from the work site promptly?
Is proper storage practiced minimizing the risk of fire including spontaneous combustion?
Are approved containers and tanks used for the storage and handling of flammable and combustible liquids?
Are all connections on drums and combustible liquid piping, vapor and liquid tight? Are all flammable liquids kept in closed containers when not in use (for example, parts cleaning tanks, pans, etc.)?
Are bulk drums of flammable liquids grounded and bonded to containers during dispensing?
Do storage rooms for flammable and combustible liquids have explosion-proof lights?
Do storage rooms for flammable and combustible liquids have mechanical or gravity ventilation?
Is liquefied petroleum gas stored, handled, and used in accordance with safe practices and standards?
Are "NO SMOKING" signs posted on liquefied petroleum gas tanks?
Are liquefied petroleum storage tanks guarded to prevent damage from vehicles?
Are all solvent wastes and flammable liquids kept in fire-resistant, covered containers until they are removed from the work site?
Is vacuuming used whenever possible rather than blowing or sweeping combustible dust?
Are firm separators placed between containers of combustibles or flammables, when stacked one upon another, to assure their support and stability?
Are fuel gas cylinders and oxygen cylinders separated by distance, and fire-resistant barriers, while in storage?
Are fire extinguishers selected and provided for the types of materials in areas where they are to be used? Class A Ordinary combustible material fires. Class B Flammable liquid, gas or grease fires. Class C Energized-electrical equipment fires.
Are appropriate fire extinguishers mounted within 75-feet of outside areas containing flammable liquids, and within 10-feet of any inside storage area for such materials?
Are extinguishers free from obstructions or blockage?
Are all extinguishers serviced, maintained, and tagged at intervals not to exceed 1-year?
Are all extinguishers fully charged and in their designated places?
Where sprinkler systems are permanently installed, are the nozzle heads so directed or arranged that water will not be sprayed into operating electrical switchboards and equipment? Are "NO SMOKING" signs posted where appropriate in areas where flammable or combustible materials are used or stored?
Are safety cans used for dispensing flammable or combustible liquids at a point of use?
Are all spills of flammable or combustible liquids cleaned up promptly?
Are storage tanks adequately vented to prevent the development of excessive vacuum or pressure as a result of filling, emptying, or atmosphere temperature changes?

Are storage tanks equipped with emergency venting that will relieve excessive internal pressure caused by fire exposure?
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Are "NO SMOKING" rules enforced in areas involving storage and use of hazardous materials?
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### **HAND AND PORTABLE POWERED TOOLS**

Are all tools and equipment (both company and employee owned) used by employees in good condition?
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Are hand tools such as chisels and punches, which develop mushroomed heads during use, reconditioned or replaced as necessary?
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Are broken or fractured handles on hammers, axes and similar equipment replaced promptly?
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Are worn or bent wrenches replaced regularly?
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Are appropriate handles used on files and similar tools?
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Are employees made aware of the hazards caused by faulty or improperly used hand tools?
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Are appropriate safety glasses, face shields, etc. used while using hand tools or equipment which might produce flying materials or be subject to breakage?
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Are jacks checked periodically to ensure they are in good operating condition?
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Are tool handles wedged tightly in the head of all tools?
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Are tool cutting edges kept sharp so the tool will move smoothly without binding or skipping?
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Are tools stored in dry, secure locations where they won't be tampered with?
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Is eye and face protection used when driving hardened or tempered spuds or nails?
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### **PORTABLE (POWER OPERATED) TOOLS AND EQUIPMENT**

Are grinders, saws and similar equipment provided with appropriate safety guards?
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Are power tools used with the correct shield, guard, or attachment, recommended by the manufacturer?
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Are portable circular saws equipped with guards above and below the base shoe?
--

Are circular saw guards checked to assure they are not wedged up, thus leaving the lower portion of the blade unguarded?
--

Are rotating or moving parts of equipment guarded to prevent physical contact?
--

Are all cord-connected, electrically operated tools and equipment effectively grounded or of the approved double insulated type?
--

Are effective guards in place over belts, pulleys, chains, sprockets, on equipment such as concrete mixers, and air compressors?
--

Are portable fans provided with full guards or screens having openings ½ inch or less?
--

Is hoisting equipment available and used for lifting heavy objects, and are hoist ratings and characteristics appropriate for the task?
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Are ground-fault circuit interrupters provided on all temporary electrical 15 and 20-ampere circuits, used during periods of construction?
--

Are pneumatic and hydraulic hoses on power operated tools checked regularly for deterioration or damage?
--

Are employees who operate powder-actuated tools trained in their use and carry a valid operator's card?
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Is each powder-actuated tool stored in its own locked container when not being used?
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Is a sign at least 7 inches by 10 inches with bold face type reading "POWDER-ACTUATED TOOL IN USE" conspicuously posted when the tool is being used?
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Are powder-actuated tools left unloaded until they are actually ready to be used?
Are powder-actuated tools inspected for obstructions or defects each day before use?
Do powder-actuated tool operators have and use appropriate personal protective equipment such as hard hats, safety goggles, safety shoes and ear protectors?

## LOCK OUT/TAG OUT PROCEDURES

Is all machinery or equipment capable of movement, required to be de-energized or disengaged and locked-out during cleaning, servicing, adjusting, or setting up operations, whenever required?
Where the power disconnecting means for equipment does not also disconnect the electrical control circuit: Are the appropriate electrical enclosures identified?
Is means provided to assure the control circuit can also be disconnected and locked-out?
Is the locking-out of control circuits in lieu of locking-out main power disconnects prohibited?
Are all equipment control valve handles provided with a means for locking-out?
Does the lock-out procedure require that stored energy (mechanical, hydraulic, air, etc.) be released or blocked before equipment is locked-out for repairs?
Are appropriate employees provided with individually keyed personal safety locks?
Are employees required to keep personal control of their key(s) while they have safety locks in use?
Is it required that only the employee exposed to the hazard, place or remove the safety lock?
Is it required that employees check the safety of the lock-out by attempting a startup after making sure no one is exposed?
Are employees instructed to always push the control circuit stop button immediately after checking the safety of the lock-out?
Is there a means provided to identify any or all employees who are working on locked-out equipment by their locks or accompanying tags?
Are a sufficient number of accident preventive signs or tags and safety padlocks provided for any reasonably foreseeable repair emergency?
When machine operations, configuration or size requires the operator to leave his or her control station to install tools or perform other operations, and that part of the machine could move if accidentally activated, is such element required to be separately locked or blocked out?
In the event that equipment or lines cannot be shut down, locked-out and tagged, is a safe job procedure established and rigidly followed?

## CONFINED SPACES

Are confined spaces thoroughly emptied of any corrosive or hazardous substances, such as acids or caustics, before entry?
Are all lines to a confined space, containing inert, toxic, flammable, or corrosive materials turned off and blanked or disconnected and separated before entry?
Are all impellers, agitators, or other moving parts and equipment inside confined spaces locked-out if they present a hazard?
Is either natural or mechanical ventilation provided prior to confined space entry?
Are appropriate atmospheric tests performed to check for oxygen deficiency, toxic substances and explosive concentrations in the confined space before entry?
Is adequate illumination provided for the work to be performed in the confined space?
Is the atmosphere inside the confined space frequently tested or continuously monitored during conduct of work?

Is there an assigned safety standby employee outside of the confined space. when required, whose sole responsibility is to watch the work in progress, sound an alarm if necessary, and render assistance?
Is the standby employee appropriately trained and equipped to handle an emergency?
Is the standby employee or other employees prohibited from entering the confined space without lifelines and respiratory equipment if there is any question as to the cause of an emergency?
Is approved respiratory equipment required if the atmosphere inside the confined space cannot be made acceptable
Is all portable electrical equipment used inside confined spaces either grounded and insulated, or equipped with ground fault protection?
Before gas welding or burning is started in a confined space, are hoses checked for leaks, compressed gas cylinders forbidden inside of the confined space, torches lighted only outside of the confined area and the confined area tested for an explosive atmosphere each time before a lighted torch is to be taken into the confined space? If employees will be using oxygen-consuming equipment-such as salamanders, torches, and furnaces, in a confined space-is sufficient air provided to assure combustion without reducing the oxygen concentration of the atmosphere below 19.5 percent by volume?
Whenever combustion-type equipment is used in a confined space, are provisions made to ensure the exhaust gases are vented outside of the enclosure?
Is each confined space checked for decaying vegetation or animal matter, which may produce methane?
Is the confined space checked for possible industrial waste, which could contain toxic properties?
If the confined space is below the ground and near areas where motor vehicles will be operating, is it possible for vehicle exhaust or carbon monoxide to enter the space?

## ELECTRICAL

Do you specify compliance with OSHA for all contract electrical work?
Are all employees required to report as soon as practicable any obvious hazard to life or property observed in connection with electrical equipment or lines?
Are employees instructed to make preliminary inspections and/or appropriate tests to determine what conditions exist before starting work on electrical equipment or lines?
When electrical equipment or lines are to be serviced, maintained, or adjusted, are necessary switches opened, locked-out and tagged whenever possible?
Are portable electrical tools and equipment grounded or of the double insulated type?
Are electrical appliances such as vacuum cleaners, polishers, and vending machines grounded?
Are ground-fault circuit interrupters installed on each temporary 15 or 20 amperes, 120 volt AC circuit at locations where construction, demolition, modifications, alterations or excavations are being performed?
Are multiple plug adapters prohibited?
Are all temporary circuits protected by suitable disconnecting switches or plug connectors at the junction with permanent wiring?
Do you have electrical installations in hazardous dust or vapor areas? If so, do they meet the National Electrical Code (NEC) for hazardous locations?
Is exposed wiring and cords with frayed or deteriorated insulation repaired or replaced promptly?
Are flexible cords and cables free of splices or taps?
Are clamps or other securing means provided on flexible cords or cables at plugs, receptacles, tools, equipment, etc., and is the cord jacket securely held in place?
Are all cord, cable and raceway connections intact and secure?

In wet or damp locations, are electrical tools and equipment appropriate for the use or location or otherwise protected?
Is the location of electrical power lines and cables (overhead, underground, under floor, other side of walls) determined before digging, drilling or similar work is begun?
Are metal measuring tapes, ropes, hand lines or similar devices with metallic thread woven into the fabric prohibited where they could come in contact with energized parts of equipment or circuit conductors?
Is the use of metal ladders prohibited in areas where the ladder or the person using the ladder could come in contact with energized parts of equipment, fixtures or circuit conductors?
Are all disconnecting switches and circuit breakers labeled to indicate their use or equipment served?
Are disconnecting means always opened before fuses are replaced?
Do all interior wiring systems include provisions for grounding metal parts of electrical raceways, equipment and enclosures?
Are all electrical raceways and enclosures securely fastened in place?
Are all energized parts of electrical circuits and equipment guarded against accidental contact by approved cabinets or enclosures?
Is sufficient access and working space provided and maintained about all electrical equipment to permit ready and safe operations and maintenance?
Are all unused openings (including conduit knockouts) in electrical enclosures and fittings closed with appropriate covers, plugs or plates?
Are electrical enclosures such as switches, receptacles, and junction boxes, provided with tight fitting covers or plates?

### **ELECTRICAL (CONTINUED)**

Are disconnecting switches for electrical motors in excess of two horsepower, capable of opening the circuit when the motor is in a stalled condition, without exploding? (Switches must be horsepower rated equal to or in excess of the motor hp rating.)
Is low voltage protection provided in the control device of motors driving machines or equipment, which could cause probable injury from inadvertent starting?
Is each motor disconnecting switch or circuit breaker located within sight of the motor control device?
Is each motor located within sight of its controller or the controller disconnecting means capable of being locked in the open position or is a separate disconnecting means installed in the circuit within sight of the motor?
Is the controller for each motor in excess of two horsepower, rated in horsepower equal to or in excess of the rating of the motor it serves?
Are employees who regularly work on or around energized electrical equipment or lines instructed in the cardiopulmonary resuscitation (CPR) methods?
Are employees prohibited from working alone on energized lines or equipment over 600 volts?

## WALKING-WORKING SURFACES

### General Work Environment

Is a documented, functioning housekeeping Procedure in place?
Are all work sites clean, sanitary, and orderly?
Are work surfaces kept dry or is appropriate means taken to assure the surfaces are slip-resistant?
Are all spilled hazardous materials or liquids, including blood and other potentially infectious materials, cleaned up immediately and according to proper procedures?
Is combustible scrap, debris and waste stored safely and removed from the work site properly?
Is all regulated waste, as defined in the OSHA bloodborne pathogens standard (1910.1030), discarded according to federal, state, and local regulations?
Are accumulations of combustible dust routinely removed from elevated surfaces including the overhead structure of buildings, etc.?
Is combustible dust cleaned up with a vacuum system to prevent the dust from going into suspension?
Is metallic or conductive dust prevented from entering or accumulating on or around electrical enclosures or equipment?
Are covered metal waste cans used for oily and paint-soaked waste?

## WALKWAYS

Are aisles and passageways kept clear?
Are aisles and walkways marked as appropriate?
Are wet surfaces covered with non-slip materials?
Are holes in the floor, sidewalk or other walking surface repaired properly, covered or otherwise made safe?
Is there safe clearance for walking in aisles where motorized or mechanical handling equipment is operating?
Are materials or equipment stored in such a way that sharp projectiles will not interfere with the walkway?
Are stairway handrails located between 30 and 34 inches above the leading edge of stair treads?
Do stairway handrails have at least 3-inches of clearance between the handrails and the wall or surface they are mounted on?
Where doors or gates open directly on a stairway, is there a platform provided so the swing of the door does not reduce the width of the platform to less than 21 inches?
Where stairs or stairways exit directly into any area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees stepping into the path of traffic?
Do stairway landings have a dimension measured in the direction of travel, at least equal to the width of the stairway? Are changes of direction or elevation readily identifiable?
Are aisles or walkways that pass near moving or operating machinery, welding operations or similar operations arranged so employees will not be subjected to potential hazards?
Is adequate headroom provided for the entire length of any aisle or walkway?
Are standard guardrails provided wherever aisle or walkway surfaces are elevated more than 30 inches above any adjacent floor or the ground?

Are bridges provided over conveyors and similar hazards?
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## ELEVATED SURFACES

Are signs posted, when appropriate, showing the elevated surface load capacity?
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Are surfaces elevated more than 30 inches above the floor or ground provided with standard guardrails?
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Are all elevated surfaces (beneath which people or machinery could be exposed to falling objects) provided with standard 4-inch toe boards?
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Is a permanent means of access and egress provided to elevated storage and work surfaces?
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Is required headroom provided where necessary?
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Is material on elevated surfaces piled, stacked, or racked in a manner to prevent it from tipping, falling, collapsing, rolling or spreading?
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Are dock boards or bridge plates used when transferring materials between docks and trucks or rail cars?
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Are spilled materials cleaned up immediately?
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## FLOOR AND WALL OPENINGS

Are floor openings guarded by a cover, a guardrail, or equivalent on all sides (except at entrance to stairways or ladders)?
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Are toe boards installed around the edges of permanent floor openings (where persons may pass below the opening)?
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Are skylight screens of such construction and mounting that they will withstand a load of at least 200 pounds?
--

Is the glass in the windows, doors, glass walls, etc., which are subject to human impact, of sufficient thickness and type for the condition of use?
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Are grates or similar type covers over floor openings such as floor drains of such design that foot traffic or rolling equipment will not be affected by the grate spacing?
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Are unused portions of service pits and pits not actually in use either covered or protected by guardrails or equivalent?
---

Are manhole covers, trench covers and similar covers, plus their supports designed to carry a truck rear axle load of at least 20,000 pounds when located in roadways and subject to vehicle traffic?
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Are floor or wall openings in fire resistive construction provided with doors or covers compatible with the fire rating of the structure and provided with a self-closing feature when appropriate?
---

## STAIRS AND STAIRWAYS

Are standard stair rails or handrails on all stairways having four or more risers?
--

Are all stairways at least 22-inches wide?
--

Do stairs have landing platforms not less than 30 inches in the direction of travel and extend 22-inches in width at every 12-feet or less of vertical rise?
--

Do stairs angle no more than 50 and no less than 30 degrees? Are step risers on stairs uniform from top to bottom?
--

Are steps on stairs and stairways designed or provided with a surface that renders them slip resistant?
---

## HAZARD COMMUNICATION

Is there a list of hazardous substances used in your workplace?
Is there a written hazard communication Procedure dealing with SAFETY DATA SHEETS (SDS), labeling, and employee training?
Is each container for a hazardous substance (i.e., vats, cylinders, storage tanks, etc.) labeled with product identity and a hazard warning (communication of the specific health hazards and physical hazards)?
Is there a Material Safety Data Sheet readily available for each hazardous substance used? Does this Procedure include:
An explanation of what an SDS is and how to use and obtain one?
SDS contents for each hazardous substance or class of substances?
Explanation of "Right to Know?"
Identification of where an employee can see the employers written hazard communication Procedure and where hazardous substances are present in their work areas?
The physical and health hazards of substances in the work area, and specific protective measures to be used?
Details of the hazard communication Procedure, including how to use the labeling system and SDS's?
Are employees trained in the following:
How to recognize tasks that might result in occupational exposure?
How to use work practice and engineering controls and personal protective equipment and to know their limitations?
How to obtain information on the types, selection, proper use, location, removal handling, decontamination, and disposal of personal protective equipment?
Who to contact and what to do in an emergency?
Is there an employee training Procedure for hazardous substances?

## ADMINISTRATIVE

Is the OSHA poster "Safety and Health Protection on the Job" (English and Spanish versions) displayed in a specific location accessible to all employees?
Are signs concerning building exits, room capacities, floor loading and exposure to X-rays, microwaves or other harmful radiation or substances posted where appropriate?
Have the computer workstations been ergonomically evaluated for employees who spend more than 4 hours per day at a computer?
Has a chemical inventory of all hazardous materials been completed and forwarded to the HSEQT Manager, and do employees know how to access this information?
Are employee records of exposure to hazardous substances, and SAFETY DATA SHEETS (SDS's) kept on file?
Is documentation of training, safety inspections and corrections maintained and accessible?



**FIRE/EMERGENCY SAFETY**

Does IPS★ITCS have an emergency response plan and are personnel instructed in emergency procedures (location of exits and fire extinguishers, medical)?
Are emergency telephone numbers clearly posted?
Are evacuation routes clearly posted?
Are fire alarm pull boxes clearly identifiable and unobstructed?
Are fire hose stations and extinguishers clearly identifiable and unobstructed?
Are fire extinguishers tagged with current annual inspections?
Are fire escapes, exit doors, stairwells, and corridors kept clear and unobstructed?
Do self-closing devices and door latches on fire doors work freely and do doors open from both sides? (Door stops are not permitted.)
Are all exits marked and illuminated with exit signs?

**OFFICE SAFETY**

Are electrical panels accessible and clearly identified?
Are electrical equipment such as copiers and computers grounded?
Are electrical appliances near sinks guarded with a GFCI (Ground Fault Circuit Interrupter)?
Are electrical cords in good condition (no broken insulation or missing ground prong on the plugs)?
Are extension cords in use just for temporary requirements? (They should not be used in lieu of permanent wiring.)
Is broken, unguarded or otherwise dangerous equipment or furniture promptly removed or disabled so it cannot cause bodily injury?
Is rolling equipment working correctly and properly stored?
Are all toilets and washing facilities clean and sanitary?
Are all worksites and storage areas kept orderly and sanitary?
Are work surfaces kept dry and/or are appropriate means taken to assure the surfaces are slip-resistant?
Are spilled materials or liquids cleaned up immediately?
Are shelves, file cabinets, and furniture more than 5 feet tall adequately secured to prevent tipping or falling?
Are the tops of shelves, file cabinets, and furniture more than 5 feet tall free of material that could fall and cause injury?
Are all work areas adequately illuminated?



## Hazard Correction Report (IIPP Form 5)

### Occupational Accident, Injury, or Illness Investigation Report

**NOTE:** This form is intended to serve only as a local record of the investigation conducted within IPS★ITCS. Should an injury or illness occur, required forms must be submitted to the Department of Workers Compensation as outlined in the Workers' Compensation Manual. Also, an IIPP Form 4, "Hazard Correction Report" must be completed in conjunction with any accident, injury or illness.

Supervisor's Name/Phone:	
Person(s) involved: (include titles)	
Location:	
Time and Date:	
Task being performed when accident occurred:	
Describe the accident, illness, or injury and the probable root cause(s) of the incident. Include the nature of the injury or illness, any eyewitness accounts, and any property damage which may have occurred. Be sure to include the names and phone numbers of any witnesses. Attach a separate sheet if necessary.	
Describe what corrective actions need to be taken to ensure this type of incident does not recur. Also, include the name(s) and phone number(s) of those who will ensure that these corrective actions are done in a timely manner.	
<b>Signature of Supervisor Conducting Investigation:</b>	Date:
<b>Signature of Company HSEQT Manager:</b>	Date

**Do not sign until a thorough review of the incident by the Safety Committee is complete, and corrective actions are in place.**

# Occupational Accident, Injury, or Illness Investigation Report (IIPP Form 6)

## Safety Training Attendance Record

Company: \_\_\_\_\_ Job: \_\_\_\_\_

Department or Crew: \_\_\_\_\_ Date: \_\_\_\_\_

Safety Title: \_\_\_\_\_

### Key Points:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

### Applications to Project:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Safety Reminders:

\_\_\_\_\_  
\_\_\_\_\_

### Employee Safety Recommendations:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Meeting Attended By:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Safety Training Attendance Record (IIPP Form 7)

## New Employee Safety Training Record

Employee Name: \_\_\_\_\_ Hire Date: \_\_\_\_\_

Position: \_\_\_\_\_ Trainer: \_\_\_\_\_

I acknowledge that I have been trained in the SAFETY AND HEALTH areas checked below, and agree to follow all Company Safety and Health Rules, Policies and Procedures.

\_\_\_\_\_ Safety and Health Procedure

- My right to ask any question, or report any safety hazards, either directly or anonymously without any fear of reprisal.
- The location of Company safety bulletins and required safety postings (i.e., summary of occupational injuries and illnesses, and Safety and Health Protection Poster).
- Disciplinary procedures that may be used to ensure compliance with safe work practices.
- Reporting safety concerns.
- Accessing the department safety committee.

\_\_\_\_\_ Incident Reporting and Reporting Occupational Injuries and Illnesses.

\_\_\_\_\_ Hazard Communication

- The potential occupational hazards in the work area associated with my job assignment.
- The safe work practices and personal protective equipment required for my job title.
- The location and availability of SDSs.
- The hazards of any chemicals to which I may be exposed, and my right to the information contained on SAFETY DATA SHEETS (SDSs) for those Chemicals.

\_\_\_\_\_ Hazardous Material Spill Response

\_\_\_\_\_ Bloodborne Pathogen Response

\_\_\_\_\_ Personal Protective Equipment

\_\_\_\_\_ Employee Safety Manual

\_\_\_\_\_ Machinery Tag Out Procedure

\_\_\_\_\_ Emergency Procedures

\_\_\_\_\_ Other: \_\_\_\_\_

I understand the above items and agree to comply with safe work practices in my work area.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

I have trained the above employee in the categories indicated on this form.

\_\_\_\_\_  
Trainers Signature

\_\_\_\_\_  
Date



# Competency Assessment

No.	Questionnaire	C/NYC
Q1		
A1		
Q2		
A2		
Q3		
A3		
Q4		
A4		
Q5		
A5		

Enclosed Attachments	
Risk Assessment	<input checked="" type="checkbox"/>
Environmental Aspect and Impact	<input checked="" type="checkbox"/>
Training and Competency	<input checked="" type="checkbox"/>
Measure and Evaluation Tools	<input checked="" type="checkbox"/>

# Competency Checklist

To be filled out by Trainer and signed by Employee, Assessor and Supervisor before being returned to the HSEQT Manager for recording purposes.

Procedure	Competency	Date	Competent YES / NO	Employee Signature

(Please tick appropriate box)

This employee is competent in performing the job.


This employee has not attained the competency level.

\*

\* *If the employee has not attained all competency levels, the General Manager must assess the action to be taken, provide an extension of training or alternative action as listed below.*

Alternate action to be taken: \_\_\_\_\_

Signed By	Employee:		Date:	
	Trainer:		Date:	
	Assessor:		Date:	
	Regional Manager:		Date:	



# Environmental Aspects and Impacts

## Identified Environmental Aspects and Impacts

The following table is a summary of the likely environmental aspects and impacts that may be identified during site inspections. The significance of each impact needs to be assessed using the Risk Assessment Model.

Activity	Aspect	Impact
<b>Purchasing &amp; Administrative Work</b>	Consumption of goods	Conservation of natural resources
	Consumption of energy (eg. Electrical equipment and facilities)	Release of greenhouse gases and atmospheric pollution; Consumption of natural resources; Habitat loss
	Generation of waste (eg. Paper)	Consumption of space for waste disposal; Habitat loss
<b>Climate Control</b>	Consumption of energy	Release of greenhouse gases and atmospheric pollution; Consumption of natural resources; Habitat loss
	Generation of noise	Disturbance to community; Habitat loss
<b>Cleaning of – offices / vehicles</b>	Storage, use and release of chemicals	Contamination of air, water or soil; Risk to human health
<b>Transport (Fleet vehicles / staff travel)</b>	Consumption of energy	Release of greenhouse gases and atmospheric pollution; Consumption of natural resources; Loss of habitat at all stages of generation; Light pollution
	Consumption of goods (eg. Oil)	Consumption of natural resources; Generation of waste; Habitat loss; Biodiversity impacts
	Generation of waste (eg. Oil)	Consumption of space for waste disposal; Potential contamination of water or soil; Habitat loss
	Exhaust emission	Release of greenhouse gases and atmospheric pollution
	Use of dangerous goods (eg. Batteries)	Potential contamination of air, water or soil; Risk to human health
	Generation of noise	Disturbance to community; Habitat degradation
<b>Operations</b>		

Sample only.  
To be filled in

# Risk Assessment

Risk Assessment // insert name here

<p>Step No: Logical sequence</p>	<p>Sequence of Basic Job Steps documented in the Procedure, Work Instruction and project plans. Break down Job into steps.</p> <p>Each step should be logical and accomplish a major task.</p>	<p>Potential Safety &amp; Environmental Hazards/Impacts at the site of the Job</p> <p>Identify the actual and potential health and safety hazards and the environmental impacts associated with each step of the job.</p>	<p>Risk Rating</p> <p>Refer to the risk matrix or HSEQT.PRO. Risk Mgt</p>	<p>Recommended Corrective Action or Procedure</p> <p><i>Determine the corrective actions necessary to reduce the risk to as low as reasonably practical (ALARP) refer to HSEQ.PRO.Risk Mgt. The risk must be reduced or controlled to ALARP before work commences.</i></p> <p>Document who is responsible for implementing the controls to manage each hazard identified.</p>	<p>Risk Rating refer to the risk matrix or HSEQT.PRO.Risk Mgt</p>
1.					
2.					
3.					
4.					
5.					

# Audit



<b>Process:</b> insert// <b>Procedure:</b> Insert //		Date:	Audited by:	
		Location of Audit:	Area Mgr/Supervisor:	
Item	Question	Evidence Sited	Comments	Conformance Score 0,3,5
1.				
2.				
3.				
4.				
5.				
6.				
7.				
AUDITOR'S SIGNATURE:		CONFORMANCE SCORE: / 25		0 – Non-Conformance 3 – Continuous Improvement Opportunity 5 – Total Conformance
SAFETY REP'S SIGNATURE:		CONFORMANCE %:		