

Tropic Fire Protection, Fireproofing & Insulation, Inc.



Tropic Fire Protection, Inc.

LOCATION | 922 SW 36TH AVE.
BOYNTON BEACH, FLA 33435

Tropic Fire Protection, Inc.

922 SW 36th Avenue
Boynton Beach, Fla 33435

Injury and Illness Prevention Program (IIPP)

Primary SIC: [1942]
Primary NAICS: [1799]
Reviewed and/or Revised.

Signature:	Date:

The management of this organization is committed to providing employees with a safe and healthy workplace. It is the policy of this organization that employees report unsafe conditions and do not perform work tasks if the work is considered unsafe. Employees must report all accidents, injuries, and unsafe conditions or activities to their supervisors. No such report will result in retaliation, penalty, or other disincentive.

Employee recommendations to improve safety and health conditions will be given thorough consideration by this company. Management will give true attention to and provide the financial resources for the correction of unsafe conditions.

Management will promote and influence safe work behavior. This will be accomplished by both positive reinforcement of the correct and safe activity, and by disciplinary action for those who willfully or repeatedly work in an unsafe manner.

Disciplinary action will take the form of:

1. Written warning or,
2. Written warning and suspension without pay or,
3. Termination of employment.

Top management reserves the right to terminate the employment of any employee (including managers, supervisory personnel, etc.) at any time for non-conformance of company policies.

Management will participate in establishing and maintaining an effective injury illness prevention plan (IIPP). This will include the following:

- Holding all management and supervisory staff accountable for their safety responsibilities in their respective departments, jobs, crews or workplaces.
- Providing safety and health education and training as needed.
- Establishing a safety and health goal(s) that is specific for this company/establishment and objectives to meet that goal(s).
- Periodically (at least annually) review and update workplace safety policies, practices, performances, injury/illness trends, and the accomplishment of the established goal(s) and objectives.

This policy statement serves to express this company's commitment to and involvement in providing our employees with a safe and healthy workplace. This workplace safety and health program will be incorporated as the standard of practice for this organization. Compliance with these safe practices and those of any regulatory agency will be required of all employees as a condition of continued employment.

Signature of CEO/President :

Date:

Responsibilities

Senior Managers / Manager

- Ensure that safety is adequately budgeted for the department, job, etc.
- Communicate safe work practices regularly within the department.
- Attending departmental and company-wide safety meetings.
- Formally recognize outstanding safety performance by any/all personnel.
- Assist the Supervisor/Superintendent or any other personnel with the safety process as needed or as requested. This can include formal worksite periodic inspections.
- Review on a regular or periodic basis incident report, inspection report data, etc. so that these indicators of potential system deficiencies can be reviewed or further assessed the root causes and considerations for improvement can be assessed.
- Uphold and enforce all known safe work practices.
- Be represented in the periodic (at least annual) audit of this IIPP.

Supervisors / Superintendents

- Ensure new-hire orientation is given to new employees or is followed up at the work level.
- Ensure employees are given training that includes safe work practices on equipment, tools, machines, processes, etc.
- Personally conduct--or designate qualified personnel to conduct-- regular inspections of the workplace.
- Conduct frequent (daily) work discussions prior to the start of work that include safe work practices.
- Uphold and enforce safe work practices. This includes influencing safe behavior by positive reinforcement such as recognition of worker's safe work performance, and/or monetary or gift awards for safe behavior. Enforcement action can also influence safe behavior when applied towards workers who blatantly perform unsafe acts, or who continually perform in an unsafe manner.
- Investigate all incidents and take immediate corrective action to prevent re-occurrence.
- Provide safety meetings on a regular basis and require attendance of all workers.
- Be represented in the periodic (at least annual) audit of this IIPP.

All Employees

- Are to follow safe work practices, and if they are unsure of what is the correct/safe way to perform a task or a job, they are to ask their foreman, supervisor, or manager.
- Must immediately report all unsafe equipment or tools to their foreman, supervisor, or manager. This includes reporting unsafe behavior of other workers if these workers are approached and remain unwilling to correct their unsafe actions or conditions.
- are to uphold the safe work practices this company has established.
- If injured on the job, or become ill, immediately inform their supervisor, foreman or manager.
- Be represented in the periodic (at least annual) audit of this IIPP.

Worksite Analysis

- All work areas, departments, and jobs need to be inspected on a regular basis to ensure safe work practices and safe and healthy conditions. For the most part, these inspections are to be conducted by the Supervisor/Superintendent or his/her qualified and designated worker. Each inspection may not be required to be formal (written) although regular written completed inspections will be expected. All inspection data needs to be compiled and reviewed on a periodic or regular basis.
- This includes the purchase of new equipment or tools, or the re-working or retrofitting of workstations or equipment so as to ensure that safety and health are considered.
- This can include the assessment of a workstation or process that may need to be fitted to the worker (ergonomics) so as to avoid injury or illness.
- If approached by workers who appear to have a true concern regarding a safety or health issue, supervisors or managers need to act accordingly and give attention to the matter.
- All incidents (this includes property damage, equipment damage, incidents involving injury or illnesses, and near-miss type incidents) need to be investigated. In most cases, the department, job foreman or supervisor will complete this investigation. Managers will be involved as necessary or when requested.
- Incidents that involve injury and illnesses will be evaluated and analyzed for trends, common causes, and patterns, and for considerations that may need to occur in the system so as to prevent recurrence.

Hazard Prevention and Control

- If feasible, engineering controls will be used first, rather than immediately providing personal protection equipment (PPE).
- Safe work practices will be developed, and employees will be trained in using these safe work practices to avoid injury and illnesses. This may include the implementation of task or job hazard analyses (JHA). Any established JHAs need to be included in at least annual review for accuracy and need to be included as part of any incident investigation.
- PPE will be provided as necessary, and its use enforced by Supervisory and Management staff.
- If feasible, administrative controls, such as reducing the duration of exposure can be implemented.
- Equipment, tools, machines, trucks, vehicles, and structures/facilities etc., need to be maintained in good working order by a continued preventative maintenance process.
- All workers will be made aware of workplace emergency procedures. Training on this process will begin at orientation. Drills will be conducted periodically to assist in making all workers aware of the procedures in the event of an emergency such as fire or explosion.

Safety and Health Training

Orientation Training

Workplace safety and health orientation begins on the first day of initial employment or job transfer. Each employee should have access to a copy of the written safety program, through his or her supervisor, for review and future reference, and will be given a personal copy of any safe work practices, policies, and procedures pertaining to his / her job. Supervisors should question employees and should answer employees' questions to ensure knowledge and understanding of safe work practices, policies, and job-specific procedures. Supervisors are responsible for informing all employees that compliance with the safe work practices is required. Any temporary

labor employees will also be provided some form of orientation as appropriate so that they are aware of this company's safety policies and applicable procedures.

Job-Specific Training

- Managers, supervisors, foremen and lead workers should receive basic safety and health training as it relates to their positions.
- Supervisors will initially train employees on how to perform assigned job tasks safely.
- Supervisors will carefully review with each employee any specific safe work practices, policies, and procedures that are applicable—this can include any established safety rules, safe work practices and/or JHAs.
- Supervisors will observe employees performing the work. If necessary, the supervisor will provide a demonstration using safe work practices, or remedial instruction to correct training deficiencies before an employee is permitted to do the work without supervision.
- All employees will receive safe operating instructions on seldom used or new equipment before using the equipment.
- Supervisors will review safe work practices with employees before permitting the performance of new, non-routine, or specialized procedures.

Recurring Training

All employees will be retrained periodically on safe work practices, policies, and procedures, and when changes are made to the written IIPP.

If necessary, individual employees will be retrained after the occurrence of a work-related injury caused by an unsafe act or work practice, or when a supervisor observes employees displaying unsafe acts, practices, or behaviors.

First Aid and Medical Assistance

There will be adequate first aid supplies and/or an adequate first aid kit available at each workplace. Where required, or in the case of an emergency where the workplace is in a remote location and emergency medical assistance cannot arrive within a few minutes, there will be a designated certified first aid (and possibly CPR) trained employee who can assist in first aid emergency cases. Employees who receive work-related injuries or illnesses will be given immediate attention in regard to the nature of their injury or illness.

Incident Investigation

Incident Investigation Procedures

The supervisor at the location where the incident occurred will perform an incident investigation. Incidents can include property damage, near misses and workplace injuries and illnesses. These investigations are to assess the nature and the cause of the incident, not to place blame on personnel. Supervisors need to investigate incidents using procedures that include:

- Implement temporary control measures to prevent any further injuries to employees or damage to equipment or property or the public.
- Review the equipment, operations, and processes to gain an understanding of the accident situation.

- Identify and interview each witness and any other person who might provide clues to the causes.
- Investigate causal conditions and unsafe acts; make conclusions based on existing facts.
 - Complete the incident investigation report.
- Provide recommendations for corrective actions.
- Indicate the need for additional or remedial safety training, if needed.

Incident investigation reports must be submitted to the designated management personnel as soon as possible after the incident. Investigations involving serious injuries, catastrophes or fatalities will include a team of personnel so a thorough and accurate investigation including root cause analysis can occur.

Incident Report Form

The incident report form should be a simple format for the supervisor to complete in a timely manner. This initial incident report can be like the OSHA 301 "Injury and Illness Incident Report" form. To correctly assess the nature and causes of the incident, the form should contain questions such as who, what, when were and how in order to determine the root cause and prevent the incident from recurring.

Record Keeping Procedures

The company will control and maintain all employee accident and injury records. Records are maintained for a minimum of five (5) years following the end of the year to which they relate. The data on the Injury and Illness log and posting of the Summary of Work-related injuries and illnesses will be in accordance with government regulations. The following will be included in the record keeping process:

- Log of Work-related Injuries and Illnesses (OSHA form 300)
- Summary of Work-related Injuries and Illnesses (OSHA form 300A)
- Incident investigation reports (OSHA form 301 or similar)

Workers' Compensation Notice of Injury

Tropic Fire Protection, Inc. Respiratory Protection Plan

1.0 Purpose

Tropic Fire has determined that employees performing _____ are exposed to respiratory hazards during routine operations. These hazards include wood dust, particulates, and vapors, and in some cases represent Immediately Dangerous to Life or Health (IDLH) conditions. The purpose of this program is to ensure that all company employees are protected from exposure to these respiratory hazards.

Engineering controls, such as ventilation and substitution of less toxic materials, are the first line of defense **Tropic Fire Protection**; however, engineering controls have not always been feasible for some of our operations or have not always completely controlled the identified hazards. In these situations, respirators and other protective equipment must be used. Respirators are also needed to protect employees' health during emergencies. The work processes requiring respirator use at Tropic Fire Protection are outlined in Table 1 in the Scope and Application section of this program. In addition, some employees have expressed a desire to wear respirators during certain operations that do not require respiratory protection. As a general policy, Tropic Fire Protection will review each of these requests on a case-by-case basis. If the use of respiratory protection in a specific case will not jeopardize the health or safety of the worker(s), **Tropic Fire Protection** will provide respirators for voluntary use. As outlined in the Scope and Application section of this program, voluntary respirator use is subject to certain requirements of this program.

2.0 Scope and Application

This program applies to all employees who are required to wear respirators during normal work operations, and during some non-routine or emergency operations such as a spill of a hazardous substance. This includes all employees performing Tropic Fire Protection. All employees working in these areas and engaged in certain processes or tasks (as outlined in the table below) must be enrolled in the company's respiratory protection program.

In addition, any employee who voluntarily wears a respirator when a respirator is not required (i.e., in certain maintenance and coating operations) is subject to the medical evaluation, cleaning, maintenance, and storage elements of this program, and must be provided with certain information specified in this section of the program. Employees who voluntarily wear filtering face pieces (dust masks) are not subject to the medical evaluation, cleaning, storage, and maintenance provisions of this program.

Employees participating in the respiratory protection program do so at no cost to them. The expense associated with training, medical evaluations and respiratory protection equipment will be borne by the company.

Table 1:	
Voluntary and Required Respirator Use at Tropic Fire Protection.	
Respirator	Department/Process
Filtering facepiece (dust mask)	Voluntary use for warehouse workers
Half-facepiece APR or PAPR with P100 filter	Prep and Assembly Voluntary use for maintenance workers when cleaning spray booth walls or changing spray booth filter
SAR, pressure demand, with auxiliary SCBA	Maintenance - dip coat tank cleaning
Continuous flow SAR with hood	Spray booth operations Prep (cleaning)*
Half-facepiece APR with organic vapor cartridge	Voluntary use for Dip Coat Tenders, Spray Booth Operators (gun cleaning), and Maintenance workers (loading coating agents into supply systems)
Escape SCBA	Dip Coat, Coatings Storage Area, Spray Booth Cleaning Area

* Until ventilation is installed.

3.0 Responsibilities

A. Program Administrator

The Program Administrator is responsible for administering the respiratory protection program. Duties of the program administrator include:

- Identifying work areas, processes or tasks that require workers to wear respirators, and evaluating hazards.
- Selection of respiratory protection options.
- Monitoring respirators is used to ensure that respirators are used in accordance with their certifications.
- Arranging for and/or conducting training.
- Ensuring proper storage and maintenance of respiratory protection equipment.

- Conducting qualitative fit testing with Bittrex.
- Administering the medical surveillance program.
- Maintaining records required by the program.
- Evaluating the program.
- Updating written program, as needed.

The Program Administrator for Tropic Fire Protection Inc.

B. Supervisors

Supervisors are responsible for ensuring that the respiratory protection program is implemented in their areas. In addition to being knowledgeable about the program requirements for their own protection, supervisors must also ensure that the program is understood and followed by the employees under their charge.

Duties of the supervisor include:

1. Ensuring that employees under their supervision (including new hires) have received appropriate training, fit testing, and initial medical evaluation.
2. Ensuring the availability of appropriate respirators and accessories.
3. Being aware of tasks requiring the use of respiratory protection.
4. Enforcing the proper use of respiratory protection when necessary.
5. Ensuring that respirators are properly cleaned, maintained, and stored according to the respiratory protection plan.
6. Ensuring that respirators fit well and do not cause discomfort.
7. Continually monitoring work areas and operations to identify respiratory hazards.
8. Coordinating with the Program Administrator on how to address respiratory hazards or other concerns regarding the program.

C. Employees

Each employee has the responsibility to wear his or her respirator when and where required and in the way they were trained. Employees must also:

- Care for and maintain their respirators as instructed and store them in a clean sanitary location.
- Inform their supervisor if the respirator no longer fits well and request a new one that fits properly.
- Inform their supervisor or the Program Administrator of any respiratory hazards that they feel are not adequately addressed in the workplace and of any other concerns that they have regarding the program.

4.0 Program Elements

A. Selection Procedures

The Program Administrator will select respirators to be used on site, based on the hazards to which workers are exposed and in accordance with all OSHA standards. The Program Administrator will conduct a hazard evaluation for each operation, process, or work area where airborne contaminants may be present in routine operations or during an emergency. The hazard evaluation will include:

1. Identification and development of a list of hazardous substances used in the workplace, by department, or work process.
2. Review of work processes to determine where potential exposures to these hazardous substances may occur. This review shall be conducted by surveying the workplace, reviewing process records, and talking with employees and supervisors.
3. Exposure monitoring to quantify potential hazardous exposures. Monitoring will be contracted out. Tropic Fire Protection currently has a contract with ABC Industrial Hygiene Services to provide monitoring when needed.

The results of the current hazard evaluation are the following: (Table 3 at the end of this program contains the sampling data that this section was based on.)

Prep-cleaning: Average methylene chloride exposures measured at 70 ppm based on 8 hr. TWA exposure results for workers cleaning/stripping furniture pieces. Ventilation controls are planned but will not be implemented until the designs are completed and a contract has been let for installation of the controls. In the meantime, employees must wear supplied air hoods with continuous airflow, as required by the Methylene Chloride standard 1910.1052.

Assembly: Ventilation controls on sanders are in place, but employees continue to be exposed to respirable wood dust at 2.5 - 6.0 mg/m³ (8-hour TWA); half-facepiece APRs with P100 filters and goggles are required for employees sanding wood pieces in the assembly department. PAPRs will be available for employees who are unable to wear an APR. The substitution for aqueous-based glues will eliminate exposures to formaldehyde, methylene chloride, and epoxy resins.

Maintenance: Because of potential IDLH conditions, employees cleaning dip coat tanks must wear a pressure demand SAR during the performance of this task.

Employees may voluntarily wear half-facepiece APRs with P100 cartridges when cleaning spray booth walls or changing booth filters and half-facepiece APRs with organic vapor cartridges when loading coating agents into supply systems. Although exposure monitoring has shown that exposures are kept within PELs during these procedures, Tropic Fire Protection will provide respirators to workers who are concerned about potential exposures.

B. Updating the Hazard Assessment

The Program Administrator must revise and update the hazard assessment as needed (i.e., any time work process changes may potentially affect exposure). If an employee feels that respiratory protection is needed during a particular activity, he/she is to contact his or her supervisor or the Program Administrator. The Program Administrator will evaluate the potential hazard, arranging for outside assistance as necessary. The Program Administrator will then communicate the results of that assessment back to the employees. If it is determined that respiratory protection is necessary, all other elements of this program will be in effect for those tasks and this program will be updated accordingly.

C. NIOSH Certification

All respirators must be certified by the National Institute for Occupational Safety and Health (NIOSH) and shall be used in accordance with the terms of that certification. Also, all filters, cartridges, and canisters must be labeled with the appropriate NIOSH approval label. The label must not be removed or defaced while it is in use.

D. Voluntary Respirator Use

Tropic Fire Protection Inc. will provide respirators at no charge to employees for voluntary use for the following work processes:

- Employees may wear half-facepiece APRs with organic vapor cartridges while working in the dip coat area.
- Warehouse workers may wear filtering facepieces.
- Spray Booth Operators may wear half-facepiece APRs with organic vapor cartridges while cleaning spray guns.
- Maintenance personnel may wear half-facepiece APRs with P100 cartridges while cleaning spray booth walls, and organic vapor cartridges while loading spray guns.

The Program Administrator will provide all employees who voluntarily choose to wear either of the above respirators with a copy of Appendix D of the standard. (Appendix D details the requirements for voluntary use of respirators by employees.) Employees choosing to wear a half facepiece APR must comply with the procedures for Medical Evaluation, Respirator Use, and Cleaning, Maintenance and Storage.

The Program Administrator shall authorize voluntary use of respiratory protective equipment as requested by all other workers on a case-by-case basis, depending on specific workplace conditions and the results of the medical evaluations.

E. Medical Evaluation

1. Employees who are either required to wear respirators, or who choose to wear an APR voluntarily, must pass a medical exam before being permitted to wear a respirator on the job. Employees are not permitted to wear respirators until a physician has determined that they are medically able to do so. Any employee refusing the medical evaluation will not be allowed to work in an area requiring respirator use.

2. A licensed physician at _____, where all company medical services are provided, will provide the medical evaluations. Medical evaluation procedures are as follows:

- The medical evaluation will be conducted using the questionnaire provided in Appendix C of the respiratory protection standard. The Program Administrator will provide a copy of this questionnaire to all employees requiring medical evaluations.
- To the extent feasible, the company will assist employees who are unable to read the questionnaire (by providing help in reading the questionnaire). If this is not possible, the employee will be sent directly to the physician for medical evaluation.
- All affected employees will be given a copy of the medical questionnaire to fill out, along with a stamped and addressed envelope for mailing the questionnaire to the company physician. Employees will be permitted to fill out the questionnaire on company time.
- Follow-up medical exams will be granted to employees as required by the standard, and/or as deemed necessary by the medical clinic physician.
- All employees will be granted the opportunity to speak with the physician about their medical evaluation if they so request.

- The Program Administrator has provided the medical clinic physician with a copy of this program, a copy of the Respiratory Protection standard, the list of hazardous substances by work area, and for each employee requiring evaluation: his or her work area or job title, proposed respirator type and weight, length of time required to wear respirator, expected physical work load (light, moderate, or heavy), potential temperature and humidity extremes, and any additional protective clothing required.

- Any employee required for medical reasons to wear a positive pressure air-purifying respirator will be provided with a powered air-purifying respirator.
- After an employee has received clearance and begun to wear his or her respirator, additional medical evaluations will be provided under the following circumstances:
 - * Employee reports signs and/or symptoms related to their ability to use a respirator, such as shortness of breath, dizziness, chest pains, or wheezing.
 - * The medical clinic physician or supervisor informs the Program Administrator that the employee needs to be reevaluated.
 - * Information from this program, including observations made during fit testing and program evaluation, indicates a need for reevaluation.
 - * A change occurs in workplace conditions that may result in an increased physiological burden on the employee.

3. A list of **Tropic Fire Protection Inc.** employees currently included in medical surveillance is provided in Table 2 of this program.

4. All examinations and questionnaires are to remain confidential between the employee and the physician.

F. Fit Testing

1. Fit testing is required for employees wearing half-facepiece APRs for exposure to wood dust in Prep and Assembly, and maintenance workers who wear a tight-fitting SAR for dip tank cleaning. Employees voluntarily wearing half-facepiece APRs may also be fit tested upon request.

2. Employees who are required to wear half-facepiece APRs will be fit tested:

- Prior to being allowed to wear any respirator with a tight fitting facepiece.
- Annually.
- When there are changes in the employee' s physical condition that could affect respiratory fit (e.g., obvious change in body weight, facial scarring, etc.).

3. Employees will be fit tested with the make, model, and size of respirator that they will wear. Employees will be provided with several models and sizes of respirators so that they may find an optimal fit. Fit testing of PAPRs is to be conducted in the negative pressure mode.

4. The Program Administrator will conduct fit tests following the OSHA approved Bittrex Solution Aerosol QLFT Protocol in Appendix B (B4) of the Respiratory Protection standard.

5. The Program Administrator has determined that QNFT is not required for the respirators used under current conditions at Tropic Fire Protection. If conditions affecting respirator use change, the Program Administrator will evaluate on a case-by-case basis whether QNFT is required.

G. Respirator Use

Respiratory protection is required for the following personnel.

TABLE 2.			
Tropic Fire Protection Personnel in Respiratory Protection Program			
Name	Department	Job Description/ Work Procedure	Respirator Type
		Operator	Half mask APR P100 filter when sanding/ AR continuous flow hood for cleaning
		Dip tank cleaning	SAR, pressure demand with auxiliary SCBA
		Spray Booth	SAR, continuous

H. General Use Procedures

1. Employees will use their respirators under conditions specified by this program, and in accordance with the training they receive on the use of each model. In addition, the respirator shall not be used in a manner for which it is not certified by NIOSH or by its manufacturer.

2. All employees shall conduct user seal checks each time that they wear their respirator. Employees shall use either the positive or negative pressure check (depending on which test works best for them) specified in Appendix B- 1 of the Respiratory Protection Standard.

3. All employees shall be permitted to leave the work area to go to the locker room to maintain their respirator for the following reasons: to clean their respirator if the respirator is impeding their ability to work, change filters or cartridges, replace parts, or to inspect respirator if it stops functioning as intended. Employees should notify their supervisor before leaving the area.

4. Employees are not permitted to wear tight-fitting respirators if they have any condition, such as facial scars, facial hair, or missing dentures, that prevents them from achieving a good seal. Employees are not permitted to wear headphones, jewelry, or other articles that may interfere with the facepiece-to-face seal.

I. **Emergency Procedures**

The following work areas have been identified as having foreseeable emergencies:

- Spray Booth Cleaning Area - spill of hazardous waste
- Dip Coat Area - malfunction of ventilation system, leak in supply system
- Coatings Storage Area - spill or leak of hazardous substances

When the alarm sounds, employees in the affected department must immediately don their emergency escape respirator, shut down their process equipment, and exit the work area. All other employees must immediately evacuate the building. Tropic Fire Protection Emergency Action Plan describes these procedures (including proper evacuation routes and rally points) in greater detail.

Emergency escape respirators are located: **(This is specific to the facility)**

- Locker #1 in the Spray Booth Area
- Storage cabinet #3 in Dip Coat/Drying Area
- Locker #4 in the Coatings Storage Area

Respiratory protection in these instances is for escape purposes only. **Tropic Fire Protection** employees are not trained as emergency responders and are not authorized to act in such a manner.

J. **Respirator Malfunction**

1. For any malfunction of an air-purifying respirator (APR) (e.g., such as breakthrough, facepiece leakage, or improperly working valve), the respirator

wearer should inform his or her supervisor that the respirator no longer functions as intended and go to the designated safe area to maintain the respirator. The supervisor must ensure that the employee receives the needed parts to repair the respirator or is provided with a new respirator.

All workers wearing atmosphere-supplying respirators will work with a buddy. Buddies shall assist workers who experience a supplied-air respirator (SAR) malfunction as follows:

2. If a worker in the spray booth experiences a malfunction of an SAR, he or she should signal to the buddy that he or she has had a respirator malfunction. The buddy shall don an emergency escape respirator and aid the worker in immediately exiting the spray booth.

3. Worker's cleaning wood pieces or assembled furniture in the Prep department will work with a buddy. If one of the workers experiences a respirator malfunction, he/she shall signal this to their buddy. The buddy must immediately stop what he or she is doing to escort the employee to the Prep staging area where the employee can safely remove the SAR.

K. IDLH Procedures

The Program Administrator has identified the following area as presenting the potential for IDLH conditions:

EXAMPLE

Dip Coat Tank Cleaning: Maintenance workers will be periodically required to enter the dip tank to perform scheduled or unscheduled maintenance. In such cases, workers will follow the permit required confined space entry procedures specified in the Lotspeich Company of Florida Inc Confined Space Program. As specified in these procedures, the Program Administrator has determined that workers entering this area shall wear a pressure demand SAR. In addition, an appropriately trained and equipped standby person shall remain outside the dip tank and maintain constant voice and visual communication with the worker. In the event of an emergency requiring the standby person to enter the IDLH environment, the standby person shall immediately notify the Program Administrator and will proceed with rescue operations in accordance with rescue procedures outlined in the Lotspeich Company of Florida Inc Confined Space Program.

L. Air Quality

For supplied-air respirators, only Grade D breathing air shall be used in the cylinders. The Program Administrator will coordinate deliveries of compressed air with the company's vendor, Compressed Air Inc., and require Compressed Air

Inc. to certify that the air in the cylinders meets the specifications of Grade D breathing air.

The Program Administrator will maintain a minimum air supply of one fully charged replacement cylinder for each SAR unit. In addition, cylinders may be recharged as necessary from the breathing air cascade system located near the respirator storage area. The air for this system is provided by Tropic Fire Protection supplier, and deliveries of new air are coordinated by the Program Administrator.

M. Cleaning, Maintenance, Change Schedules, and Storage

1. *Cleaning*

Respirators are to be regularly cleaned and disinfected at the designated respirator cleaning station located in the employee locker room. Respirators issued for the exclusive use of an employee shall be cleaned as often as necessary, but at least once a day for workers in the Prep and Assembly departments.

Atmosphere supplying and emergency use respirators are to be cleaned and disinfected after each use.

The following procedure is to be used when cleaning and disinfecting respirators:

- Disassemble respirator, removing any filters, canisters, or cartridges.
- Wash the facepiece and associated parts in a mild detergent with warm water. Do not use organic solvents.
- Rinse completely in clean warm water.
- Wipe the respirator with disinfectant wipes (70% isopropyl alcohol) to kill germs.
- Air dry in a clean area.
- Reassemble the respirator and replace any defective parts.
- Place in a clean, dry plastic bag or other airtight container.

Note: The Program Administrator will ensure an adequate supply of appropriate cleaning and disinfection material at the cleaning station. If supplies are low, employees should contact their supervisor, who will inform the Program Administrator.

N. Maintenance

1. Respirators are to be properly always maintained in order to ensure that they function properly and adequately protect the employee. Maintenance involves a thorough visual inspection for cleanliness and defects. Worn or deteriorated parts will be replaced prior to use. No components will be replaced, or repairs made

beyond those recommended by the manufacturer. The manufacturer will conduct repairs to regulators or alarms of atmosphere-supplying respirators.

2. The following checklist will be used when inspecting respirators:

Tropic Fire Protection Inc Respirator Inspection Checklist

Item	Item Evaluation	OK	Not OK
Facepiece	Cracks, tears, or holes		
	Facemask distortion		
	Cracked or loose lenses/face shield		
Head straps	Breaks or tears		
	Broken buckles		
Valves	Residue or dirt		
	Cracks or tears in valve material		
Filters/Cartridges	Approval designation		
	Gaskets		
	Cracks or dents in housing		
	Proper cartridge for hazard		
Air Supply Systems	Breathing air quality/grade		
	Condition of supply hoses		
	Hose connections		
	Settings on regulators and valves		

3. Employees are permitted to leave their work area to perform limited maintenance on their respirator in a designated area that is free of respiratory hazards. Situations when this is permitted include to wash their face and respirator facepiece to prevent any eye or skin irritation, to replace the filter, cartridge, or canister, and if they detect vapor or gas breakthrough or leakage in the facepiece or if they detect any other damage to the respirator or its components.

O. Change Schedules

1. Employees wearing APRs or PAPRs with P100 filters for protection against wood dust and other particulates shall change the cartridges on their respirators when they first begin to have trouble breathing (i.e., resistance) while wearing their masks.
2. Based on discussions with our respirator distributor about Tropic Fire Protection workplace exposure conditions, employees voluntarily wearing APRs with organic vapor cartridges shall change the cartridges on their respirators at the end of each work week to ensure the continued effectiveness of the respirators.

P. Storage

1. Respirators must be stored in a clean, dry area, and in accordance with the manufacturer's recommendations. Each employee will clean and inspect their own air-purifying respirator in accordance with the provisions of this program and will store their respirator in a plastic bag in their own locker. Each employee will have his/her name on the bag and that bag will only be used to store that employee's respirator.
2. Atmosphere supplying respirators will be stored in the storage cabinet outside of the Program Administrator's office.
3. The Program Administrator will store Tropic Fire Protection supply of respirators and respirator components in their original manufacturer's packaging in the equipment storage room.

Q. Defective Respirators

1. Respirators that are defective or have defective parts shall be taken out of service immediately. If, during an inspection, an employee discovers a defect in a respirator, he/she is to bring the defect to the attention of his or her supervisor. Supervisors will give all defective respirators to the Program Administrator. The Program Administrator will decide whether to:
 - Temporarily take the respirator out of service until it can be repaired.
 - Perform a simple fix on the spot such as replacing a head strap.
 - Dispose of the respirator due to an irreparable problem or defect.
2. When a respirator is taken out of service for an extended period, the respirator will be tagged out of service, and the employee will be given a replacement of similar make, model, and size. All tagged out respirators will be kept in the storage cabinet inside the Program Administrator's office.

R. Training

1. The Program Administrator will provide training to respirator users and their supervisors on the contents of the Tropic Fire Protection Respiratory Protection Program and their responsibilities under it, and on the OSHA Respiratory Protection standard. Workers will be trained prior to using a respirator in the workplace. Supervisors will also be trained prior to using a respirator in the workplace or prior to supervising employees that must wear respirators.
2. The training course will cover the following topics:
 - The Hammer Fireproofing & Insulation Respiratory Protection Program
 - The OSHA Respiratory Protection Standard
 - Respiratory Hazards Encountered at Tropic Fire Protection and Their Health Effects
 - Proper Selection and Use of Respirators
 - Limitations of Respirators
 - Respirator Donning and User Seal (Fit) Checks
 - Fit Testing
 - Emergency Use Procedures
 - Maintenance and Storage
 - Medical Signs and Symptoms Limiting the Effective Use of Respirators
3. Employees will be retrained annually or as needed (e.g., if they change departments and need to use a different respirator). Employees must demonstrate their understanding of the topics covered in the training through hands-on exercises and a written test. The Program Administrator will document respirator training and the documentation will include the type, model, and size of respirator for which each employee has been trained and fit tested.

5.0 Program Evaluation

- A. The Program Administrator will conduct periodic evaluations of the workplace to ensure that the provisions of this program are being implemented. The evaluations will include regular consultations with employees who use respirators and their supervisors, site inspections, air monitoring and a review of records.
- B. Problems identified will be noted in an inspection log and addressed by the Program Administrator. These findings will be reported to Tropic Fire Protection management, and the report will list plans to correct deficiencies in the respirator program and target dates for the implementation of those corrections.

6.0 Documentation and Recordkeeping

- A. A written copy of this program and the OSHA standard is kept in the Program Administrator's office and is available to all employees who wish to review it.

B. Also maintained in the Program Administrator's office are copies of training and fit test records. These records will be updated as new employees are trained, as existing employees receive refresher training, and as new fit tests are conducted.

C. The Program Administrator will also maintain copies of the medical records for all employees covered under the respirator program. The completed medical questionnaire and the physician's documented findings are confidential and will remain at (Wherever). The company will only retain the physician's written recommendation regarding each employee's ability to wear a respirator.

Table 3:				
Hazard Assessment - (DATE)				
Department	Contaminants	Exposure Level (8 Hrs. TWA)*	PEL**	Controls

* Data from Industrial Hygiene survey and report provided by *(whoever did this)*.

** These values are obtained from 29 CFR 1910.1000.

Tropic Fire Protection & Insulation Hazard Communication Safety Plan

1. General Information

1.1. To comply with 29 CFR 1926.1200, Hazard Communication, the following written Hazard Communication Program has been established by Tropic Fire Protection. All work units of the company are included within this program. The written program will be available in the office, located at [Lotspeich] and through a superintendent for review by any interested employee Tropic Fire Protection or the Safety Coordinator is responsible for the implementation and ongoing compliance with the program.

2. Employee Training

2.1. The Job Superintendent is responsible for the employee training program. He will ensure that all elements specified below are carried out.

2.2. Prior to starting work, each new employee of Tropic Fire Protection will attend a health and safety orientation and will receive information and training on the following:

2.2.1. An overview of the requirements contained in the Hazard Communication Standard.

2.2.2. Chemicals are present in their workplace operations.

2.2.3. Location and availability of our written hazard communication program,

2.2.4. Physical and health effects of hazardous chemicals.

2.2.5. Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area.

2.2.6. How to lessen or prevent exposure to these hazardous chemicals through usage of control/work practices and personal protective equipment.

2.2.7. Steps Tropic Fire Protection has taken to lessen or prevent exposure to these chemicals.

2.2.8. Emergency procedures to follow if they are exposed to these chemicals.

2.2.9. How to read labels and review Safety Data Sheets (SDS) to obtain appropriate hazard information.

2.3 After attending appropriate training, each employee will sign a form to verify that they received and understood the training, procedures, and policies within the Tropic Fire Protection Hazard Communication Program

2.4 Prior to a new chemical hazard being introduced into any section of this company, each employee of that section will be given information as outlined above. Tropic Fire Protection and/or the Job Superintendent is responsible for ensuring that SDS on the new chemicals are available.

3. Written Hazard Communication Program

3.1 It is the policy of the Tropic Fire Protection Inc, that the first consideration in the performance of work shall be the protection of the safety and health of all employees. The company has developed this Hazard Communication Program to ensure that all employees receive adequate information relevant to the possible hazards that may be involved with the various hazardous substances used in the company's operations and processes. The following program outlines how we will accomplish this objective.

4. Scope

4.1 This policy covers all potential workplace exposures involving hazardous substances as defined by federal, state, and local regulations.

5. Hazard Determination

5.1 The company does not intend to evaluate any of the hazardous substances purchased from suppliers and/or manufacturers but have chosen to rely upon the evaluation performed by the suppliers or by the manufacturers of the substances to satisfy the requirements for hazard determination.

6. Container Labeling

6.1 No container or hazardous substances will be released for use unless the container is correctly labeled and the label is legible.

6.2 All chemicals in bags, drums, barrels, bottles, boxes, cans, cylinders, reaction vessels, storage tanks, or the like will be checked by the receiving department to ensure the manufacturer's label is intact, is legible, and has not been damaged in any manner during shipment. Any containers found to have damaged labels will be quarantined until a new label has been installed.

6.2.1. Labels: Chemical manufacturers and importers must provide a label that includes a signal word, pictogram, hazard statement, and precautionary statement for each hazard class and category.

6.3 All secondary containers shall be labeled. The information must include details of all chemicals that are in the referenced container. The labels must use these pictographs:

HCS Pictograms and Hazards



7. Safety Data Sheets (SDS)

7.1 Each location must maintain a master SDS file as well as a department-specific file. These Safety Data Sheets are available to all employees, at all times, upon request. The Safety Data Sheets must have 16 specific sections, ensuring consistency in the presentation of important protection information.

7.2 The Safety Committee or a designer will be responsible for reviewing all incoming SDSs for new and significant health/safety information (the company will ensure that any new information is passed on to the employees involved).

7.3 The Safety Coordinator or designer will review all incoming SDSs for completeness. If any SDS is missing or obviously incomplete, a new MSDS will be requested from the manufacturer or distributor. OSHA is to be notified if the manufacturer or distributor will not supply the SDS or if it is not received after 30 days from request. Any new information will be passed on to the employees involved.

7.4 New materials will not be introduced into the work area until an SDS has been received.

7.5 The purchasing department will make it an ongoing part of its function to obtain SDSs for all new materials when they are first ordered.

7.6 The safety coordinator or his or her designer shall coordinate with appropriate departments to make sure all SDSs are obtained, distributed and communicated.

8. List of Hazardous Substances

8.1 Each company should compile, annually review, and update as necessary a complete inventory of all substances present in that facility. The name of those materials determined to be hazardous are defined in applicable federal and state standards.

9. Employee Information and Training

9.1. All employees will attend an orientation meeting for information and training on the following items prior to starting work with hazardous substances; (Training CHECKLIST is to be completed and kept on file.)

9.1.1. An overview of the requirements of the Hazard Communication Standard, including their rights under this regulation.

9.1.2. Information on where hazardous substances are present in their work areas.

9.1.3. Information regarding the use of hazardous substances in their specific work areas.

9.1.4. The location and availability of the written hazard communication program. A copy of the program will be given to all employees during the orientation meeting. After this, the program will be available from managers and also from the office.

9.1.5. The physical and health aspects of the substances in use.

9.1.6. Methods and observation techniques used to determine the presence or release of hazardous substances in the work area.

9.1.7. The controls, work practices and personal protective equipment that are available for protection against possible exposure.

9.1.8. Emergency and first aid procedures to follow if employees are exposed to hazardous substances.

9.1.9. How to read labels and safety data sheets to obtain the appropriate hazard information.

9.1.10. Refresher training shall be conducted annually.

9.2. It is most important that all our employees understand the information given in the orientation meetings. Questions regarding this information should be directed to the Safety Coordinator.

9.3. When new substances are introduced into the workplace the department manager will review the above items with you as they are related to the new materials. The department manager will relay all the above information to new employees who will be working with hazardous substances, prior to their starting work. An Acknowledgment Statement is to be completed by each employee receiving this information and training. These are to be kept on file in the human resources department.

10. Non-routine Tasks

10.1. Infrequently, employees may be required to perform non-routine tasks that involve the use of hazardous substances. Prior to starting work on such projects, each involved employee will be given information by his or her supervisor about hazards to which they may be exposed during such an activity.

10.2. This information will include:

10.2.1. The specific hazards.

10.2.2. Protective/safety measures that must be utilized.

10.2.3. The measures the company has taken to lessen the hazards, including special ventilation, respirators, the presence of another employee, air sample readings, and emergency procedures.

11. Plan Administration

11.1. This Hazard Communication program will be monitored by the Safety Coordinator. Questions regarding this program should be directed to the Safety Coordinator. This document must be approved and signed by the senior executive on site.

Signature	
Title	
Date	

12. Safety Data Sheet Information

12.1. OSHA rules outline the content, but not the exact form, of every Safety Data Sheet. Here is what OSHA requires each data sheet to contain:

Identity The data sheet must contain the name of the chemicals found on the label. In addition, subject to deletion of legitimate trade secrets, it must give the chemical and common name of the substance. If the substance is a mixture and has not been tested as such, the data sheet must give the name of each hazardous constituent.

Characteristics The data sheet must recite the physical and chemical characteristics of the chemical, such as vapor pressure, flash point, etc.

Physical Hazards Any potential for fire, explosion or reaction must be included in the data sheet.

Health Hazards Signs and symptoms of exposure must be entered, as must all medical conditions that are likely to be aggravated by exposure.

Routes Of Entry The data sheet must specify whether the chemical typically enters the system by ingestion, inhalation, dermal exposure, or some other route.

Exposure Limits If OSHA has established an exposure limit for the chemical, or if the American Conference of Governmental Industrial Hygienists has established a Threshold Limit Value, these must be entered on the data sheet, as must any exposure limit used by the authority preparing the data sheet.

Carcinogens The data sheet must indicate whether the chemical is listed as a carcinogen by the National Toxicology Program, by OSHA, or by the International Agency for Research in Cancer.

Use And Handling The data sheet must recite any general applicable precautions for safe handling and use that are known to the firm preparing the data sheet, including hygiene practices, protective measures during repair and maintenance of contaminated equipment and procedures for clean-up of spills and leaks. Industrial chemical consumers often might add site-specific procedures to the more general information offered by the chemical manufacturer.

Exposure Controls The data sheet must include a description of special procedures to be employed in emergencies, as well as a description of appropriate first aid.

Dates The sheet must bear the date of its preparation or of its latest revision.

Information Source Finally, the sheet must recite the name, address and telephone number of the person who prepared the data sheet or of some other person who can provide additional information relating to the chemical, such as citations to scientific literature or specialized emergency procedures.

Manager Training Of Employee Checklist

Information: Has the employee been informed of the following?	Yes	No
The requirements of this section.		
Any operation in the work area where hazardous substances are present.		
The location of the written Hazard Communication Program.		
Availability of the written program.		
Location and availability of hazardous substances list(s).		
Location and availability of Safety Data Sheets.		
Training: Has the employee been trained in the following?	Yes	No
Methods and observations that may be used to detect the presence or release of hazardous substances in the work areas.		
The physical and health hazards of the substances in the work areas.		
How employees can protect themselves from these hazards.		
Procedures the employer has implemented for employee protection.		
Appropriate work practices.		
Emergency procedures.		
Personal protective equipment to be used.		
Explanation of labeling systems.		
Explanation of safety data sheets.		
How employees can obtain and use appropriate hazard information.		
Personal hygiene when working with substances.		
General first aid for contact with hazardous substances.		

Employee's Signature

Date

--	--

Manager's Signature

Date

--	--

Request For Safety Data Sheets

practices as presented to me in the training sessions I attended on (date) at (location).

Employee Signature	Date

The above-named employee has been informed and instructed by (name of instructor) regarding work practices, chemical hazards recognition, interpretation and use of chemical labels, SDSs, the CFR 29, 1910.1200 (e) or appropriate state standard and the location at which these items are accessible to the employee.

Managers Signature	Date

Explanation of Terms Used on Safety Data Sheets

SECTION I

Chemical Name and Synonyms—The product identification. The chemical or generic name of single elements and compounds.

Trade Names and Synonyms—The name under which the product is marketed and the common commercial name of the product.

Chemical Family—Refers to a grouping of chemicals that behave and react with other chemicals in a similar manner.

Formula—The chemical formula or single elements or compounds.

CAS Number—The Chemical Abstracts Service number, if applicable.

EPA—The code number assigned by the Environmental Protection Agency, if applicable.

DOT Classification—The appropriate classification as determined by the regulations of the Office of Hazard Material, Department of Transportation.

SECTION II

Hazardous Ingredients—The major components as well as any minor one(s) having potential for harm that are considered when evaluating the product.

TLV—Threshold Limit Value (TLV) indicates the permissible exposure concentration, a limit established by a government regulatory agency, or an estimate if none has been established.

SECTION III

Physical Data

Boiling Point (F)—The temperature in degrees fahrenheit at which the substances will boil.

Vapor Pressure—The pressure of saturated vapor above the liquid expressed in mm Hg at 20C.

Vapor Density—The relative density or weight of a vapor or gas (with no air present) compared with an equal volume of air at ambient temperature.

Solubility in Water—The solubility of a material by weight in water at room temperature. The terms negligible, less than 0.1 percent, 0.1 to 1 percent; moderate 1 to 10 percent, applicable 10 percent or greater.

Appearance and Odor—The general characterization of the material, i.e., powder, colorless liquid, aromatic odor, etc.

Specific Gravity (H₂O=1)—The ratio of the weight of a volume of the material to its weight of an equal volume of water.

Percent, Volatile by Volume (%)—The percent by volume of the material that is considered volatile. (The tendency or ability of a liquid to vaporize.)

Evaporation Rate—The ratios of the time required to evaporate a measured volume of a liquid to the time required to evaporate the same volume of a reference liquid (ethyl ether) under ideal test conditions. The higher the ratio, the slower the evaporation rate.

SECTION IV

Flash Point (Method Used)—The temperature in degrees fahrenheit at which a liquid will give off enough flammable vapor to ignite in the presence of a source of ignition.

SECTION V

Conditions to Avoid—Conditions that, if they exist with the substance present, could cause it to become unstable.

Incompatibility (Materials to Avoid)—Materials that will react with the substance.

Hazardous Decomposition Products—Refers to that reaction that takes place at a rate that releases large amounts of energy. Indicates whether or not it may occur and under what storage conditions.

SECTION VI

Health Hazard Data—Possible health hazards derived from human observation, animal studies or from the results of studies with similar products.

Threshold Limit Value (TLV)—The value for airborne toxic material that are to be used as guides in the control of health hazards and represent concentrations to which nearly all workers may be exposed eight hours per day over extended periods of time without adverse effects.

Effects of Overexposure—The effects on or to an individual who has been exposed beyond the specified limits.

Emergency and First-Aid Procedures—Gives first-aid and emergency procedures in case of eye and/or skin contact, ingestion, and inhalation.

SECTION VII

Stability—Whether the substance is stable or unstable, an unstable substance is one that will vigorously polymerize, decompose, condense, or will become self-reactive under conditions of shock, pressure, or temperature.

A copy of the form you may want to use to list your hazardous substances by work area follows this page. This information would be based on the initial survey and subsequent hazard determination.

SECTION VIII

Spill or Leak Procedures—Steps to be taken if material is released or spilled. Method and materials to use to clean up or contain.

Waste Disposal Method—Method and type of disposal site to use.

SECTION IX

Special Protection Information

Respiratory Protection—Specific type should be specified, i.e., dust mask, NIOSH-approved cartridge respirator with organic-vapor cartridge.

Ventilation—Type of ventilation recommended, i.e., local exhaust, mechanical, etc.

Protective Gloves—Refers to the glove that should be worn when handling the product, i.e., cotton, rubber.

Eye Protection—Refers to the type of eye protection that is to be worn when handling or around the product.

Flammable Limits—The range of gas or vapor concentration (percent by volume in air) that will burn or explode if an ignition source is present. (Lel) means the lower explosive limits and (Uel) the upper explosive limits given in percent.

Extinguishing Media—Specifies the fire-fighting agent(s) that should be used to extinguish fires.

Special Fire-Fighting Procedures/Unusual Fire and Explosion Hazards—Refer to special procedures required if unusual fire or explosion hazards are involved.

Work Area Hazardous Substance List

Work Area:

Chemical Identity Label/Special Information	CAS # or Serial #	Vendor
--	--------------------------	---------------

(Add additional pages if need it)

Page _____ of _____

Safety Data Sheets (SDS)

(Obtain and place Safety Data Sheets for the chemicals in your work place here.)

Tropic Fire Protection Inc. Written Hazard Assessment for Selecting Personal Protective Equipment (PPE)

Employer responsibilities:

- Performing a "hazard assessment" of the workplace to identify and control physical and health hazards.
- Identifying and providing appropriate PPE for employees
- Training employees in the use and care of the PPE
- Maintaining PPE, including replacing worn or damaged PPE
- Periodically reviewing, updating and evaluating the effectiveness of the PPE program.

Employee responsibilities:

- Properly wear PPE
- Attend training sessions on PPE
- Care for, clean and maintain PPE
- Inform a supervisor of the need to repair or replace PPE.

Examples of hazard types:

- Impact -- (struck-by, caught-in-between)
- Penetration – (sharp edges, sharps, objects that can cause lacerations and punctures)
- Chemical--(corrosive, reactive, toxic, irritant, flammable, etc.)
- Heat
- Harmful (or nuisance) dust
- Light/radiation
- Electrical
- Biohazard
- Noise
- Other

Tropic Fire Protection Inc Employee Acknowledgement of Personal Protective Equipment Training

I, _____, have been trained in the
company's personal protective equipment program. The protective equipment
required in my work area has been explained, and I am aware of the company's
policies and requirements.

Employee's Signature	Date of Training
Trainer/Supervisor's Signature	Date of Training

Tropic Fire Protection Inc, Safety Committee

Safety Committee Organization

- A safety committee is established as a management tool to recommend improvements to workplace safety programs and to identify corrective measures needed to eliminate or control recognized safety and health hazards.
- The number of safety committee employer representatives will not exceed employee representatives.

Responsibilities

- The safety committee will be responsible for assisting management in communicating procedures for evaluating the effectiveness of control measures used to protect employees from safety and health hazards in the workplace.
- The safety committee will be responsible for assisting management in reviewing and updating workplace safety rules based on accident investigation findings, any inspection findings, and employee reports of unsafe conditions or work practices; and accepting and addressing anonymous complaints and suggestions from employees.
- The safety committee will be responsible for assisting management in updating the workplace safety program by evaluating employee injury and accident records, identifying trends and patterns, and formulating corrective measures to prevent recurrence.
- The safety committee will be responsible for assisting management in evaluating employee accident and illness prevention programs and promoting safety and health awareness and co-worker participation through continuous improvements to the workplace safety program.
- Safety committee members will participate in safety training and be responsible for assisting management in monitoring workplace safety education and training to ensure that it is in place, that it is effective, and that it is documented.
- Management will provide written responses to the safety committee written recommendations.

Meetings

- Safety committee meetings are held quarterly and more often if needed and each committee member will be compensated for his or her hourly wage when engaged in safety committee activities.
- Management will post the minutes of each meeting in a conspicuous place and the minutes will be available to all employees.
- All safety committee records will be maintained for not less than three calendar years.

Handling Chemicals

1. Only qualified and authorized people are to perform this task.
2. Do not use gasoline for cleaning parts.
3. The employer is to ensure to train/educate all users of chemicals on the safe use, storage, etc. as part of their established hazard communication program. This can include the availability and further awareness on safety data sheets, labels, etc.
4. Follow the instructions on the label and in the corresponding Safety Data Sheet (SDS) for each chemical product used in your workplace.
5. Appropriate personal protection equipment (PPE), as assessed and determined by the company, must be worn which can include protective clothing or equipment such as appropriate gloves, rubber boots, shoe covers, rubber aprons and protective eyewear, when using chemicals labeled “Flammable,” “Corrosive,” “Caustic” or “Poisonous.” Refer to the label and the SDS for proper PPE.
6. Do not use protective clothing or equipment that has split seams, pinholes, cuts, tears, or other visible damage.
7. Each time you use your gloves, wash your gloves before removing them using cold tap water and normal hand-washing motion. Always wash your hands after removing the gloves.
8. Do not drag containers labeled “Flammable.”
9. Follow any other safe work practices and operations established by the manufacturers and this company concerning this process or operation.
10. The product/chemical may have limitations and requirements regarding adequate ventilation so the SDS label must be referred to for further clarification prior to use.
11. Any flammable, combustible liquid being used must be kept free of ignition sources.

Tropic Fire Protection Inc, Construction Equipment Inspection

Project Name:	Project Location:
Inspected by:	Date of Inspection:
Equipment Name:	Number:

	OK	Bad	N/A	Remarks
Exterior				
1. Tracks, tires, wheels				
2. Body				
3. Cover				
4. Frame				
5. Dump Mechanism				
6. Windshield Wiper				
7. Glass				
8. Rear View Mirror				
9. Fuel & Gas Lines				
10. Fuel Tank				
11. Exhaust System				
12. Boom				
13. Boom Hoist				
14. Sheaves				
15. Hooks				
16. Grab Bars, Steps				
17. Warning Lights				
Driving - Interior				
1. Brakes				
2. Horn				
3. Lights				
4. Clutch				
5. Steering				
6. Fire Extinguisher				
7. Signal System				

Engine Compartment				
1. Motor (wiring)				
2. Radiator				
3. Belts				
4. Hoses				
Shop Equipment				
1. Lubrication Points				
2. Loose Bearings				
3. Guards				
4. Belt Tension				
5. Loose Gears				
6. Brakes				
7. Vibration				
8. Pneumatic Interlocks				
9. Exhaust System				
10. Proper RPM				
11. Overload Protection				
12. Mech. Switch				
13. Ground Continuity				
14. Limit Switches				
15. Cords				
16. Plugs/Receptacles				

Tropic Fire Protection Inc. Daily Inspection Sheet for Harness/Hardware

Employee Name: _____

Week Of: _____

Harness Serial #: _____

Reporting Office : _____

	<i>Mon.</i>	<i>Tues.</i>	<i>Wed.</i>	<i>Thurs.</i>	<i>Fri.</i>	<i>Sat.</i>	<i>Sun.</i>
Satisfactory (S)	S U	S U	S U	S U	S U	S U	S U
Unsatisfactory (U)							

Belt/Harness

	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Webbing: No tears, cuts/burns, or chemical exposures							

Buckles and Rivets:
No deformities, missing springs, or abnormal wear

<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
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D-Rings: No cracks, wear, or deformity

<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
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Harness: Fits properly

<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
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Lanyards

Grommets: No excessive wear or deformity

<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
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Snap Hooks: Latch properly, no excessive wear / deformity

<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
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Rope or Strap: No cuts, wear, fraying, chaffing, bunny fur, chemical exposure, ripping or unraveling braid

<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
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Hardware

Pelican Hook: Working safety catch, bar closes & latches, no wear or deformity

<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
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Safety Climb: Spring, chains and quick release pins for proper operations

<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
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Spreader Bars/Chains: No visible damage or wear

<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
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Tropic Fire Protection Inc, Job Hazard Analysis

Company/Site	Work Area
JHA Leader	Date

Activity or Task
JHA Team Members

Work Steps and Tasks	Hazards Identified for Each Task/Step	Risk Level	Control/Safe Work Procedures for each Task/Step
Describe the tasks/steps involved in the work – in process order.		5 = Highest 1 = Lowest	Controls to be Implemented (consider the hierarchy of hazard controls)

Hazards Checklist											
Can someone be struck or contacted by anything while doing this job?	Yes	No	N/A	Can someone slip, trip or fall?	Yes	No	N/A	Can someone fall into anything?	Yes	No	N/A
Can someone strike against or make contact with any physical hazards?				Can someone strain or overexert?				Can damage to equipment occur?			
Can someone be exposed to any hazardous conditions?				Can someone be caught in anything?				Can someone injure someone else?			

Comments

Tropic Fire Protection Inc. Spray Booth Requirements

Location	Date
Reviewer	Title

1. Is the Paint Spray booth constructed of noncombustible materials? Is the interior smooth and continuous, easily cleaned? (Combustible materials = capable of being burned)

Spray booths - Construction

1910.107(b)(1)

Construction. Spray booths shall be substantially constructed of steel, securely and rigidly supported, or of concrete or masonry except that aluminum or other substantial noncombustible material may be used for intermittent or low volume spraying. Spray booths shall be designed to sweep air currents toward the exhaust outlet.

1910.107(b)(2)

Interiors. The interior surfaces of spray booths shall be smooth and continuous without edges and otherwise designed to prevent pocketing of residues and facilitate cleaning and washing without injury.

1910.107(b)(3)

Floors. The floor surface of a spray booth and operator's working area, if combustible, shall be covered with noncombustible material of such character as to facilitate the safe cleaning and removal of residues.

2. Is the air velocity at least 100 linear feet per minute at the open face?

1910.107(b)(5)(i)

The spraying operations except electrostatic spraying operations shall be so designed, installed and maintained that the average air velocity over the open

face of the booth (or booth cross section during spraying operations) shall be not less than 100 linear feet per minute. Electrostatic spraying operations may be conducted with an air velocity over the open face of the booth of not less than 60 linear feet per minute, or more, depending on the volume of the finishing material being applied and its flammability and explosion characteristics. Visible gauges or audible alarm or pressure-activated devices shall be installed to indicate or insure that the required air velocity is maintained. Filter rolls shall be inspected to insure proper replacement of filter media.

1910.107(b)(6)

Frontal area. Each spray booth having a frontal area larger than 9 square feet shall have a metal deflector or curtain not less than 2 1/2 inches deep installed at the upper outer edge of the booth over the opening.

3. Is a clearance of 3 feet on all sides kept free from storage or combustible construction?

1910.107(b)(9)

Cleaning. Spray booths shall be so installed that all portions are readily accessible for cleaning. A clear space of not less than 3 feet on all sides shall be kept free from storage or combustible construction.

4. Is the electrical equipment inside the booth rated for Class 1 Division 1? This would include the lighting and the fan motor.

1910.107(c)(1)

Electrical and other sources of ignition -

Conformance. All electrical equipment, open flames and other sources of ignition shall conform to the requirements of this paragraph.

1910.107(c)(4)

Wiring conformance. Electrical wiring and equipment shall conform to the provisions of this paragraph and shall otherwise be in accordance with subpart S of this part.

1910.107(c)(5)

Combustible residues, areas. Unless specifically approved for locations containing both deposits of readily ignitable residue and explosive vapors, there shall be no electrical equipment in any spraying area, where on deposits of combustible residues may readily accumulate, except wiring in rigid conduit or in boxes or fittings containing no taps, splices, or terminal connections.

1910.107(c)(6)

Wiring type approved. Electrical wiring and equipment not subject to deposits of combustible residues but located in a spraying area as herein defined shall be of explosion-proof type approved for **Class I, group D** locations and shall otherwise conform to the provisions of subpart S of this part, for Class I, Division 1, Hazardous Locations. Electrical wiring, motors, and other equipment outside of but within twenty (20) feet of any spraying area, and not separated there from by partitions, shall not produce sparks under normal operating conditions and shall otherwise conform to the provisions of subpart S of this part for **Class I, Division 2** Hazardous Locations.

1910.107(c)(8)

Portable lamps. Portable electric lamps shall not be used in any spraying area during spraying operations. Portable electric lamps, if used during cleaning or repairing operations, shall be of the type approved for hazardous Class I locations.

1910.107(c)(9)

5. Are there any open flames or spark producing equipment within 20 feet of the booth?

Minimum separation. There shall be no open flame or spark producing equipment in any spraying area nor within 20 feet thereof, unless separated by a partition.

6. Does each spray booth (foam and paint) have an independent exhaust system? This is required since spray materials in each booth are different.

1910.107(d)

Ventilation

1910.107(d)(1)

Conformance. Ventilating and exhaust systems shall be in accordance with the Standard for Blower and Exhaust Systems for Vapor Removal, **NFPA No. 91-1961**, which is incorporated by reference as specified in Sec. 1910.6, where applicable and shall also conform to the provisions of this section.

1910.107(d)(2)

General. All spraying areas shall be provided with mechanical ventilation adequate to remove flammable vapors, mists, or powders to a safe location and to confine and control combustible residues so that life is not endangered. Mechanical ventilation shall be kept in operation at all times while spraying operations are being conducted and for a sufficient time thereafter to allow vapors from drying coated articles and drying finishing material residue to be exhausted.

1910.107(d)(3)

Independent exhaust. Each spray booth shall have an independent exhaust duct system discharging to the exterior of the building, except that multiple cabinet spray booths in which **identical spray** finishing material is used with a combined frontal area of not more than 18 square feet may have a common exhaust. If more than one fan serves one booth, all fans shall be so interconnected that one fan cannot operate without all fans being operated.

7. Are spray areas kept clean?

1910.107(g)(2)

Cleaning. All spraying areas shall be kept free from the accumulation of deposits of combustible residues as practical, with cleaning conducted daily if necessary. Scrapers, spuds, or other such tools used for cleaning purposes shall be of non-sparking material.

1910.107(g)(3)

Residue disposal. Residue scrapings and debris contaminated with residue shall be immediately removed from the premises and properly disposed of. Approved metal waste cans shall be provided wherever rags or waste are impregnated with finishing material and all such rags or waste deposited therein immediately after use. The contents of waste cans shall be properly disposed of at least once daily or at the end of each shift.

8. Are No Smoking signs posted near the spray booths?

1910.107(g)(7)

"No Smoking" signs. "No smoking" signs in large letters on contrasting color background shall be conspicuously posted at all spraying areas and paint storage rooms.

9. Does the Spray Booth* have an automatic sprinkler system?

1910.107(b)(5)(iv)

The downstream and upstream sides of filters shall be protected with approved automatic sprinklers.

*** What is the difference between a Spray Booth and a Spray Area?**

1910.107 Defines each as follows:

1910.107(a)(2)

Spraying Area

Any area in which dangerous quantities of flammable vapors or mists, or combustible residues, dusts, or deposits are present due to the operation of spraying processes.

1910.107(a)(3)

Spray Booth

A power-ventilated structure provided to enclose or accommodate a spraying operation to confine and limit the escape of spray, vapor, and residue, and to safely conduct or direct them to an exhaust system.

Tropic Fire Protection Inc, Work Area Safety Checklist

Company:	Work Area:
Inspected by:	Date of Inspection:

General Work Environment	Yes	No
1. Worksites clean and orderly?		
2. Work surfaces kept dry or appropriate means taken to assure the surfaces are slip-resistant?		
3. All spilled materials or liquids cleaned up immediately?		
4. Combustible scrap, debris and waste stored safely and removed from the worksite promptly?		
5. Accumulations of combustible dust routinely removed from elevated surfaces including the overhead structure of the buildings?		
6. Combustible dust cleaned up with a vacuum system to prevent the dust going into suspension?		
7. Metallic or conductive dust prevented from entering or accumulating on or around electrical enclosures or equipment?		
8. Covered metal waste cans used for oily and paint-soaked waste?		
9. Oil and gas fired devices equipped with flame failure controls that will prevent flow of fuel if pilots or main burners are not working?		
10. At least minimum number of toilets and washing facilities provided?		
11. Toilets and washing facilities clean and sanitary?		
12. Work areas adequately illuminated?		
13. Pits and floor openings covered or otherwise guarded?		

Exiting or Egress	Yes	No
1. All exits marked with an exit sign and illuminated by a reliable light source?		
2. Are the directions to exits, when not immediately apparent, marked with visible signs?		
3. Doors, passageways, or stairways, that are neither exits nor access to exits and which could be mistaken for exits,		

appropriately marked "NOT AN EXIT," etc.		
4. Exit signs provided with the word "EXIT" in lettering at least 5 inches high and the stroke of the lettering at least 1/2 inch wide?		
5. Exit doors side-hinged?		
6. All exits kept free of obstructions?		
7. At least two means of egress provided from elevated platforms, pits or rooms where the absence of a second exit would increase the risk of injury?		
8. Sufficient exits to permit prompt escape in case of an emergency?		
9. Special precautions taken to protect employees during construction and repair operations?		
10. Is the number of exits from each floor of a building and the number of exits from the building itself appropriate for the building occupancy load?		
11. Exits stairways that are required to be separated from other parts of a building enclosed by at least two-hour, fire-resistive construction in buildings more than four stories high, and not less than one-hour fire resistive construction elsewhere?		
12. When ramps are used as part of required exiting from a building, is the ramp slope limited to 1 foot vertical to 12 feet horizontal?		
13. When an exit must be made through an unframed glass door, glass exit door, etc. are the doors fully tempered and do they meet the safety requirements for human impact?		

Exit Doors	Yes	No
1. Doors that are required to serve as exits designed and constructed so that the way of exit travel is obvious and direct?		
2. Windows that could be mistaken for exit doors made inaccessible by means of barriers or railing?		
3. Exit doors able to open from the direction of exit travel without the use of a key or any special knowledge or effort when the building is occupied?		
4. Are revolving, sliding, or overhead doors prohibited from serving as a require exit door?		
5. Where hardware installed on a required exit door allow the door to open by applying a force of 15 pounds or less in the direction of the exit traffic?		
6. Doors on cold storage rooms provided with an inside release mechanism that will release the latch and open the door even if it's padlocked or otherwise locked on the outside?		
7. When exits doors open directly onto any street, alley, or other		

area where vehicles may be operated, are barriers and warning provided to prevent employees from stepping into the path of traffic?		
8. Are there viewing panels in doors that swing in both directions and are located between rooms where there is frequent traffic?		

Portable Ladders	Yes	No
1. Ladders maintained in good condition, joints between steps and side rails tight, all hardware and fittings securely attached and movable parts operating freely without binding or undue play?		
2. Non-slip safety feet provided on each metal or rung ladder?		
3. Ladder rungs and steps free of grease and oil?		
4. Is it prohibited to place a ladder in front of door openings towards the ladder except when the door is blocked open, locked or other wise guarded?		
5. Is it prohibited to place ladders on boxes, barrels or other unstable bases to obtain additional height?		
6. Are employees instructed to face the ladder when ascending or descending?		
7. Employees prohibited from using ladders that are broken, missing steps, rungs, or cleats, have broken side rails, or from using other faulty equipment?		
8. Employees instructed not to use the top step of ordinary stepladders as a step?		
9. When portable rung ladders are used to gain access to elevated platforms, roof, etc., does the ladder always extend at least 3 feet above the elevated surface?		
10. When portable rung or cleat ladders are used, is it required the base places so that slipping will not occur or it is lashed or otherwise held in place?		
11. Portable metal ladders legibly marked with signs reading "CAUTION: Do not use around electrical equipment" or equivalent wording?		
12. Employees prohibited from using ladders as guys, braces, skids, gin poles, or for other than their intended purposes?		
13. Employees instructed to adjust extension ladders only while standing at the base, not while standing on the ladder or any position above the ladder?		

Walkways	Yes	No
1. Aisles and passageways kept clear?		
2. Aisles and walkways marked as appropriate?		
3. Wet surfaces covered with non-slip materials?		

4. Holes in the floor, sidewalk or other walking surfaces repaired properly, covered or other wise made safe?		
5. Is there safe clearance for walking in aisles where motorized or mechanical handling equipment is operating?		
6. Materials or equipment stored in such a way that sharp projectiles will not interfere with the walkway?		
7. Spilled materials cleaned up immediately?		
8. Changes of direction or elevations readily identifiable?		
9. 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?		
10. Adequate headroom provided for the entire length of any aisle or walkway?		
11. Standard guardrails provided wherever aisle or walkway surfaces are elevated more than 30 inches above any adjacent floor or the ground?		
12. Bridges provided over conveyers and similar hazards equipped with proper railing?		

Floor and Wall Openings	Yes	No
1. Floor openings guarded by a cover, guardrail or equivalent on all sides (except entrance to stairways or ladders)?		
2. Toe boards installed around the edges of permanent floor openings?		
3. Skylight screens of such construction and mounting that they will withstand a load of at least 200 pounds.		
4. Glass in windows, doors, glass walls, etc., which are subject to human impact of sufficient thickness and type for the condition of use?		
5. 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?		
6. Unused portions of service pits and pits not actually in use either covered or protected by guardrails or equivalent?		
7. 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.		
8. 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	Yes	No
-----------------------------	-----	----

1. Standard stair rails or handrails on all stairways having four or more risers?		
2. Stairways at least 22 inches wide?		
3. Stairs have at least 6 feet 6-inch clearance?		
4. Stairs angle no more than 50 and no less than 30 degrees?		
5. Stairs of hollow pan type treads and landing filled with solid material?		
6. Steps on stairs and stairways designed or provided with a surface that renders them slip resistant?		
7. Stairway handrails located between 30 and 34 inches above the leading edge of stair treads?		
8. Stairway handrails have at least 1 and 1/2 inches of clearance between the handrails and the wall or surface they are mounted on?		
9. Stairway handrails capable of withstanding a load of 200 pounds, applied in any direction?		
10. Where stairs or stairways exit directly into any area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees from stepping into the path of traffic?		
11. Stairway landings have a dimension measured in the direction of travel, at least equal to the width of the stairway?		
12. Vertical distance between stairway landings limited to 12 feet or less?		
13. Stairway provided to the roof or each building 4 or more stories in height, provided the roof slope has a 4 inch drop in 12 inches or less?		

Elevated Surfaces	Yes	No
1. Signs posted, when appropriate, showing the elevated surface load capacity?		
2. Surfaces elevated more than 30 inches above the floor or ground provided with standard guardrails?		
3. Elevated surfaces (beneath which people or machinery could be exposed to falling objects) provided with standard four inch toe boards?		
4. Permanent means of access and egress provided to elevated storage and work surfaces?		
5. Required headroom provided where necessary?		
6. Material on elevated surfaces piled, stacked or racked in a manner to prevent it from tipping, falling, collapsing, rolling or spreading?		
7. Dock boards or bridge plates used when transferring materials between docks and trucks or rail cars?		

Tropic Fire Protection Incident Investigation Form

Incident Information				
Date of Accident	Time	Day of Week	Shift	Department
		<input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> T <input type="checkbox"/> F <input type="checkbox"/> S	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	

Injured Person
 Name: _____ Address: _____

Age: _____ Phone: _____

Job Title: _____ Supervisor Name: _____

Length of Employment at Company: _____ Length of Employment at Job: _____

Employee Classification: Full Time Part Time Contract Temporary

Nature of Injury

<input type="checkbox"/> Strain/Sprain	<input type="checkbox"/> Bruising	<input type="checkbox"/> Dislocation	<input type="checkbox"/> Other (specify)	Injured Body Part:
<input type="checkbox"/> Fracture	<input type="checkbox"/> Scratch/Abrasion	<input type="checkbox"/> Internal	Remarks:	
<input type="checkbox"/> Laceration/Cut	<input type="checkbox"/> Amputation	<input type="checkbox"/> Foreign Body		
	<input type="checkbox"/> Bum/Scald	<input type="checkbox"/> Chemical Reaction		

Treatment

<input type="checkbox"/> First Aid	Name and Address of Treating Physician or Facility
<input type="checkbox"/> Emergency Room	
<input type="checkbox"/> Dr.'s Office	

Hospitalization

Damaged Property	
Damaged Property, Equipment or Material	Describe Damage

Object or Substance Inflicting Damage:

Describe what happened (attach photos or diagrams as helpful)

Root Cause Analysis (Check All that Apply)

- | | | |
|-----------------------------------|---------------------------------------|--|
| 1. Improper work technique | 17. Poor workstation design or layout | 33. Lack of written procedures or policies |
| 2. Safety rule violation | 18. Congested work area | 34. Safety rules not enforced |
| 3. Improper PPE or PPE not used | 19. Hazardous substances | 35. Hazards not identified |
| 4. Operating without authority | 20. Fire or explosion hazard | 36. PPE unavailable |
| 5. Failure to 'warn or secure | 21. Inadequate ventilation | 37. Insufficient worker training |
| 6. Operating at improper speeds | 22. Improper material storage | 38. Insufficient supervisor training |
| 7. By-passing safety devices | 23. Improper tool or equipment | 39. Improper maintenance |
| 8. Guards not used | 24. Insufficient knowledge of job | 40. Inadequate supervision |
| 9. Improper loading or placement | 25. Slippery conditions | 41. Inadequate job planning |
| 10. Improper lifting | 26. Poor housekeeping | 42. Inadequate hiring practices |
| 11. Servicing machinery in motion | 27. Excessive noise | 43. Inadequate workplace inspection |
| 12. Horseplay | 28. Inadequate guarding of hazards | 44. Inadequate equipment |
| 13. Drug or alcohol use | 29. Defective tools/equipment | 45. Unsafe design or construction |
| 14. Unnecessary haste | 30. Insufficient lighting | 46. Unrealistic scheduling |
| 15. Unsafe act of others | 31. Inadequate fall protection | 47. Poor process design |
| 16. Other: | 32. Other: | 48. Other: |

Incident Analysis

Using the root cause analysis list on the previous list, explain the cause(s) of the incident in as much detail as possible.

How bad could the accident have been?

- Very Serious Serious Minor

What is the chance of the accident happening again?

- Frequent Occasional Rare

Preventive Actions

Describe actions that will be taken to prevent recurrence.

Deadline

By Whom

Complete

Investigation Team

Signature

Name

Position

Tropic Fire Protection Inc. Hazard Communication Training Checklist

Information: <i>Has the employee been informed of the following?</i>	Yes	No	N/A
1. The requirements of this section.			
2. Any operation in the work area where hazardous substances are present.			
3. The location of the written Hazard Communication Program.			
4. Availability of the written program.			
5. Location and availability of hazardous substances list(s).			
6. Location and availability of Material Safety Data Sheets.			
Training: <i>Has the employee been trained in the following?</i>			
1. Methods and observations that may be used to detect the presence or release of hazardous substances in the work areas			
2. The physical and health hazards of the substances in the work areas.			
3. How employees can protect themselves from these hazards.			
4. Procedures the employer has implemented for employee protection.			
5. Appropriate work practices.			
6. Emergency procedures.			
7. Personal protective equipment to be used.			
8. Explanation of labeling systems.			
9. Explanation of material safety data sheets.			
10. How employees can obtain and use appropriate hazard information.			
11. Personal hygiene when working with substances.			
12. General first aid for contact with hazardous substances.			

Employee's Signature	Date
Manager's Signature	Date

Tropic Fire Protection Inc. Personal Protective Equipment (PPE) Hazard Assessment Certification Form

The following sheet should be used to conduct a survey of your work location. Use as many sheets as necessary and identify the hazards by type. Then describe all types of PPE that will be required in the location.

Facility	Department
Manager Conducting Assessment	Job Title
	Date

HEAD HAZARDS

Check the appropriate box for each existing or potential hazard Description of Hazards:



- _____ Burn
- _____ Chemical Splash
- _____ Electrical Shock
- _____ Impact
- _____ Other
(_____)
- _____ No Head Hazards

PPE Required:

EYE / FACE HAZARDS

Check the appropriate box for each existing or potential hazard Description of Hazards:



- _____ Chemicals / Liquids
- _____ Dust / Particles

PPE Required:

- _____ Vapors / Gases
- _____ Light / Radiation
- _____ Impact
- _____ Other
(_____)
- _____ No Eye or Face Hazards

HAND HAZARDS

Check the appropriate box for each existing or potential hazard Description of Hazards:

- _____ Chemical Exposure
- _____ Thermal (Hot or Cold)
- _____ Cuts / Abrasions
- _____ Puncture
- _____ Other
(_____)
- _____ No Hand Hazards

PPE Required:

FOOT HAZARDS

Check the appropriate box for each existing or potential hazard Description of Hazards:

- _____ Chemical Exposure
- _____ Compression
- _____ Impact
- _____ Sharp Objects (Top & Sides)

PPE Required:

of Foot)

_____ Sharp Objects (Bottom of Foot)

_____ Thermal

_____ Other
(_____)

_____ No Foot Hazards

BODY / ARM / LEG HAZARDS

Check the appropriate box for each existing or potential hazard Description of Hazards:

_____ Toxic Materials

_____ Irritating Materials

_____ Cuts / Abrasions

_____ Punctures / Penetrations

_____ Thermal

_____ Radiation

_____ Other
(_____)

_____ No Body, Arm or Leg Hazards

PPE Required:



NOISE HAZARDS

Check the appropriate box for each existing or potential hazard Description of Hazards:



_____ Machine / Equipment Noise

_____ Impact Noise

_____ Other
) _____)

PPE Required:

_____ No Exposure to
Hazardous Noise

RESPIRATORY HAZARDS

Check the appropriate box for each existing Description of Hazards:
or potential hazard

_____ Toxic Vapors or Airborne
Particulates



_____ Irritating Vapors or
Airborne Particulates

PPE Required:

_____ Oxygen Level Abnormal

_____ Other
(_____)

_____ No Exposure to Respiratory
Hazards

_____ exceeding OSHA PEL.

OTHER CONDITIONS TO CONSIDER:

CONDITION:	CONCERN:	APPLIES (YES or NO)	SOLUTION:
Works in close proximity to vehicular traffic.	Visibility (Daylight / Darkness)		Wear high-visibility vest or clothing during daylight, high-visibility vest or clothing with reflective stripes during darkness and periods of reduced visibility.
Works with, or in proximity of, moving equipment such as rotating shafts, conveyors, powered rollers, feed chains, etc.	1. Long, unconfined hair 2. Loose clothing 3. Jewelry	1. 2. 3.	1. Long hair must be adequately confined under a hat or tied-back in such a manner that it <i>cannot</i> get caught in moving equipment. 2. No loose clothing such as un-tucked shirts, baggy sleeves or hooded shirts/jackets may be worn. 3. No dangling jewelry such as necklaces, bracelets, or earrings may be worn.
Works with materials or equipment which could squeeze or crush hand, or which has protrusions that could catch on small objects.	Finger ring jewelry.		Finger ring jewelry may not be worn when there is potential for hands to be squeezed or crushed or when working with items that have protrusions (such as nail heads) that could get caught on a finger ring.

Tropic Fire Protection Inc. Personal Protective Equipment Issued Checklist

Project Name:	Project Location:
Employee Name:	Date:

I have received the following personal protective equipment for my safety on this project:

<input type="checkbox"/> Hard Hat with Suspension	<input type="checkbox"/> Gloves
<input type="checkbox"/> Winter Liner	<input type="checkbox"/> Rain Gear
<input type="checkbox"/> Body Harness with Lanyard	<input type="checkbox"/> Rubber Boots
<input type="checkbox"/> Safety Glasses	<input type="checkbox"/> Foot Guards
<input type="checkbox"/> Safety Goggles	<input type="checkbox"/> Traffic Vest
<input type="checkbox"/> Burning Goggles	<input type="checkbox"/> Hearing Protection (muffs)
<input type="checkbox"/> Welding Hood	<input type="checkbox"/> Back Support Belt
<input type="checkbox"/> Full Face Shield	<input type="checkbox"/> Other:
<input type="checkbox"/> Respirator	

Note: Items listed above may not be necessary for all employees.

I agree to use this safety equipment as is required by OSHA, State, Local and Company safety regulations. I also agree to care for and maintain this equipment in good condition. I understand that any unserviceable safety equipment may be turned in for new equipment, but if lost, must be replace at my own expense. Upon termination of my employment with the company, I agree to return all equipment to my supervisor.

Employee's Signature: _____ Date: _____

Issuer's Signature: _____

