



Illness and Injury Prevention Program

April 25, 2005

ACKNOWLEDGEMENT

This Illness and Injury Prevention Program booklet is provided to you for information and immediate reference. Read it carefully and completely.

Policies included in this booklet are subject to unilateral change by the Association from time to time.

Please acknowledge receipt of this booklet by signing and returning this page to the Executive Director.

Employee Signature

Date

WVRWA Executive Director

Date

West Virginia Rural Water Association's Commitment to Safety

Our Association is committed to providing a safe and healthy work environment for all employees. We have developed our Injury and Illness Prevention Program with the intent of reducing accidents and illness. Our goal is to have a zero accident rate.

Our designated Responsible Safety Officer will implement and maintain this Injury and Illness Prevention Program. Our Responsible Safety Officer is Clay Lutz. The Responsible Safety Officer reports directly to the West Virginia Rural Water Association's Executive Director. All employee performance reviews will take into consideration the individual's commitment to safety and their respective safety records.

All employees are to be encouraged to report any unsafe work act or workplace hazard to the Responsible Safety Officer without fear of reprisal. At each safety meeting, employees will be given a safety reporting slip to be used for reporting unsafe conditions.

The Staff and Board of Directors of West Virginia Rural Water Association are committed to a policy of safety first and foremost. We expect full cooperation in all areas of the safety program and look forward to maintaining a safe working environment for all employees.

Debbie Britt, Executive Director
West Virginia Rural Water Association

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Chapter 1

Injury and Illness Prevention Program

Written Plan

Every employer should have a written Injury and Illness Prevention plan. This is our plan. Please read it carefully. While no plan can guarantee an accident free work place, following the safety procedures set forth in this manual will significantly reduce the risk of danger to you and your co-workers. Thank you for all our safety.

Introduction to Our Program

State and federal laws, as well as company policy, make the safety and health of our employees the first consideration in operating our business. Safety and health in our business must be a part of every operation, and every employee's responsibility at all levels. It is the intent of WEST VIRGINIA RURAL WATER ASSOCIATION to comply with all laws concerning the operation of the business and the health and safety of our employees and the public. To do this, we must constantly be aware of conditions in all work areas that can produce or lead to injuries. No employee is required to work at a job known to be unsafe or dangerous to his or her health. Your cooperation in detecting hazards, reporting dangerous conditions and controlling workplace hazards is a condition of employment. Inform your supervisor immediately of any situation beyond your ability or authority to correct. Employees will not be disciplined or suffer any retaliation for reporting a safety violation in good faith.

Safety First Priority

The personal safety and health of each employee is of primary importance. Prevention of occupationally induced injuries and illnesses is of such consequence that it will be given precedence over operating productivity. To the greatest degree possible, management will provide all mechanical and physical protection required for personal safety and health, but our employees must bear primary responsibility for working safely. A little common sense and caution can prevent most accidents from occurring.

Individual Cooperation Necessary

WEST VIRGINIA RURAL WATER ASSOCIATION maintains a safety and health program conforming to the best practices of our field. To be successful, such a program must embody proper attitudes towards injury and illness prevention on the part of supervisors and employees. It requires the cooperation in all safety and health matters, not only of the employer and employee, but between the employee and all co-workers. Only through such a cooperative effort

can a safety program in the best interest of all be established and preserved. Safety is no accident; think safety and the job will be safer.

Safety Program Goals

The objective of WEST VIRGINIA RURAL WATER ASSOCIATION is a safety and health program that will reduce the number of injuries and illnesses to an absolute minimum, not merely in keeping with, but surpassing the best experience of similar operations by others. Our goal is zero accidents and injuries.

Safety Policy Statement

It is the policy of WEST VIRGINIA RURAL WATER ASSOCIATION that accident prevention shall be considered of primary importance in all phases of operation and administration. It is the intention of WEST VIRGINIA RURAL WATER ASSOCIATION'S management to provide safe and healthy working conditions and to establish and insist upon safe practices at all times by all employees. The prevention of accidents is an objective affecting all levels of our company and its operations. It is, therefore, a basic requirement that each supervisor make the safety of all employees an integral part of his or her regular management function. It is equally the duty of each employee to accept and follow established safety regulations and procedures. Every effort will be made to provide adequate training to employees. However, if an employee is ever in doubt about how to do a job or task safely, it is his or her duty to ask a qualified person for assistance. Employees are expected to assist management in accident prevention activities. Unsafe conditions must be reported immediately. Fellow employees that need help should be assisted. Everyone is responsible for the housekeeping duties that pertain to their jobs. Every injury that occurs on the job, even a slight cut or strain, must be reported to the Executive Director, Office Manager, or the Responsible Safety Officer (RSO) as soon as possible. Under no circumstances, except emergency trips to the hospital, should an employee leave the work site without reporting an injury. When you have an accident, everyone is hurt. Please work safely. Safety is everyone's business.

Safety Rules for All Employees

It is the policy of WEST VIRGINIA RURAL WATER ASSOCIATION that everything possible will be done to protect you from accidents, injuries and/or occupational disease while on the job. Safety is a cooperative undertaking requiring an ever-present safety consciousness on the part of every employee. If an employee is injured, positive action must be taken promptly to see that the employee receives adequate treatment. No one likes to see a fellow employee

injured by an accident. Therefore, all operations must be planned to prevent accidents. To carry out this policy, the following rules will apply:

1. All employees shall follow the safe practices and rules contained in this manual and such other rules and practices communicated on the job. All employees shall report all unsafe conditions or practices to the proper authority, including the supervision on the project.
2. The RSO shall be responsible for implementing these policies by insisting that employees observe and obey all rules and regulations necessary to maintain a safe work place and safe work habits and practices.
3. Good housekeeping must be practiced at all times in the work area. Clean up all waste and eliminate any dangers in the work area.
4. Suitable clothing and footwear must be worn at all times. Personal protection equipment (hardhats, respirators, eye protection) will be worn whenever needed. Do not wear shoes with thin or torn soles.
5. All employees will participate in all safety meetings.
6. Anyone under the influence of intoxicating liquor or drugs, including prescription drugs which might impair motor skills and judgment, shall not be allowed on the job. There will be no consumption of alcoholic beverages on the job.
7. Horseplay, scuffling, and other acts which tend to have an adverse influence on safety or well-being of other employees are prohibited.
8. Work shall be well planned and supervised to avoid injuries in the handling of heavy materials and while using equipment.
9. No one shall be permitted to work while the employee's ability or alertness is so impaired by fatigue, illness, or other causes that it might expose the employee or others to injury.
10. Employees should be alert to see that all guards and other protective devices are in proper places and adjusted, and shall report deficiencies promptly to the RSO.
11. Employees shall not handle or tamper with any electrical equipment, machinery, or air, water or sewer lines in a manner not within the scope of their duties, unless they have received specific instructions.
12. All injuries should be reported to the RSO so that arrangements can be made for medical or first aid treatment.

13. When lifting heavy objects, use the large muscles of the leg instead of the smaller muscles of the back.
14. Do not throw things, especially material and equipment. Dispose of all waste properly and carefully.

Responsible Safety Officer

The identity of the person who is responsible for the WEST VIRGINIA RURAL WATER ASSOCIATION safety program is Clay Lutz. This person must be someone of sufficient authority to implement the program. In addition to other titles, this person is called the Responsible Safety Officer.

Designated

In accordance with WEST VIRGINIA RURAL WATER ASSOCIATION'S safety and injury prevention program, Clay Lutz has been designated as the Responsible Safety Officer, and has responsibility and authority to do the following in the name of WEST VIRGINIA RURAL WATER ASSOCIATION:

1. Develop and implement rules of safe practices for each function within the company.
2. Develop and implement safe operating rules for use of electrical and mechanical equipment.
3. Develop and implement a system to encourage employees to report unsafe conditions immediately.
4. Conduct a thorough investigation of each accident, whether or not it results in an injury, to determine the cause of the accident and to prevent recurrence. In cases of a known injury accident, the investigation shall proceed only after consultation with West VIRGINIA RURAL WATER ASSOCIATION attorneys, who shall direct the investigation (the product of which investigation shall be considered the work product of the attorney).
5. Instruct supervisors in safety responsibilities.
6. Develop and implement a program of employee safety education.
7. Conduct scheduled and unscheduled inspections to identify and correct unsafe working conditions. Special attention shall be given to notice of serious concealed dangers.

8. Maintain records of training, periodic inspections, corrective actions and investigations as required by law. WEST VIRGINIA RURAL WATER ASSOCIATION will inform every person of the name of the Responsible Safety Officer and post his or her name and telephone/office number on the bulletin board where all other safety information is routinely maintained.

Duties

Management fully supports the Responsible Safety Officer. As part of the job, the Responsible Safety Officer will supplement this written injury and illness prevention program by: establishing workplace objectives and safety recognition programs; working with all government officials in both accident investigation and safety inspection procedures; maintaining safety and individual training records; encouraging reporting of unsafe conditions and promoting a safe workplace. Some of these responsibilities may be delegated to other staff members of WEST VIRGINIA RURAL WATER ASSOCIATION.

Agreement to Participate

Every employer is required to provide a safe and healthful workplace. WEST VIRGINIA RURAL WATER ASSOCIATION is committed to fulfilling this requirement. A safe and healthful workplace is one of the highest priorities of WEST VIRGINIA RURAL WATER ASSOCIATION. The information in this manual constitutes a written injury and illness prevention program. While WEST VIRGINIA RURAL WATER ASSOCIATION cannot anticipate every workplace hazard, the following general principals should guide your conduct. To be safe, you must never stop being safety conscious. Study the guidelines contained in this manual. Discuss the workplace situation with the RSO. Attend all company sponsored training and safety meetings. Read all posters and warnings. Listen to instructions carefully. Follow the Code of Safe Work Place Practices contained herein. Participate in accident investigations as requested. Accept responsibility for the safety of others. Maintain all required documentation. By signing the acknowledgement at the end of this handbook, each employee promises to read and implement this injury and illness prevention program. If you don't understand any policy, please ask your supervisor.

Employee Safety Suggestion Box

From time to time, WEST VIRGINIA RURAL WATER ASSOCIATION will award a prize to employees for the best safety suggestion. To be eligible, please give your written safety suggestions to your supervisor during the safety meetings. All these safety suggestions will be discussed at the meeting.

Management is the sole judge of the value of safety suggestions, and will implement as many of the good suggestions as possible.

Training

Employee safety training is another requirement of an effective injury and illness prevention program. While WEST VIRGINIA RURAL WATER ASSOCIATION believes in skills training, we also want to emphasize safety training. All employees should start the safety training by reading this manual and discussing any problems or safety concerns with your direct supervisor. You may wish to make notes in the margins of this manual where it applies to your work.

Safety and Health Training

Training is one of the most important elements of any injury and illness prevention program. Such training is designed to enable employees to learn their jobs properly, bring new ideas to the workplace, reinforce existing safety policies and put the injury and illness prevention program into action. Training is required for both management and employees alike. The content of each training session will vary, but each session will attempt to teach the following:

- 1) The success of WEST VIRGINIA RURAL WATER ASSOCIATION'S injury and illness prevention program depends on the actions of individual employees as well as a commitment by the Company.
- 2) Each employee will review the safe work procedures unique to that employee's job, and how these safe work procedures protect against risk and danger.
- 3) Each employee will learn when personal protective equipment is required or necessary, and how to use and maintain the equipment in good condition.
- 4) Each employee will learn what to do in case of emergencies occurring in the workplace.

Periodic Safety Training Meetings

WEST VIRGINIA RURAL WATER ASSOCIATION will conduct safety meetings every 3 months. The purposes of the meetings are to convey safety information and discuss employee questions. The format of most meetings will be to review, in language understandable to every employee, the content of the injury prevention program, special work site hazards, serious concealed dangers,

and material safety data sheets. Whenever a new practice or procedure is introduced into the workplace, it will be thoroughly reviewed for safety. A sign-up sheet will be passed around each meeting, and notes of the meeting will be distributed afterwards. A copy of the notes will also be placed in the file of each employee who attends the meeting. Employee attendance is mandatory and is compensable.

Employee Responsibility for Training

Teaching safety is a two-way street. WEST VIRGINIA RURAL WATER ASSOCIATION can emphasize safety, but only employees can practice safety. Safety education requires employee participation. Every 3 months, a meeting of all employees will be conducted for the purpose of safety discussion. The employees will discuss the application of the WEST VIRGINIA RURAL WATER ASSOCIATION'S injury and illness prevention program to actual job assignments. They will also read and discuss a section of the manual and review application of general safety rules to specific situations. Remember, the following general rules apply in all situations:

- 1) No employee should undertake a job that appears to be unsafe.
- 2) No employee should use chemicals without fully understanding their toxic properties and without the knowledge required to work with these chemicals safely.
- 3) Mechanical safeguards must be kept in place.
- 4) Employees must report any unsafe conditions to the job site supervisor and the Responsible Safety Officer.
- 5) Any work-related injury or illness must be reported to management at once.
- 6) Personal protective equipment must be used when and where required. All such equipment must be properly maintained.

Communication

WEST VIRGINIA RURAL WATER ASSOCIATION will communicate to employees their commitment to safety and to make sure that employees are familiar with the elements of the safety program. WEST VIRGINIA RURAL WATER ASSOCIATION communicates with its employees orally, in the form of directions and statements from your supervisor, written, in the form of directives and this manual, and by example. If you see a supervisor or management do something unsafe, please tell that person. We sometimes forget actions speak louder than words.

Accident Prevention Policy

Each employee has a personal responsibility to prevent accidents. You have a responsibility to your family, to your fellow workers and to WEST VIRGINIA RURAL WATER ASSOCIATION. You will be expected to observe safe practice rules and instructions relating to the efficient handling of your work. Your responsibilities include the following:

- Incorporate safety into every job procedure. No job is done efficiently unless it has been done safely.
- Know and obey safe practice rules.
- Know that disciplinary action may result from a violation of the safety rules.
- Report all injuries immediately, no matter how slight the injury may be.
- Caution fellow workers when they perform unsafe acts.
- Don't take chances.
- Ask questions when there is any doubt concerning safety.
- Don't tamper with anything you do not understand.
- Report all unsafe conditions or equipment to your supervisor immediately.

Accident Policy Posting

A copy of this manual will be posted in the main office. It is the policy of WEST VIRGINIA RURAL WATER ASSOCIATION to provide a safe and clean workplace and to maintain sound operating practices. Concentrated efforts shall produce safe working conditions and result in efficient, productive operations. Safeguarding the health and welfare of our employees cannot be stressed too strongly. Accident prevention is the responsibility of all of us. Employees are responsible for performing their jobs in a safe manner. The observance of safe and clean work practices, coupled with ongoing compliance of all established safety standards and codes, will reduce accidents and make our Company a better place to work.

Hazard Identification & Abatement

This written safety and health plan sets out a system for identifying workplace hazards and correcting them in a timely fashion. Please review it carefully with your supervisor. Remember, safety is everyone's responsibility.

Safety Audits

The best method to establish a safer workplace is to study past accidents and worker compensation complaints. By focusing on past injuries, WEST VIRGINIA RURAL WATER ASSOCIATION hopes to avoid similar problems in the future. Therefore, whenever there is an accident, and in many cases upon review of past accidents, you may be requested to participate in a safety audit interview. During the interview, there will be questions about the nature of the investigation and the workplace safety related to the incident. Please answer these questions honestly and completely. Also, please volunteer any personal observations and/or suggestions for improved workplace safety. Based upon the study of past accidents and industry recommendations, a safety training program has been implemented. In addition to other preventative practices, there will be a group discussion of the cause of the accident and methods to avoid the type of accidents and injury situations experienced in the past. Work rules will be reviewed and modified based upon the study of these accidents. In addition to historical information, workplace safety depends on workplace observation. Each day, before you begin work, inspect the area for any dangerous conditions. Inform your supervisor of anything significant, so other employees and guests are advised. You may also be given written communications regarding unsafe conditions or serious concealed dangers. Review this communication carefully and adjust your workplace behavior to avoid any danger or hazards. If you are unclear or unsure of the significance of this written communication, contact your supervisor and review your planned actions before starting to work. It is better to wait and check, then to go ahead and possibly cause an injury to yourself and others.

Workplace Inspections

In addition to the examination of records, work place safety inspections will occur periodically every 3 months, when conditions change, or when a new process or procedure is implemented. During these inspections, there will be a review of the injury and illness prevention policy and WEST VIRGINIA RURAL WATER ASSOCIATION code of safe work practices.

Accident Investigation

A primary tool used by WEST VIRGINIA RURAL WATER ASSOCIATION to identify the areas responsible for accidents is a thorough and properly completed accident investigation. The results of each investigation will be reduced to writing and submitted for review by management and WEST VIRGINIA RURAL WATER ASSOCIATION'S insurance risk management advisors, and, if the accident resulted in serious injury, to the Association's attorneys. If the accident resulted in serious injury, the procedure will be directed by the attorneys to provide the most reliable evidence or description legally permissible. All investigations pursuant to the directions of legal counsel will be protected by all applicable privileges, if any. The attorney will provide more detail on this topic during the investigation. Every field employee will have at least one camera, with enough film to take pictures immediately after any occurrence. A written report should be prepared from notes and diagrams made at the scene. All statements should include the time and date given, and the town and county where the statement was made. All pictures should be similarly identified. Also, make sure that the names and addresses and day and evening phone numbers of all eyewitnesses are noted or recorded. If a formal police report or other official investigation is conducted by any government agency, get the name and badge number of the official, or a business card, and find out when a copy of the official report will be available to the public. A satisfactory accident report will answer the following questions:

1. What happened? The investigation report should begin by describing the accident, the injury sustained, the eyewitnesses, the date, time and location of the incident and the date and time of the report. Remember: who, what, when, where and how are the questions that the report must answer.
2. Why did the accident occur? The ultimate cause of the accident may not be known for several days after all the data are analyzed. However, if an obvious cause suggests itself, include your conclusions as a hypothesis at the time you give your information to the person in charge of the investigation.
3. What should be done? Once a report determines the cause of the accident, it should suggest a method for avoiding future accidents of a similar character. Once a solution has been adopted, it is everyone's responsibility to implement it.
4. What has been done? A follow up report will be issued after a reasonable amount of time to determine if the suggested solution was implemented, and if so, whether the likelihood of accident has been reduced.

Records

WEST VIRGINIA RURAL WATER ASSOCIATION maintains records of employee training, hazard identification and abatement, and accident investigation.

OSHA Records Required

Copies of required accident investigations and certification of employee safety training shall be maintained by the Responsible Safety Officer. A written report will be maintained on each accident, injury or on-the-job illness requiring medical treatment. A record of each such injury or illness is recorded on OSHA Log and Summary of Occupational Injuries Form 200 according to its instructions. Supplemental records of each injury are also retained. Every year, a summary of all reported injuries or illnesses is posted no later than February 1, for one month, until March 1, on OSHA Form 200. These records are maintained for five years from the date of preparation.

General Safety Rules

These rules set out basic procedures to minimize workplace hazards. Please follow them always.

General Statement on Safety

WEST VIRGINIA RURAL WATER ASSOCIATION strives to maintain a safe place to work and to employ safe workers. It is your responsibility to conduct your work in a safe, responsible manner. Immediately report all accidents occurring on Company premises to your supervisor.

General Statement on Safety

Each employee has an individual responsibility to prevent accidents. It is to the benefit of all employees and WEST VIRGINIA RURAL WATER ASSOCIATION that you report any situation or condition you believe may present a safety hazard, including any known or concealed dangers in your work area. WEST VIRGINIA RURAL WATER ASSOCIATION encourages you to report your concern either to your immediate supervisor. The will take immediate action to investigate the matter.

Disciplinary Action

Any employee who willfully violated safety policy or procedure will be disciplined in the following manner:

First Violation: Verbal warning

Second Violation: Written warning, must be placed in the employee's personnel file

Third Violation: Written warning with a reprimand with actions up to discharge

Exception:

A serious violation may call for discharge on the first offense. A serious violation is defined as a violation that causes or could cause serious harm to the employee or to a co-worker, or other person.

Safety Equipment

Proper safety equipment is necessary for your protection. Use all safeguards, safety appliances, or devices furnished for your protection and comply with all regulations that may concern or affect your safety. Wear your gear properly -- all snaps and straps fastened, cuffs not cut or rolled. No jewelry shall be worn around power equipment. Hearing protection appliances (approved muffs or plugs) shall be worn by all employees working within any area identified as having excess noise levels.

Smoking & Fire Safety

Fire is one of the worst enemies of any facility. Learn the location of the fire extinguishers. Learn how to use them. You can help prevent fires by observing the smoking rules:

- Smoking is not allowed at the main office site, except in designated areas.
- Smoking is not permitted in rest rooms.

Reporting

All serious accidents must be reported to OSHA. In cases of hospitalization or death, a full investigation with copies to governmental authorities will be required. In less serious cases, the investigation report must be presented to the company for disclosure to its insurance carrier and for remedial action at the work site.

Chapter 2

General Code of Safe Work Practices

General Fire Safety

Fire extinguishers are mounted in readily accessible locations. Fire extinguishers are recharged regularly and the date of last inspection noted on their tags. All employees are periodically instructed in the use of extinguishers and fire protection procedures. Notify the Responsible Safety Officer of any damage to fire protection equipment.

Machine Guarding

Before operating any machine, every employee should exhibit knowledge on safe methods of machine operations. All machinery and equipment must be kept clean and properly maintained. There must be sufficient clearance provided around and between machines to allow for safe operations, set up, servicing, material handling and waste removal. All moving chains and gears must be properly guarded. A protective mechanism has been installed to prevent machines from automatically starting when power is restored after a power failure or shutdown.

Hazardous Chemical Exposures

In any company which utilizes chemical substances, a training program on the handling, hazards, storage, exposure risks, symptoms of chemical exposure, and first aid needs to be part of any new employees training. There must also be follow-up training sessions as to any new chemical or processes that may be initiated by the company. Follow-up training sessions act as a reinforcement of safety standards that need to be followed on a daily basis. In a training program, employees will learn acceptable levels of chemical exposure, proper storage and labeling of chemicals, and usage of protective clothing and equipment for handling chemicals. They will also learn about potential fire and toxicity hazards, when not to have a chemical in a confined area, or to store in closed containers, usage of eye wash fountains and safety showers, and the necessary posting of open, and dangerous areas. It is important that an employee recognize the Threshold Limit Values or Permissible Exposure Limits of airborne contaminants and physical agents in the Employees must know how to handle equipment in emergency situations, what equipment needs to be used and whether the equipment is adequate for the situation. Respirators may be used either as protective safety equipment or for emergency usage. Therefore, the employee should recognize that respirators need to be stored in a clean, sanitary and convenient location and inspected on a regular basis. Also what respirators are approved by NIOSH for their particular applications

Electrical

Employees will be required to report any hazard to life or property that is observed in connection with a job, electrical equipment or lines. Employees will be expected to make preliminary inspections or appropriate tests to determine conditions before starting work. When equipment or lines are to be serviced, maintained or adjusted, employees must be aware of open switches. Lockouts must be tagged whenever possible. Equipment such as electrical tools or appliance must be grounded or of the double insulated type. Extension cords being used must have a grounding conductor. The use of metal ladders is prohibited in areas where the ladder or the person using the ladder could come in contact with energized parts of equipment, fixtures or conductors.

Noise

An ongoing preventive health program will be utilized to educate employees in safe levels of noise, exposure, effects of noise on their health, and use of personal protection. Approved hearing protective equipment (noise attenuating devices) will be available to every employee working in areas where continuous noise levels exceed 85 dB. To be effective, ear protectors must be properly fitted and employees will be instructed in their use and care.

Ergonomics

With the introduction of computers into the workplace, new areas of physical debilitation have been recognized. These new potential hazards have required a redesigning of both the workplace and how employees work. Furniture will be adjustable, positioned and arranged to minimize strain on all parts of the body. The glare of a computer screen will be minimized by a glare screen to prevent eye strain. Repetitive motions can harm, back, shoulders, neck, wrists and other parts of the body, so employees will not proceed with a task when they are physically feeling an impairment. Each employee will be entitled to a rest break.

Work Environment

Work sites must be clean and orderly. Work surfaces must be kept dry or appropriate means taken to assure the surfaces are slip-resistant. Spills must be cleaned up immediately. All combustible scrap, debris and waste must be stored safely and removed promptly.

Walkways

All aisles and passageways must be kept clear. Wet surfaces must be covered with non-slip material and all holes properly covered or marked with warning guards.

All spills must be cleaned up immediately, and a caution sign placed on all wet or drying surfaces.

Work Area

Fire extinguishers must remain accessible at all times. Means of egress should be kept unblocked, well lighted and unlocked during work hours. Excessive combustibles (paper) may be not stored in work areas. Aisles and hallways must kept clear at all times. Designated employees have been trained to respond to a fire or other emergency. Workplaces are to be kept free of debris, floor storage and electrical cords. Adequate aisle space is to be maintained. File cabinet drawers should be opened one at a time and closed when work is finished. Proper lifting techniques are to be used by employees to avoid over exertion and strain when carrying loads. No alcohol or any intoxicating substance may be consumed prior to or during work.

Tool Maintenance

Faulty or improperly used hand tools are a safety hazard. All employees shall be responsible for ensuring that tools and equipment (both company and employee-owned) used by them or other employees at their workplace are in good condition. Appropriate safety glasses, face shields, etc., must be worn while using hand tools or equipment which might produce flying materials or be subject to breakage. Check your tools often for wear or defect. When not in use, tools should be stored in a dry, secure location.

Ladders

Check ladders each and every time before you climb. Ladders should be maintained in good condition: joints between steps and side rails should be tight; hardware and fittings securely attached; and movable parts operating freely without binding or undue play. Employees are prohibited from using ladders that are broken, missing steps, rungs, or cleats, or that have broken side rails or other faulty equipment. It is prohibited to place a ladder in front of doors opening toward the ladder except when the door is blocked open, locked or guarded. It is prohibited to place ladders on boxes, barrels, or other unstable bases to obtain additional height. Face the ladder when ascending or descending. Be careful when you climb a ladder. Do not use the top step of ordinary stepladders as a step. When portable rung ladders are used to gain access to elevated platforms, roofs, etc., the ladder must always extend at least 3 feet above the elevated surface. It is required that when portable rung or cleat type ladders are used, the base must be so placed that slipping will not occur, unless it is lashed or otherwise

held in place. All portable metal ladders must be legibly marked with signs reading "CAUTION" - "Do Not Use Around Electrical Equipment." Employees are prohibited from using ladders as guys, braces, skids, gin poles, or for other than their intended purposes. Only adjust extension ladders while standing at a base (not while standing on the ladder or from a position above the ladder). Metal ladders should be inspected for tears and signs of corrosion.

First Aid Kits

First-aid kits are supplied by WEST VIRGINIA RURAL WATER ASSOCIATION to all field employees. Employees are responsible to maintain individual first-aid kits in a serviceable condition.

CHAPTER 3

Chemical Safety

Introduction

The objective of this chapter is to provide guidance to all WEST VIRGINIA RURAL WATER ASSOCIATION employees who encounter hazardous materials during their daily activities so that they may perform their work safely. Many of these materials are specifically explosive, corrosive, flammable, or toxic; they may have properties that combine these hazards. Many chemicals are relatively non-hazardous by themselves but become dangerous when they interact with other substances, either in planned experiments or by accidental contact. To avoid injury and/or property damage, persons who handle chemicals in any area of the Company must understand the hazardous properties of the chemicals with which they will be working. Before using a specific chemical, safe handling methods must always be reviewed.

Hazcom Plan

On May 25, 1986 the Occupational Safety and Health Administration (OSHA) placed in effect the requirements of a new standard called Hazard Communication (29 CFR 1910.1200). This standard establishes requirements to ensure that chemical hazards in the workplace are identified and that this information, along with information on protective measures, is transmitted to all affected employees. This section describes how WEST VIRGINIA RURAL WATER ASSOCIATION employees should become informed of the potential chemical hazards in their work area so they can avoid harmful exposures and safeguard their health. Components of this program include labeling, preparing a material safety data sheet (MSDS), and training. With regard to MSDS, WEST VIRGINIA RURAL WATER ASSOCIATION has limited coverage under the OSHA Hazard Communication Standard. The Company is required to maintain only those sheets that are received with incoming shipments for the following reasons. Employees must: Carefully evaluate each facility upon entrance to identify the presence of potential chemical hazards. Attend safety training meetings. Perform operations in safe manner. Notify management immediately of any safety hazards or injuries. Provide generic training programs. Assist supervisors in developing hazard-specific training programs. The number of hazardous chemicals and the number of reactions between them is so large that prior knowledge of all potential hazards cannot be assumed. Therefore, when the chemical properties of a material are not fully known, it should be assumed hazardous and used in as small quantities as possible to minimize exposure and thus reduce the magnitude of unexpected events. The following general safety precautions should be observed when working with chemicals: Keep the work area clean and orderly. Use the necessary safety equipment. Carefully label every container with the identity of its contents and appropriate hazard warnings. Store incompatible chemicals in separate areas. Substitute less toxic materials whenever possible. Limit the volume of volatile or flammable material to the minimum needed for short operation periods. Provide means of containing the material if equipment or

containers should break or spill their contents. Follow the requirements of this manual, if systems that can generate pressure or are operated under pressure are involved. Provide a back-up method of shutting off power to a heat source if any hazard is involved. Obtain and read the Material Safety Data Sheets.

CHAPTER 4
Confined Spaces

Policy

It is the policy of WEST VIRGINIA RURAL WATER ASSOCIATION to take every reasonable precaution in the performance of work to protect the health and safety of employees and the public and to minimize the probability of damage to property. The confined space requirements contained in this chapter are regulations set forth by WEST VIRGINIA RURAL WATER ASSOCIATION.

Employee Responsibility

Before entry into a confined space, all impellers, agitators, or other moving equipment contained in the confined space must be locked-out. Ventilation must be either natural or mechanically provided into the confined space. All hazardous or corrosive substances that contain inert, toxic, flammable or corrosive materials must be valved off, blanked, disconnected and separated. Atmospheric tests should be performed to check for oxygen content, toxicity and explosive concentration. Atmospheric tests must be performed on a regular basis in a confined area where entry is required. The area must also be checked for decaying vegetation or animal matter that could produce methane. Adequate lighting must be provided within the space. If the confined area is located below the ground or near where motor vehicles are operating, care must be taken that vehicle exhaust or carbon monoxide does not enter the space. When personnel enter a confined area, assigned safety standby employees who are alert to the work being done, are able to sound an alarm if necessary and to render assistance, must be in the area. Standby personnel should be in teams of two during such an operation or else within the vicinity if working separately. There must also be an effective communication system utilized while the operation is occurring. When equipment which utilizes oxygen, such as salamanders, torches or furnaces, is used in a confined space, adequate ventilation must be provided to guarantee oxygen content and combustion for the equipment. When this equipment is used, adequate measures must be taken to assure that exhaust gases are vented outside the enclosure. When gas welding or burning is used, hoses must be checked for leaks. Compressed bottled gas must be outside the area and torches must be lit outside the area also. The atmosphere must be tested each time before lighting a torch.

Chapter 5

Electrical Safety

Policy

It is the policy of WEST VIRGINIA RURAL WATER ASSOCIATION to take every reasonable precaution in the performance of work to protect the health and safety of employees and the public and to minimize the probability of damage to property. The electrical safety requirements contained in this chapter are regulations set forth by WEST VIRGINIA RURAL WATER ASSOCIATION.

Employee Responsibility

All WEST VIRGINIA RURAL WATER ASSOCIATION personnel are responsible for all aspects of safety. Individual employees are responsible for their own and their co-workers' safety. This means: Become acquainted with all potential hazards in the area in which they work. Learn and follow the appropriate standards, procedures, and hazard-control methods. Never undertake a potentially hazardous operation without consulting with appropriate supervision. Stop any operation you believe to be hazardous. Notify Responsible Safety Officer of any condition or behavior that poses a potential hazard. Wear and use appropriate protective equipment. Immediately report any occupational injury or illness to the Responsible Safety Officer. Each employee has specific safety responsibilities. These include developing an attitude and awareness of safety in people and seeing that individual safety responsibilities are fully carried out. Maintaining a safe work environment and taking corrective action on any potentially hazardous operation or condition. Ensuring that safe conditions prevail in the area and that everyone is properly informed of the area's safety regulations and procedures. Ensuring that no employee assigned to potentially hazardous work appears to be fatigued, ill, emotionally disturbed, or under the influence of alcohol or drugs (prescription, over the county medicinal or otherwise). Management at every level has the responsibility for maintaining the work environment at a minimal level of risk throughout all areas of control.

Employee Attitude

The attitudes and habits of personnel and the precautions they routinely take when working on electrical equipment is extremely important. There are three modes of working on electrical equipment.

Protective Systems

Equipment must be designed and constructed to provide personnel protection. First-line and backup safeguards should be provided to prevent personnel access to energized circuits. Periodic tests must be established to verify that these protective systems are operative.

Electrical Lock-out/Tag-out Procedures

When you have to do maintenance work on a machine, take these four steps to protect yourself and your co-workers from injury: 1. De-energize the machine if possible. Positively disconnect the machine from the power source. If there is more than one source of power, then disconnect them all. 2. If possible, lock out all disconnect switches. You must be given a lock and a key for each disconnect before you begin working on the machine. 3. Tag all disconnect switches. Use the yellow or Red safety tags which state in large letters -- "Danger...Do Not Operate," or "Danger...Do Not Energize" and which give the name of the individual who locked out the equipment, date and time. The tag must also state "DO NOT REMOVE THIS TAG". (The person who placed the tag may remove it only after the machinery maintenance has been completed.) 4. Test the equipment to insure it is de-energized before working on it. First, attempt to operate the equipment by turning it on normally. Next, check all electrical lines and exposed areas with test equipment or a "lamp". Finally, short to ground any exposed connections using insulated grounding sticks. This test must be done even if the electrical connection is physically broken, such as pulling out a plug, because of the chance of discharging components. A TAG OUT ONLY PROCEDURE MAY BE USED IF THE MACHINE CANNOT BE LOCKED OUT. IF THE MACHINE IS SUPPLIED ELECTRICAL POWER FROM A SINGLE SOURCE, WHICH IS UNDER THE EXCLUSIVE CONTROL OF A TRAINED AND QUALIFIED REPAIR PERSON AT ALL TIMES AND THERE ARE NOT ANY OTHER PERSONS IN THE REPAIR AREA WHO COULD BE HARMED BY THE ACCIDENTAL ENERGIZING OF THE MACHINERY, THEN TAG OUT MAY BE USED INSTEAD OF LOCK-OUT/TAG OUT. Be aware that many accidents occur at the moment of re-energizing. If the machinery is to be re-energized, all persons must be kept at a safe distance away from the machinery. The re-energization can be performed only by a person who either performed the lock-out/tag out, a person acting under the immediate and direct commands of the original lock-out/tag out person, or in the event of a shift change, or other unavailability of the original person, then the original shall, before leaving, appoint a surrogate original person and show him or her all steps taken to lock-out/tag out the equipment.

Chapter 6

Emergencies

Organization

WEST VIRGINIA RURAL WATER ASSOCIATION requires that during every emergency an organized effort be made to protect personnel from further injury and to minimize property damage. All of WEST VIRGINIA RURAL WATER ASSOCIATION'S resources can be made available to respond to an emergency.

No Loitering Policy

Employees not involved in the emergency must stay away from the scene and follow the instructions issued over the public address system or directly from the person in charge. The sounding of a fire bell means immediate evacuation by the nearest exit. Employees must not reenter an area that they have evacuated until notified that it is safe to return.

Employee Responsibilities

Employees, other than emergency-response groups, involved in any emergency greater than a minor incident are expected to act as follows: If there is threat of further injury or further exposure to hazardous material, remove all injured persons, if possible, and leave the immediate vicinity. If there is no threat of further injury or exposure, leave seriously injured personnel where they are. Report the emergency immediately by phone. State what happened, the specific location, whether anyone was injured, and your name and phone number. Proceed with first aid or attempt to control the incident only if you can do so safely and have been trained in first aid or the emergency response necessary to control the incident.

Chapter 7

Fire Safety

Introduction

Policy and planning for fire safety at WEST VIRGINIA RURAL WATER ASSOCIATION takes into account the special fire hazards for specific operating areas, the protection of high-value property, and the safety of employees. These ends are met by: * Availability of suitable hand extinguishers for use before firefighters arrive. * Access to a fire department, staffed and trained in the control of emergencies. (The Fire Department makes the initial response to all requests for emergency aid received on the emergency telephone number, 911.).

Fire Department

The Community Fire Department is responsible for protecting people and property from fires, explosions, and other hazards through prevention and expeditious control of such events. In addition, the Fire Department provides first-response rescue and transportation services in medical emergencies. All these fire protection and response functions are performed in conformance with OSHA regulations, State law, WEST VIRGINIA RURAL WATER ASSOCIATION policies, and nationally recognized standards and guidelines for fire and life safety. The Fire Chief and the Fire Marshall have the authority to enforce applicable requirements of the Uniform Building Code; the Uniform Fire Code; National Fire Protection Association Codes (including the Life Safety Code), Standards, and Recommended Practices; and the fire protection provisions of OSHA Orders. All employees must immediately report fires, smoke, or potential fire hazards to the Fire Department (dial 911). All employees must conduct their operations in such a way as to minimize the possibility of fire. This means applying rules such as keeping combustibles separated from ignition sources, being careful about smoking, and avoiding needless accumulations of combustible materials

Electrical Fires

There are many combustible materials, including electrical equipment, oxidizing chemicals, fast-reacting or explosive compounds, and flammable metals, which present specialized fire safety and extinguishing problems. Refer to other appropriate chapters of this manual for safe handling advice.

Portable Heaters

The use of these devices, whether privately or company owned, is allowed only where there is no chance of causing injury to personnel or of creating a fire hazard. This provision obviously requires common sense in safely locating such devices and ensuring that they do not operate when they are unattended. These devices may not be used in locations where: Flammable or explosive vapors or dusts may be present. Smoking, eating, or drinking are prohibited because toxic or radioactive materials may be present. The area has been designated as unsafe for

such devices. The following practices should be carried out when operating portable heating appliances: Do not place the appliance on unstable or readily combustible materials. Maintain a clearance of at least 12 inches between the appliance and combustible materials. Ensure that the appliance is approved by either Underwriters Laboratories, Inc., or Factory Mutual Research Corporation. Connect the appliance directly to a proper electrical outlet using only the cord with which it was originally equipped. Do not use extension cords in lieu of permanent wiring. Do not operate appliances during off hours.

Exit Corridors

Exit corridors must not be used for storage. The Life Safety Code, NFPA 101, requires that buildings designed for human occupancy must have continuous and unobstructed exits to permit prompt evacuation of the occupants and allow necessary access for responding emergency personnel. The intent of the Code is to keep exits free from obstructions and clear of combustible materials. Attention to housekeeping, therefore, is very important. "Temporary" storage of furniture, equipment, supplies, or anything else is not permitted in exit ways. Combustibles, including recyclable waste paper, are not permitted in exit ways.

No Smoking

Smoking is forbidden in certain areas for fire safety reasons. Such areas include the following: Where flammable gases or liquids are stored, handled, or used. Where significant quantities of combustible materials, such as paper, wood, cardboard, or plastics are stored, handled, or used.. Within 20 ft of a smoke detector. Areas that are designated "No Smoking" areas for large rectangular signs consisting of white backgrounds with red letters stating "NO SMOKING" indicate fire safety reasons.

Chapter 8

Materials Handling

Introduction

WEST VIRGINIA RURAL WATER ASSOCIATION requires that safety planning and practices for commonplace tasks be as thorough as for operations with unusual hazards. Commonplace tasks make up the greater part of the daily activities of most employees and, not unexpectedly, offer more potential sources of accidents with injuries and property damage. Every operation or work assignment begins and ends with handling of materials. Whether the material is a sheet of paper (paper cuts are painful) or a cylinder of gas, accident risks can be reduced with thorough planning. Identifying obvious and hidden hazards should be the first step in planning work methods and job practices. Most of the material presented in this chapter is related to the commonplace and obvious. Nevertheless, a majority of the incidents leading to injury, occupational illness, and property damage stem from failure to observe the principles associated with safe materials handling and storage.

Lifting and Moving

Lifting and moving of objects may be done by mechanical devices rather than by manual effort whenever this is practical. The equipment used must be appropriate for the lifting or moving task. Employees must not be required to lift heavy or bulky objects that overtax their physical condition or capability.

Manual Lifting Rules

Manual lifting and handling of material must be done by methods that ensure the safety of both the employee and the material. It is WEST VIRGINIA RURAL WATER ASSOCIATION policy that employees whose work assignments require heavy lifting be properly trained and physically qualified. The following are rules for manual lifting: Inspect the load to be lifted for sharp edges, splinters, and wet or greasy spots. Wear gloves when lifting or handling objects with sharp or splintered edges. These gloves must be free of oil, grease, or other agents that may cause a poor grip. Inspect the route over which the load is to be carried. It should be in plain view and free of obstructions or spillage that could cause tripping or slipping. Consider the distance the load is to be carried. Recognize the fact your gripping power may weaken over long distances. Size up the load and make a preliminary "heft" to be sure the load is easily within your lifting capacity. If it is not, get help. If team lifting is required, personnel should be similar in size and physique. One person should act as leader and give the commands to lift, lower, etc. Two persons carrying a long piece of pipe or lumber should carry it on the same shoulder and walk in step. Shoulder pads should be used to prevent cutting shoulders and help reduce fatigue. To lift an object off the ground, the following are manual lifting steps: Make sure of good footing and set your feet about 10 to 15 inches apart. It may help to set one foot forward of the other. Assume a knee-bend or squatting position, keeping your back straight and upright. Get a firm grip and lift the object by straightening your knees - not your

back. Carry the load close to your body (not on extended arms). To turn or change your position, shift your feet - don't twist your back. The steps for setting an object on the ground are the same as above, but in reverse.

Clean Work Areas

All areas controlled by WEST VIRGINIA RURAL WATER ASSOCIATION must be kept in orderly and clean condition and used only for activities or operations for which they have been approved. The following specific rules must also be followed: Keep stairs, corridors, and aisles clear. Traffic lanes and loading areas must be kept clear and marked appropriately. Store materials in work rooms or designated storage areas only. Do not use hallways, fan lofts, or boiler and equipment rooms as storage areas. Do not allow exits, passageways, or access to equipment to become obstructed by either stored materials or materials and equipment that is being used. Arrange stored materials safely to prevent tipping, falling, collapsing, rolling, or spreading - that is, any undesired and unsafe motion. Do not exceed the rated floor capacity of stored material for the area. The load limit and the maximum height to which material may be stacked must be posted. Place materials such as cartons, boxes, drums, lumber, pipe, and bar stock in racks or in stable piles as appropriate for the type of material. Segregate and store incompatible materials in separate locations. Remove items that will not be required for extended periods from work areas and put them in warehouse storage. Call for assistance. Temporary equipment required for special projects or support activities must be installed so that it will not constitute a hazard. A minimum clearance of 36 inches must be maintained around electrical power panels. Wiring and cables must be installed in a safe and orderly manner, preferably in cable trays. Machinery and possible contact points with electrical power must have appropriate guarding.

Chapter 9

Noise

Introduction

This chapter contains information on the effects, evaluation, and control of noise.

Reducing Noise Exposure

Using administrative procedures or personal protective devices can reduce noise exposure. Administrative Procedures: Job schedule changes Personnel rotation Personnel Protective Devices: Ear plugs Earmuffs Federal and state occupational safety and health regulations require that whenever employees are exposed to excessive noise levels, feasible engineering or administrative controls must be used to reduce these levels. When these control measures cannot be completely accomplished and/or while such controls are being initiated, personnel must be protected from the effects of excessive noise levels. Wearing suitable protective hearing devices can in most cases, provide such protection. Ear plugs for employees will be provided upon request or before going into a high noise area. Only approved plugs should be used. Ear plugs should be cleaned daily to prevent ear infections. Protection greater than that provided by a single device can be obtained by wearing ear plugs under an earmuff.

Chapter 10

Traffic and Transportation

Safety Belts

Employees operating or riding in company-furnished vehicles, or personal vehicles on official company business, are required to wear safety belts at all times. The driver should instruct the passengers to fasten their safety belts before operating the vehicle.

Accidents

Any accident involving Company vehicles (included private, rented, or leased vehicles used on official Company business) must be reported to the Executive Director. If the driver is unable to make a report, another employee who knows the details of the accident must make the report. It is WEST VIRGINIA RURAL WATER ASSOCIATION'S policy that employees should not admit to responsibility for vehicle accidents occurring while on official business. It is important that such admissions, when appropriate, be reserved for the company and its insurance carrier. The law requires that each driver involved in a vehicle accident must show his/her license on request by the other party. Be sure to obtain adequate information on the drivers involved as well as on the owner of the vehicles. Names, addresses, driver's license numbers, vehicle descriptions, and registration information are essential. In addition, a description of damages is needed for completion of accident reports. If the accident is investigated by off-site police agencies, request that a copy of the police report be sent to WEST VIRGINIA RURAL WATER ASSOCIATION, or obtain the name and department of the investigating officer. A printed card titled "In Case of Accident" is kept in each official vehicle to assist in collecting required information. In case of collision with an unattended vehicle (or other property), the driver of the moving vehicle is required by law to notify the other party and to exchange information pertaining to the collision. If unable to locate the other party, leave a note in, or attached to, the vehicle (or other property) giving the driver's name, address, and vehicle license number. The driver of any WEST VIRGINIA RURAL WATER ASSOCIATION vehicle involved in an accident must also complete an Accident Report and submit it to his/her supervisor within one work day of the accident. The Executive Director should interview the driver and complete the report. Within two work days of the accident, the completed report and vehicle must be taken to the Administration Office so that damages may be estimated and repairs scheduled. The Responsible Safety Officer will receive copies of all accident reports and will prepare any required OSHA reports.

Appendix A

Documentation Record

Procedure and Safety Forms

