ALLEGHANY COUNTY GROUP HOMES, INC & NEW RIVER COTTAGE, INC

HEALTH AND SAFETY PROCEDURE MANUAL

18 NOVEMBER 2008

Revised: 8/4/09 9/15/09 777

SIGNATURE SHEET POLICY MANUAL REVIEWS

| Signature | Date |
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| Bicher Miller | 5/18/2018 |
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HEALTH AND SAFETY MANUAL

21 July 2009

Revised: 7/30/09

I. Safety procedures and committee guidelines

Mission

Committee Members

Meeting Schedule

Responsibility

Minutes and Plan of Corrections

Safety Checklist

Emergency Supply List

II. Infection Control Procedures

Exposure Determination

Responsibilities

Training

Work Practices

Exposure Procedures

Record Keeping

Exposure Report

Blood bourn Pathogen Information

Hepatitis B Information and forms

TB Testing Form

III. Emergency Action Plan

Emergency Plans for each Facility

Bomb Threat or Explosion Procedures

IV. Biohazard Disposal Plan

Biohazard Material Protocol

V. Hazard Communication Plan

MSDS

VI. Copy of License

VII. Inspections

VIII. Safety Committee Minutes

Safety Procedures Safety Committee

SAFETY PROCEDURES & COMMITTEE GUIDELINES

MEMBERS:

ACGH Director, Chairperson ADVP/CAP Staff CAP Consumer Representative

MISSION: The mission of the health and safety program is monitor, supervise and establish health safety guidelines for the organization, in order to maintain a healthy and safe environment for personnel and person served.

MEETING SCHEDULE:

The committee will meet at least once quarterly or more often if the committee identifies any major health or safety concerns which require immediate action. The Alleghany County Group Homes, Inc. (ACGH) Director will assign staff to this committee. The ACGH Director will serve as chairperson for the committee and will assign responsibility to committee members to assure that all committee responsibilities are met as listed below.

REPSONSIBLITY:

Quarterly safety and health inspections at ADVP using the established safety inspection list. (Attachment 1 Safety Inspection)

Quarterly review of fire drills from ADVP.

Quarterly review of consumer meetings to assure that safety issues are properly reviewed at each meeting and appropriate follow-up on concerns have been addressed.

Review of outside inspections by the fire marshal (completed annually), safety and sanitation inspection (completed annually), fire extinguisher (completed annually) and kitchen hood inspections(completed semi-annually). All external inspections shall have attached a plan of correction/follow-up form outlining how and who will complete each correction. (Attachment 4)

Review of license to insure it is up to date

Quarterly review of safety training list as provided by the Executive Director to include appropriate updated training as follows:

- 1. First Aid training by a certified instructor
- 2. CPR training by a certified instructor
- 3. Annual North Carolina Intervention (NCI) behavior management

- 4. Fork Lift
- 5. Annual client rights and confidentiality
- 6. Annual medication administration review
- 7. Annual blood borne pathogen and infection control
- 8. Annual biohazard disposal protocol
- 9. Annual emergency action plan and safety checklist
- 10. Annual hazard communication plan
- 11. Annual TB tine test for all staff and consumers. If contraindicated a Statement for the individual's primary medical provider that the individual is free of any signs of symptoms of TB.
- 12. Initial orientation including all policies and procedures including facility orientation, accident and incident reporting,
- 13. Review of monthly checklist of first aid and emergency supplies.

Annual review of all safety and health planning. Review and update of policies and procedures related to health and safety.

Review of any other safety or health issues as determined by the committee & any emergencies in the last quarter, assess response and make recommendations on changes.

MINUTES & PLAN OF CORRECTION:

Quarterly development of a list of problems and concerns related to each item listed above and development of an action plan to correct identified areas of concern. This plan will address each safety or health problem individually, a responsible party for correction of each concern, and a time frame in which the concern is to be corrected. The plan will address any safety or health issues as well as training needs for staff and consumers.

Committee minutes will be documented on the Safety Committee Minutes form (attachment 2) and site inspections will be attached to the minutes each quarter. The minutes will be maintained by ACGH Director.

ATTACHMENT 1 ALLEGHANY COUNTY GROUP HOMES, Inc. SAFETY INSPECTION CHECKLIST –Completed Quarterly by the Committee

| Program inspected: |
|---|
| Key: S - satisfactory; T - additional training required, U - unsafe For T of U scores, provide written comments on the back of this sheet. |
| 1. General housekeeping: include spills, blocked isles, tripping hazards, house is clean, exits are not blocked |
| 2. Falls prevention: proper step ladder use, proper procedures for spills, |
| 3. Electrical safety: Frayed electrical cords, proper grounding, overloaded circuits |
| 4. Fire safety: EAP posted and understood, fire extinguishers charged, fire drills, fire equipment |
| 5. Glue machine: Proper use, guards in place |
| 6. Shrink wrap machine: Safety barriers in place |
| 7. Fork lift: Proper training credentials on operator, seat belt worn, inspections complete, proper operation |
| 8. Proper food storage: No outdated food items, freezer/refrigerator at proper temperature, proper cleaning and disinfecting |
| 9. Emergency equipment in all vehicles: First aid kit, emergency phone numbers, fire extinguisher, emergency procedures, insurance information, and cell phone on each trip in each vehicle |
| 10. Emergency kit on each site:Batteries, flash lights, battery operated radio, back-up food supply at group home |
| 11. Vehicle Inspection: Tags, inspection, tires, safety equipment |
| 12. Emergency procedures posted clearly: Emergency phone numbers, repair numbers, bomb threat checklist present |

| 13. All medications and treatments are in date: | |
|---|------------------|
| 14. Other: List and rate any other areas that affect safety | |
| Inspector: | Date: |
| Document specific problem for T and U ref. # | |
| Responsible party: | Completion date: |
| Responsible party: | |
| Responsible party: | |
| Responsible party: | Completion date: |
| | |

ATTACHMENT 4EXTERNAL INSPECTION FOLLOW-UP DOCUMENTATION

Address each problem or concern as listed on each inspection report. Develop a plan of correction in an objective form. Assign a responsible staff to oversee the correction. Document completion dates.

| 1. | |
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| | Goal/Objective/Action: |
| | |
| | Responsible Party |
| | Responsible Party: Date of Completion: |
| 2. | |
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| | Goal/Objective/Action: |
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| | Responsible Party |
| | Responsible Party: Date of Completion: |
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| | Goal/Objective/Action: |
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| | Goal/Objective/Action: |
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| 10. | |
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| | Responsible Party: |
| | Date of Completion: |

See additional safety and health information in each programs policy and procedure manual and in the remaining sections of this manual.

Infection Control

ALLEGHANY COUNTY GROUP HOMES & NEW RIVER COTTAGE, Inc. OCCUPATIONAL EXPOSURE TO BLOODBORNE PATHOGENS INFECTION CONTROL PLAN

Purpose.

This plan is established to prevent the spread of bloodborne viruses passed through contact with human blood, saliva, gastric secretions, urine, and feces, vaginal secretions, and semen. Universal precautions shall be observed to prevent contact with blood or other potentially infectious materials. All body fluids shall be considered potentially infectious materials.

Applicability.

This is a combined plan for both Alleghany County Group Homes, Inc. and New River Cottage, Inc.. This plan applies to all employees, clients and volunteers associated with either incorporation.

Exposure Determination.

Category I - Tasks that involve potential for mucous membrane or skin contact with blood, body fluids, or tissues, or potential for spills or splashes of them.

Category II - Tasks that involve no exposure to blood, body fluids, or tissues, but employment may require performing unplanned Category I tasks.

Category III - Tasks that involve no exposure to blood, body fluids, or tissues, and Category I tasks are not a condition of employment.

New River Cottage, Inc. - ICF/MR group home:

QDDP - Category II

Teaching Manager - Category I

Relief Manager - Category I

Alleghany County Group Homes - ADAP

Director - Category II

Kitchen Manager - Category III

Van driver - Category II

Instructors - Category I

Alleghany County Group Homes - Sam Evans

Director - Category II

Teaching Manager - Category I

Relief Manager - Category I

Administration

Executive Director - Category III

Finance Officer - Category III

Responsibility to comply.

It is the responsibility of all personnel to strictly adhere to the procedures in this plan to minimize the risk of exposure to infectious materials. It is also the responsibility of all personnel to report any deviations from this plan directly to their supervisor. Any deficiency in the procedures in this plan should also be reported immediately to the Executive Director.

Conditions of Employment.

The following diseases are particularly hazardous to the employee dealing with infectious materials: AIDs, TB, and Hepatitis-B. As an overall precaution and as a condition of employment, all employees must complete an annual physical examination and TB tine test (appendix C) with these reports going directly to the Executive Director. These reports will be filed in the Executive Director's office and will be safeguarded as confidential materials. Hepatitis-B vaccine series will be offered to all employees at no cost. An employee who declines to participate in the series must sign a declination form as a condition of employment.

Disposal of hazardous material.

Both incorporations maintain a contract with a bio-hazard disposal company. The company provides the incorporations with a protocol for the disposal and pick up of bio-hazardous material. All procedures in the protocol must be strictly followed.

Training.

All employees are provided Bloodborne pathogen training annually at no cost. Attendance is mandatory. As a minimum the training includes:

- a. A general explanation of the epidemiology and symptoms of bloodborne diseases.
 - b. An explanation of the modes of transmission of bloodborne pathogens.
- c. An explanation of the employer's infection control plan with a copy of the written plan.
- d. An explanation of the appropriate methods for recognizing any task or activity that may involve exposure to blood and other potentially infectious materials.
- e. An explanation of the use and limitation of methods that will prevent or reduce exposure, including appropriate work practices and personal protective equipment.
- f. Information on the types, proper use, location, removal, handling, decontamination and disposal of personal protective equipment.
- g. An explanation of the basis for selection of personal protective equipment.
- h. Information on the Hepatitis B vaccine, including the efficacy, safety, method of administration, the benefits of being vaccinated and that the vaccine will be offered free of charge.
- i. Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials.
- j. An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow up that will be made available.
- k. Information on the post-exposure evaluation and follow-up the employer is required to provide for the employee following an exposure incident.
- I. An opportunity for interactive questions and answers with the person providing the training session.

Hepatitis B vaccination:

Hepatitis B vaccination shall be made available at the Alleghany County Health Department as a condition of employment.

All employees who decline to accept the Hepatitis B Vaccination shall sign the DECLINATION STATEMENT in Appendix A.

Training Record:

Training records shall include the following information:

- 1. The dates of the training.
- 2. The summary of the training sessions.
- 3. The names and qualification of persons conducting the training.
- 4. The names and job titles of all persons attending the training.

These records shall be maintained for three years from the date on which the training occurred.

Work Practice Controls.

General Practices.

All bodily fluids shall be considered potentially infectious materials. Work practice controls shall be used to eliminate or minimize employee exposure.

All procedures involving blood or other potentially infectious materials shall be performed in such a manner as to minimize splashing, spraying, spattering, and generation of droplets of these substances.

Employees shall wash their hands immediately or as soon as feasible after removal of gloves or other personal protective equipment.

Personal Protective Equipment.

When there is occupational exposure the employer shall provide, at no cost to the employee, appropriate personal protective equipment, such as, gloves, gowns, masks and rescue masks.

The employer shall provide training for employees in the proper use and wearing of various pieces of protective equipment. Gloves shall be waterproof and disposable.

Employees shall use personal protective equipment in all situations involving contact with blood and other potentially infectious materials. If an employee declines the use of his/her protective equipment, it will be under rare and extraordinary circumstances on his/her professional judgment. The employee shall be prepared to document and justify his/her actions.

Gloves must be worn if contact with blood or bodily fluids may occur.

Gowns shall be worn if soiling of clothing with blood or bodily fluids may occur.

A mask shall be worn in the event of aerosolization of blood or bodily fluids, as in excessive coughing.

Hand washing shall be done after contact with bodily fluids whether or not gloves are worn.

A rescue mask shall be worn while performing CPR.

Disposal and Handling of Soiled and Contaminated Articles.

Contaminated laundry shall be handled as little as possible to prevent microbial air contamination.

Contaminated laundry shall be placed in leak proof, double-bagged plastic bags.

Bloody or soiled disposable articles shall be bagged and discarded as is appropriate for biohazardous waste.

Blood spills or surfaces contaminated with bodily fluid shall be cleaned as soon as possible with a solution of bleach diluted 1:10 with water.

Procedures Following Employee Exposure or Incident.

EXPOSURE IS WHEN AN EMPLOYEE GETS A CLIENT'S BODILY FLUID ON ANY PART OF HIS/HER UNPROTECTED BODY. INCIDENT IS WHEN AN EMPLOYEE IS WEARING PROTECTIVE EQUIPMENT AND ASSISTS A CLIENT AND COMES IN CONTACT WITH BODILY FLUID.

When blood exposure occurs, the employee should immediately wash off the blood with soap and water.

An Exposure Control Incident Report Form in Appendix B shall be immediately filled out and shall be reported to the Executive Director.

Post Exposure Evaluation and Follow-up.

Following a report of an EXPOSURE, the employer shall make immediately available to the exposed employee a confidential medical evaluation and follow-up by the employee's personal physician, including the following elements:

- 1. Documentation of the exposure route(s) and the circumstances under which the exposure occurred.
- 2. Identification and documentation of the source individual, unless identification is not feasible or prohibited by law.
- 3. The testing of the source individual's blood shall be done as soon as feasible and after consent is obtained in order to determine HBV and HIV infectivity. If consent is not obtained, the employer shall establish that legally required consent cannot be obtained. When the source individual's consent is not required by law, the source individual's blood shall be tested and the results documented.
- 4. When the source individual is already known to be infected with HBV or HIV testing need not be repeated.
- 5. Results of the source individual's testing shall be made available to the exposed employee. The employee shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.
- 6. The exposed employee's blood shall be collected as soon as feasible and tested after consent is obtained.
- 7. Post-exposure prophylaxis as recommended by the US Public Health Service, counseling and evaluation of reported illnesses shall be available to the employee.

Information provided to Health Care Professional.

The employer shall insure that the health care professional evaluating an employee following exposure is provided the following information:

- 1. A copy of this plan.
- 2. A description of the exposed employee's duties as they relate to the exposure incident.

- 3. Documentation of the route(s) of exposure and circumstances under which exposure occurred.
 - 4. Results of the source individual's blood testing, if available.
- 5. All medical records relevant to the appropriate treatment of the employee including vaccination status, which are the employer's responsibility to maintain.

Health Care Professional's Written Opinion.

The employer shall obtain and provide the employee with a copy of the evaluating health care professional's written opinion within 15 days of completion of the evaluation. The employee shall be informed of the results of the evaluation and shall be informed about any medical condition resulting from blood or other potentially infectious materials which require further evaluation or treatment. All findings not pertaining to the exposure shall remain confidential and not be included in the written report.

Medical Records.

The employer shall establish and maintain an accurate record for each employee with occupational exposure. This record shall include:

- 1. The name and social security number of the employee.
- 2. A copy of the employee's hepatitis B Vaccination status, including the dates of all the Hepatitis B Vaccinations and any medical records relative to the employee's ability to receive the vaccination.
- 3. A copy of all results of examinations, medical testing, and follow-up procedures as required after an exposure.
- 4. The employee's copy of the Health Care Professional's written opinion after the post-exposure evaluation.
- 5. A copy of all information provided to the Health Care Professional listed under "Information Provided to the Health Care Professional" in this document.

The employer shall insure that employee medical records are kept confidential and are not disclose or reported without the employee's written consent within or outside the work place. the employer shall maintain these records for the duration of employment plus 30 years.

Executive Director's Signature

APPENDIX A

HEPATITIS B VACCINE DECLINATION (MANDATORY)

I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring Hepatitis B Virus (HBV)

I have been given the opportunity to be vaccinated with the Hepatitis B Vaccine at no charge to myself. However, I decline the Hepatitis B Vaccination at this time.

I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious material and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination series at no charge to me.

| Employee's Signature | | |
|----------------------|---|--|
| Position | | |
| FOSITION | | |
| | _ | |
| Date | | |

APPENDIX B EXPOSURE CONTROL INCIDENT REPORT

| DATE: | | |
|-----------------------------|---------------------------------|--|
| EMPLOYEE: | | |
| DATE OF EXPOSURE: | | |
| TIME OF EXPOSURE: | | |
| CLIENT'S NAME: | | |
| SOURCE OF EXPOSURE (CHECK | ONE): | |
| SPIT/SALIVA | FECES | PUS |
| BLOOD | VOMITUS | URINE |
| OTHER | | |
| TYPE OF EXPOSURE: | | |
| Needle stick | _MUCOUS MEMBF _Eye _Mouth | RANE CCLOTHINGSoakedDrop(s)DilutedDried Also mark column A |
| DURATION OF EXPOSURE: Hour | sMinutes | <u> </u> |
| EXTENT OF EXPOSURE: | Drops of fl | uid |
| | Large amo | ount of body fluid |
| PRECAUTIONS USED:GL | .OVESGC | OWN |
| MA | SKCP | PR RESCUE MASK |
| EMPLOYEE'S SIGNATURE | DAT | E |
| EXECUTIVE DIRECTOR'S SIGNAT | URE DAT | |

APPENDIX C Alleghany County Group Homes, Inc. P.O Box 488

Sparta, NC 28675 (336) 372-8003

Record of Tuberculosis Screening

| Client Name: | Client #: |
|---|--|
| | osis is necessary for persons attending program. All persons must verify that he/she able stage. |
| Have you ever tested positive to a | a Tuberculosis test? |
| I give tuberculosis in the communicable sta | e my permission to be tested for ge. |
| Signature of person being tested. | |
| Signature of guardian. | |
| Date Tested: | |
| Date Checked: | <u> </u> |
| Patient tested: | |
| Positive (+): Negative (| (-): |
| | Date: |
| Signature of Registered Nurse | _ |

Bloodborne Pathogens

Bloodborne Diseases

Bloodborne pathogens are microorganisms such as viruses or bacteria that are carried in blood and can cause disease in people. There are many different bloodborne pathogens including malaria, syphilis, and brucellosis, but Hepatitis B (HBV) and the Human Immunodeficiency Virus (HIV) are the two diseases specifically addressed by the OSHA Bloodborne Pathogen Standard.

While this module will focus primarily on HBV and HIV, it is important to know which bloodborne pathogens (from humans or animals) you may be exposed to at work, especially in laboratories. For example, personnel in the College of Veterinary Medicine might have the potential for exposure to rabies, and it would therefore be important to know specific information about rabies.

Hepatitis B (HBV)

In the United States, approximately 300,000 people are infected with HBV annually. Of these cases, a small percentage are fatal.

"Hepatitis" means "inflammation of the liver," and, as its name implies, Hepatitis B is a virus that infects the liver. While there are several different types of Hepatitis, Hepatitis B is transmitted primarily through "blood to blood" contact. Hepatitis B initially causes inflammation of the liver, but it can lead to more serious conditions such as cirrhosis and liver cancer.

There is no "cure" or specific treatment for HBV, but many people who contract the disease will develop antibodies which help them get over the infection and protect them from getting it again. It is important to note, however, that there are different kinds of hepatitis, so infection with HBV will not stop someone from getting another type.

The Hepatitis B virus is very durable, and it can survive in dried blood for up to seven days. For this reason, this virus is the primary concern for employees such as housekeepers, custodians, laundry personnel and other employees who may come in contact with blood or potentially infectious materials in a non first-aid or medical care situation.

Symptoms:

The symptoms of HBV are very much like a mild "flu". Initially there is a sense of fatigue, possible stomach pain, loss of appetite, and even nausea. As the disease continues to develop, jaundice (a distinct yellowing of the skin and eyes), and a darkened urine will often occur. However, people who are infected with HBV will often show no symptoms for some time. After exposure it can take 1-9 months before symptoms become noticeable. Loss of appetite and stomach pain, for example, commonly appear within 1-3 months, but can occur as soon as 2 weeks or as long as 6-9 months after infection.

Human Immunodeficiency Virus (HIV)

AIDS, or acquired immune deficiency syndrome, is caused by a virus called the human immunodeficiency virus, or HIV. Once a person has been infected with HIV, it may be many years before AIDS actually develops. HIV attacks the body's immune system, weakening it so that it cannot fight other deadly diseases. AIDS is a fatal disease, and while treatment for it is improving, there is no known cure.

Estimates on the number of people infected with HIV vary, but some estimates suggest that an average of 35,000 people are infected every year. By the year 2002, it is possible that 2%-9% of the American population will be infected, or 5 to 15 million people. Many people who are infected with HIV may be completely unaware of it.

The HIV virus is very fragile and will not survive very long outside of the human body. It is primarily of concern to employees providing first aid or medical care in situations involving fresh blood or other potentially infectious materials. It is estimated that the chances of contracting HIV in a workplace environment are only 0.4%. However, because it is such a devastating disease, all precautions must be taken to avoid exposure.

AIDS infection essentially occurs in three broad stages. The first stage happens when a person is actually infected with HIV. After the initial infection, a person may show few or no signs of illness for many years. Eventually, in the second stage, an individual may begin to suffer swollen lymph glands or other lesser diseases which begin to take advantage of the body's weakened immune system. The second stage is believed to eventually lead to AIDS, the third and final stage, in all cases. In this stage, the body becomes completely unable to fight off life-threatening diseases and infections.

Symptoms:

Symptoms of HIV infection can vary, but often include weakness, fever, sore throat, nausea, headaches, diarrhea, a white coating on the tongue, weight loss, and swollen lymph glands.

If you believe you have been exposed to HBV or HIV, especially if you have experienced any of the signs or symptoms of these diseases, you should consult your physician or doctor as soon as possible.

[Introduction] [Diseases] [Transmission] [Controls] [Labels] [Emergencies] [Vaccinations] [Quiz]

Bloodborne Pathogens

Modes of Transmission

Bloodborne pathogens such as HBV and HIV can be transmitted through contact with infected human blood and other potentially infectious body fluids such as:

- Semen
- Vaginal secretions
- Cerebrospinal fluid
- Synovial fluid
- Pleural fluid
- Peritoneal fluid
- Amniotic fluid
- Saliva (in dental procedures), and
- Any body fluid that is visibly contaminated with blood.

It is important to know the ways exposure and transmission are most likely to occur in your particular situation, be it providing first aid to a student in the classroom, handling blood samples in the laboratory, or cleaning up blood from a hallway.

HBV and HIV are most commonly transmitted through:

- Sexual Contact
- Sharing of hypodermic needles
- From mothers to their babies at/before birth
- Accidental puncture from contaminated needles, broken glass, or other sharps
- Contact between broken or damaged skin and infected body fluids
- Contact between mucous membranes and infected body fluids

Bloodborne Pathogens

PPE, Work Practices and Engineering Controls

It is extremely important to use personal protective equipment and work practice controls to protect yourself from bloodborne pathogens.

"Universal Precautions" is the name used to describe a prevention strategy in which all blood and potentially infectious materials are treated as if they are, in fact, infectious, regardless of the perceived status of the source individual. In other words, whether or not you think the blood/body fluid is infected with bloodborne pathogens, you treat it as if it is. This approach is used in all situations where exposure to blood or potentially infectious materials is possible. This also means that certain engineering and work practice controls shall always be utilized in situations where exposure may occur.

Personal Protective Equipment

Probably the first thing to do in any situation where you may be exposed to bloodborne pathogens is to ensure you are wearing the appropriate **personal protective equipment (PPE)**. For example, you may have noticed that emergency medical personnel, doctors, nurses, dentists, dental assistants, and other health care professionals always wear latex or protective gloves. This is a simple precaution they take in order to prevent blood or potentially infectious body fluids from coming in contact with their skin. To protect yourself, it is essential to have a barrier between you and the potentially infectious material.

Rules to follow:

- Always wear personal protective equipment in exposure situations.
- Remove PPE that is torn or punctured, or has lost its ability to function as a barrier to bloodborne pathogens.
- Replace PPE that is torn or punctured.
- Remove PPE before leaving the work area.

If you work in an area with routine exposure to blood or potentially infectious materials, the necessary PPE should be readily accessible. Contaminated gloves, clothing, PPE, or other materials should be placed in appropriately labeled bags or containers until it is disposed of, decontaminated, or laundered. It is important to find out where these bags or containers are located in your area before beginning your work.

Gloves

Gloves should be made of latex, nitril, rubber, or other water impervious materials. If glove material is thin or flimsy, double gloving can provide an additional layer of protection. Also, if you know you have cuts or sores on your hands, you should cover these with a bandage or similar protection as an additional precaution before donning your gloves. You should always inspect your gloves for tears or punctures before putting them on. If a glove is damaged, don't use it! When taking contaminated gloves off, do so carefully. Make sure you don't touch the outside of the gloves with

any bare skin, and be sure to dispose of them in a proper container so that noone else will come in contact with them, either.

Always check your gloves for damage before using them



Goggles

Anytime there is a risk of splashing or vaporization of contaminated fluids, goggles and/or other eye protection should be used to protect your eyes. Again, bloodborne pathogens can be transmitted through the thin membranes of the eyes so it is important to protect them. Splashing could occur while cleaning up a spill, during laboratory procedures, or while providing first aid or medical assistance.

Face Shields



Face shields may be worn in addition to goggles to provide additional face protection. A face shield will protect against splashes to the nose and mouth.

Aprons



Aprons may be worn to protect your clothing and to keep blood or other contaminated fluids from soaking through to your skin.

Normal clothing that becomes contaminated with blood should be removed as soon as possible because fluids can seep through the cloth to come into contact with skin. Contaminated laundry should be handled as little as possible, and it should be placed in an appropriately labeled bag or container until it is decontaminated, disposed of, or laundered.

Remember to use universal precautions and treat all blood or potentially infectious body fluids as if they are contaminated. Avoid contact whenever possible, and whenever it's not, wear personal protective equipment. If you find yourself in a situation where you have to come in contact with blood or other body fluids and you don't have any standard personal protective equipment handy, you can improvise. Use a towel, plastic bag, or some other barrier to help avoid direct contact.

Hygiene Practices



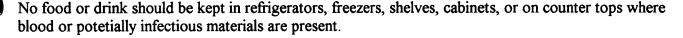
Handwashing is one of the most important (and easiest) practices used to prevent transmission of bloodborne pathogens. Hands or other exposed skin should be thoroughly washed as soon as possible following an exposure incident. Use soft, antibacterial soap, if possible. Avoid harsh, abrasive soaps, as these may open fragile scabs or other sores.

Hands should also be washed immediately (or as soon as feasible) after removal of gloves or other personal protective equipment.

Because handwashing is so important, you should familiarize yourself with the location of the handwashing facilities nearest to you. Laboratory sinks, public restrooms, janitor closets, and so forth may be used for handwashing if they are normally supplied with soap. If you are working in an area without access to such facilities, you may use an antiseptic cleanser in conjunction with clean cloth/paper towels or antiseptic towelettes. If these alternative methods are used, hands should be washed with soap and running water as soon as feasible.

If you are working in an area where there is reasonable likelihood of exposure, you should never:

- Eat
- Drink
- Smoke
- Apply cosmetics or lip balm
- Handle contact lenses





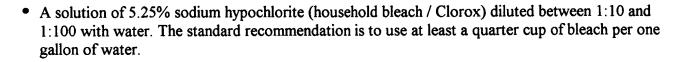
If you have contaminated fluids on your hands, you may accidentally ingest them if you smoke or eat before washing your hands. You should never eat, smoke, drink, apply cosmetics, or handle contact lenses in areas where exposure to bloodborne pathogens is possible.

You should also try to minimize the amount of splashing, spraying, splattering, and generation of droplets when performing any procedures involving blood or potentially infectious materials, and you should **NEVER pipette or suction these materials by mouth**.

Decontamination and Sterilization

All surfaces, tools, equipment and other objects that come in contact with blood or potentially infectious materials must be decontaminated and sterilized as soon as possible. Equipment and tools must be cleaned and decontaminated before servicing or being put back to use.

Decontamination should be accomplished by using



• Lysol or some other EPA-registered tuberculocidal disinfectant. Check the label of all disinfectants to make sure they meet this requirement.

If you are cleaning up a spill of blood, you can carefully cover the spill with paper towels or rags, then gently pour your 10% solution of bleach over the towels or rags, and leave it for at least 10 minutes. This will help ensure that the bloodborne pathogens are killed before you actually begin cleaning or wiping the material up. By covering the spill with paper towels or rags, you decrease the chances of causing a splash when you pour the bleach on it.

If you are decontaminating equipment or other objects (be it scalpels, microscope slides, broken glass, saw blades, tweezers, mechanical equipment upon which someone has been cut, first aid boxes, or whatever) you should leave your disinfectant in place for at least 10 minutes before continuing the cleaning process.

Of course, any materials you use to clean up a spill of blood or potentially infectious materials must be decontaminated immediately, as well. This would include mops, sponges, re-usable gloves, buckets, pails, etc.

Sharps

Far too frequently, housekeepers, custodians and others are punctured or cut by improperly disposed needles and broken glass. This, of course, exposes them to whatever infectious material may have been on the glass or needle. For this reason, it is especially important to handle and dispose of all sharps carefully in order to protect yourself as well as others.

Needles must be disposed properly in sharps containers such as this one. Improperly disposed needles can injure housekeepers, custodians, and other people.



Needles

- Needles or other sharps should not be bent, recapped, or moved except as noted below:
 - Needles may be recapped only by using a mechanical device.
 - Needles should be moved only by using a mechanical device or tool such as forceps, pliers, or broom and dust pan.
- Never break or shear needles.
- Needles shall be disposed of in labeled sharps containers only.
 - O Sharps containers shall be closable, puncture-resistant, leak-proof on sides and bottom, and must be labeled or color-coded.
 - When sharps containers are being moved from the area of use, the containers should be closed immediately before removal or replacement to prevent spillage or protrusion of contents during handling or transport.

Broken Glassware

- Broken glassware that has been visibly contaminated with blood must be sterilized with an approved disinfectant solution before it is disturbed or cleaned up.
 - Glassware that has been decontaminated may be disposed of in an appropriate sharps container: ie. closable, puncture-resistant, leak-proof on sides and bottom, with appropriate labels.
- Broken glassware will not be picked up directly with the hands. Sweep or brush the material into a dustpan.
 - Uncontaminated broken glassware may be disposed of in a closable, puncture resistant container such as a cardboard box or coffee can.

By using Universal Precautions and following these simple engineering and work practice controls, you can protect yourself and prevent transmission of bloodborne pathogens.

[Introduction] [Diseases] [Transmission] [Controls] [Labels] [Emergencies] [Vaccinations] [Quiz]

Bloodborne Pathogens

Signs, Labels, and Color Coding

Warning labels need to be affixed to containers of <u>regulated waste</u>, refrigerators and freezers containing blood or other potentially infectious material; and other containers used to store, transport, or ship blood or other potentially infectious materials. These labels are fluorescent orange, red, or orange-red, and they are available from EHS. Bags used to dispose of regulated waste must be red or orange red, and they, too, must have the biohazard symbol readily visible upon them. Regulated waste should be double-bagged to guard against the possibility of leakage if the first bag is punctured.



Labels should display this universal biohazard symbol.

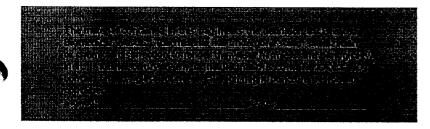
Regulated waste refers to

- · Any liquid or semi-liquid blood or other potentially infectious materials
- Contaminated items that would release blood or other potentially infectious materials in a liquid or semi-liquid state if compressed
- Items that are caked with dried blood or other potentially infectious materials and are capable of releasing these materials during handling
- Contaminated sharps
- Pathological and microbiological wastes containing blood or other potentially infectious materials

All regulated waste must be disposed in properly labeled containers or red biohazard bags. These must be disposed at an approved facility. Most departments or facilities that generate regulated waste will have some sort of contract with an outside disposal company that will come pick up their waste and take it to an approved incineration/disposal facility.

Non-regulated waste (ie. does not fit the definition of regulated waste provided above) that is not generated by a medical facility such as the Student Health Center, Wellness Center, or human health-related research laboratory may be disposed in regular plastic trash bags if it has been decontaminated or autoclaved prior to disposal.

However, all bags containing such materials must be labeled, signed, and dated, verifying that the materials inside have been decontaminated according to acceptable procedures and pose no health threat. Pre-printed labels designed for this purpose are available from EHS, and they must be placed on the bag so that they are readily visible.



Custodians and housekeepers will not remove bags containing any form of blood (human or animal), vials containing blood, bloody towels, rags, biohazardous waste, etc. from laboratories unless the bag has one of these labels on it. They have been given very strict instructions not to handle any non-regulated waste unless it has been properly marked and labeled (including signature).

Custodians will not handle regulated waste.

For more information on this as it pertains to laboratories, check out the section on <u>Treated Biomedical Waste</u> in OSU's Lab Safety Manual.

Next

[Introduction] [Diseases] [Transmission] [Controls] [Labels] [Emergencies] [Vaccinations] [Quiz]

Bloodborne Pathogens

Emergency Procedures

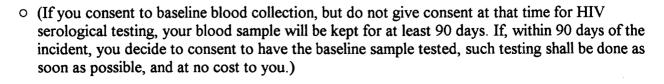
In an emergency situation involving blood or potentially infectious materials, you should always use Universal Precautions and try to minimize your exposure by wearing gloves, splash goggles, pocket mouth-to-mouth resuscitation masks, and other barrier devices.

If you are exposed, however, you should:

- 1. Wash the exposed area thoroughly with soap and running water. Use non-abrasive, antibacterial soap if possible.
 - If blood is splashed in the eye or mucous membrane, flush the affected area with running water for at least 15 minutes.
- 2. Report the exposure to your supervisor as soon as possible.
- 3. Fill out an exposure report form, if you desire. This form will be kept in your personnel file for years so that you can document workplace exposure to hazardous substances. This report is available from your supervisor or from OSU EHS.
- 4. You may also go to the Student Health Center to request blood testing or the Hepatits B vaccination if you have not already received it.

The Student Health Center has a specific set of procedures they will follow for all post-exposure cases. These are:

- Document the route(s) of exposure and the circumstances under which the exposure incident occurred.
- Identify and document the source individual unless such documentation is impossible or prohibited by law.
- Test the source individual's blood for HBV and HIV as soon as
 possible after consent is obtained. If the source individual is known
 to be seropositive for HBV or HIV, testing for that virus need not
 be done.
- Collect your blood as soon feasible, and test it after your consent is obtained.





- Administer post exposure prophylaxes, when medically indicated, as recommended by the US Public Health Service.
- Provide counseling.
- Evaluate reported illnesses.

Apart from the circumstances surrounding the exposure itself, all other findings or diagnosis by the SHC or health care professional(s) will remain entirely confidential.

Next

[Introduction] [Diseases] [Transmission] [Controls] [Labels] [Emergencies] [Vaccinations] [Quiz]

Bloodborne Pathogens

Hepatitis B Vaccinations

Employees who have routine exposure to bloodborne pathogens (such as doctors, nurses, first aid responders, etc) shall be offered the Hepatitis B vaccine series at no cost to themselves unless:

- They have previously received the vaccine series
- Antibody testing has revealed they are immune
- The vaccine is contraindicated for medical reasons

In these cases they need not be offered the series.

Although the vaccine must be offered to you by your employer, you do not have to accept that offer. You may opt to decline the vaccination series, in which case you will be asked to sign a declination form. Even if you decline the initial offer, you may choose to receive the series at anytime during your employment thereafter, for example, if your are exposed on the job at a later date.

As stated in the <u>Emergency Procedures</u> section, if you are exposed to blood or potentially infectious materials on the job, you may request a Hepatitis B vaccination at that time. If the vaccine is administered immediately after exposure it is extremely effective at preventing the disease.

The Hepatitis B vaccination is given in a series of three shots. The second shot is given one month after the first, and the third shot follows five months after the second. This series gradually builds up the body's immunity to the Hepatitis B virus.

The vaccine itself is made from yeast cultures; there is no danger of contracting the disease from getting the shots, and, once vaccinated, a person does not need to receive the series again. There are booster shots available, however, and in some instances these may be recommended (for example, if there is an outbreak of Hepatitis B at a particular location).

This is the end of the Bloodborne Pathogens Training Module. Click here to take the Quiz.

[Introduction] [Diseases] [Transmission] [Controls] [Labels] [Emergencies] [Vaccinations] [Quiz]

[Return to Safety Training Modules Page]

BLOODBORNE PATHOGENS

- 1. If you are exposed to potentially infectious materials on the job, you may request a vaccine for which bloodborne disease?
 - A. HIV
 - **B.** Syphillis
 - C. Hepatitis B
 - D. Brucellosis
- 2. Which of the following materials could contain bloodborne pathogens?
 - A. Bloody saliva
 - **B.** Semen
 - C. Vaginal Secretions
 - D. All of the above
- 3. If you wear gloves when cleaning up an accident site, it is not necessary to wash your hands afterwards.
 - A. True
 - **B.** False
- 4. Bloodborne pathogens may enter your system through:
 - A. Open cuts
 - **B. Skin abrasions**
 - C. Dermatitis
 - D. Mucous membranes
 - E. All of the above

| • | 5. You should always treat all body fluids as if they are infectious and avoid direct skin contact with them. |
|---|---|
| | A. True B. Faise |
| | 6. You should never eat, drink, or smoke in an area where there may be potential exposure to bloodborne pathogens. |
| | A. True B. Faise |
| | 7. Name three types of personal protective equipment that can help protect you from potentially infectious materials. |
| | 1 |
| | 2 |
| | 3 |
| • | 8. If you blood or any other potentially infectious materials splash into your eye, you should flush your eye with clean, running water for: |
| | A. 2 minutes |
| | B. 5 minutes |
| | C. 10 minutes D. 15 minutes |
| | 9. Uncontaminated sharps may be disposed in regular trash bags. |
| | A. True |
| | B. False |
| | 10. A quarter cup of household bleach to one gallon of water provides a strong enough solution to effectively decontaminate most surfaces, tools, and equipment if left for 10 minutes. |
|) | A. True B. False |
| | |

INFECTION CONTROL PLAN UPDATES/REVIEWS

| REVIEWED BY | DATE . |
|--|-------------|
| Bechy Miller, BS, 8P | 8/10/2018 |
| Bechymile, BS, OP | 7/2019 |
| Bechy Mile, BS, QP. Beily Mile, BS, QP. | 6/18/2020 |
| Deily Mile, BS, QP | 5/10/2021 |
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Emergency Plan

ACGH/NRC EMERGENCY ACTION PLAN (EAP)

PLANS

| 1. Emergency Action Plan4 |
|----------------------------------|
| 2. Fire Prevention Plan8 |
| 3. Preventive Maintenance Plan21 |

WELCOME!

Think about our responsibility as someone who serves the needs of the Developmentally Disabled Adults of our community. While you're not a member of the police or fire department, your unique job requires you to be responsible for the safety and security of our consumers and in some cases, the community at large.

In an emergency, you may not be free to go home right away to look after your family. As part of your public service, you may be obligated to ensure that our consumers are given every opportunity to overcome the emergency safely and quickly. Our agency may also be an integral part of the community or region's emergency evacuation plan, requiring us to play a role in safely and efficiently moving people to shelters from flooded or other endangered areas.

By anticipating emergency situations and knowing how to manage them, we will be better prepared to serve our consumers and the public. Just as important, we will be prepared to protect the safety and security of your family while you are working. It goes without saying—emergency preparedness is important to you, your family, and our consumers.

- Protect yourself and assist our consumers if disaster strikes
- Protect your family if you are at work
- Stock and maintain job and home preparedness kits

Even after you have become familiar with the contents of this plan, it may be useful for you to occasionally review the material and certain sections. Enter the date each Plan was revised at the bottom of the 1st page (title page) of each Plan, each time it is updated and distribute to the appropriate employees.

Remember: A written System Safety Plan (SSP) is only effective if it is put into place!

EMERGENCY ACTION PLAN

9/14/2021

INTRODUCTION:

This document is a plan to prepare for workplace emergencies. By auditing the workplace, training employees, obtaining, and maintaining the necessary equipment, and by assigning responsibilities, human life and company resources will be preserved. The intent of this plan is to ensure all employees a safe and healthful workplace. Those employees assigned specific duties under this plan will be provided the necessary training and equipment to ensure their safety. This plan applies to emergencies that could be reasonably expected in our workplace such as fire/smoke, tornadoes, bomb threats, leaks, etc.

EMERGENCY PLAN COORDINATORS:

| Department | Name/Title | Phone # | |
|----------------|----------------------------------|--------------|--|
| ACGH/NRC | Becky Miller, Executive Director | 336-372-5671 | |
| Administrative | Wes Starling, Director ACGH | 336-372-5671 | |
| Administrative | Mitch Franklin, Director NRC | 336-372-5671 | |

Coordinators are responsible for the proper inventory and maintenance of equipment. They may be contacted by employees for further information on this Plan.

PLAN OUTLINE/DESCRIPTION:

- Means of Reporting Emergencies: All fires and emergencies will be reported by one or more of the following means as appropriate:
 - a. Verbally to the Director during normal working hours.
 - b. Via telephone if after hours/weekends.
 - c. Via the building alarm system.

Note: The following emergency numbers will be posted throughout the facility:

FIRE: 911 / 336-372-4957 POLICE: 911 / 336-372-4455

AMBULANCE: 911/336-372-5217 Emergency Mgt. 336 372-6220 Daniel Roten

- II. *Alarm System Requirements: Alarm system requirements for notifying employees during an emergency are as follows:
 - a. Provides warning for safe escape.
 - b. Can be perceived by all employees.
 - c. Alarm is distinctive and recognizable.

- d. Employees have been trained on the alarm system.
- e. Emergency phone numbers are posted.
- f. Emergency alarms have priority over all other communications.
- g. Alarm system is properly maintained.
- III. **Sounding the Alarm:** The signal for immediate evacuation of the facility will be the fire alarm. The alternate means of notification will be the intercom system.
- IV. **Evacuation Plans:** Emergency evacuation escape route plans (see Appendix E) are posted in key areas of the facility. All employees shall be trained on primary and secondary evacuation routes.
- V. **Employee Accountability:** In the event of an evacuation, all occupants shall promptly exit the building via the nearest exit. Go to your designated assembly point at the far end of the parking lot. The director or designee will account for each employee. The director or designee will report the head count to the appropriate Director who will be located at the Administrative Building and accessible via cell phone # <u>ACGH 828-434-8309</u>; NRC 336-657-1427
- VI. **Building Re-Entry:** Once evacuated, no one shall re-enter the building. Once the Fire Department or other responsible agency has given notification that the building is safe to re-enter, then personnel shall return to their work areas.
- VII. Hazardous Weather: A hazardous weather alert consists of the town siren, police scanner, or the weather scanner. When a hazardous weather alert is made, all employees shall immediately report to the closest tornado refuge area. Stay in this area until given the all-clear sign which is all-clear over the scanner or the specified time for the hazardous weather has passed.
- VIII. **Training:** The personnel listed below have been trained to assist in the safe and orderly emergency evacuation of employees
 - a. Executive Director
 - b. ACGH/NRC Directors
 - c. ADVP Instructors
 - d. All Other Staff

Employee training should be provided when:

- this Program is initiated
- the responsibilities of essential employees' changes
- when the program is revised
- when new employees are hired.

Subjects addressed include:

- a. Emergency escape procedures/routes
- b. Fire extinguisher locations and proper use
- c. Head count procedures
- d. Major facility fire hazards
- e. Fire prevention practices
- f. Means of reporting fires/emergencies (use of alarm systems)
- g. Names/titles of Coordinators
- h. Availability of the plan to employees
- i. Housekeeping practices
- j. Hazardous weather procedures
- k. Special duties as assigned to Coordinators and those listed above.

Written records shall be maintained of all Emergency Action Plan training.

FIRE PREVENTION PLAN

I. Policy

Established 100 9, 2021

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(Executive Prestor)

It is the policy of ACGH/NRC to provide to employees the safest practical workplace free from areas where potential fire hazards exist. The primary goal of this Fire Prevention Plan is to reduce or eliminate fire in the workplace by heightening the fire safety awareness of all employees. Another goal of this Plan is to provide all employees with the information necessary to recognize hazardous conditions and take appropriate action before such conditions result in a fire emergency.

This Plan details the basic steps necessary to minimize the potential for fire occurring in the workplace. Prevention of fires in the workplace is the responsibility of everyone employed by ACGH/NRC but must be monitored by each supervisor overseeing any work activity that involves a major fire hazard. Every effort will be made by ACGH/NRC to identify those hazards that might cause fires and establish a means for controlling them.

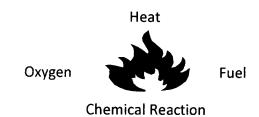
The Fire Prevention Plan will be administered by the director's of ACGH/NRC who will compile a list of all major workplace fire hazards, the names or job titles of personnel responsible for fire control and prevention equipment maintenance, names, or job titles of personnel responsible for the locations of all fire extinguishers in the workplace. All staff must also be familiar with the behavior of employees that may create fire hazards as well as periods of the day, month, and year in which the workplace could be more vulnerable to fire.

This Plan will be reviewed annually and updated as needed to maintain compliance with applicable regulations and standards and remain up-to-date with best practices in fire protection. Workplace inspection reports and fire incident reports will be maintained and used to provide corrections and improvements to the plan.

This Plan will be available for employees to always view during normal working hours.

II. CLASSIFICATION

Fire is a chemical reaction involving the rapid oxidation or burning of a fuel. It needs four elements to occur as illustrated below in the tetrahedron. This is described by the following illustration:



The first component of the tetrahedron is fuel. Fuel can be any combustible material such as: solid (such as wood, paper, or cloth), liquid (such as gasoline) or gas (such as acetylene or propane). Solids and liquids generally convert to gases or vapors before they will burn.

Another component of the tetrahedron is oxygen. Fire only needs an atmosphere with at least 16% oxygen.

Heat is also a component of the tetrahedron. Heat is the energy necessary to increase the temperature of the fuel source to a point in which sufficient vapors are emitted for ignition to occur.

The final side of the tetrahedron represents a chemical chain. When these components are brought together in the proper conditions and preparations, fire will develop. Take away any one of these elements, and the fire cannot exist or will be extinguished if it was already burning.

Fires are classified into four groups per sources of fuel: Class A, B, C, and D based on the type of fuel source. Table 1 below describes the classifications of fire which can be used in making hazard assessment.

| Class A | Ordinary combustible materials such as paper, wood, cloth and some rubber and plastic materials. |
|-----------------------|--|
| Class B | Flammable or combustible liquids, flammable gases, greases and similar materials, and some rubber and plastic materials. |
| Class C materials. | Energized electrical equipment and power supply circuits and related |
| Class D | Combustible metals such as magnesium, titanium, zirconium, sodium, lithium, and potassium. |

III. DETERMINING FIRE HAZARDS

This section consists of two steps: first, identifying the existing fire hazards in the workplace and second, acting to resolve them. The inspection checklist, in Appendix A, provides a guide for precise fire-safe practices that must be followed. The location of these major fire hazards is denoted in Appendix C. Also included in Appendix C is a listing of the personnel responsible for the maintenance of the equipment and systems installed to prevent or control fires.

Material hazards shall be identified, as evident on the specific Material Safety Data Sheets (MSDS) and labeled on containers as soon as they arrive in the workplace. The identification system shall also include incorporation into the company's hazard communication program.

IV. STORAGE AND HANDLING PROCEDURES

The storage of material shall be arranged such that adequate clearance is maintained away from heating surfaces, air ducts, heaters, flue pipes, and lighting fixtures. All storage containers or areas shall prominently display signs to identify the material stored within. Storage of chemicals shall be separated from other materials in storage, from handling operations, and from incompatible materials. All individual containers shall be identified as to their contents.

FLAMMABLE MATERIALS

- Flammable liquids shall be stored away from sources that can produce sparks.
- Flammable liquids shall only be used in areas having adequate and, if feasible, positive ventilation. If the liquid is highly hazardous, the liquid shall only be used in areas with a local exhaust ventilation.
- Flammable liquids shall never be transferred from one container to another by applying air pressure to the original container. Pressurizing such containers may cause them to rupture, creating a serious flammable liquid spill.

V. POTENTIAL IGNITION SOURCES

- Ensure that utility lights always have some type of wire guard over them.
- Don't misuse fuses. Never install a fuse rated higher than specified for the circuit.
- Investigate any appliance or equipment that smells strange. Space heaters, microwave ovens, hot plates, coffee makers and other small appliances shall be rigidly regulated and closely monitored.
- The use of extension cords to connect heating devices to electric outlets shall be prohibited.
- If a hot or under inflated tire is discovered, it should be moved well away from the vehicle. As an alternative, the driver should remain with the

vehicle until the tire is cool to the touch, and then make repairs. If a vehicle is left with a hot tire, the tire might burst into flames and destroy the vehicle and load.

VII. HOUSEKEEPING PREVENTATIVE TECHNIQUES

The following are housekeeping techniques and procedures to prevent occurrences of fire.

- Keep storage and working areas free of trash.
- Use noncombustible oil-absorptive materials for sweeping floors.
- Don't refuel gasoline-powered equipment while it is hot.
- Follow proper storage and handling procedures.
- Clean up any spill of flammable liquids immediately.
- Report any hazardous condition, such as old wiring, worn insulation and broken electrical equipment to the supervisor.
- Keep motors clean and in good working order.
- Don't overload electrical outlets.
- Ensure all equipment is turned off at the end of the workday.
- Maintain the right type of fire extinguisher available for use.
- Ensure that all passageways and fire doors are unobstructed. Stairwell doors shall never be propped open, and materials shall not be stored in stairwells.
- Don't allow material to block automatic sprinkler systems, or to be piled around fire extinguisher locations. To obtain the proper distribution of water, a minimum of 18 inches of clear space must be maintained below sprinkler deflectors. If there are no sprinklers, a 3-foot clearance between piled material and the ceiling must be maintained to permit use of hose streams. These distances must be doubled when stock is piled higher than 15 feet.

FIRE PROTECTION EQUIPMENT

Every building will be equipped with an electrically managed or manually operated fire alarm system. When activated, the system will sound alarms that can be heard above the ambient noise levels throughout the workplace. Any fire suppression or fire detection system will automatically actuate the building alarm system.

Portable fire extinguishers are placed in a building. Fire extinguishers must be kept fully charged and in their designated places. The extinguishers will not be obstructed or obscured from view. The fire extinguishers will also be inspected by lead driver, at least monthly, to make sure that they are in their designated places, have not been tampered with or actuated, and are not corroded or otherwise impaired. Attached inspection tags shall be initialed/dated each month.

VII. TRAINING

All employees shall be instructed on the locations and proper use of fire extinguishers in their work areas. Employees shall also be instructed as to how to operate the building's fire alarm system and be familiar with evacuation routes. The training of all employees shall include the locations and types of materials and/or processes which pose potential fire hazards. The training program shall also emphasize the following:

- 1. Proper use of electrical appliances and equipment
- 2. Unplugging heat-producing equipment and appliances at the end of each workday

Initial training and ongoing training shall include regularly scheduled fire drills.

Appendix A

FIRE PREVENTION CHECKLIST

This checklist should be reviewed regularly and kept up to date.

SMOKING AND MATCHES

_ Butt containers available and serviceable

SPONTANEOUS IGNITION

_Trash receptacle emptied daily

HOUSEKEEPING

- _ No accumulation of rubbish
- _ Safe storage of flammables
- _ Passageways clear of obstacles

- Premises free of unnecessary combustible materials
- No leaks or dripping of flammables and floor free of spills

FIRE PROTECTION

- _ Proper type of fire extinguisher
- Fire extinguisher in proper location
- _ Access to fire extinguishers unobstructed
- _ Access to fire extinguishers clearly marked
- _ Fire protection equipment turned on

- _ Extinguishing system in working order
- _ Service date current
- _ Personnel trained in use of equipment
- Personnel exits unobstructed and maintained

APPENDIX B

INSPECTION LOGS AND FIRE INCIDENT REPORTS

ALLEGHANY COUNTY GROUP HOMES, INC/NEW RIVER COTTAGE, INC.

PO Box 488

(336)372-5671

Sparta, NC 28675

(336)372-5672 fax

advp@skybest.com

FIRE INCIDENT REPORT

| Name: | | |
|---------------------------|---|----------|
| Date: | Time: | |
| Location of fire: | | |
| Alarm/Signal device used: | Pull Alarm Detector Phone | |
| Who was involved: | | |
| | _Yes No If yes, how many were evacuated | |
| Witnesses: | | |
| Description: | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | If yes, how many and describe | |
| | | <u> </u> |
| Signature | Date | |

Fire Hazard Inspection Log

| Name | Date of Inspection | Found Hazards | Corrections Made | Initial |
|------|-----------------------|------------------|------------------|---------|
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APPENDIX C

IDENTIFIED FIRE HAZARDS AND RESPONSIBLE PERSONNEL

HAZARD IDENTIFICATION

| Type | Location | Control | Extinguisher Location | Responsible Personnel |
|------|----------|---------|--------------------------|--------------------------|
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ALLEGHANY COUNTY GROUP HOMES, Inc. EMERGENCY ACTION PLAN

FACILITY: ADVP, 133 Health Services Road

- 1. <u>Escape route procedures and route assignments</u>. All employees will exit at the nearest available exit. This Emergency Action Plan and a diagram of building with outside evacuation and inside sheltering routes and assembly area will be posted in each room. Staff is to activate the alarm system if needed or move employees to a safe area in the building. Call 911 if needed.
- 2. <u>Critical plant operations before evacuation</u>. None. All employees will exit the building immediately at the sound of the fire alarm. Do not delay exiting from the building to shut down equipment.
- 3. Accounting of all employees after evacuation. The staff person which takes the morning attendance for clients is responsible for accounting for all clients. This staff will take the attendance sheet with him/her to the assembly area and do a role call to ensure that all clients have safely exited the building. The other staff on duty will check client restrooms prior to exit. The assembly area is at the rear of the building, 75 feet south of the exit. If necessary evacuate building to the nearest shelter which is located at Alleghany Memorial Hospital or temporarily to another building owned or operated by New River Cottage, Inc or Alleghany County Group Home, Inc.
- 4. Rescue and medical duties of specific employees. Upon determination that someone is not at the assembly area, two staff will check the building. One staff will remain at the nearest emergency exit while the other staff checks the interior. They will stay in verbal contact at all times. Staff will not penetrate smoke while searching the building. The supervisor in charge will meet emergency response personnel and communicate to them the number of missing people in the building including those attempting search and rescue. All staff current in first aid will administer to injured employees until relieved by emergency response personnel.
- 5. Fire: Staff should follow the procedures for evacuation of the building and following appropriate escape routes list above. All employees will exit the building immediately at the sound of the fire alarm. Do not delay exiting from the building to shut down equipment. Staff will follow step 3 of accounting for all employees listed above. Upon determination that someone is not at the assembly area, two staff will check the building. One staff will remain at the nearest emergency exit while the other staff checks the interior. They will stay in verbal contact at all times. Staff will not penetrate smoke while searching the building. The supervisor in charge will meet emergency response personnel and communicate to them the number of missing people in the building including those attempting search and rescue. All staff current in first aid will administer to injured employees until relieved by emergency response personnel.
- 6. <u>Natural Disaster.</u> Staff should listen to the radio. Keep clients away from the windows. If necessary evacuate building to the nearest shelter which is located at Alleghany Memorial Hospital (only community shelter) or another safe company building.
- 7. Bomb Threats Use the bomb threats and explosive procedures check sheet (see attached).

- 8. <u>Utility Failures</u> Staff should assess the situation to determine if there is any threat to consumers and take appropriate action. If alternative location is needed use another company site or the community shelter at Alleghany Memorial Hospital. If it is safe and a long term outage is expected ADVP services should be closes and the consumer transported back to their homes.
- 9. <u>Medical Emergency</u> Staff will use the protocol as outlined in the ACGH policy for medical and medication emergencies.
- 10. <u>Violent Behavior</u> Staff will use techniques learned in the North Carolina Intervention training to handle the behaviors. One staff will move all other consumers to a safe are away from the violent behavior. 911 will be called for assistance. Staff is not expected to jeopardize his or her personal safety and may determine the best route is moving all employees to a safe locked area until the police arrive.
- 11a. Other Emergency Staff will assess each situation individually and determine the best way to maintain a safe environment for all. If evacuation is needed the employees will either move to an area that is determined to be safe in the building, move outside the building to a safe area, or move to another shelter either a company site or community shelter site. Emergency services will be activated in all emergency situations and staff will follow the guidance of the emergency service personnel.
- 12. <u>ADVP Closings</u> In bad weather the ADVP program or the transportation services of Alleghany in Motion may choice to close for the day. If local schools are on a delay schedule then ADVP will go on time, unless an announcement is made on the local radio station. If local schools are closed, ADVP will be on a two hour delay at a minimum. A decision will be made within the two hours to determine the safety of opening the program. When the program is closed an announcement will be made on the local radio station.
- 13. <u>Emergency Equipment</u> Each site will maintain stocked and up to date emergency equipment. Each company vehicle will be maintained with a minimum of a fire extinguisher, first aid kit, working flash light, emergency procedures, emergency phone numbers, and emergency flair or sign. Each facility will maintain an emergency kit according to the service needs of each facility. ADVP will maintain a working flash lights, batteries, and a battery operated radio.
- 14. <u>Reporting emergencies</u>. Notify the on call supervisor of any actual emergency. If not able to locate by phone or beeper, notify the Executive Director. The on call supervisor will notify the Executive Director immediately after receiving a report of an emergency. Emergency phone numbers are located with each vehicle and each site. Contact list for facility repairs are at each site location.

BOMB THREAT AND EXPLOSION PROCEDURES

NOTE: DO NOT USE ANY DEVICE THAT EMITS RADIO WAVES SUCH AS CELLULAR PHONES.

- 1. Notify Executive Director of the bomb threat.
- 2. Keep caller talking.
- 3. Call law enforcement.
- 4. Advise staff of situation. Check halls for unknown objects.
- 5. Evacuate building according to fire drill plan to at least 300 feet from building.
- 6. Account for all clients and staff.
- 7. Assist law enforcement as required.
- 8. Complete bomb threat checklist ASAP and submit to Executive Director.
- 9. Executive Director will make final decision to reoccupy building after consultation with law enforcement.

Bomb Threat Call Checklist

Person receiving the bomb threat should try to engage the caller in revealing the following:

| 1. When is | s bomb going to | explode? | | | | |
|-------------------------------|--------------------|---|----------|---------|----------|--|
| 2. Where is the bomb located? | | | | | | |
| 3. What do | oes the bomb lo | ok like? | | | | |
| | ind of bomb is it | | | | | |
| | | | | | | |
| 6. Did you | ı (the caller) pla | ce the bomb? | | | | |
| 7. Why die | d you (the caller | e) place the bo | mb? | | · | |
| 8. What is | your name? | | | | | |
| 9. What is | you address? _ | | | | | |
| | | | Age | Race | | |
| 11. Length | of call in minute | es. | <u></u> | | | |
| CALLEDIO | TATOTOD (C' | 1 01 | | | | |
| CALLER'S | S VOICE: (Circ | le Characteris | stics) | | | |
| Calm | Laughing | Lisp | Angry | Crying | Exciting | |
| Normal | | | Distinct | Rapid | _ | |
| Soft | • | Deep Brea | | Stutter | | |
| | Nasal | • | _ | Rasp | Ragged | |
| Loud | 1 | | | | | |
| | _ | | | | | |
| Notes: | | | | | | |
| | | | | | | |
| | | 4 | 2 | | | |
| If voice is f | amiliar, who die | d it sound like | e? | | | |

BACKGROUND SOUNDS: (Circle sounds heard)

Street noises

House noises

Factory machinery

Animal noises Static on line

Voices

Office machinery

Booth

Local call?

Long distance call?

PA system

Motor

Other:

THREAT LANGUAGE:

Well spoken (educated)

Profanity

Incoherent

Irrational

Taped

Message "read" by threat maker

BOMB OR OTHER EXPLOSION

Procedures for Explosion:

1. Determine location and extent of explosion.

- 2. Call local law enforcement and provide important details regarding injuries, possible breaks in gas and electrical lines or other special hazards.
- 3. Evacuate building using normal evacuation procedures when all flying debris ceases. Special conditions may warrant special instructions to use alternative exits.
- 4. Assist with injured or wounded.
- 5. Notify Executive Director.
- 6. Secure the area until authorities arrive.
- 7. Send one person to meet the first emergency responder (fire department) to explain the situation.
- 8. If an explosion occurs prior to evacuation, clients and staff should seek any available cover if possible. At all times they should cover their head with their hands and take a kneeling face down position on the floor and should stay in this position until flying debris ceases.
- 9. Proceed with emergency dismissal or alternative shelter plan.

POSSIBLE BOMB LOCATIONS

- 1. Corridors and entries.
- 2. Cafeteria, dining room.
- 3. Men and Women's lavatories.
- 4. Staff lavatories.
- 5. Outside perimeter of building.
- 6. Closets.
- 7. Warehouse and work area.
- 8. Waste containers.

CHECKLIST FOR BUILDING SEARCH AND EVACUATION IN THE EVENT OF A BOMB THREAT

- 1. Did I secure administrative offices on leaving?
- 2. Was the exterior of the building secured?
- 3. On arrival, was all exterior doors secured.
- 4. In your work area, was there any

extraneous wires
packages
ticking sounds
lengths of pipe
dynamite caps
dynamite sticks
matchbooks
any wire or string attached to an unknown object?

5. Did I look

on the floor on the walls in the desks on the ceilings in the closet among any boxes or packages?

6. Was there any foreign object noted?

NEW RIVER COTTAGE, Inc EMERGENCY ACTION PLAN

FACILITY: New River Cottage, 82 Davis Lane

- 1. <u>Escape route procedures and route assignments.</u> All employees will exit at the nearest available exit. This Emergency Action Plan and a diagram of building with outside evacuation and inside sheltering routes and assembly area will be posted in each room.
- 2. <u>Critical plant operations before evacuation.</u> None. All employees will exit the building immediately at the sound of the fire alarm. Do not delay exiting from the building to shut down equipment.
- 3. Accounting of all employees after evacuation. The group home manager(s) will account for all clients.
- 4. Rescue and medical duties of specific employees. Upon determination that someone is not at the assembly area, two staff will check the building. One staff will remain at the nearest emergency exit while the other staff checks the interior. They will stay in verbal contact at all times. Staff will not penetrate smoke while searching the building. Staff will meet emergency response personnel and communicate to them the number of missing people in the building including those attempting search and rescue. All staff current in first aid will administer to injured employees until relieved by emergency response personnel. If necessary evacuate building to the nearest shelter which is located at Alleghany Memorial Hospital or temporarily to another building owned or operated by New River Cottage, Inc or Alleghany County Group Home, Inc.
- 5. <u>Fire:</u> Staff should follow the procedures for evacuation of the building and following appropriate escape routes list above. All employees will exit the building immediately at the sound of the fire alarm. Do not delay exiting from the building to shut down equipment. Staff will follow step 3 of accounting for all employees listed above. Upon determination that someone is not at the assembly area, two staff will check the building. One staff will remain at the nearest emergency exit while the other staff checks the interior. They will stay in verbal contact at all times. Staff will not penetrate smoke while searching the building. The supervisor in charge will meet emergency response personnel and communicate to them the number of missing people in the building including those attempting search and rescue. All staff current in first aid will administer to injured employees until relieved by emergency response personnel.
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- 7. <u>Reporting emergencies.</u> Notify the on call supervisor of any actual emergency. If not able to locate by phone or beeper, notify the Executive Director. The on call supervisor will notify the Executive Director immediately after receiving a report of an emergency.
- 8. <u>Bomb Threats U</u>se the bomb threats and explosive procedures check sheet (see attached).

- 9. <u>Utility Failures</u> Staff should assess the situation to determine if there is any threat to consumers and take appropriate action. If alternative location is needed use another company site or the community shelter at Alleghany Memorial Hospital.
- 10. <u>Medical Emergency</u> Staff will use the protocol as outlined in the ACGH policy for medical and medication emergencies.
- 11. <u>Violent Behavior</u> Staff will use techniques learned in the North Carolina Intervention training to handle the behaviors. One staff will move all other consumers to a safe are away from the violent behavior. 911 will be called for assistance. Staff is not expected to jeopardize his or her personal safety and may determine the best route is moving all employees to a safe locked area until the police arrive.
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- 13. <u>Emergency Equipment</u> Each site will maintain a stocked and up to date emergency equipment. Each company vehicle will be maintained with a minimum of a fire extinguisher, first aid kit, working flash light, emergency procedures, emergency phone numbers, and emergency flair or sign. Each facility will maintain an emergency kit according to the service needs of each facility. Sam Evans will maintain an emergency food supply, working flash lights, batteries, battery operated radio, and a cell phone. If medicine or medical care is needed this will be obtained through the local hospital.

ALLEGHANY COUNTY GROUP HOMES, Inc. EMERGENCY ACTION PLAN

FACILITY: Sam Evans Group Home, 53 Estep Street

- 1. <u>Escape route procedures and route assignments</u>. All employees will exit at the nearest available exit. This Emergency Action Plan and a diagram of building with outside evacuation and inside sheltering routes and assembly area will be posted in each room.
- 2. <u>Critical plant operations before evacuation</u>. None. All employees will exit the building immediately at the sound of the fire alarm. Do not delay exiting from the building to shut down equipment.
- 3. Accounting of all employees after evacuation. The group home manager will account for all clients.
- 4. Rescue and medical duties of specific employees. Upon determination that someone is not at the assembly area, the group home manager will search the building. Do not penetrate smoke. The group home manager will meet emergency response personnel and communicate to them that all people are accounted for or the likely location of any missing clients. The group home manager will administer to injured clients until relieved by emergency response personnel. If necessary evacuate building to the nearest shelter which is located at Alleghany Memorial Hospital or temporarily to another building owned or operated by New River Cottage, Inc or Alleghany County Group Home, Inc.
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- 8. Bomb Threats Use the bomb threats and explosive procedures check sheet (see attached).
- 9. <u>Utility Failures</u> Staff should assess the situation to determine if there is any threat to consumers and take appropriate action. If alternative location is needed use another company site or the community shelter at Alleghany Memorial Hospital.

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ALLEGHANY COUNTY GROUP HOMES, Inc. EMERGENCY ACTION PLAN

FACILITY: ADVP, 133 Health Services Road

- 1. <u>Escape route procedures and route assignments</u>. All employees will exit at the nearest available exit. This Emergency Action Plan and a diagram of building with outside evacuation and inside sheltering routes and assembly area will be posted in each room. Staff is to activate the alarm system if needed or move employees to a safe area in the building. Call 911 if needed.
- 2. <u>Critical plant operations before evacuation</u>. None. All employees will exit the building immediately at the sound of the fire alarm. Do not delay exiting from the building to shut down equipment.
- 3. Accounting of all employees after evacuation. The staff person which takes the morning attendance for clients is responsible for accounting for all clients. This staff will take the attendance sheet with him/her to the assembly area and do a role call to ensure that all clients have safely exited the building. The other staff on duty will check client restrooms prior to exit. The assembly area is at the rear of the building, 75 feet south of the exit. If necessary evacuate building to the nearest shelter which is located at Alleghany Memorial Hospital or temporarily to another building owned or operated by New River Cottage, Inc or Alleghany County Group Home, Inc.
- 4. Rescue and medical duties of specific employees. Upon determination that someone is not at the assembly area, two staff will check the building. One staff will remain at the nearest emergency exit while the other staff checks the interior. They will stay in verbal contact at all times. Staff will not penetrate smoke while searching the building. The supervisor in charge will meet emergency response personnel and communicate to them the number of missing people in the building including those attempting search and rescue. All staff current in first aid will administer to injured employees until relieved by emergency response personnel.
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- 6. <u>Natural Disaster.</u> Staff should listen to the radio. Keep clients away from the windows. If necessary evacuate building to the nearest shelter which is located at Alleghany Memorial Hospital (only community shelter) or another safe company building.
- 7. Bomb Threats Use the bomb threats and explosive procedures check sheet (see attached).

8. <u>Utility Failures</u> Staff should assess the situation to determine if there is any threat to consumers and take appropriate action. If alternative location is needed use another company site or the community shelter at Alleghany Memorial Hospital. If it is safe and a long term outage is expected ADVP services should be closes and the consumer transported back to their homes.

- 9. <u>Medical Emergency</u> Staff will use the protocol as outlined in the ACGH policy for medical and medication emergencies.
- 10. <u>Violent Behavior</u> Staff will use techniques learned in the North Carolina Intervention training to handle the behaviors. One staff will move all other consumers to a safe are away from the violent behavior. 911 will be called for assistance. Staff is not expected to jeopardize his or her personal safety and may determine the best route is moving all employees to a safe locked area until the police arrive.
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- 12. <u>ADVP Closings</u> In bad weather the ADVP program or the transportation services of Alleghany in Motion may choice to close for the day. If local schools are on a delay schedule then ADVP will go on time, unless an announcement is made on the local radio station. If local schools are closed, ADVP will be on a two hour delay at a minimum. A decision will be made within the two hours to determine the safety of opening the program. When the program is closed an announcement will be made on the local radio station.
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- 14. <u>Reporting emergencies</u>. Notify the on call supervisor of any actual emergency. If not able to locate by phone or beeper, notify the Executive Director. The on call supervisor will notify the Executive Director immediately after receiving a report of an emergency. Emergency phone numbers are located with each vehicle and each site. Contact list for facility repairs are at each site location.

NEW RIVER COTTAGE, Inc EMERGENCY ACTION PLAN

FACILITY: New River Cottage, 82 Davis Lane

- 1. <u>Escape route procedures and route assignments.</u> All employees will exit at the nearest available exit. This Emergency Action Plan and a diagram of building with outside evacuation and inside sheltering routes and assembly area will be posted in each room.
- 2. <u>Critical plant operations before evacuation</u>. None. All employees will exit the building immediately at the sound of the fire alarm. Do not delay exiting from the building to shut down equipment.
- 3. <u>Accounting of all employees after evacuation</u>. The group home manager(s) will account for all clients.
- 4. Rescue and medical duties of specific employees. Upon determination that someone is not at the assembly area, two staff will check the building. One staff will remain at the nearest emergency exit while the other staff checks the interior. They will stay in verbal contact at all times. Staff will not penetrate smoke while searching the building. Staff will meet emergency response personnel and communicate to them the number of missing people in the building including those attempting search and rescue. All staff current in first aid will administer to injured employees until relieved by emergency response personnel. If necessary evacuate building to the nearest shelter which is located at Alleghany Memorial Hospital or temporarily to another building owned or operated by New River Cottage, Inc or Alleghany County Group Home, Inc.
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ALLEGHANY COUNTY GROUP HOMES, Inc. EMERGENCY ACTION PLAN

FACILITY: Sam Evans Group Home, 53 Estep Street

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- 2. <u>Critical plant operations before evacuation</u>. None. All employees will exit the building immediately at the sound of the fire alarm. Do not delay exiting from the building to shut down equipment.
- 3. Accounting of all employees after evacuation. The group home manager will account for all clients.
- 4. Rescue and medical duties of specific employees. Upon determination that someone is not at the assembly area, the group home manager will search the building. Do not penetrate smoke. The group home manager will meet emergency response personnel and communicate to them that all people are accounted for or the likely location of any missing clients. The group home manager will administer to injured clients until relieved by emergency response personnel. If necessary evacuate building to the nearest shelter which is located at Alleghany Memorial Hospital or temporarily to another building owned or operated by New River Cottage, Inc or Alleghany County Group Home, Inc.
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ALLEGHANY COUNTY GROUP HOMES, Inc. EMERGENCY ACTION PLAN

FACILITY: ADVP, 133 Health Services Road

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- 6. <u>Natural Disaster.</u> Staff should listen to the radio. Keep clients away from the windows. If necessary evacuate building to the nearest shelter which is located at Alleghany Memorial Hospital (only community shelter) or another safe company building.
- 7. <u>Bomb Threats</u> Use the bomb threats and explosive procedures check sheet (see attached).

- 8. <u>Utility Failures</u> Staff should assess the situation to determine if there is any threat to consumers and take appropriate action. If alternative location is needed use another company site or the community shelter at Alleghany Memorial Hospital. If it is safe and a long term outage is expected ADVP services should be closes and the consumer transported back to their homes.
- 9. <u>Medical Emergency</u> Staff will use the protocol as outlined in the ACGH policy for medical and medication emergencies.
- 10. <u>Violent Behavior</u> Staff will use techniques learned in the North Carolina Intervention training to handle the behaviors. One staff will move all other consumers to a safe are away from the violent behavior. 911 will be called for assistance. Staff is not expected to jeopardize his or her personal safety and may determine the best route is moving all employees to a safe locked area until the police arrive.
- 11a. Other Emergency Staff will assess each situation individually and determine the best way to maintain a safe environment for all. If evacuation is needed the employees will either move to an area that is determined to be safe in the building, move outside the building to a safe area, or move to another shelter either a company site or community shelter site. Emergency services will be activated in all emergency situations and staff will follow the guidance of the emergency service personnel.
- 12. <u>ADVP Closings</u> In bad weather the ADVP program or the transportation services of Alleghany in Motion may choice to close for the day. If local schools are on a delay schedule then ADVP will go on time, unless an announcement is made on the local radio station. If local schools are closed, ADVP will be on a two hour delay at a minimum. A decision will be made within the two hours to determine the safety of opening the program. When the program is closed an announcement will be made on the local radio station.
- 13. <u>Emergency Equipment</u> Each site will maintain stocked and up to date emergency equipment. Each company vehicle will be maintained with a minimum of a fire extinguisher, first aid kit, working flash light, emergency procedures, emergency phone numbers, and emergency flair or sign. Each facility will maintain an emergency kit according to the service needs of each facility. ADVP will maintain a working flash lights, batteries, and a battery operated radio.
- 14. <u>Reporting emergencies</u>. Notify the on call supervisor of any actual emergency. If not able to locate by phone or beeper, notify the Executive Director. The on call supervisor will notify the Executive Director immediately after receiving a report of an emergency. Emergency phone numbers are located with each vehicle and each site. Contact list for facility repairs are at each site location.

ALLEGHANY COUNTY GROUP HOMES, Inc. EMERGENCY ACTION PLAN

FACILITY: Sam Evans Group Home, 53 Estep Street

- 1. <u>Escape route procedures and route assignments</u>. All employees will exit at the nearest available exit. This Emergency Action Plan and a diagram of building with outside evacuation and inside sheltering routes and assembly area will be posted in each room.
- 2. <u>Critical plant operations before evacuation</u>. None. All employees will exit the building immediately at the sound of the fire alarm. Do not delay exiting from the building to shut down equipment.
- 3. Accounting of all employees after evacuation. The group home manager will account for all clients.
- 4. Rescue and medical duties of specific employees. Upon determination that someone is not at the assembly area, the group home manager will search the building. Do not penetrate smoke. The group home manager will meet emergency response personnel and communicate to them that all people are accounted for or the likely location of any missing clients. The group home manager will administer to injured clients until relieved by emergency response personnel. If necessary evacuate building to the nearest shelter which is located at Alleghany Memorial Hospital or temporarily to another building owned or operated by New River Cottage, Inc or Alleghany County Group Home, Inc.
- 5. <u>Fire:</u> Staff should follow the procedures for evacuation of the building and following appropriate escape routes list above. All employees will exit the building immediately at the sound of the fire alarm. Do not delay exiting from the building to shut down equipment. Staff will follow step 3 of accounting for all employees listed above. Upon determination that someone is not at the assembly area, two staff will check the building. One staff will remain at the nearest emergency exit while the other staff checks the interior. They will stay in verbal contact at all times. Staff will not penetrate smoke while searching the building. The supervisor in charge will meet emergency response personnel and communicate to them the number of missing people in the building including those attempting search and rescue. All staff current in first aid will administer to injured employees until relieved by emergency response personnel.
- 6. <u>Natural Disaster.</u> Staff should listen to the radio. Keep clients away from the windows. If necessary evacuate building to the nearest shelter which is located at Alleghany Memorial Hospital.
- 7. <u>Reporting emergencies.</u> Notify the on call supervisor of any actual emergency. If not able to locate by phone or beeper, notify the Executive Director. The on call supervisor will notify the Executive Director immediately after receiving a report of an emergency.
- 8. Bomb Threats Use the bomb threats and explosive procedures check sheet (see attached).
- 9. <u>Utility Failures</u> Staff should assess the situation to determine if there is any threat to consumers and take appropriate action. If alternative location is needed use another company site or the community shelter at Alleghany Memorial Hospital.

- 10. <u>Medical Emergency</u> Staff will use the protocol as outlined in the ACGH policy for medical and medication emergencies.
- 11. <u>Violent Behavior</u> Staff will use techniques learned in the North Carolina Intervention training to handle the behaviors. One staff will move all other consumers to a safe are away from the violent behavior. 911 will be called for assistance. Staff is not expected to jeopardize his or her personal safety and may determine the best route is moving all employees to a safe locked area until the police arrive.
- 12. Other Emergency Staff will assess each situation individually and determine the best way to maintain a safe environment for all. If evacuation is needed the employees will either move to an area that is determined to be safe in the building, move outside the building to a safe area, or move to another shelter either a company site or community shelter site. Emergency services will be activated in all emergency situations and staff will follow the guidance of the emergency service personnel.
- 13. Emergency Equipment Each site will maintain a stocked and up to date emergency equipment. Each company vehicle will be maintained with a minimum of a fire extinguisher, first aid kit, working flash light, emergency procedures, emergency phone numbers, and emergency flair or sign. Each facility will maintain an emergency kit according to the service needs of each facility. Sam Evans will maintain an emergency food supply, working flash lights, batteries, battery operated radio, and a cell phone. If medicine or medical care is needed this will be obtained through the local hospital.

NEW RIVER COTTAGE, Inc. EMERGENCY ACTION PLAN

FACILITY: New River Cottage, 82 Davis Lane

- 1. <u>Escape route procedures and route assignments.</u> All employees will exit at the nearest available exit. This Emergency Action Plan and a diagram of building with outside evacuation and inside sheltering routes and assembly area will be posted in each room.
- 2. <u>Critical plant operations before evacuation</u>. None. All employees will exit the building immediately at the sound of the fire alarm. Do not delay exiting from the building to shut down equipment.
- 3. Accounting of all employees after evacuation. The group home manager(s) will account for all clients.
- 4. Rescue and medical duties of specific employees. Upon determination that someone is not at the assembly area, two staff will check the building. One staff will remain at the nearest emergency exit while the other staff checks the interior. They will stay in verbal contact at all times. Staff will not penetrate smoke while searching the building. Staff will meet emergency response personnel and communicate to them the number of missing people in the building including those attempting search and rescue. All staff current in first aid will administer to injured employees until relieved by emergency response personnel. If necessary evacuate building to the nearest shelter which is located at Alleghany Memorial Hospital or temporarily to another building owned or operated by New River Cottage, Inc or Alleghany County Group Home, Inc.
- 5. <u>Fire:</u> Staff should follow the procedures for evacuation of the building and following appropriate escape routes list above. All employees will exit the building immediately at the sound of the fire alarm. Do not delay exiting from the building to shut down equipment. Staff will follow step 3 of accounting for all employees listed above. Upon determination that someone is not at the assembly area, two staff will check the building. One staff will remain at the nearest emergency exit while the other staff checks the interior. They will stay in verbal contact at all times. Staff will not penetrate smoke while searching the building. The supervisor in charge will meet emergency response personnel and communicate to them the number of missing people in the building including those attempting search and rescue. All staff current in first aid will administer to injured employees until relieved by emergency response personnel.
- 6. <u>Natural Disaster.</u> Staff should listen to the radio. Keep clients away from the windows. If necessary evacuate building to the nearest shelter which is located at Alleghany Memorial Hospital.
- 7. <u>Reporting emergencies.</u> Notify the on call supervisor of any actual emergency. If not a7ble to locate by phone or beeper, notify the Executive Director. The on call supervisor will notify the Executive Director immediately after receiving a report of an emergency.
- 8. <u>Bomb Threats</u> Use the bomb threats and explosive procedures check sheet (see attached).

- 9. <u>Utility Failures</u> Staff should assess the situation to determine if there is any threat to consumers and take appropriate action. If alternative location is needed use another company site or the community shelter at Alleghany Memorial Hospital.
- 10. <u>Medical Emergency</u> Staff will use the protocol as outlined in the ACGH policy for medical and medication emergencies.
- 11. <u>Violent Behavior</u> Staff will use techniques learned in the North Carolina Intervention training to handle the behaviors. One staff will move all other consumers to a safe are away from the violent behavior. 911 will be called for assistance. Staff is not expected to jeopardize his or her personal safety and may determine the best route is moving all employees to a safe locked area until the police arrive.
- 12. Other Emergency Staff will assess each situation individually and determine the best way to maintain a safe environment for all. If evacuation is needed the employees will either move to an area that is determined to be safe in the building, move outside the building to a safe area, or move to another shelter either a company site or community shelter site. Emergency services will be activated in all emergency situations and staff will follow the guidance of the emergency service personnel.
- 13. Emergency Equipment Each site will maintain a stocked and up to date emergency equipment. Each company vehicle will be maintained with a minimum of a fire extinguisher, first aid kit, working flash light, emergency procedures, emergency phone numbers, and emergency flair or sign. Each facility will maintain an emergency kit according to the service needs of each facility. Sam Evans will maintain an emergency food supply, working flash lights, batteries, battery operated radio, and a cell phone. If medicine or medical care is needed this will be obtained through the local hospital.

EMERGENCY ACTION PLAN REVISIONS/REVIEWS

| REVIEWED BY | DATE . |
|---|-------------|
| Becky Miller, BS, OP B. Miller, BS, OP | 8/10/2018 |
| Λ | 7/2019 |
| B. Miller, Bs. Of | 10/18/2020 |
| B. Miller BS, DP | 8/12/21 |
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Biohazard Disposal

OPERATIONAL PROTOCOL

for the classification,

packaging and handling

of regulated medical waste



MEDICAL WASTE MANAGEMENT SPECIALISTS 1 (800) 552-0088

P.O. BOX 8726, ROANOKE, VIRGINIA 24014 (540) 427-3350 FAX (540) 427-3351 P.O. BOX 31394, RICHMOND, VIRGINIA 23294 (804) 747-8600 FAX (804) 965-0475

OPERATIONAL PROTOCOL

This protocol describes acceptable types of medical waste for collection by Sci-Med, and proper packaging and handling techniques required for the preparation of medical waste for off-site disposal.

Sci-Med Clients are given this protocol to assist them in segregating and preparing medical waste for transport to a licensed treatment facility. Any questions regarding this protocol may be directed to your Sci-Med representative, or to Sci-Med Customer Service at 1-800-662-0088. This protocol is a material part of the Contract for Medical Waste Management Services, and Clients executing such Contract agree to abide by the terms and descriptions herein and any amendments thereto.

ACCEPTABLE WASTES

Each facility generating medical waste should have a written definition of the types of wastes/categories included as part of its medical waste management procedure protocol. The definition should include those waste materials that are included in the definitions of medical waste within applicable Federal, State, County, and Municipal regulations. Medical waste generators should also consider the policies of local solid waste landfills that might exclude certain materials from landfill, even though they are not regulated as medical waste. Common materials which are typically classified as medical waste include, but are not limited to:

- Blood & blood products;
- Items saturated with blood or blood products;
- Other body fluids capable of harboring potentially infectious microorganisms and items contaminated with these body fluids;
- Cultures and stocks of microbiological agents;
- Vaccines:
- Sharps*;
- Body parts of humans and animals (small);
- Other potentially infectious materials; and
- Chemotherapy wastes (materials containing no more than trace amounts of chemotherapeutic/cytotoxic agents).

*Sharps may include, but are not limited to, needles, scalpels, slides, cover slips, pipettes and blood tubes. These materials may go through additional handling steps prior to disposal, and sharps represent the highest potential for injury and exposure. Anything which is presently sharp, or has the potential to become sharp (if broken, etc.) must be packaged in rigid, sealed, puncture-resistant containers prior to being placed in the transport container.

UNACCEPTABLE WASTES

The following waste materials are not acceptable for inclusion in any medical waste stream.

Placement of these materials in a Sci-Med container may constitute grounds for immediate contract termination and/or assumption of liability for any fines or damages incurred:

- 1. Any material possessing the characteristics of, or containing materials regulated for, flammability, corrosivity, reactivity or EP toxicity as defined by the Environmental Protection Agency Regulations for <u>Defining Hazardous Waste</u> in CFR 261.21 through 261.24.
- 2. Any material or substance considered <u>hazardous or toxic</u> as defined by applicable federal, state, or provincial laws or regulations.
- 3. Any compressed gas cylinders or acrosol containers.
- 4. Any materials regulated by the Nuclear Regulatory Commission and/or the Department of Transportation as <u>radioactive</u>. However, it should be noted that materials containing the isotopes tritium (H3) or Carbon 14 (C14) having an average value below 0.002 microcurie/gram are not regulated by the NRC, DOT or most state agencies and therefore may be acceptable to place in Sci-Med containers.

IT IS IMPERATIVE TO NOTE THAT IF A WASTE MATERIAL HAS MORE THAN ONE REGULATED CHARACTERISTIC, IT MUST FIRST BE MANAGED ACCORDING TO THE REGULATIONS FOR THE MOST HAZARDOUS CHARACTERISTIC WHICH THE MATERIAL POSSESSES. ONCE THAT CHARACTERISTIC IS TREATED OR NEUTRALIZED, LESS HAZARDOUS CHARACTERISTICS CAN BE MANAGED. For instance: a blood contaminated syringe that contains traces of a radioisotope tagged chemical must first be treated for the radioisotope.

PACKAGING

- 1. All containers, once packaged, should be stored in a secured area, sheltered from the elements.
- 2. All sharps (items or objects having a sharp point or edge which could cause puncture or laceration, or that potential if broken) shall be placed in a rigid, puncture resistant, hard-walled container with a securely fitting lid prior to placement into the Sci-Med container.
- 3. Bagged medical waste generated at a Client facility may be placed into a lined transport box. Bags must be properly sealed prior to placement in the boxes. Sealed sharps containers may be placed directly into the lined box.
- 4. Waste should not be compacted or compressed because of the potential exposure to aerosolization of microorganisms and injury from sharps.
- 5. Containers should not be overfilled. This creates an additional hazard.
- 6. Damp, leaking, or overstuffed containers, or containers that are deemed to be unsafe for handling or transport may be refused by Sci-Med at its discretion. Such containers which are handled by Sci-Med may be subject to a surcharge currently assessed at the rate of \$8.50 per container.
- 7. All containers must bear the name, address, and telephone number of the Client facility generating the waste, in addition to the date the container was "generated" (e.g., when it was sealed for transport). Client's Sci-Med representative will instruct staff on the proper types of

labels and the location on the container where the label should be placed. Sci-Med reserves the right to refuse to collect any containers which are not properly labeled.

8. Please refer to the appendices at the end of this operational protocol for diagrams of proper packaging.

DOCUMENTATION

Sci-Med will maintain documentation of destruction of all containers collected from Client facilities. Such documentation will be made available to Clients upon reasonable notice and request.

TRANSPORTATION

Transportation of waste from Client business location to the treatment facility will be performed in accordance with all applicable laws and regulations.

Note: Sci-Med may, from time to time, implement changes in packaging, labeling, documentation, equipment or other aspects of medical waste management as may be required by regulatory authorities having jurisdiction.

SUPPLIES

Sci-Med provides appropriate containers for the packaging and transport of medical waste to its Clients. These supplies are built into the cost of the service, and as such, Sci-Med may assess such costs as identified in the contract to Clients to whom supplies are delivered, when such supplies are not held in inventory by Client, used in the course of medical waste management, or returned to Sci-Med upon request. Client shall currently pay Sci-Med at a rate of \$2.25 per box and \$0.95 per liner for all boxes and liners delivered to Clients that are not (a) picked up by Sci-Med in the course of its waste disposal services, (b) held in inventory by Client, or (c) returned by Client to Sci-Med.

It is in the best interest of the Client as well as Sci-Med to appropriately and economically utilize the supplies furnished for the intended purpose.

APPENDIX A

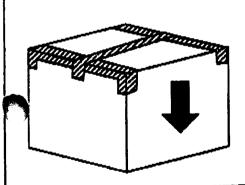


01/13/98 10:46

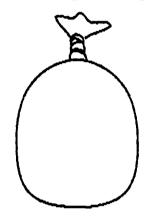
INSTRUCTIONS

for packaging biomedical waste

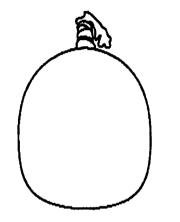
1. Tape the bottom—of the box.



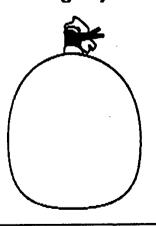
2. Twist top of bag.



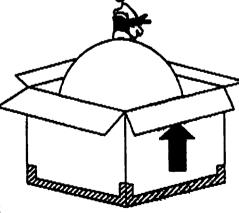
3. Double over.



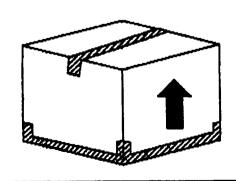
4. Cinch tightly or tape.



5. Place bag in box.



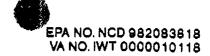
6. Tape the top of the box.



APPENDIX B

NI-MED WASTE SYSTEMS, INC.

1864 9th ST., S.E. ROANOKE, VA 24013 800-662-0088 (24 HOURS A DAY)



| A CARLO CONTRACTOR OF THE PARTY | UMENT NO. 23 . 5.79 INTRASTATE TRANSPORT |
|--|--|
| GENERATOR'S NAME AND MAILING ADDRESS | GENERATOR ACCOUNT NUMBER |
| | |
| | |
| TELEPHONE NUMBER | TRANSPORTER: SCI-MED WASTE SYSTEMS, INC. |
| Generator's Certification: I hereby certify that the contents of this consignment does not go by 40CFR281 or any applicable state law, has been oreporty described, elassified, and packat | |
| CENTRALOR SIGNATURE DATE / / | DATE / / |
| 16 GAL. CONTAINERS REQUILATED MEDICAL WASTE PO T | 10MMENTS - CHANGES |
| 32 GAL, CONTAINERS REGULATED MEDICAL WASTE PO 2 | |
| SHARPS CONTAINER REGULATED MEDICAL WASTE PG E CLASS 4.2, UN 3891 | |
| REUSABLE REGULATED MEDICAL WASTE PG 1 CLASS 6.2 UN 3281 | |
| RECEIPT OF CONSIGNMENT: DATE / / | |
| THIS CONSIGNMENT HAS BEEN RECEIVED. TREATED LEGALLY AND ITS REMAINS HAVE BEEN DESTIED IN A DESIGNATED SANITARY LANDFILL. | |
| DESTINATION APPLIED RECOVERY INC. BEAVER DAM. KY | X • Company Control of the Control o |
| OTHER | x - |
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| TACNC/BMWNC PERMIT NO. 08-061 MATTHEWS, NC OPERATION NO. 08-0049 | |
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| | \$1110 M \$32,42 |
| PERTIFICAT | 2 OF DESTRUCTION |

- 1. Sci-Med Transporter's license number with the State of Virginia.
- 2. Driver indicates transport of Regulated Medical Waste within the State or outside the State of Virginia.
- 3. Generator (client) Name, Address and Telephone Number.
- 4. Account Number assigned to each client by Sci-Med.
- 5. Generator (Client) Signature and Date of when the Regulated Medical Waste is collected.
- 6. Driver's Signature and Date of when the Regulated Medical Waste is collected.
- 7. Indicates the container size and quantity of containers collected.
- 8. Date the medical Waste was treated and ashes legally disposed of and signature of Sci-Med's Operation's Manager.
- 9. Location the Regulated Medical waste is disposed of by incineration.
 - Emergency Telephone Number for use in event of major spills involving Regulated Medical Waste handled by Sci-Med.
- 11. There are 2 copies which are indicated at the hottom of the manifest as either:
 - A. RECEIPT OF PICK UP Copy left with client at the time of collection; or
 - B. CERTIFICATE OF DESTRUCTION Mailed to client with monthly billing. To be kept on file by the client for three (3) or more years as proof of destruction of their Regulated Medical Waste.

ALLEGHANY COUNTY GROUP HOMES, Inc. HAZARD COMMUNICATION PROGRAM

- I. This program will describe how Alleghany County Group Homes, Inc. intends to protect the safety and health of our employees who are exposed to hazardous chemicals in the workplace, and to comply with the provisions of 29 CFR 1910.1200.
- II. Executive Director has been assigned the title of Hazard Communication Program Monitor and is responsible for monitoring all related activities to ensure compliance with both the intent and specifics of this program.

Each supervisor will be held responsible for strict adherence to these policies and will closely monitor all activities involving hazardous chemicals.

Each employee will carefully follow established work practices and promptly report observed or potential problems to supervision.

There is no job at Alleghany County Group Homes, Inc. so vital or urgent as to justify the risk of employee overexposure to a hazardous chemical. Ask when in doubt. Proceed with a job only after being satisfied that it is safe for you to do so.

- III. A list of all hazardous chemicals for each workplace has been made and is readily available, upon request, to any employee, working on any shift.
- IV. A material Safety Data Sheet (MSDS) for each hazardous chemical on the list referenced above is on file at each facility. The MSDS for any hazardous chemical is readily available for review by any employee upon request, through their immediate supervisor and located in the MSDS Book.
- V. The Executive Director is responsible to ensure that the list of hazardous chemicals is kept current and that a current MSDS for each hazardous chemical used is on hand. A chemical that is not shown on the current list or MSDS Book will not be ordered without prior coordination with the Executive Director.
- VI. All containers of hazardous chemicals in each workplace will be conspicuously labeled with the identity of the chemical (same as on the applicable MSDS), and the appropriate hazard warnings. If the chemical is a known or suspected cancer causing agent (carcinogen), or if it is know to affect a specific organ of the body, this information will also be placed on the container label. The person having supervisory responsibility for the storage or use of each hazardous chemical will ensure that such labels are not defaced and that they remain legible at all times. The ADVP director will ensure that an adequate supply of labels is kept on hand and that each container is properly labeled.

- VII. The ADVP director is responsible for anticipating, as much as possible, the hazards that would be present for non-routine tasks, such as a chemical spill or container rupture. Clean-up procedures and proper personal protective equipment shall be considered and adequate training for such tasks shall be addressed.
- VIII. When an outside contractor will be used, it will be the responsibility of the ADVP director to advise the contractor of any hazardous chemicals to which their employees may be exposed and the appropriate protective measures to be taken. Conversely, it will be the same manager's responsibility to determine if the contractor will be using any hazardous chemicals during this work that would expose Alleghany County Group Home, Inc. employees. Appropriate training and protective measures must be taken in order to protect Alleghany County Group Home, Inc. employees. The Executive Director is to be advised prior to any work being performed by an outside contractor involving hazardous chemicals.
- IX. All employees exposed to any hazardous chemicals will complete an information and training program which includes at least the subjects listed below. New employees must complete similar instruction before initial exposure to any hazardous chemical in the workplace.

Adequate training of all employees exposed to hazardous chemical will be given by the ADVP director assisted as needed by the Hazard Communication Program Monitor.

Employee information for this program will include:

- (1) The purpose and need for such a program, including the basic concept that gives every employee the right to know about hazardous chemicals with which they work.
- (2) The location and availability of the written Hazard Communication Program, plus the list of hazardous chemical and their corresponding MSDSs.
- (3) The identity upon request, of any chemical to which the employee is exposed. In the case of a trade secret chemical, the name shown on the MSDS will be provided.

Employee training shall include at least the following:

- (1) Methods and observations used to detect the presence or release of a hazardous chemical in the work area such as monitoring devices, appearance, or odor.
- (2) The physical and health hazards associated with each chemical, as specified in the MSDS.
- (3) Action that employees can take to protect their own safety and health, including specific procedures that have been established for normal work practices, emergency procedures, and policies on the use of personal protective equipment.
- (4) Details of the Hazard Communication Program, including an explanation of the labeling system used on in-house containers of hazardous chemicals. Also, details of how employees can obtain and use information contained in the MSDS.
- X. It is the intent of Alleghany County Group Homes, Inc. management to protect the safety and health of each employee, our most valuable and valued asset. By following correct procedures, no employee should experience any harmful effects from working with chemicals in their workplace.

HAZARDOUS CHEMICAL LIST

THE MATERIAL SAFETY DATA SHEET (MSDS) FOR EACH CHEMICAL IS LOCATED DIRECTLY BEHIND THIS LIST.

| # | NAME | PRIMARY HAZARD | LOCATION |
|----|--|------------------------|--------------------------------|
| 1. | Polypropylene Fiber | Eye Irritation | Production table |
| 2. | Water base Glue | Skin/Eye Irritation | Production area & glue machine |
| 3. | Jet-melt ™ Adhesive | Burns | Production area |
| 4. | Bleach | Eye injury | Kitchen & Dining Room |
| 5. | Water Based Degreaser | Eye injury | Toilets, Floors |
| | | | |
| 6 | Other MSDS sheet for everyday cleaning and household products are located in the MSDA book at each facility. | See each MSDS sheet | See each MSDS sheet |
| | | | |
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EMPLOYEE TRAINING:

Basic Information:

- 1. Explain the purpose and need for the HAZCOM program, including the basic concept that gives every employee the right to know about hazardous chemicals with which they work. Explain how the purpose of the program is to safeguard each employee's health.
- 2. The written HAZCOM program, the hazardous chemical list and the MSDSs are located in a notebook in the Executive Director's desk. Show the notebook to each employee and explain each term.
- 3. Explain to each employee that they have the right to ask the identity of any chemical to which they may be exposed.

Specific Training:

- 1. If any employee detects a chemical in the area that they are unfamiliar with, by sight or smell, they must immediately notify their supervisor.
- 2. Go over each chemical on the list by covering in detail each MSDS.
- 3. The following actions will be taken to safeguard each employee's health.

ADVP products:

POLYPROPYLENE FIBER:

- a. The only danger to employees is from mechanical irritation from getting fiber in the eyes and from slipping. Employees must use caution when working with fiber and keep it away from the eyes. Protective goggles are available upon request but are not mandatory due to the low risk involved. Keep work area clean to prevent slips.
- b. First aid: If you do get fiber in the eyes, do not rub the eye. Inform the supervisor of the problem. The supervisor will flush out the eye with a rinse solution. If unsuccessful, take the employee to the doctor. Follow-up treatment by checking on the employee throughout the day.

WATER BASE GLUE:

a. This glue can cause skin and eye irritation. Only designated employees will refill containers from the source container. Only

designated employees will fill the glue machine. Gloves and goggles will be worn during this process. Designated employees are:

- 1) Adrienne King
- 2) Sharon Stovall
- 3) Wes Starling
- b. First aid: If in eye, flush immediately with water for 15 minutes. Consult a physician if irritation persists. If on skin, wash affected area with soap and water. Launder contaminated clothing before reuse. If ingested and person can swallow, give one glass of water or milk. Do not induce vomiting. Get immediate medical attention.

JET-MELT ™ ADHESIVE:

- a. Primary concern is burns. Gloves must be worn at all times. If contact with skin or eyes occur:
- b. Immediately flush area with large amounts of water and cover with a clean dressing. DO NOT ATTEMPT TO REMOVE ADHESIVE. Have burn treated by a physician. Eye contact, immediately flush eyes with large amounts of water. Get immediate medical attention.

BLEACH:

- a. Causes substantial but temporary eye injury. Do not get in eyes or on clothing. Harmful if swallowed. May irritate skin. For prolonged use, wear gloves.
- b. If in eyes, remove contact lenses and rinse with plenty of water for 15 minutes. If swallowed, drink a glassful of water. Call physician in either case. If in contact with skin, immediately remove contaminated clothing and wash skin thoroughly with water.
- 4. Proper labels are provided on all containers containing hazardous chemicals. For more detailed information ask the Executive Director for a copy of the MSDS. Do not use any container that does not have a label. Report missing labels immediately to your supervisor. Do not transfer any product to an unlabeled container.
- 5. Remind employees that safety is everyone's concern. Ask them to be involved and to report any concerns immediately to their supervisor. Remind them that if they do not receive prompt action on their concerns that they have the right to bring any problem to the attention of the Executive Director.

TRAINING DOCUMENTATION

The following people received Hazard Communication Program training:

| Trainee Signature | Instructor Signature | Date |
|-------------------|----------------------|------|
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Hazard Communication

ALLEGHANY COUNTY GROUP HOMES, Inc. HAZARD COMMUNICATION PROGRAM

- I. This program will describe how Alleghany County Group Homes, Inc. intends to protect the safety and health of our employees who are exposed to hazardous chemicals in the workplace, and to comply with the provisions of 29 CFR 1910.1200.
- II. Executive Director has been assigned the title of Hazard Communication Program Monitor and is responsible for monitoring all related activities to ensure compliance with both the intent and specifics of this program.

Each supervisor will be held responsible for strict adherence to these policies and will closely monitor all activities involving hazardous chemicals.

Each employee will carefully follow established work practices and promptly report observed or potential problems to supervision.

There is no job at Alleghany County Group Homes, Inc. so vital or urgent as to justify the risk of employee overexposure to a hazardous chemical. Ask when in doubt. Proceed with a job only after being satisfied that it is safe for you to do so.

- III. A list of all hazardous chemicals for each workplace has been made and is readily available, upon request, to any employee, working on any shift.
- IV. A material Safety Data Sheet (MSDS) for each hazardous chemical on the list referenced above is on file at each facility. The MSDS for any hazardous chemical is readily available for review by any employee upon request, through their immediate supervisor and located in the MSDS Book.
- V. The Executive Director is responsible to ensure that the list of hazardous chemicals is kept current and that a current MSDS for each hazardous chemical used is on hand. A chemical that is not shown on the current list or MSDS Book will not be ordered without prior coordination with the Executive Director.
- VI. All containers of hazardous chemicals in each workplace will be conspicuously labeled with the identity of the chemical (same as on the applicable MSDS), and the appropriate hazard warnings. If the chemical is a known or suspected cancer causing agent (carcinogen), or if it is know to affect a specific organ of the body, this information will also be placed on the container label. The person having supervisory responsibility for the storage or use of each hazardous chemical will ensure that such labels are not defaced and that they remain legible at all times. The ADVP director will ensure that an adequate supply of labels is kept on hand and that each container is properly labeled.

- VII. The ADVP director is responsible for anticipating, as much as possible, the hazards that would be present for non-routine tasks, such as a chemical spill or container rupture. Clean-up procedures and proper personal protective equipment shall be considered and adequate training for such tasks shall be addressed.
- VIII. When an outside contractor will be used, it will be the responsibility of the ADVP director to advise the contractor of any hazardous chemicals to which their employees may be exposed and the appropriate protective measures to be taken. Conversely, it will be the same manager's responsibility to determine if the contractor will be using any hazardous chemicals during this work that would expose Alleghany County Group Home, Inc. employees. Appropriate training and protective measures must be taken in order to protect Alleghany County Group Home, Inc. employees. The Executive Director is to be advised prior to any work being performed by an outside contractor involving hazardous chemicals.
- IX. All employees exposed to any hazardous chemicals will complete an information and training program which includes at least the subjects listed below. New employees must complete similar instruction before initial exposure to any hazardous chemical in the workplace.

Adequate training of all employees exposed to hazardous chemical will be given by the ADVP director assisted as needed by the Hazard Communication Program Monitor.

Employee information for this program will include:

- (1) The purpose and need for such a program, including the basic concept that gives every employee the right to know about hazardous chemicals with which they work.
- (2) The location and availability of the written Hazard Communication Program, plus the list of hazardous chemical and their corresponding MSDSs.
- (3) The identity upon request, of any chemical to which the employee is exposed. In the case of a trade secret chemical, the name shown on the MSDS will be provided.

Employee training shall include at least the following:

- (1) Methods and observations used to detect the presence or release of a hazardous chemical in the work area such as monitoring devices, appearance, or odor.
- (2) The physical and health hazards associated with each chemical, as specified in the MSDS.
- (3) Action that employees can take to protect their own safety and health, including specific procedures that have been established for normal work practices, emergency procedures, and policies on the use of personal protective equipment.
- (4) Details of the Hazard Communication Program, including an explanation of the labeling system used on in-house containers of hazardous chemicals. Also, details of how employees can obtain and use information contained in the MSDS.
- X. It is the intent of Alleghany County Group Homes, Inc. management to protect the safety and health of each employee, our most valuable and valued asset. By following correct procedures, no employee should experience any harmful effects from working with chemicals in their workplace.

EMPLOYEE TRAINING:

Basic Information:

- 1. Explain the purpose and need for the HAZCOM program, including the basic concept that gives every employee the right to know about hazardous chemicals with which they work. Explain how the purpose of the program is to safeguard each employee's health.
- 2. The written HAZCOM program, the hazardous chemical list and the MSDSs are located in a notebook in the Executive Director's desk. Show the notebook to each employee and explain each term.
- 3. Explain to each employee that they have the right to ask the identity of any chemical to which they may be exposed.

Specific Training:

- 1. If any employee detects a chemical in the area that they are unfamiliar with, by sight or smell, they must immediately notify their supervisor.
- 2. Go over each chemical on the list by covering in detail each MSDS.
- 3. The following actions will be taken to safeguard each employee's health.

ADVP products:

POLYPROPYLENE FIBER:

- a. The only danger to employees is from mechanical irritation from getting fiber in the eyes and from slipping. Employees must use caution when working with fiber and keep it away from the eyes. Protective goggles are available upon request but are not mandatory due to the low risk involved. Keep work area clean to prevent slips.
- b. First aid: If you do get fiber in the eyes, do not rub the eye. Inform the supervisor of the problem. The supervisor will flush out the eye with a rinse solution. If unsuccessful, take the employee to the doctor. Follow-up treatment by checking on the employee throughout the day.

WATER BASE GLUE:

a. This glue can cause skin and eye irritation. Only designated employees will refill containers from the source container. Only

designated employees will fill the glue machine. Gloves and goggles will be worn during this process. Designated employees are:

- 1) Charlie Bennett
- 2) Sharon Stovall
- 3) Jeff Jolly
- 4) Wes Starling
- b. First aid: If in eye, flush immediately with water for 15 minutes. Consult a physician if irritation persists. If on skin, wash affected area with soap and water. Launder contaminated clothing before reuse. If ingested and person can swallow, give one glass of water or milk. Do not induce vomiting. Get immediate medical attention.

JET-MELT ™ ADHESIVE:

- a. Primary concern is burns. Gloves must be worn at all times. If contact with skin or eyes occur:
- b. Immediately flush area with large amounts of water and cover with a clean dressing. DO NOT ATTEMPT TO REMOVE ADHESIVE. Have burn treated by a physician. Eye contact, immediately flush eyes with large amounts of water. Get immediate medical attention.

BLEACH:

- a. Causes substantial but temporary eye injury. Do not get in eyes or on clothing. Harmful if swallowed. May irritate skin. For prolonged use, wear gloves.
- b. If in eyes, remove contact lenses and rinse with plenty of water for 15 minutes. If swallowed, drink a glassful of water. Call physician in either case. If in contact with skin, immediately remove contaminated clothing and wash skin thoroughly with water.
- 4. Proper labels are provided on all containers containing hazardous chemicals. For more detailed information ask the Executive Director for a copy of the MSDS. Do not use any container that does not have a label. Report missing labels immediately to your supervisor. Do not transfer any product to an unlabeled container.
- 5. Remind employees that safety is everyone's concern. Ask them to be involved and to report any concerns immediately to their supervisor. Remind them that if they do not receive prompt action on their concerns that they have the right to bring any problem to the attention of the Executive Director.

HAZARDOUS CHEMICAL LIST

THE MATERIAL SAFETY DATA SHEET (MSDS) FOR EACH CHEMICAL IS LOCATED DIRECTLY BEHIND THIS LIST.

| # | NAME | PRIMARY HAZARD | LOCATION |
|----|--|------------------------|--------------------------------|
| 1. | Polypropylene Fiber | Eye Irritation | Production table |
| 2. | Water base Glue | Skin/Eye Irritation | Production area & glue machine |
| 3. | Jet-melt ™ Adhesive | Burns | Production area |
| 4. | Bleach | Eye injury | Kitchen & Dining Room |
| 5. | Water Based Degreaser | Eye injury | Toilets, Floors |
| | | | |
| 6 | Other MSDS sheet for everyday cleaning and household products are located in the MSDA book at each facility. | See each MSDS sheet | See each MSDS sheet |
| | | | |
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TRAINING DOCUMENTATION

The following people received Hazard Communication Program training:

| Trainee Signature | Instructor Signature | Date |
|-------------------|----------------------|------|
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JULY 18, 2003 NEW

MATERIAL SAFETY DATA SHEET

| 1. | PRODUCT | IDENTIFI | CATION | AND | COMPANY | / IDENTIFIC | CATION: |
|----|---------|----------|--------|-----|---------|-------------|---------|
|----|---------|----------|--------|-----|---------|-------------|---------|

Product Name:

AMSAN RENOWN ANTIBACTERIAL FOAM CLEANSER

STOCK NUMBERS REN02496 & REN02499

AMSAN LLC

Company Name & Address:

THREE PARKWAY NORTH

DEERFIELD, IL 60015

Emergency Phone:

1-800-255-3924

Non-Emergency Phone:

1-888-468-1555

MSDS Request Phone:

1-888-468-1555

2. INFORMATION ON INGREDIENTS:

| HAZARDOUS INGREDIENTS | CAS NUMBER | OSHA PEL | ACGIH TLV | % RANGE |
|-----------------------|------------|----------|-----------|---------|
| Ethyl Alcohol | 64-17-5 | 1000 ppm | 1000 ppm | <5 |
| Isopropanol | 67-63-0 | 400 ppm | 400 ppm | <0.5 |

| Other ingredient(s) with notification requirements: | CAS NUMBER | List |
|---|------------|-------------------------|
| Ethyl Alcohol | 64-17-5 | MA 1; NJ 1S; PA 1; CN 2 |
| Isopropanol | 67-63-0 | MA 1; NJ 1S |
| Propylene Glycol | 57-55-6 | PA 1; CN 1 |

3. HAZARDS IDENTIFICATION:

| GENCY | |
|-------|--|
| | |

When used according to instructions, the product applicable to this MSDS is safe and presents no immediate or long-term health hazard. However, abnormal entry routes, such as gross ingestion, may require immediate medical attention.

| Potential | Health | Effects |
|------------------|--------|----------------|
|------------------|--------|----------------|

| HMIS: Health 1 Flammability 0 Reactivity 0 Personal Protection N |
|--|
|--|

Eye Contact:

May cause eye irritation.

Skin Contact:

No irritation or reaction expected.

Inhalation:

Not applicable.

Ingestion:

May cause upset stomach, nausea (Abnormal entry route).

Carcinogenicity:

Not listed as a carcinogen by NTP, IARC, OSHA or ACGIH.

4. FIRST AID MEASURES:

Eye Contact:

Do not rub eyes. Flush eyes thoroughly with water for 15 minutes. If condition

worsens or irritation persists, contact physician.

Skin Contact:

Not applicable.

Inhalation: Ingestion: Not applicable.

Do not induce vomiting. Contact a physician or Poison Control Center.

5. FIRE FIGHTING MEASURES:

NFPA: Health <u>0</u> Fire <u>0</u> Reactivity <u>0</u>

Flashpoint °F/°C (PMCC method): Not applicable Unusual Fire and Explosion Hazards: None known. Special Fire Fighting Procedures: None known.

Extinguishing Media: X Water Fog X Alcohol Foam X CO2 X Dry Chemical ____ Other

6. ACCIDENTAL RELEASE MEASURES:

No special requirements. Water clean up and rinse. CAUTION - WILL CAUSE SLIPPERY SURFACES.

7. HANDLING AND STORAGE:

Store at normal room temperature away from reach of small children. Keep containers sealed. Use older containers first. Avoid freezing conditions.

8. EXPOSURE CONTROLS/PERSONAL PROTECTION:

Eye Protection:

Skin Protection:

Respiratory Protection:

Ventilation:

Protective Equipment or Clothing:

None required under normal conditions.

9. PHYSICAL AND CHEMICAL PROPERTIES:

Appearance and Odor Clear amber orange liquid with floral fragrance

pH (undiluted): 5 – 6.5 VOC , %: 5

10. STABILITY AND REACTIVITY:

Stable/Non reactive product.

11. TOXICOLOGICAL INFORMATION:

No acute or chronic toxic effects expected when used according to directions.

12. ECOLOGICAL CONSIDERATIONS:

No ecological or special considerations when used according to directions. Not considered environmentally harmful from normal dilution, expected usage and typical drainage to sewers, septic systems and treatment plants.

13. DISPOSAL CONSIDERATIONS:

No special considerations when disposed according to local, state and Federal regulations.

14. TRANSPORT INFORMATION:

Not classified as a hazardous material.

15. REGULATORY AND OTHER INFORMATION:

Complies with current FDA regulations for cosmetic and/or over-the-counter drug products.

Notice: The information herein is based on data considered to be accurate as of the date of preparation of this material safety data sheet. However, no warranty or representation, expressed or implied, is made as to the accuracy or completeness of the foregoing data and safety information. The user assumes all liability for any damage or injury resulting from abnormal use, from any failure to adhere to recommended practices or from any hazards inherent in the nature of the product.

Document#: 5500500

PRODUCT DATA

SUPER 7 TOTALLY NEUTRAL CLEANER

Easy-to-use low foaming cleaner formulated for daily use.

FEATURES

- Concentrated for economical use
- Easy application with mop or autoscrubber
- Low and fast breaking foam
- Safe for daily use
- Neutral pH
- Pleasant light citrus fragrance



LOW-FOAMING!

CLEANER

CONTENTS: 16 LITERS (2 64 U.S. GALLONS)

AN FAS FOLIDE CONCEPTINED ION FOADDYS NEITHAL DHI CLEANET FORMALATED FOR DANY USE

Proneer Eclipse

RECOMMENDED FLOOR SURFACES

All resilient tile flooring, linoleum, terrazzo, marble and quarry tile

PRODUCT DATA

Description:

Low foaming neutral cleaner

Appearance:

Light blue clear !!quid

Fragrance:

Citrus

Viscosity:

< 5 CPS @ 68° F (20° C) Brookfield Test

Coverage:

Up to 4000 sq. ft. per diluted gallon

(98 m² per diluted liter)

pH (undiluted): 7.0 ± 0.5 ASTM E70

Weight/Galion: 8.45 lbs at 68° F

Density:

1.015 kg/1 at 20° C

Flash Point:

Freeze/Thaw:

Passes 3 cycles ASTM D3209-93.

Avoid freezing, if frozen, allow to return

to room temperature slowly. Mix

thoroughly before using.

Shelf Life:

2 years, ASTM D1791-93

ORDERING INFORMATION

Product #:

311 (Square Pail) or 311MC (MiniCubes)

Size:

Square Pail* 5.28 Gallons (20 liters): 311 = (2) x 10 liter Cube-Lok containers 311MC = (4) x 5 liter MiniCube containers

DIRECTIONS FOR USE

- Sweep floor using a mop treated with Eclipse* Dust Mop Treatment or with an untreated dust mop daily.
- 2. Mix SUPER 7 Totally Neutral Cleaner in mop bucket or autoscrubber according to the following dilution ratios:

Light Cleaning

1:128

1 oz. per gallon of water (40 ml. per 5 liters of water)

Medium Cleaning 1:64

2 oz. per gallon of water (80 ml. per 5 illers of water)

Damp map or autoscrub floor with a Pioneer Eclipse light cleaning pad.

PRECAUTIONS

Keep out of reach of children. Keep container sealed when not in use. Keep from freezing.



SUPER 7™ TOTALLY NEUTRAL CLEANER

LAST REVISION DATE: 1/1/2000

MANUFACTURER:

Pioneer Eclipse* Corporation Sparta, NC 28675 Phone: 1-336-372-8080

FOR CHEMICAL EMERGENCY:

Spill, Leak, Fire, Exposure or Accident

CALL CHEMTREC - Day or Night at

1-800-424-9300 Toll Free in the Continental

U.S. 483-7616 in DISTRICT OF COLUMBIA.

For calls originating outside the U.S.: Call

Collect 1-202-483-7616 Washington, DC.

SECTION I: GENERAL INFORMATION

PRODUCT NAME: Super 7" Totally Neutral Cleaner

PRODUCT #: 311

PRODUCT TYPE: Water-based cleaner
U.S. D.O.T. HAZARD CLASS: Non-regulated
PRECAUTIONS: Possible skin and eye irritant.
Keep container sealed when not in use. Keep
out of reach of children.

FLAMMABILITY: O
REACTIVITY: O
HEALTH: 1



100

SECTION II: HAZARDOUS INGREDIENTS

INGREDIENT: Anionic/Nonionic Surfactants

CAS#: N/A %: 5-10 OSHA PEL: N/A ACGIH TLV: N/A

LD 50 SPECIES & ROUTE: N/A

N/E = Not Established, N/L = Not Listed, N/A = Not Applicable,

(C) = Identified as a Caramagen by OSHA IARC or NTR

SECTION III: PHYSICAL/CHEMICAL DATA

PHYSICAL STATE: Liquid pH: 7.0 ± 0.5

BOILING POINT: 100° C/212° F

EVAPORATION RATE: Less than 1 (Water = 1) **FREEZING POINT:** 0° C/32° F

VAPOR DENSITY: Less than 1 (Air = 1)
VOLATILE BY WEIGHT: 90-95%
VAPOR PRESSURE (mm Hg): N/E
APPEARANCE: Cleor light blue liquid
WEIGHT PER GALLON: 8.45 lbs. at 68° F

DENSITY: 1.015 kg/l at 20° C

SOLUBILITY IN WATER: Miscible in all proportions

SECTION IV: FIRE AND EXPLOSION DATA

FLASH POINT: Non-combusible EXPLOSIVE LIMITS: LOWER: N/A UPPER: N/A EXTINGUISHING MEDIA: N/A

SPECIAL FIRE FIGHTING PROCEDURES: None HAZARDOUS COMBUSTIBLE PRODUCTS: None Unusual fire and explosion HAZARDS: None

SECTION V: REACTIVITY DATA

STABILITY: Sloble

HAZARDOUS POLYMERIZATION: Will not occur. INCOMPATIBILITY (MATERIALS TO AVOID): Strong acids and bases.

HAZARDOUS DECOMPOSITION PRODUCTS: N/A REACTIVITY CONDITIONS: None

SECTION VI: HEALTH HAZARD DATA

EYES: Slightly Irritating to eyes. For eye contact, flush with a large amount of water for at least 15 minutes. See a physician if Irritation persists.

SKIN: Slightly irritating to skin upon repeated or prolonged contact. For skin contact, rinse with a large amount of water.

INHALATION: Spray mist can cause irritation of the eyes, nose, throat and lungs. For overexposure, move subject to fresh air.

INGESTION: Irritation to mouth, esophogus and stomach. If ingested, drink several glasses of water and induce vomiting. Seek medical attention.

CHRONIC EFFECTS AND MEDICAL CONDITIONS
AGGRAVATED BY OVEREXPOSURE: Prolonged
or repeated contact can cause drying,
defatting and dermatitis to skin.

CARCINOGEN: Non-carcinogenic REPRODUCTIVE EFFECTS: N/E TERATOGENICITY: N/E MUTAGENICITY: N/E

THRESHOLD LIMIT VALUE: See Section II.

SECTION VII: SPILL, LEAK & DISPOSAL PROCEDURES

SMALL SPILLS: Absorb spill with inert material (e.g. sand, earth) and dispose of as waste material in accordance with local, state and federal regulations.

LARGE SPILLS: Keep spectators away. Floors may be slippery; use care to avoid talling. Dike and contain spill with inert material (e.g. sand, earth). Transfer liquid to containers for recovery or disposal and solid diking material to separate containers for disposal. Keep spills and cleaning runoff out of sewers and open bodies of water.

WASTE DISPOSAL: Landfill or incinerate the contaminated solids and diking material according to local, state and federal regulations concerning disposal of hazardous materials. Non-salvageable liquid should be drummed and turned over to a licensed hazardous waste disposal facility.

SECTION VIII: SPECIAL PROTECTION

EYE PROTECTION: Protective eyewear.
RESPIRATORY PROTECTION: N/A
VENTILATION: General ventilation is sufficient.
OTHER PROTECTIVE EQUIPMENT: As required by

employer code.

SECTION IX: SPECIAL PRECAUTIONS

HANDLING AND STORAGE: Storage temperature (MAX. 49° C/120° F) (MIN. 0° C/32° F).

OTHER PRECAUTIONS: Avoid freezing. If frozen, allow to return to room temperature slowly. Mix thoroughly before using.

SECTION X: ADDITIONAL INFORMATION

Neither this data sheet nor any statement contained herein grants or extends any license, expressed or implied, in connection with patents issued or pending which may be the property of the manufacturer or others. The information in this data sheet has been assembled by the manufacturer based on its own studies and the work of others. The manufacturer makes no warranties, expressed or implied, as to the accuracy, completeness or adequacy of the information contained herein. The manufacturer shall not be liable (regardless of fault) or the vendee, the vendee's employees or anyone for any direct. special or consequential damages arising out of or in connection with the accuracy, completeness, adequacy or furnishing of such information.

This MSDS has been provided to you in accordance with the OSHA HAZARD COMMUNICATION STANDARD (29CFR1910.1200).

***IMPORTANT SAFETY INFORMATION
DO NOT DISCARD***
PLEASE ROUTE TO COMPANY SAFETY OFFICER

Diagonal Edina

MATERIAL SAFETY DATA SHEET

ARTEN COLOR-PI, INCORPORATED HI TECH PIBERS DIVISION

P.O. BOX 469

EDGEFTELD, SC 29824

CHEMICAL NAME

PREPARER:

DOT HAZARD CLASS

TELEPHONE MUNIBERS

MEDICAL EMERGENCY

PRODUCT INFORMATION

TRANSPORTATION EMERGENCY

(803) 436-4200 (\$00) \$43-6382

(803) 436-4200

BECTION I

MATERIAL IDENTIFICATION

Polypropylene Fiber PRODUCT NAME

Polypropylene Not regulated.

Scott Shipes

DATE: January 03, 1995

SECTION II

HAZARDOUS COMPONENTS Additives not hazardous by 29 CFR 1910 1200

MATERIAL NA CAS NO NA

ACGIH STEL NA CONCENTRATION % ACGIH TLV NA

NA

No substances present at concentration of 0.1% or more are classified as a carcinogen by IARC, Ntp or OSHA.

RECTION H

PHYSICAL / CHEMICAL DATA 6 11.01.

Fiber strands APPEARANCE: ca 1

VOLATILE BY VOLUME(%):

None ODOR

MELTING POINTS

SOLUBILITY IN WATER:

165° C Insoluble

SPECIFIC GLAVITY (water-1)

:>0 90

ASTM D1929

SECTION IV

FIRE AND EXPLOSION HAZARD DATA

735°F FLASH IONITION TEMPERATURE:

EXTINGUISHING MEDIA:

SPECIAL FIRE FIGHTING PROCEDURES

HAZARDOUS COMBUSTION PRODUCTS

UNUSUAL FIRE AND EXPLOSION HAZARDS

MRTHOD 365°C

Water, fog, foam, carbon dioxide, dry chemical

No special instructions.

Large molten masses may ignite spontaneously in air

Water quanching such masses is good practice

Carbon Monorade

SECTION V

HEALTH HAZARD DATA

ROUTES OF ENTRY AND SYMPTOMS ACUTE OR IMMEDIATE EFFECTS

Not a probable route of exposure INGESTION:

No adverse offects with exposure to this material.

Mochadical irritation

Fiber not respirable.

Wesh exposed skin and eyes with some and water

CHRONIC EFFECTS

INHALATION:

EMERGENCY FIRST AID:

SKIN: EYE:

MEDICAL CONDITIONS AGGRAVATED BY EXPOSURE

Now known None known

SECTION VI HAZARDOUS REACTIVITY

Stable.

TABILITY:

CONDITIONS TO AVOID MATERIALS TO AVOID

HAZARDOUS DECOMPOSITION

SPILL, LEAK OR RELEASE

AQUATIC TOXICITY:

VENTILATION:

WASTE DISPOSAL METHOD

Heating above 260°C.

Oxidizing materials can cause a reaction to docur.

Carbon monoxide and carbon dioxide

SECTION VI

SPILL OR LEAK PROCEDURES

Sweep up to prevent a slipping hazard.

Incineration or landfill in compliance with federal, state, and local regulations.

Toxicity is predicted to be low based on the insolubility of polymer in water.

SECTION VIII

SPECIAL PROTECTION INFORMATION

None needed under normal processing if ventilation is adequate RESPIRATORY PROTECTION None needed under normal processing. SKIN PROTECTION Salety giasses are recommended EYE PROTECTION

None needed under normal processing. If heated, local exhaust.

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SECTION IX

SPECIAL PRECAUTIONS

real services None needed, r STORAGE CONDITIONS HMIS RATING SYSTEM Health HMIS RATINGS: 4-savere hexard Flammability

a-serious hazard Rescirvity 2-moderate hazard

1-slight hexard O-minimiti hazard

NOTE: HMIS ratings involve data and interpretations that may vary from company to company. They are intended only for rapid, general identification of the magnitude of the specific hazard. To dual adequately with the safe handling of this material, all the information contained in this MSDS must be considered.

The information in this Material Safety Data Sheet relates only to the specific material(s) designated heroin and does not relate to use in combination with any other material or any process.

Martin Color-Fi, Inc. has medo every effort to provide accurate information, current as of the effective date sheet. The information contained terrain is furnished without warranty, equivasped or implied, regarding accuracy of this information of the properties, threes, or safety of the croduct identified herein. Users should consider these date only as supplements to other Adversable and found by them and must make independent detectionations of annights and complements of information nonall sources to assure proper use and disposal of these materials, the safety and health of proper use and disposal of these materials, the safety and health of proper use and disposal of these materials, the safety and health of proper use and disposal of these materials, the safety and health of proper use and disposal of these materials, the safety and health of proper use and disposal of these materials. environment.

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Page 01 of 02

TECHNICAL DATA SHEET

WATERBASE PRODUCT

DESCRIPTION

This is a high-performance, water-based product developed for a variety of applications. It exhibits very good machining characteristics.

TYPICAL PHYSICAL PROPERTIES and GENERAL INFORMATION

| RAW MATERIAL BASE | SYNTHETIC RESIN |
|--------------------------------|---------------------|
| COLOR | WHITE |
| SOLIDS | 47 % |
| рН | 6.2 |
| TYPE-SPINDLE/SPEED/TEMPERATURE | RVF-2/20/85 DEG. F. |
| VISCOSITY | 500 cP (mPa.s) |
| WEIGHT PER U.S. GALLON | |

CLEANUP PROCEDURE

Whenever possible, clean up product before it dries, using warm water. If dry, use hot water and scraper.

FREEZING SENSITIVITY

Store above 40 Deg. F. (4 Deg. C).

STORAGE LIFE

For best results, we recommend that the product be used within three months.

EYE CONTACT MAY CAUSE IRRITATION.
PROLONGED SKIN CONTACT MAY CAUSE IRRITATION.
NO EXPECTED HARMFUL EFFECTS FROM INHALATION OF VAPORS.
CONSULT MATERIAL SAFETY DATA SHEET FOR FURTHER INFORMATION.

Date Printed: 11 Apr 2000 Last Update: 11 Oct 1999

Page 02 of 02

LIMITED WARRANTY AND TERMS

H.B. Fuller Company ("Fuller") warrants that, for a Warranty Period of one year (or the period specified on the applicable Technical Data Sheet, whichever is less) from the date of shipment from Fuller to the Initial Purchaser, that this Fuller product was manufactured in accordance with Fuller's specifications in effect on the date of manufacture. These specifications are available upon request. This Warranty does not cover test data, or any defects, damages or other harms caused to any extent or in any way by failure to follow applicable Fuller instructions, if any, or abuse or misuse of the product.

WARRANTIES DISCLAIMED -- THE WARRANTY STATED IN THE PARAGRAPH ABOVE IS IN PLACE OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED. Fuller EXPRESSLY DISCLAIMS ANY OTHER WARRANTIES, INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. ALTHOUGH Fuller MAY HAVE SUGGESTED THE PRODUCT OR DEVELOPED THE PRODUCT AT THE PURCHASER'S RESPONSIBILITY TO TEST AND DETERMINE THE SUITABILITY OF THE PRODUCT FOR THE PURCHASER'S INTENDED USE AND PURPOSE, AND PURCHASER ASSUMES ALL RISK AND LIABILITY WHATSOEVER REGARDING SUCH SUITABILITY.

LIMITATIONS OF REMEDIES AND DAMAGES -- FOR ANY VALID CLAIM PRESENTED UNDER THE LIMITED WARRANTY, Fuller WILL REPLACE THE PRODUCT, OR AT ITS OPTION, REFUND THE PURCHASE PRICE. THIS REPLACEMENT/REFUND REMEDY IS THE PURCHASER'S SOLE AND EXCLUSIVE REMEDY AGAINST Fuller. THE PURCHASER AGREES THAT NO OTHER REMEDY (INCLUDING BUT NOT LIMITED TO LOST PROFITS, LOST SALES, INJURY TO PERSON OR PROPERTY OR ANY OTHER INCIDENTAL OR CONSEQUENTIAL LOSS) SHALL BE AVAILABLE TO PURCHASER FOR CLAIMS ARISING OUT OF ANY USE OF THE PRODUCT REGARDLESS OF THE LEGAL THEORY (CONTRACT, TORT OR OTHER). IN NO EVENT WILL Fuller BE OBLIGATED TO PAY DAMAGES TO PURCHASER IN ANY AMOUNT EXCEEDING THE PRICE THAT THE PURCHASER PAID FOR THE PRODUCT.

LIMITATION OF ACTIONS AND VENUE -- Any claim made or action commenced by Purchaser under Fuller's limited warranty as set forth herein must be brought within one year from the date of shipment from Fuller to the Purchaser. Purchaser agrees that all disputes arising from Fuller's sale of product to Purchaser shall be brought, if at all, in and before a court located in the State of Minnesota, to the exclusion of the courts of any other state.

<u>CONDITIONAL ACCEPTANCE</u> -- Fuller's acceptance of Purchaser's order for this product is expressly conditional on Purchaser's assent to terms and conditions set forth herein.

ADEQUATE TESTS: The information contained in this bulletin we believe is correct to the best of our knowledge and tests. The recommendations and suggestions herein are made without guarantee or representation as to results. We recommend that adequate tests be made in your laboratory or plant to determine if this product meets all of your requirements.

Page 1 of 6 Date Printed: 11 April 2000

MATERIAL SAFETY DATA SHEET

SECTION 1: CHEMICAL PRODUCT AND COMPANY IDENTIFICATION

COMPANY INFORMATION

MSDS INFORMATION

H.B. Fuller Company 3530 Lexington Avenue N. St. Paul, MN 55126-8076 Phone: 651-236-5300

Preparation Date: 18 May 1999 Supersedes: 06 January 1998 Prepared By: Industrial Hygiene

Phone Number: 651-236-5842

Fax: 651-236-5309

Medical Emergency Phone Number: 1-888-853-1758 Transport Emergency Phone Number (CHEMTREC): 1-800-424-9300

PRODUCT INFORMATION

Product Name/Number: PA-3501 B

Product Description (product use): SYNTHETIC RESIN based product

SECTION 2: COMPOSITION/INFORMATION ON INGREDIENTS

This Material Safety Data Sheet is prepared to comply with the United States Occupational Safety and Health Administration (OSHA) Hazard Communication Standard (29 CFR 1910.1200) and the Canadian Workplace Hazardous Materials Information System (WHMIS). Unlisted ingredients are not 'hazardous' per the OSHA standard and/or are not found on the WHMIS ingredient disclosure list.

Chemical/CAS Number

Percent OSHA PEL

ACGIH TLV

See Section 16 for additional information.

SECTION 3: HAZARDS IDENTIFICATION

EMERGENCY OVERVIEW

No specific warnings for normal use conditions.

POTENTIAL HEALTH EFFECTS

Eyes: Eye contact with liquid product may cause irritation.

Skin: Prolonged or repeated contact with liquid product may cause

irritation.

Inhalation: Inhalation is not an anticipated route of exposure.

Ingestion: Not an anticipated route of exposure. Harmful if swallowed.

Date Printed: 11 April 2000 Page 2 of 6

Chronic: No anticipated chronic effects.

REGULATED CARCINOGEN STATUS: Unless noted below, this product does not contain regulated levels of NTP, IARC, ACGIH or OSHA listed carcinogens.

Existing Health Conditions Affected by Exposure: No known effects on other illnesses.

SECTION 4: FIRST AID MEASURES

- If in eye: Flush immediately with water for 15 minutes. Consult a physician if irritation persists.
- If on skin: Wash affected area with soap and water. Launder contaminated clothing before reuse.
- If vapors inhaled: Remove subject to fresh air.
- If ingested: If person can swallow, give one glass of water or milk.

 Do not induce vomiting. Get immediate medical attention.

 Never give anything by mouth to an unconscious person.

SECTION 5: FIRE FIGHTING MEASURES

Flash Point/Method: Non-flammable

Upper Explosive Limit/Lower Explosive Limit: Not applicable

Autoignition Temperature: Not applicable

- Appropriate Extinguishers: Non-flammable in liquid state; use water spray, foam, dry chemical or carbon dioxide on dried product.
- Special Fire Fighting Procedures: Persons exposed to products of combustion should wear self-contained breathing apparatus and full protective equipment.
- Unusual Fire and Explosion Hazards: There is the possibility of pressure buildup in closed containers when heated. Water spray may be used to cool the containers.
- Hazardous Combustion Product: Incomplete combustion can yield low molecular weight hydrocarbons, carbon monoxide

SECTION 6: ACCIDENTAL RELEASE MEASURES

Spill or Leak Procedures: Dike if necessary, contain spill with inert absorbent and transfer to containers for disposal. Keep spilled product out of sewers, watersheds or water systems.

Date Printed: 11 April 2000 Page 3 of 6

SECTION 7: HANDLING AND STORAGE

HANDLING INFORMATION

Wear appropriate protective equipment when working with this product.

STORAGE INFORMATION

Avoid temperature extremes in storage.

Consult the Technical Data Sheet for specific storage instructions.

SECTION 8: EXPOSURE CONTROLS/PERSONAL PROTECTION

Eye Protection: Wear safety glasses to reduce the potential for eye contact; chemical safety goggles are appropriate if splashing or dusting is likely. Have eye washes available where eye contact can occur.

Skin Protection: Prevent prolonged or repeated contact by using rubber gloves and appropriate protective clothing. Launder contaminated clothing before reuse.

Respiratory Protection: Not normally required. Use NIOSH/MSHA approved respirator if conditions warrant.

Ventilation: General dilution ventilation.

SECTION 9: PHYSICAL AND CHEMICAL PROPERTIES

Physical State: LIQUID Color: WHITE

Odor: Mild, sweet
Odor Threshold: Not established

Weight per Gallon: 9.2 lbs.

Specific Gravity: 1.1 % Solids by Weight: 47 pH: 6.2

Boiling Range: Greater than 200 F (93 C)

Freezing/Melting Point: Not established Vapor Pressure: Not established Vapor Density: Not established Evaporation Rate: Not established

Water/Oil Partition Coefficient: Not established

VOC: 3 g VOC/liter of material

(VOC theoretically determined using EPA

Publication 450/3-84-019)

VOC, less water: 6 q VOC/liter of material, less water and

exempt solvents

(VOC theoretically determined using EPA

Publication 450/3-84-019.)

SECTION 10: STABILITY AND REACTIVITY DATA

Stability: Stable

Incompatibility: Not established

Hazardous Decomposition: Not established

Hazardous Polymerization: Will not occur

SECTION 11: TOXICOLOGICAL INFORMATION

No data available

SECTION 12: ECOLOGICAL INFORMATION

No data available

SECTION 13: DISPOSAL CONSIDERATIONS

To the best of our knowledge, this product does not meet the definition of hazardous waste under the U.S. EPA Hazardous Waste Regulations 40 CFR 261. Solidify and dispose of in an approved landfill. Consult state, local or provincial authorities for more restrictive requirements.

SECTION 14: TRANSPORTATION INFORMATION

UNITED STATES DEPARTMENT OF TRANSPORTATION (DOT)

DOT Proper Shipping Name: NOT REGULATED

It is our opinion that the information provided here may be used to transport this product in compliance with Canadian Transportation of Dangerous Goods.

SECTION 15: REGULATORY INFORMATION

FEDERAL.

Toxic Substances Control Act (TSCA)

Section 8(b) - Inventory Status

This product is in compliance with the Toxic Substances Control Act's Inventory requirements.

Date Printed: 11 April 2000 Page 5 of 6

SARA TITLE III

Section 313: This product does not contain regulated levels of any toxic chemical subject to the reporting requirements of section 313 of Title III of the Superfund Amendments and Reauthorization Act of 1986 (SARA) and 40 CFR part 372.

Chemical Name

CAS Number

Percent

STATE REGULATIONS

California Proposition 65: This product contains chemical(s) known to the state of California to cause cancer (c) or reproductive

(r) damage.

<0.0036% Acetaldehyde (c) 75-07-0
listed April 1, 1988
<0.0159% Formaldehyde (c) 50-00-0
listed January 1, 1988
<0.0029% Toluene (r) 108-88-3</pre>

listed January 1, 1991

WHMIS IDENTIFICATION/OTHER INTERNATIONAL REGULATIONS

Not determined

SECTION 16: ADDITIONAL INFORMATION

In storage, monomer vapors will migrate from the emulsion and establish an equilibrium between the headspace in the storage container and the liquid emulsion. Levels in excess of acceptable exposures can accumulate in non-vented headspaces above the emulsion. All procedures appropriate for a confined space entry should be completed prior to performing any work in a bulk storage tank.

This product contains trace amounts (less than 0.1%) of formaldehyde. Formaldehyde has been identified as an animal carcinogen. Overexposure to formaldehyde should not occur with normal handling and use.

HMIS RATING

Health-1 Flammability-0 Reactivity-0

See SECTION 8: EXPOSURE CONTROLS/PERSONAL PROTECTION for personal protective equipment recommendations.

The information and recommendations set forth herein are believed to be accurate. Because some of the information is derived from information provided to the H.B. Fuller Company from its suppliers, and because the H.B. Fuller Company has no control over the conditions of handling and use, the H.B. Fuller Company makes no warranty, expressed or implied, regarding the accuracy of the data or the results to be obtained from the use thereof. The information is supplied solely for your information and consideration, and the H.B. Fuller Company assumes no responsibility for use or reliance thereon. It is the responsibility of the user of H.B. Fuller Company products to comply with all applicable federal, state and local laws and regulations.

3M Center St. Paul, Minnesota 55144-1000 612/733-1110

MATERIAL SAFETY DATA SHEET



DIVISION: INDUSTRIAL TAPE AND SPECIALTIES DIVISION TRADE NAME:

Jet-melt (TM) Adhesive 3762-LM-PG / 3762-LM-TC-Q / 3762-LM-TC / 3762-LM-B

62-3756-7232-6 62-3756-7234-2 62-3756-9132-6 3M I.D. NUMBER: 62-3756-7230-0 62-3756-9330-6 62-3756-9331-4 62-3756-9335-5 62-3756-9133-4

62-3756-9830-5 62-3756-9831-3 62-3756-9835-4

ISSUED: OCTOBER 6. 1994

SUPERSEDES: SEPTEMBER 23, 1994

DOCUMENT: 11-2740-6

| 1. INGREDIENT | C.A.S. NO. | | PERCENT | | |
|---------------------------------|------------|------|---------|------|--|
| ETHYLENE-VINYLACETATE COPOLYMER | 24937-78-8 | 40.0 | - | 50.0 | |
| HYDROCARBON RESIN | | 20.0 | - | 30.0 | |
| HYDROCARBON RESIN | | 10.0 | ••• | 20.0 | |
| HYDROCARBON RESIN | 65997-06-0 | 5.0 | _ | 10.0 | |
| PARAFFIN WAX | 8002-74-2 | 5.0 | - | 10.0 | |
| VINYLACETATE | | | < | 0.2 | |

THIS PRODUCT CONTAINS THE FOLLOWING TOXIC CHEMICAL OR CHEMICALS SUBJECT TO THE REPORTING REQUIREMENTS OF SECTION 313 OF TITLE III OF THE EMERGENCY PLANNING AND COMMUNITY RIGHT-TO-ACT OF 1986 AND 40 CFR PART 372:

VINYLACETATE

2. PHYSICAL DATA

BOILING POINT:.... VAPOR PRESSURE:.... N/A VAPOR DENSITY: EVAPORATION RATE: N/A N/A SOLUBILITY IN WATER: nil 0.950 Water = 1 ca. 0 % by wt SP. GRAVITY:.... PERCENT VOLATILE: 0 gms/liter VOLATILE ORGANICS: Calculated per SCAQMD Rule 443.1 VOC LESS H20 & EXEMPT SOLVENT 0 gms/liter Calculated per SCAQMD Rule 443.1 N/D VISCOSITY: N/A MELTING POINT .. N/D APPEARANCE AND ODOR: Waxy Solid, tan, solid adhesive in rods, odorless.

3. FIRE AND EXPLOSION HAZARD DATA

> 400.00 F N/A. N/A AUTOIGNITION TEMPERATURE: ... N/D

EXTINGUISHING MEDIA:

Water spray, Carbon dioxide, Dry chemical, Foam SPECIAL FIRE FIGHTING PROCEDURES:

Wear full protective clothing, including helmet, self-contained,

Abbreviations: N/D - Not Determined N/A - Not Applicable

3M Center St. Paul. Minnesota 55144-1000 612/733-1110

MATERIAL SAFETY DATA SHEET



MSDS: Jet-melt (TM) Adhesive 3762-LM-PG / 3762-LM-TC-Q / 3762-LM-TC / 3762-LM-B PAGE: 2 of 5 OCTOBER 6, 1994

3. FIRE AND EXPLOSION HAZARD DATA (continued)

positive pressure or pressure demand breathing apparatus, bunker coat and pants, bands around arms, waist and legs, face mask, and protective covering for exposed areas of the head.

UNUSUAL FIRE AND EXPLOSION HAZARDS: No unusual fire or explosion hazards are anticipated. NFPA-HAZARD-CODES: HEALTH 0 FIRE 1 REACTIVITY 0 UNUSUAL REACTION HAZARD: none

4. REACTIVITY DATA

STABILITY: Stable INCOMPATIBILITY - MATERIALS TO AVOID: Not applicable HAZARDOUS POLYMERIZATION: Will Not Occur HAZARDOUS DECOMPOSITION PRODUCTS: Carbon Monoxide and Carbon Dioxide Toxic Vapors, Gases or Particulates

5. ENVIRONMENTAL INFORMATION

SPILL RESPONSE:

Observe precautions from other sections. Collect spilled material.

RECOMMENDED DISPOSAL:

Dispose of waste product in a sanitary landfill.

ENVIRONMENTAL DATA:

No data available.

REGULATORY INFORMATION:

U.S. EPA Hazardous Waste Number = None (Not U.S. EPA Hazardous). Since regulations vary, consult applicable regulations or authorities before disposal.

EPCRA HAZARD CLASS:

FIRE HAZARD: No PRESSURE: No REACTIVITY: No ACUTE: Yes CHRONIC: No

6. SUGGESTED FIRST AID

EYE CONTACT:

Immediately flush eyes with large amounts of water. Get immediate medical attention.

SKIN CONTACT:

Immediately flush affected area with large amounts of water and cover with a clean dressing. DO NOT ATTEMPT TO REMOVE ADHESIVE. Have burn treated by a physician.

INHALATION:

If signs/symptoms occur, remove person to fresh air. If

3M Center St. Paul, Minnesota 55144-1000 612/733-1110

MATERIAL SAFETY DATA SHEET



MSDS: Jet-melt (TM) Adhesive 3762-LM-PG / 3762-LM-TC-Q / 3762-LM-TC / 3762-

LM-B OCTOBER 6, 1994

PAGE: 3 of 5

6. SUGGESTED FIRST AID (continued)

signs/symptoms continue, call a physician.

IF SWALLOWED:

Do not induce vomiting. Drink two glasses of water. Call a physician.

7. PRECAUTIONARY INFORMATION

EYE PROTECTION:

Avoid eye contact with vapor, spray, or mist. Wear unvented goggles during operations in which exposure is likely.

SKIN PROTECTION:

Avoid skin contact with hot adhesive and applicator tip. Wear appropriate gloves, such as Nomex, when handling this material to prevent thermal burns..

VENTILATION PROTECTION:

Provide appropriate local exhaust for molten or extruded material. Use in a well-ventilated area.

RESPIRATORY PROTECTION:

Avoid prolonged breathing of vapors...

PREVENTION OF ACCIDENTAL INGESTION:

Do not ingest.

RECOMMENDED STORAGE:

Keep out of the reach of children.

FIRE AND EXPLOSION AVOIDANCE:

Not applicable.

| TVI ODAVE MTITTA | | | | | | | |
|---------------------------------|-------|-------|------|-------|-------|--|--|
| INGREDIENTS | VALUE | UNIT | TYPE | AUTH | SKIN* | | |
| ETHYLENE-VINYLACETATE COPOLYMER | NONE | NONE | NONE | NONE | | | |
| HYDROCARBON RESIN | | NONE | NONE | NONE | | | |
| HYDROCARBON RESIN | | NONE | NONE | NONE | | | |
| HYDROCARBON RESIN | | NONE | NONE | NONE | | | |
| PARAFFIN WAX | _ | mg/m3 | TWA | ACGIH | | | |
| as fume | | | | | | | |
| PARAFFIN WAX | 2 | mg/m3 | TWA | OSHA | | | |
| | as fu | me | | | | | |
| VINYLACETATE | 10 | ppm | TWA | ACGIH | | | |
| VINYLACETATE | | ppm | STEL | ACGIH | | | |
| VINYLACETATE | 10 | ppm | TWA | OSHA | | | |
| VINYLACETATE | | ppm | STEL | OSHA | | | |
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* SKIN NOTATION: Listed substances indicated with "Y" under SKIN refer to the potential contribution to the overall exposure by the cutaneous route including mucous membrane and eye, either by airborne or, more particularly, by direct contact with the substance. Vehicles can alter skin absorption.

3M Center St. Paul, Minnesota 55144-1000 612/733-1110

MATERIAL SAFETY DATA SHEET

MSDS: Jet-melt (TM) Adhesive 3762-LM-PG / 3762-LM-TC-Q / 3762-LM-TC / 3762-

OCTOBER 6, 1994

PAGE: 4 of 5

7. PRECAUTIONARY INFORMATION

(CONTINUED)

SOURCE OF EXPOSURE LIMIT DATA:

- ACGIH: American Conference of Governmental Industrial Hygienists

- AIHA: American Industrial Hygine Assoc. Workplace Environmental Exposure Level

- OSHA: Occupational Safety and Health Administration - NONE: None Established

8. HEALTH HAZARD DATA

EYE CONTACT:

Vapors from heated material may cause eye irritation.

Single exposure may cause:

Mild Eye Irritation: signs/symptoms can include redness, swelling, pain, and tearing.

SKIN CONTACT:

Skin Burns (from contact with molten material): signs/symptoms may include burning pain, red and swollen skin, and blisters.

Mild Skin Irritation: signs/symptoms can include redness, swelling, and itching.

INHALATION:

Irritation (upper respiratory): signs/symptoms can include soreness of the nose and throat, coughing and sneezing.

Vapors of heated material may cause respiratory system irritation.

IF SWALLOWED:

Ingestion is not a likely route of exposure to this product.

Irritation of Gastrointestinal Tissues: signs/symptoms can include pain, vomiting, abdominal tenderness, nausea, blood in vomitus, and blood in feces.

OTHER HEALTH HAZARD INFORMATION:

Exposure to this material in normal storage and handling has not been reported to cause significant adverse health effects. However, under normal processing conditions, e.g. grinding or heating, this product may release fumes and vapors of variable composition based on specific process conditions. These process releases may produce irritation or any of the health effects listed above when the emissions are present at elevated concentrations. Use with appropriate local exhaust ventilation.

NOTE: Laboratory studies were conducted to characterize volatiles released during Jet-melt use. Air samples were collected from the head space of the adhesive and from the simulated breathing zone of a

3M Center St. Paul, Minnesota 55144-1000 612/733-1110

MATERIAL SAFETY DATA SHEET



MSDS: Jet-melt (TM) Adhesive 3762-LM-PG / 3762-LM-TC-Q / 3762-LM-TC / 3762-LM-B

OCTOBER 6, 1994

PAGE: 5 of 5

8. HEALTH HAZARD DATA

(continued)

Polygun user during application. Although acetic acid and acrolein were measured in the product's head space, the chemicals were not detected in the breathing zone air samples (i.e., chemical concentrations were below the lower limits of analytical detection). These results indicate a very low inhalation hazard when normal industrial hygiene practices are used. However, customer correspondence indicate that eye and upper respiratory system irritation may occur. For this reason, the product should be used in a well ventilated area.

SECTION CHANGE DATES

PHYSICAL DATA

SECTION CHANGED SINCE SEPTEMBER 23, 1994 ISSUE

Abbreviations: N/D - Not Determined N/A - Not Applicable

The information on this Data Sheet represents our current data and best opinion as to the proper use in handling of this material under normal conditions. Any use of the material which is not in conformance with this Data Sheet or which involves using the material in combination with any other material or any other process is the responsibility of the user.

WARNING

BLEACH: Active ingredients, sodium hypochlorite...5.25% Inert Ingredients.......94.75% Contains no phosphorus

Precautionary Statements - Hazards To Human and Domestic Animals

Causes substantial but temporary eye injury. Do not get in eyes or on clothing. Harmful if swallowed. May irritate skin. For prolonged use, wear gloves.

Practical treatment: If in eyes, remove contact lenses and rinse with plenty of water for 15 minutes. If swallowed, drink a glassful of water. Call physician in either case. If in contact with skin, immediately remove contaminated clothing and wash skin thoroughly with water.

Physical and chemical hazards: Bleach contains a strong oxidizer. Always flush drains before and after use.

Do not use or mix with other household chemicals, such as toilet bowl cleaners, rust removers, acids or products containing ammonia. To do so will release hazardous gases. Prolonged contact with metal may cause pitting or discoloration.

Storage and disposal. Store bleach in a cool, dry place. Do not reuse empty container; instead, rinse and put in trash collection.

WATER BASED DEGREASER

Pioneer Eclipse Corp. Sparta, NC 28675 336-372-8080

WARNING: Corrosive Liquid. Avoid contact with skin, eyes and clothing. Irritation, reddening or possible damage of skin upon repeated or prolonged contact. May cause severe burns or possible corneal damage with direct contact to the eyes. Harmful if swallowed. Keep out of reach of children. Keep container sealed when not in use. Keep from open flames.

CONTAINS: Water (CAS#7732-18-5), sodium metasilicate (CAS #6824-92-0) potassium hydroxide (CAS #1310-58-3).

FIRST AID: INHALATION- In case of overexposure, remove to fresh air. Consult physician if symptoms persist.

EYES: Irritant. Flush immediately with large amounts of water for 15 minutes.

INGESTION: Ingest large quantities of water or milk and <u>do not</u> induce vomiting. Consult a physician immediately.

Directions for use: Mix Water-Based Degreaser with water according to the following dilution ratios:

½ oz. Per gallon of water for all-purpose spray/wipe cleaning

4-6 oz. Per gallon for cleaning floors.

Apply to surface to be cleaned and allow to sit for several minutes. Rinse with clean water or wipe off with clean cloth or sponge.

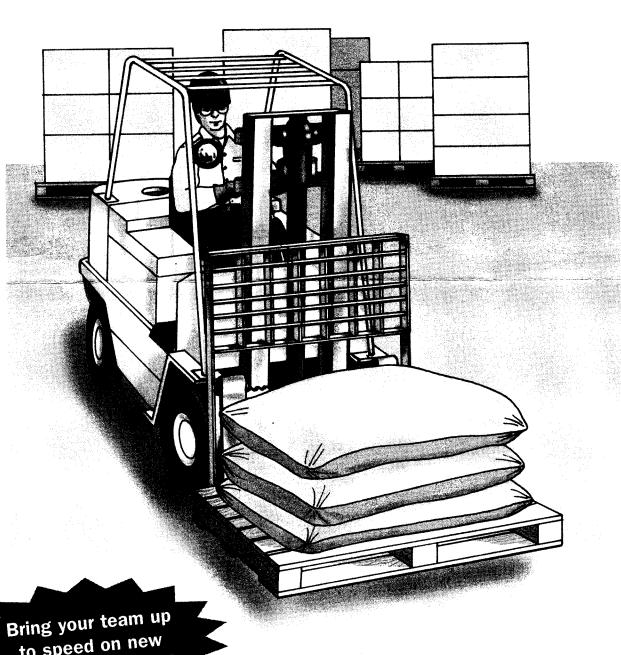
FOR CHEMICAL EMERGENCY

Spill, leak, fire, exposure or accident, call CHEMTREC 1-800-424-9300

FREE SAMPLE TRAINING SESSION

Forklift Safety





to speed on new forklift regulations!

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Lesson Plan 5030a



This training session outline is designed to follow the accompanying booklet, *Forklift Safety*. The booklet reviews different rules for operating forklifts to prevent accidents and injuries.

A. Background for Trainer:



In many workplaces, forklifts are the Number One tool for materials handling. As useful 200-017 as they are, they can be deadly if operated improperly. For this reason, OSHA has strict requirements that only authorized and trained persons may operate forklifts. In addition to operator training, other employees who work around forklifts should be trained to recognize the potential hazards. This training session is not a substitute for the detailed operator training required by OSHA, but it can be combined with this training as an overview, or used as part of refresher training (which OSHA also requires). This session should be held near a forklift in order to demonstrate various key points.

B. What OSHA Requires:

In December 1998, OSHA finalized a new rule governing the type of training required for all operators of powered industrial trucks, including forklifts. The rule is extremely detailed; however, the starting point is that new forklift operators must successfully complete training, and experienced operators must successfully complete a training evaluation. Training must cover forklift design, operation, and maintenance in detail. Both new training and evaluations must be given by qualified trainers.

The rule goes on to require that:

- ▲ Training shall consist of a combination of formal instruction and practical demonstrations and exercises.
- ▲ Training must encompass a wide range of subjects and skills specified in the regulation.
- ▲ Refresher training must be given under a variety of specific circumstances.
- ▲ Operators shall be evaluated at least once every three years.
- ▲ Required training shall be certified in writing.

Experienced operators do not need full training if they have been trained previously and are found competent to operate a forklift based on an evaluation. However, if they do not successfully pass their evaluations in certain areas of knowledge, they must be retrained in these areas. Initial training or evaluation for employees hired before December 1, 1999, must take place before that date; if hired after that date, employees must complete their training and evaluation before being permitted to operate a forklift. (29 CFR 1910.178(l))

C. Training Objectives:

By the end of this session, employees should understand:

- ▲ The causes and prevention of forklift accidents
- ▲ Safety rules and tips for operating forklifts safely
- ▲ The importance of proper maintenance



Lesson Plan 5030b

D. Pre-Quiz:

Note to trainer: Start off by asking the group some or all of the following questions. This tests their general knowledge of the topic and will guide you on what points to emphasize during the session.

- 1. What are some of the hazards of forklifts? (Answer: Collisions, tipping over, dropping a load, fire or explosion when fueling, etc.)
- 2. True or False: Anyone with some experience driving a forklift can use one when we're shorthanded. (Answer: False. It's an OSHA rule that only authorized and trained workers can operate forklifts.)
- 3. True or False: Forklifts are convenient both for carrying heavy objects and for transporting workers. (Answer: False; other than the operator, workers should never ride on a forklift unless it is specially equipped to carry or lift other persons.)

E. Session Outline

General Training Point: Emphasize throughout the session that forklifts are not toys, and that fooling around and carelessness are among the leading causes of forklift accidents.

1 • Forklifts: Dangerous Tools





Handout: Distribute copies of Handout # 1, or use as an overhead slide, especially if you are not using the training booklet. If using the training booklet, either use the handout here or review it at the end of the session.

- a. Forklifts are highly useful for materials handling: lifting, loading and unloading, stacking, transferring heavy objects, etc.
- b. Forklifts cause serious accidents or fatalities for operators or bystanders if they:
 - i. Tip over.
 - ii. Fall off loading docks.
 - iii. Collide with people or objects.
 - iv. Drop heavy loads.
- c. Each year, about 35,000 serious injuries are caused by improper use of forklifts.
- d. OSHA has a detailed rule requiring special training for forklift operators.
- i. Only authorized and trained employees may operate a forklift.
- ii. Operators must be trained to know the design, parts, operation, maintenance, and special driving rules of forklifts.

Training Tip: Refer to any accidents or near-misses in your workplace involving forklifts, or ask workers how they can imagine a forklift accident happening.

Lesson Plan 5030c

$\mathbf{2}_ullet$ Knowing About the Forklift

- a. Each type of forklift is slightly different.
- b. Main parts of a forklift include:
 - i. Overhead guard—protects from falling objects and rollovers.
 - ii. Lights and horn.
 - i. Mast-tilts load up and down.
 - ii. Operator controls.
 - iii. Load backrest extension-keep load from falling backwards.
 - iv. Lift carriage-raises and lowers forks.
 - v. Forks-pick up and hold load.
 - vi. Nameplate-lists maximum weight it can carry.
 - vii. Fuel source-gasoline, diesel, propane, or batteries.
- c. Always read and follow training procedures and manufacturer's instructions.

Training Tip: Point out the different parts of the forklift (on an actual forklift if possible). Emphasize the safety-related equipment (nameplate, parking brake, lights, horn, overhead guard). Ask workers to list safety issues related to various parts.

3. 'Rules of the Road' for Forklifts

Training Tip: As an alternative to reading each bullet point, have one or more members of the group read a section of bullet points as given in the booklet on these pages.



a. Do's and Don'ts:

- i. Follow rules on seat belt, PPE use
- ii. Keep hands, arms, and legs inside the forklift
- iii. Keep clear view of where you're going
- iv. Obey speed limits, signs, and floor markings
- v. Pedestrians always have the right-of-way
- vi. Don't let anyone stand or walk under elevated forks
- vii. Don't let anyone walk in front of the forklift
- viii. Don't let anyone ride on the forklift
 - ix. Don't drive with forks raised

b. Special situations:

- i. Go up and down slopes slowly
- ii. Keep the load pointed up the slope
- iii. Raise the load just high enough to clear the road surface
- iv. Park away from traffic on a flat surface; chock wheel if on a slope
- v. Don't block aisles, doors, exits, electrical panels, fire extinguishers
- vi. Lower forks to floor and tilt them flat
- vii. Put control in neutral, set brake, and remove key



Lesson Plan 5030d

c. Watch out for hazards:

- i. Watch out for overhead pipes, wires, etc.
- ii. Watch floor for damage, grease, wet spots
- iii. Avoid sharp turns so you don't tip over
- iv. Check mirrors regularly—be careful at intersections and blind spots
- v. Be careful at railroad tracks—try to cross diagonally

Training Tip: Make sure the group understands the reasons for some of the less obvious rules (such as not driving up to a person, or crossing railroad tracks diagonally).

4. Safe Loading and Unloading



a. Loading:

- i. Make sure load is not too heavy, is stable and centered
- ii. Set forks wide and level, slide forks under load
- iii. Center load, just touching the backrest; tilt mast back
- iv. Carry the load properly: low and tilted back, nothing on overhead guard, don't raise or lower while moving

b. Unloading:

- i. Make sure no pedestrians are nearby
- ii. Turn slowly and move straight into position; lower load slowly
- iii. If loading a truck: make sure truck is parked securely, dock plate is secure
- iv. If loading onto a rack or stack: put load at correct height, move forward slowly, tilt load and lower it into position, remove forks slowly, be careful of stack height

Training Tip: If possible, have a qualified operator actually demonstrate how to load and unload properly.

5. Inspections





Handout: Distribute copies of Handout #2, or use as an overhead slide, especially if you are not using the training booklet. If using the training booklet, either use the handout here or review it at the end of the session.

200-017

a. Maintenance tips:

- i. OSHA requires an inspection before each shift
- ii. Never try to alter or repair damaged forks yourself—the manufacturer should do it
- iii. Report any maintenance problems and take forklift out of service
- iv. Don't use a forklift if it's obviously defective or low on fuel
- ii. Clean the forklift with noncombustible substances

b. Check out the machine daily:

- i. Operating controls
- ii. Brakes
- ii. Lights and horn
- iv. Dials and gauges
- v. Fluids
- vi. Forks, mast, overhead guard
- vii. Cylinders

Lesson Plan 5030e



- ix. Battery
- x. Cables and connections
- xi. Condition of fuel tank

Training Tip: If possible, demonstrate how to check out the various parts of the forklift.

6. Know Which Forklift to Use

a. OSHA has 11 categories, depending on power source and hazards involved.

12 13 200-017

b. When there is a fire or explosion hazard, only specially equipped forklifts may be used.

Training Tip: Name the types of forklifts used in your facility, and relate these to the categories shown on pages 12 and 13. Ask workers why any special types are required in your facility.

7. Refueling/Recharging

a. Only trained personnel should refuel forklifts.



b. Refueling/recharging area should have appropriate fire warnings and emergency equipment available.

- c. General rules for refueling:
 - i. Turn off forklift and set brake.
 - ii. Wear PEP to protect against battery acid.
 - iii. Follow operator's manual and organization's rule.
 - iv. Clean up spills quickly.

Training Tip: Demonstrate on a vehicle if possible. If your workplace uses only one type of forklift (electric, gasoline, propane), focus on this type.

8. Conclusion: Be Prepared and Avoid Problems

a. Remember the potential hazards and take steps to avoid them



- **b.** Drive slowly, with eyes on the road
- c. Watch out for pedestrians
- d. Inspect the forklift before using it
- e. Use the right forklift depending on the hazards
- **f.** Study the operator's manual and your organization's safety manual to know how to operate the forklift safely
- g. Know what to do in case of any kind of accident or emergency

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Handouts: If you did not do so during the session, distribute copies of Handouts #1 and #2, which summarize the key points. You may also want to use these handouts as overhead slides to review the main points.



Lesson Plan 5030f

F. Quiz

Have the group take the Quiz included on the back of the booklet, without looking at the correct answers shown on the bottom of the page. After they have finished, review each question.

G. Wrap-up

- ▲ Ask for any final questions
- ▲ Distribute the Training Session Attendance Form, and have all group members sign and return it.
- ▲ Thank the group for their attention.

Summary/Handout 5030g



HANDOUT #1

FORKLIFTS: HELPFUL BUT HAZARDOUS!



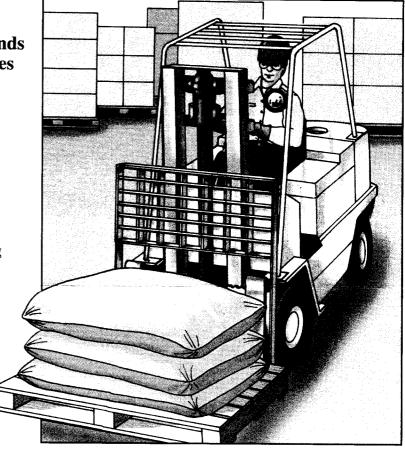
Forklifts can do many useful jobs, but they also can be very dangerous—they cause thousands of serious accidents and injuries each year.

Potential forklift hazards include:

- ▲ Tipping over
- ▲ Falling off docks and ramps
- ▲ Colliding with persons, objects, or other vehicles
- ▲ Fires or explosions from improper maintenance, fueling, or re-charging

If you operate a forklift, you're required to know how to:

- ▲ Drive it safely
- ▲ Carry loads safely
- ▲ Load and unload properly
- ▲ Park it securely
- ▲ Maintain and refuel or re-charge it correctly



Remember:

- ▲ Only trained and authorized employees may operate a forklift even if you're an experienced operator, you must complete a training evaluation before you can operate a forklift
- ▲ Never fool around or become careless with a forklift
- ▲ Never operate a forklift that is damaged, defective, or not working properly



HANDOUT # 2

INSPECTIONS: THE KEY TO FORKLIFT SAFETY



OSHA requires a forklift inspection before every shift. Make sure your forklift is in good condition by using this checklist:

- - ▲ Dials, gauges, and controls
 - ▲ Tires
 - **▲** Brakes
 - ▲ Fluids
 - ▲ Mufflers, hoses, and belts
 - ▲ Fuel/battery systems
 - ▲ Cylinders
 - ▲ Warning and protective systems (horns, lights, alarms, fire extinguisher)
 - Forks, mast, and overhead guard
 - ▲ Cables and connections

Remember:

▲ Don't use a forklift if it's obviously defective.

▲ Don't use a forklift if it's low on fuel.

▲ Never try to repair a damaged or defective forklift yourself. Take it out of service, remove the key, and inform a supervisor.



HAZARD COMMUNICATION PROGRAM UPDATES

| REVIEWED BY | DATE . |
|---|-----------|
| Becky Miller, BS, 8P | 8/10/18 |
| B. Miller, BS, OP | 7/19 |
| Becky Miller, BS, DP B. Miller, BS, DP Decky Miller, BS, OP | 6/18/2020 |
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