



EDGE Building Services

SAFETY PROGRAM



Introduction

It is our mission to keep people happy and healthy. Safety is a critical component to our healthy workforce. Each employee should demonstrate sincere respect for the rights and feelings of others, including fellow employees, customers, supervisors and visitors. In addition, every employee is responsible for protecting the property of the Company. Our Safety Program Manual is used to train and guide front-line managers on the importance of a program, what to do in case of injury, and to gain an understanding of the impact of safety negligence.

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PART 1 RATIONALE

Loss Prevention & Loss Control Introduction

These procedures are presented with the overall goal of helping to prevent accidents and increasing safety awareness. Loss prevention must be an integral part of a company’s operations and must be built into every process and procedure. This document is only a guideline and is not intended to address every safety area.



I. PURPOSE

An accident is any unplanned or unforeseen event that interrupts the work schedule and may include property damage or injury.

Risk management must become part of every operation to maximize production efficiency and eliminate injuries. Consider the following COSTS:

Direct:

- Cost of medical and indemnity payments for the injured worker (workers' compensation).
- Cost of property damage
- Increased insurance costs in the future.

Indirect:

- Cost of business interruption
- Public and employee relations
- Lost or damaged equipment.
- Lost time from employees discussing accident.

The costs associated with workers' compensation impact the employer in two ways:

1. **Rate Classification:** Rates are usually calculated on the loss experience (costs) associated with a specific class of employment. There are approximately 600 different classifications of employment in the rate-making system. The Commissioner of Insurance determines rates based on recommendations from the National Council on Compensation Insurance (NCCI).

The Commissioner of Insurance determines rates with respect to adequate funding to pay claims and administrative expenses and to ensure economic survival of the insurer.



According to a sample state NCCI rate schedule, rates for each \$100 of a payroll ranged from \$.26 for traveling auditors to \$58.78 for steel erectors. This is based on the past and expected future costs incurred within these classifications.

2. Experience Modification: Each individual employer's historical, actual incurred losses are compared with NCCI expected losses for the employer's given classifications and payroll. A factor of a decimal (credit modification), unity, or a whole number plus a decimal (debit modification) is derived and applied (multiplied) to the basic premium. For example:

a. Basic premium = \$8,000 Modifier (debit) x 1.15 Cost of coverage \$9,200
b. Basic premium = \$8,000 Modifier x 1.0 Cost of Coverage \$8,000

c. Basic premium = \$8,000 Modifier (credit) x .90 Cost of coverage \$7,200

The above data shows that the employer in example "c", operating a successful loss prevention/control program, pays \$2,000 less than the employer in example "a" for the same coverage.

II. PROPERTY DAMAGE

The costs associated with property damage are usually obvious and determined quickly. These losses may be readily insurable but frequently require a significant co- payment.

III. PRODUCTION INTERFERENCE

In the area of business interruption, the costs are difficult to measure and are usually overlooked. In an industrial accident, indirect costs may be many times the direct costs. The following indirect cost items are found in every accident:

- Production loss due to shutdown of machinery or processes under the control of an injured employee.
- Time lost by fellow employees assisting the injured employee, discussing the accident and returning to normal production schedules.
- Loss of future business or goodwill for failure to meet production schedules.



- Time spent by the supervisor to prepare the accident report, investigate the accident, assist the injured employee and train a replacement.
- Possible decreased efficiency of the injured employee for the period immediately following a return to work.
- Decreased efficiency of the replacement.
- Wages paid to the employee for the time lost on the date of the accident.

IV. EMPLOYEE MORALE

A low accident rate can be an important factor in establishing a reputation as a good employer. Employees may view an effective accident prevention program with a low injury rate as management's interest in employee welfare.

V. PUBLIC RELATIONS

Poor safety records have an unfavorable effect on public opinion and may result in decreased consumer acceptance of products. This is particularly true when catastrophes such as explosions and major fires receive wide publicity. An outstanding safety record can be used to improve public relations. A poor safety record may give the employer a bad reputation. This makes it difficult to maintain good community relations and may hinder recruitment of a satisfactory labor force during periods of low unemployment.

PART 2 - RISK MANAGEMENT PROGRAM

I. Risk Management Policy Statement

. Accident prevention and efficient production go hand-in-hand. All levels of management have a primary responsibility for the safety and well-being of all employees. This responsibility is met only by working continuously to promote safe work practices among all employees and to maintain property and equipment in safe operating conditions.

"Total safety" extends into three important areas: company personnel, products and customers, and the public. This policy is implemented in the following ways:



1. Development and application of safety standards both for production facilities (equipment, tools, work methods and safeguarding) and for products, based on applicable legal and voluntary codes, rules and standards as a minimum.
2. Safety inspection to identify potential hazards, both in production and in products. Packaging, labeling and instruction sheets are designed to minimize hazards or alert users to hazards inherent in the product.
3. Accident investigation to determine cause of accidents and prevent recurrence.
4. Accident records and accident-cause analysis to determine accident trends and provide targets for corrective action.
5. Education and training in general safety principles and techniques. Include on- the-job safety instruction by the supervisor and periodic supervisory contacts for new instructions, follow up and general safety motivation.
6. Protective equipment to provide personal protection in hazardous areas.
7. Industrial hygiene studies to identify potential health hazards and develop necessary protective measures.
8. Safety publicity and promotion to set up program interest and participation.
9. Off-the-job accident prevention in cooperation with public and private agencies to promote the application of accident prevention principles to non-work activities.

II. PRE-EMPLOYMENT SCREENING

Our pre-employment screening does not discriminate against workers who sustained past injuries and are sufficiently recovered to return to work. It should ensure the safety and well-being of all workers by not requiring them to work at tasks exceeding their physical limitations. A physical examination could be done to ensure that the job assignment is not a hazard to an individual or co-workers. Remember: all efforts must conform to the standards of the Americans with Disabilities Act (ADA).

III. NEW EMPLOYEE ORIENTATION

New workers are most vulnerable to accidents. Studies show that 85-90% of all accidents involve unsafe practices by new employees in the overall workforce. For example, workers who have been on the job a month or less account for 25% of all accidents.

New employee Orientation includes training on the following topics:



- Advanced Disinfection
- Bloodborne Pathogens Standard
- Fitness Facilities Cleaning
- Hazard Communications
- Hard Floor Care
- Restroom Care
- The ABC's of Cleaning Chemistry
- Pandemic Disinfection
- Carpet Care
- Post Pandemic Cleanup and Disinfection
- Kitchen Sanitation
- Preventing Harassment in the Workplace
- EDGE Green Cleaning Program
- Personal Protective Equipment
- Heat Stress
- Slips Trips & Falls
- Driver Safety Training
- Active Shooter Training

New employee orientation is only the first step in the overall training, continuing with constant reinforcement.

IV. SPECIALIZED RISK MANAGEMENT TRAINING

All employees are made aware of the hazards inherent in their specific duties and all measures to do jobs safely.

The first-line supervisor must thoroughly train workers performing an unfamiliar task in:

- Methods
- Procedures
- Personal protective equipment
- Precautionary or safety practices to be followed
- Prevailing safety rules associated with specific tasks



The first-line supervisor and employee should sign off with the date of completion of each training exercise. See Attachment 1, Guidelines for Loss Prevention Training Meetings.

V. PERSONAL PROTECTIVE EQUIPMENT

Personal protective equipment (PPE) becomes necessary when a hazardous exposure is impractical or impossible to eliminate by engineering revision, safeguarding, or limiting exposure time. When it is determined that PPE is necessary, there are two important considerations:

1. The proper equipment is selected. For example, a mask designed to protect against particulates is worthless against vapor, gases or fumes. If there is doubt, contact the supplier to assure that the application conforms to standards as set forth by:
 - American National Standards Institute
 - American Society for Testing and Materials
 - The National Institute for Occupational Safety and Health
 - Mining Safety and Health Administration
2. The supervisor needs to make sure that the employee uses and maintains the equipment correctly. Using personal protective equipment requires awareness and training on the part of the user. Employees must be aware that the equipment does not eliminate the hazard. If the equipment fails, exposure will occur. To reduce the possibility of failure, equipment must be properly fitted and maintained in a clean, serviceable condition. Fit is extremely important in assuring employees' acceptance.

PPE typically includes protection for:

- Head
- Eye and face
- Hearing
- Respiration
- Torso



- Arm and hand
- Foot and leg

REMEMBER! PPE can only be effective if: it is approved for its specific use; it fits properly; the user is trained in its use; and 100% compliance is in force.

VI. HAZARD COMMUNICATION PROGRAM

A copy of the EDGE Hazard Communication program can be found in any safety binder located at each site where EDGE services are provided.

The following are our responsibilities:

- The material safety data sheet (SDS), furnished by the manufacturer describes chemical, physical and hazardous properties of industrial chemicals. This must be available to all employees in the work area and updated as necessary. Safety Data Sheet information is provided in a binder at every job site.
- All containers must be labeled for health and physical hazards.
- All personnel in contact with any compound(s) included under this program must be specifically trained in proper handling, storage, transfer and application as well as appropriate personal protective equipment, leak and spill procedures and first aid.
- In all areas where there is exposure to chemical hazards, engineering and/or ventilation should be facilitated. Personal protective equipment is a measure of last resort. .

VII. ACCIDENT INVESTIGATION

Accident investigation is extremely important in loss prevention and loss control. It is important to determine why accidents happened and how to prevent recurrence.

The following information will be collected following every accident:



1. Identify and locate the principal sources of accidents by determining from experience the materials, machines and tools most frequently involved in accidents and the jobs most likely to produce injuries.
2. Ascertain the nature and size of the accident problem in departments and among occupations.
3. Indicate the need for engineering revision by identifying the principal unsafe conditions of various types of equipment and materials.
4. Locate inefficiencies in operating processes and procedures. For example, poor layout may contribute to accidents. Outdated methods or procedures can be avoided by using mechanical handling methods.
5. Determine unsafe practices that require employee training.
6. Identify improper placement of personnel where inabilities or physical handicaps contribute to accidents.]

VIII. PERIODIC AND GENERAL INSPECTIONS

Periodic Inspections: Scheduled at regular intervals, systematically planned and sometimes required by law (e.g., fire extinguishers).

General Inspections: Cover entire premises and out-of-the way places. Look where injuries and near misses have occurred.

Intermittent Inspections: Done at irregular intervals, often as a result of high incidences in a particular area.

Continuous Inspections: Usually done by first-line supervisor. New hazards may arise anytime. Committees formed to promote loss prevention and review accidents should be an integral part of the inspection process, for the actual inspections and the hazard abatement process. This document cannot list all items identified on a safety inspection checklist or all workplace applications. A sample check list is presented in Appendix 4.

IX. SAFETY ADMINISTRATOR

The safety administrator at EDGE is our Director of Administration. It is their responsibility to:

- Serve as liaison between workers and management in matters about safety.
- Discuss with management and recommend safety policies.
- Identify unsafe conditions and practices. Determine remedies and report on progress and completion.



- Determine applicable safety rules. Know where safety training is needed and review safety procedures.
- Maintain a positive effort to prevent work-related incidents while still allowing the employees to express their safety concerns openly. The meetings should not be “what’s wrong with the company” gripe sessions.
- Management maintains an active and responsive interest and does not simply delegate it’s responsibility to the committee. The selection of membership, frequency of meetings and extent of committee authority will depend upon the size and type of the operation.

X. FIRST-LINE SUPERVISOR IS “KEY” PERSON

As the direct supervisor over the employees, the first-line supervisor plays a crucial role in the success of your safety program. The daily contact with the workers places the supervisor in a unique position to make the program work. Supervisors must conduct the safety meetings and teach both the safety rules and safety thinking. They must be alert for dangers and make sure that precautions are taken. The supervisor must insist that the company safety rules are learned, followed and enforced. If there is an accident, the supervisor has the personal responsibility to make sure the injured receive first aid and medical care, if necessary. The following is a detailed listing of the supervisor’s duties:

1. Ensure that the entire loss prevention/control program is carried out at the work level.
2. Review laws about safety with proper supervisors. Be familiar with all safety requirements.
3. Correct and eliminate unsafe practices when observed.
4. Make sure no unsafe conditions exist in the work areas and be responsible for hazards not corrected.
5. Keep all necessary protective equipment on hand and insist on its use without exception.
6. Educate and motivate the workers regarding safety roles, procedures and attitudes. Conduct safety meetings and instruct all the workers in safe procedures and job safety requirements. Follow up by educating employees on safety habits and insisting on compliance with company rules.
7. Discuss safety in personal contacts with each worker on every operation. Develop safety habits, instill caution and teach the proper procedure. The supervisor must SELL the safety program to the employees.
8. Report all accidents promptly and attend to all injuries.
9. Investigate all accidents and file a complete accident report with the superintendent. Take corrective action.



XI. HEARING CONSERVATION

The following explains how sound is measured:

1. The decibel (DB) measures the “hardness” of sound. 0 DB = threshold of sound and 120 DB = threshold of pain. Measurement is logarithmic and cannot be added or subtracted arithmetically (e.g. 2 machines each creating 90 DB, collectively create 93 DB not 180 DB).
2. Hertz (Hz) measures the frequency of sound (cycles per second). The normal hearing person hears 20 to 15,000 Hz.

Permanent hearing loss may result from exposure to industrial noise. The hearing conservation amendment requires that employers monitor noise exposure levels to accurately identify employees who are exposed to noise at or above 85 DB average over an eight-hour, time-weighted average (TWA). After this has been determined:

1. Audiometric testing must be made available to all employees who have average exposure levels over an eight-hour period of 85 DB, or above.
2. A base line hearing test must be made. The base line is made within 6 months of an employee’s first exposure at or above an eight-hour TWA of 85 DB. Issue hearing protectors immediately when learning of the exposure.
3. An annual audiogram must be conducted within one year of the base line. If an average shift in either ear is measured at 2,000, 3,000 and 4,000 Hz, the employee must be fitted or refitted with adequate hearing protectors. Such employees must be notified within 21 days of such a “shift,” a Standard Threshold Shift (STS). This program must be conducted under the auspices of a professional audiologist or physician. Mobile vans are available for job-site testing. Noise exposure measurement records must be kept for two years. Records of audiometric test results must be maintained for the duration of employment of the affected employee.

Audiometric test records must include:

- the name and job classification of the employee
- the date
- the examiner’s name
- the date of the acoustic or exhaustive calibration



- measurements of the background sound pressure levels in audiometric test rooms
- the employer's most recent noise exposure measurement

As discussed in the personal protective equipment (PPE) section, employee training is very important. The protective equipment must fit as comfortably as possible.

XII. IMMEDIATE INVESTIGATION

Immediately following injuries, we will:

- Complete the accident Report form (see attachment)
- Complete the accident Investigation Form (see attachment)
- Interview the injured worker and perhaps family members to explain statutory benefits.
- Contact the insurance carrier to explain the circumstances. Indicate that the case is a compensable injury. When completing the Employer's First Report attach a doctor's statement.
- Keep in communication with your carrier and employee.

XIII. MEDICAL ASSISTANCE

SECURA Prevention Connection

Manager/Employee access to:

- A robust on-demand video training collection.
- Safety bulletins and information unique to nonprofits and business industries.
- Access to Safe-Wise's website, newsletters, and professional help hotline.
- Forms to help facilitate thorough injury investigations and prevention protocols (attached)

SECURA Nurse Hotline/Telemedicine – Implemented

06/07/20

<https://www.youtube.com/watch?v=FVsHi1oBECc&feature=youtu.be>



Manager/Employee access to Nurse Hotline for non-emergency work injury. A registered nurse determines the nature of the injury and, if appropriate, transitions individual to a telemedicine physician who specializes in work-related injuries and illnesses – eliminating the need to travel and spend hours in an urgent care or emergency room facility.

Nurse Hotline Benefits

- Reduced claims. Many injuries reported to the hotline can be treated simply with self-care methods. That means no hospital visit and no claim.
- Reduced costs. When claims are reduced in both number and severity, premiums typically follow.
- Reduced lost time. When injuries are treated immediately, workers receive peace of mind, and stay on the job or return to work sooner.
- Expert guidance. Nurse Hotline jump-starts the paperwork process in the event a claim is filed.

Benefits of telemedicine include:

- Simple video connections. Video links can be emailed or sent via text. With one click, workers will be connected to the video call.
- Rapid connection to the physician. Visits begin in minutes, not hours.
- Option of a phone discussion with the telemedicine physician. No camera? No problem. Many injuries and illnesses can be assessed by phone without the need for video. If an injured worker doesn't have video capabilities, they can speak with the physician over the phone.
- Access anytime. Services are provided 24/7 year-round.
- Translation services. Nurse Hotline and the telemedicine enhancement offer translation for the calls.

XIV. RETURN-TO-WORK POLICY (LIGHT DUTY)

A key concept in controlling claim cost is light duty. This is work for employees who may return to some kind of work but are not medically ready to resume their regular duties. The sooner an injured worker can return to meaningful employment, especially with the same employer, the less time off work and on total disability. The longer a person is off work, the more difficult it is to return. Employees on disability may feel distanced from the employer and may suffer from anxiety, depression and a diminished motivation to return to work. Restricted, limited, or modified (never call it light) duty must correspond with physical restrictions set and approved by the attending physician. Return to productive employment has many rewards:



- Improve employee self-esteem
- Less emphasis on disability
- Free others to do additional tasks
- Shorter recovery period
- Lower claim cost

Recent studies reveal that companies actively involved in modified duty programs were able to reduce:

- Workers' compensation costs
- Lost work days
- Lost-time case settlement

Remember: disability payments ultimately come out of the employer's pocket and raise the rates of the entire industry. As our workforce ages and shrinks, retention and retraining of employees is becoming more important. The employer who places a value on the health and well-being of employees will attract those of high caliber.

PART 3 - ATTACHMENTS

The supervisor or safety coordinator is responsible for preparing and conducting weekly safety training meetings for employees. These meetings are an essential element of the employer's safety and health training program.

ATTACHMENT 1 Guidelines for Safety Training Meetings

Projects that have good meetings experience better loss records than those that have poor or no safety meetings. To assist in the preparation of material and presentation of a safety training meeting, the following guidelines are provided:

PREPARING FOR THE MEETING

Select the topic for the meeting several days in advance. This will give you a chance to become familiar with the subject to be discussed. You should present the talk in a convincing manner without reading it. Schedule the meeting at the same time every week, if possible, and hold it right in the work area. These meetings are generally 5 to 15 minutes in length so seating is not important. Make sure everyone can easily see and hear you. A good time to hold the



meeting is just after a shift begins or immediately following the lunch break. Try to hold meetings in the middle of the week. Just before the meeting, gather all the material and/or equipment you need. When possible, use actual demonstrations to illustrate your points. For example, if you are talking about fire extinguishers, have one with you to show what it looks like and how to use it. Have a mushroomed tool head or a broken hammer handle to show how they can cause accidents. If necessary, get someone to help you. The entire crew should be present before the meeting is started.

CONDUCTING THE MEETING

Start on time. You may lose interest if unnecessary delays occur. Make the meeting short and to the point. However, if you get a good discussion going, use discretion about cutting it off too soon. Start the meeting by complimenting the employees on some recent good work. Give the talk in your own words. Get people to participate in the meeting. The purpose is to get workers to think about safety problems. Encourage them to offer suggestions for improving safety in the work area or their craft.

Maintain control. Do not allow the meeting to develop into a wasteful, time consuming "bull session."

OTHER ITEMS TO COVER

Review any injury that happened during the past week. Discuss what the injury was, how it happened and how it could have been prevented. Review safety violations noted during the past week. Discuss the nature of the violation, the danger involved and offer constructive criticism without naming any one in particular.

Review the work planned for the week ahead. Discuss hazards to avoid or control safety equipment to be used and safe procedures to be followed.

Emphasis is on the total safety of the employee, not only on the job but also at home.

RECORD KEEPING REQUIREMENTS

Have each employee sign the attendance sheet at the conclusion of the meeting. The supervisor conducting the meeting must also sign it. Make certain it is dated and the specific type of employees attending and the meeting location are listed. Subjects discussed must be covered in detail. "General Safety" is not specific enough.

ATTACHMENT 2 General Safety Rules



1. ELECTRICAL

- a. Batteries - When handling acid or batteries, wear face shields and protective clothing such as rubber gloves and aprons. Immediately flush with water any acid coming in contact with your skin. Avoid breathing acid vapors.

 - b. Danger Signs and Tags - Be alert and strictly obey all warning and danger signs around electrical apparatus. Do not close a switch that has a danger tag on it signed by or placed there by someone else.

 - c. Electrical Hazards - Do not use extension cords or any power tools or equipment when the cords are frayed, worn, or the wires are bare. Report such hazards to your supervisor or turn the equipment in for repair.
4. Grounding - Do not use electric power tools or equipment that are not properly grounded.
 5. Qualification - Only qualified electricians are permitted to install, repair, or remove electrical wiring or equipment.
 6. Respect Electricity - Electricity must be respected at all times. Remember, even a little electric current can be a killer.
 7. Temporary Lighting - Report all unguarded or broken light bulbs. Do not hang lights by their cords unless the lights were designed to be suspended in that manner.

2. EQUIPMENT AND VEHICLES

1. Danger Zones - Keep clear of all heavy equipment. Particular points of danger are blind spots to sides and rear of vehicles and in swing radius of cranes and shovels.
2. Elevated Loads - Be alert to avoid swinging or suspended loads. Keep yourself and your fellow workers in the clear at all times.
3. Hoists and Elevators - Ride only on authorized personnel hoists or elevators. Do not ride on a material hoist.
4. Jumping - Jumping on or off equipment or vehicles, either moving or stationary, is prohibited. When climbing on or off machinery, face the unit and use secure hand and foot holds to prevent slips
5. Mechanical Guards - No machine should be operated until all guards are in place. Guards are not to be removed except when necessary to make repairs and are to be replaced before equipment is again put into operation.
6. Operating Machinery - Only authorized and properly trained and supervised personnel are permitted to operate equipment, vehicles, valves, electrical switches and other hazardous machinery.



7. Seat Belts - If a vehicle or equipment is equipped with seat belts, the operator and the passengers must use them.
8. Transportation - Ride only in vehicles designated for transporting personnel. Do not ride on running boards, fenders, or other projections and do not extend legs, feet, arms or other body parts over the edge of the truck bed.

3. FIRE PREVENTION AND CONTROL

1. Cleaning Agents - Flammable liquids will not be used as cleaning agents. Use only approved cleaning fluids.
2. Combustible Materials - Gasoline and similar combustible liquids will be stored in secure UL-listed containers and in an area free from burning hazards. Keep all heat sources away from combustible liquids, gases, or other flammable materials. When they are not in use, store combustible materials in a well ventilated, cool place.
3. Fire Extinguisher - Do not remove or tamper with fire extinguishers installed on equipment or vehicles or in other locations unless authorized to do so or in case of fire.
4. Fire Fighting Equipment - Fire fighting equipment must be kept free from obstacles, equipment, materials and debris that could delay emergency use of such equipment. Familiarize yourself with the location and use of the project's fire fighting equipment.
5. Oily Rags and Waste - Discard and/or store all oily rags, waste and similar combustible materials in metal containers on a daily basis.
6. Safety Cans - Handling of all flammable liquids by hand containers will be in approved safety containers with spring closing covers and flame arresters.
7. Smoking and Fires - Extinguish all matches, cigarettes, cigars and pipe tobacco before discarding. Do not smoke while fueling equipment or close to refueling areas. Never leave open fires unattended.
8. Storage - Storage of flammable substances on equipment or vehicles is prohibited unless such unit has adequate storage area designed for such use.
9. Types of Fires
 - Class A (wood, paper, trash) - use water or foam extinguishers.



- Class B (flammable liquids, gas, oil, paints, grease) - use foam, CO2 or dry chemical extinguisher. Class C (electrical) - use CO2 or dry chemical extinguisher.

4. FIRST AID, HEALTH, SANITATION

1. Accident - Avoid unnecessary moving of an injured person. Notify first-aid personnel immediately and keep the injured person as comfortable as possible until first aid arrives.
2. Burns - Immediately treat acid, caustic and burns by flushing with cold water; then report promptly to first aid.
3. Drinking Cups - Do not drink out of a common dispensing cup or ladle. Use only drinking fountains or individual disposable cups.
4. Drinking Water - Drink water that is specifically supplied and marked for drinking purposes. Stream or river water may look clear but may contain deadly contaminants.
5. Electrical Shock - Turn electric power off or use a dry board, stick, or other non- conducting object to remove the contact from the victim. Do not touch the victim until he or she is free from current contact.
6. Hygiene - Personal cleanliness is extremely important. Many skin irritations result from careless or incomplete washing or bathing. Wash thoroughly and dry the skin completely to eliminate skin rashes, irritations and infections.
7. Redressing - If it is necessary to have an injury redressed, report to first aid and to your supervisor immediately.
8. Reporting - Report all injuries, no matter how slight, to first aid and to your supervisor immediately.
9. Treatment - Follow all advice relating to your injury given by trained first-aid attendants, nurses, or physicians.

5. GENERAL RULES

1. Alertness - Always be as familiar as possible and alert to conditions and work processes in surrounding areas. Also be alert to the presence of other workers and equipment so that you may foresee and avoid possible dangers.



2. Barricaded Areas - "Roped off areas" or areas enclosed with barricades are considered danger zones and should be respected. Admittance to or passage through such areas is prohibited without permission, except for employees working within the barricaded area.
3. Barricades - When work requires barricades or floor opening covers to be temporarily removed, keep area secured until the work is finished and then reinstall the barricade or floor covering immediately.
4. Be Sure - Know how to do the job safely. Know the hazards and how to protect yourself. Ask the advice of your supervisor if you are not sure.
5. Firearms and Explosives - Unless specifically authorized, firearms and explosives are prohibited within the project or plant area, on company property, and in or on equipment and other facilities.
6. Man Lift - Safety belts must be worn by all employees riding in a crane-hoisted man lift.
7. Molten Metal - In pouring or assisting in pouring molten metal or other hot fluids, safety glasses, face shields, and adequate body covering must be used. Burn-resistant suits with hoods are a suitable substitute. Make sure the pour area is completely dry and free from moisture of any kind; otherwise, dangerous splattering and explosion can result.
8. Moving Cables - Do not touch or guide moving cables or running wires with any part of your body. Keep your hands and fingers away from blocks and shives. Stand clear of all cables, wires, and lines that are under strain.
9. Safety Meetings - It is a part of every employee's job to attend and take an active part in all safety training meetings and support the company's safety program. Read and abide by all safety materials made available to you; they concern your safety and health and the safety and health of your fellow workers.
10. Speed - Do not try to place speed above safety. An efficient, safe worker is better than a speedy, careless one.
11. Throwing - Throwing or dropping materials from one area or level to another is prohibited.
12. Unsafe and Unhealthful Practices and Conditions - Report all unsafe or unhealthful practices and conditions to your supervisor immediately.
13. Warning Signs - Always be alert for and heed all warning signs.
14. Watch Out - If each employee is watchful of everyone else, there will be fewer accidents and the job will be a much safer place to work.



6. HOUSEKEEPING

1. Clean-Up - Keep your work area clean and safe at all times. Always keep yourself, equipment, and your work environment as clean as possible.
2. Employee Facilities - Cooperate in keeping change rooms, toilets, first-aid and drinking facilities in a clean, sanitary condition. They are provided for your convenience and health.
3. Good Housekeeping - Good housekeeping will reduce confusion on the project and will result in a safer, more efficient operation.
4. Nails - Protruding nails, screws or other metal in form lumber, boards, etc., must be immediately removed, bent over, or guarded to prevent puncture injuries.
5. Oily Rags and Wastes - Oily rags, waste, or other combustible debris should be kept in a metal container provided for that purpose.
6. Removal of Debris/Garbage - When cleaning up, do not throw or drop materials from upper levels to lower levels.
7. Slipping Hazards - Clean up or eliminate slipping hazards such as grease, oil, water, ice, snow or other liquids on walkways, ladders, stairways, scaffolds, access ways or working areas.
8. Trash and Debris - Deposit trash, refuse, debris, papers, and other waste in the proper refuse containers.
9. Tripping Hazards - Help keep the work area, especially roadways, access ways, aisles, stairways, scaffolds and ladders clear of obstructions that may cause tripping or other accident hazards.

7. LADDERS

1. Ascending and Descending - Face the ladder and use both hands and feet when going up and down ladders. Materials and tools should be lowered or raised by a rope or other mechanical means.
2. Good Condition - Select the right ladder for the job. Do not use a ladder with missing or defective rungs, split side rails, or other weaknesses.
3. Painting - Do not paint wood ladders because this may cover up defects.



4. Placing and Securing - The ladder should be placed so that it extends at least three feet beyond the top landing. Make sure the base of the ladder is tied off or otherwise secured to prevent slipping or falling. The base of the ladder should be set out at least one-fourth of the ladder height measured from the bottom to the point of bearing.
5. Work Safely - When working from a ladder, do not overreach or work beyond the second rung from the top.

8. MATERIAL HANDLING AND STORAGE

1. Access - When storing materials remember to leave adequate access ways. Do not block aisles or exits.
2. Flammable/Toxic - Flammable and toxic or other harmful materials shall be stored in properly designated, well-ventilated areas. Observe and obey "No Smoking" and other warning signs.
3. Heavy Loads - Do not attempt to lift heavy loads without assistance. Learn how to lift properly by bending your knees and lifting with your legs and arms, not your back.
4. Non-compatible Materials - Avoid stacking non-compatible materials in the same pile.

9. PERSONAL PROTECTIVE EQUIPMENT

1. Company Policy - All employees shall use the protective equipment prescribed by regulatory authorities, such as OSHA, to control or eliminate any hazard or exposure to illness or injury. Employees who willfully refuse to use the prescribed protective equipment designed to protect them, or willfully damage such equipment, shall be subject to disciplinary action that may lead to their termination.
2. Ear Plugs and Muffs - Appropriate hearing protection shall be worn in work areas where noise levels exceed established local, state, or federal standards.
3. Equipment Return - Protective equipment such as safety goggles, safety belts, respirators, life vests, or rubber clothing furnished by the employer will be returned to the office when terminating employment with the company or moving to another job. Individuals will be responsible for proper care of safety equipment and will take care not to lose or damage this equipment.
4. Goggles, Safety Glasses, Face Shields and Helmets- Appropriate eye and head protection will be worn by every employee when:

- Welding, burning, or cutting with torches.
 - Using abrasive wheels, portable grinders, or files.
 - Chipping concrete, stone, or metal.
 - Working with any materials subject to scaling, flaking, or chipping.
 - Soldering, handling, or working with molten metal or hot compounds.
 - Handling or working with hazardous liquids, powders, or substances (such as glass).
 - Drilling or working under dusty conditions.
 - Sand or water blasting.
 - Waterproofing.
 - Working on energized switchboards.
 - Using explosive actuated fastening or nailing tools.
 - Working with compressed air or other gases.
 - Working near any of the operations listed above.
5. Respirators - Approved respirators will be used when excessive dusts, mists, fumes, gases, or other atmospheric impurities are determined to be harmful to health.
6. Footwear - All employees working in designated areas should wear stout working boots. In shop areas, where there is danger of falling metal, dies, or other objects, hard toe safety boots or shoes should be worn.

10. TOOLS

1. Damaged or Defective Tools - Do not use broken, defective, burned, or mushroomed tools. Report defective tools to your supervisor and turn them in for replacement.
2. Hard Facing - Do not strike two hardened steel surfaces together; i.e. two hammers or a hammer and hardened steel shafts, bearings, etc.
3. Power Tools - Only assigned, qualified operators will operate power, explosive- actuated, or air-driven tools.
4. Proper Tool - Always use the proper tool and equipment for any task you are assigned. For example, do not use a wrench as a hammer or a screwdriver as a chisel.



5. Storage - Keep tools in their proper storage place when not in use. Do not leave tools where they might present a tripping hazard, fall on someone or something, or be stolen. Do not carry sharp-edged tools in your pockets.

ATTACHMENT 3 SAFETY DATA SHEET EXPLANATION (SDS)

The SDS is a written document, usually prepared by the manufacturer of a product that identifies the chemicals that make up the product. It is the central document for transmitting detailed hazard information. The terms used in the form are discussed below. If you have any questions about the hazardous properties described in the SDS and how they relate to the conditions in your workplace, contact your supervisor or safety engineer.

SECTION I - IDENTIFICATION

This section identifies the product according to the label name, the manufacturer, the preparer of the form and the phone number where additional information can be obtained in case of an emergency. It also includes information on the general family or class of chemicals of which the product is composed (i.e., acids, bases, hydrocarbons, etc.).

SECTION II - HAZARDOUS INGREDIENTS

If the product is a mixture, or if any of its ingredients are evaluated as hazardous, the chemical and common names of these ingredients must be listed with their percentages and their Threshold Limit Values (TLV's) or Permissible Exposure Limits (PEL's). The TLV's and PEL's are the concentrations in air to which most workers can be repeatedly exposed day after day without adverse health effects. These levels were established from industrial experience and toxicological tests and incorporated into many of the OSHA standards. The levels of contaminants in the workplace can be measured and compared with these values to determine if a health hazard exists.

SECTION III - PHYSICAL DATA

The physical properties of a material are helpful in evaluating the hazards. These are discussed below:



Boiling Point - Refers to the temperature at which a liquid boils. Water boils at 212°F. Materials with low boiling points tend to evaporate quickly and may give off appreciable quantities of toxic or flammable gases. Materials with higher boiling points are less likely to do this unless heated. Low boiling point materials in closed containers will build up pressure when exposed to heat and can explode.

Vapor Pressure - Refers to the pressure exerted by the escaping gas or vapor from the surface of a liquid. The vapor pressure of a liquid varies with temperature. At the boiling point, the vapor pressure equals atmospheric pressure (76 mm, or 14.7 psi). Materials with low vapor pressures tend to evaporate slowly, while those with high vapor pressure evaporate rapidly and have greater potential to give off toxic or flammable gases.

Vapor Density - Refers to the weight of a vapor or gas relative to the weight of air. Materials with vapor densities greater than one (1) will tend to accumulate on the floor, while those less than one (1) will rise toward the ceiling.

Percent Volatile Material - Refers to the amount of material that will evaporate from the product, over time, at room temperature.

Evaporation Rate - Refers to the time it takes for a liquid to be converted into its vapor at a given temperature (relative together or butyl acetate). Materials with low rate evaporate quickly, while those with higher rates take more time.

Summary - From a hazardous and toxic properties standpoint, liquids with high vapor pressures, low evaporation rates and low boiling points are of greatest concern. Unless properly handled, they tend to vaporize rapidly and can produce high concentrations of potentially toxic or flammable gases.

SECTION IV - FIRE AND EXPLOSION DATA

Flash Point - Refers to the temperature at which liquid will give off enough flammable vapors to produce a flame when a source of ignition (spark or flame) is present. Liquids with flash points below 80°F are especially hazardous, since they can give off vapors at room temperature that can be ignited by sparks or static electricity. Smoking, open flames, or high heat sources should never be permitted near flammable or combustible liquids.



Extinguishing Media - Describes the type of fire fighting media suitable for use on the burning material (i.e., water, CO₂, foam, etc.).

Special Fire Fighting Procedures - Describes any special precautions required for fire fighting such as personal protection equipment, how close to approach the fire, explosion hazards, etc. Under certain conditions, some materials can be unstable or can be incompatible when they come in contact with chemicals. At elevated temperatures, for example, some materials can decompose and give off toxic gases. When two incompatible materials come in contact, they may react and release large amounts of energy, possibly causing a fire or explosion. (This section describes the conditions and materials to avoid preventing such occurrences.)

Effects of Over-Exposure - Describes the common health effects a person would experience due to chronic (long term) or acute (short term) over-exposures to the material.

Emergency and First-Aid Procedures - This describes the emergency and first-aid procedures to follow until professional medical help is available. It also describes the precautionary measures to be taken and the appropriate clean up and disposal procedures to be followed in the event of an accidental spill.

SECTION V - SPECIAL PROTECTION & CONTROL MEASURES

Any special precautionary information concerning handling, storage, or other matters not mentioned in previous sections would be covered here. This might include such things as medical conditions that could be aggravated by exposure to the product. When engineering or administrative controls are not practical, personal protective equipment (PPE) will be required. When selecting PPE, make sure it meets with appropriate American National Standards Institute (ANSI) approval. Workers can protect themselves in a variety of ways such as gloves, hard hats, respirators and safety glasses. PPE is only acceptable when engineering controls are not feasible. When PPE is used, it must be evaluated to ensure proper protection. The following PPE represents some equipment now available for use.

Eye & Face Protection

Eye and face protection is required whenever danger exists from:



- Flying particles
- Liquid splashes
- Arcs, radiation or glare

Simple safety glasses are not acceptable for grinding and splashes. Careful selection of PPE must be done to ensure adequate protection.

Hand Protection

Gloves are used to provide protection against corrosive liquids, shock, heat, sharp surfaces, etc. Proper selection is essential.

Respiratory Protection

Respiratory protection must be used when:

- The air contaminant is highly toxic
- Other controls are not feasible

There are two basic types of respiratory protection devices:

Air Purifying

These respirators prevent air contaminants from entering the body by using different types of filters. “Mechanical filters” are used to eliminate particulate air contaminants such as dust, mists, sprays and fumes.

Chemical Cartridge

These respirators are equipped with special cartridges that “trap” gases and vapors before they are inhaled. If the oxygen level falls below 16 percent, a person’s life is in immediate danger. Mechanical ventilation or air-supplied equipment is required once the oxygen level falls below 19 percent.



ATTACHMENT 4: SAMPLE SAFETY CHECKLISTS

Employees are not engaged in ergonomic hazards, e.g. awkward posture, forceful lifting/pushing/pulling, vibration, contact stress, etc. Employees' work areas are adequately illuminated. Employees lunch areas pose no exposure to toxic materials or other health hazards. Employees work areas are clean, orderly and free of obstruction. Employees are not engaged in unsafe acts. Employees are wearing appropriate task related PPE when working.

BLOODBORNE PATHOGENS

A written exposure control plan has been developed that includes a list the affected job classification and/or tasks, implementation dates and post exposure evaluation procedures.

Universal precautions and work practice controls are used to eliminate/reduce possible exposure. Hepatitis B vaccinations have been offered to affected employees. Affected employees have and are using the proper Personal Protective Equipment (PPE). Affected employees have received initial and annual training.

COMPRESSED AIR

Appropriate PPE is worn when using compressed air for cleaning (i.e. safety glasses or safety goggles and a face shield for severe exposure).

Compressed air nozzles used for cleaning limit air pressure to less than 30 p.s.i..

COMPRESSED GAS CYLINDERS

Cylinders are stored only in designated areas. Cylinders are stored and transported in a vertical position and secured from falling by a chain or rope.

Cylinders are stored in areas that are protected from external heat sources such as flames, radiant heat and electric arc welding.

Valve caps are in place when cylinders are not in use.



Acetylene and oxygen gas cylinders are not stored next to each other (even when empty) and are separated by at least 20 feet or a noncombustible barrier at least 5 feet high having a fire-rating of at least one-half hour.

CONFINED SPACES

A written entry program has been developed which incorporates the use of an entry checklist and designates which employees have an active role in confined space entry. All confined spaces have been assessed and identified as permit required or non-permit required in accordance with DCOMM 32.64(5).

Confined spaces (except manholes) are labeled with a legible sign.

Rescue procedures for acquiring additional help in the event of an emergency are established prior to entering a confined space. All entrants, attendants and rescue personnel have received training on entry procedures and have the proper sampling device and equipment.

ELECTRICAL EQUIPMENT/SAFETY

- All electrical equipment is properly grounded. The grounding prong (third prong) on all plugs is in place.
- Electrical equipment, located near water, are protected by a ground fault circuit interrupter (GFCI).
- All switches and wiring carry the electrical load for which they are rated.
- Employees who face a risk of electric shock that is not reduced to a safe level have received training in safe work practices (see 1919.332).
- Extension cords are not being used in place of permanent wiring.
- Cords and wiring are inspected periodically for wear, fraying or burning. Damaged cords/wiring are replaced or repaired immediately.
- Wiring components, such as plugs, outlets, junction boxes, etc. are maintained in a good working condition.
- Electrical outlets, junction boxes, fuse boxes and switch boxes are kept closed at all times and the coin hole openings are closed or sealed.
- A 30 inch clearance is maintained in front of all electrical service panels.



EMERGENCY ACTION PLANS

- A current written emergency action and fire protection plan has been developed and has been reviewed with employees.
- A sufficient number of persons have been designated and trained as floor captains/wardens to assist in the safe and orderly emergency evacuation of employees. An alarm system has been established in accordance with the size and structure of the building and the number of occupants (see 1910.165).

EMERGENCY EXITS

- All exits are marked with an exit sign and illuminated by a reliable light source.
All exits are free from obstructions.
Doors or walkways that do not lead to an outside exit are marked as "NOT AN EXIT".

EMERGENCY EYEWASH AND SHOWERS

- Emergency eyewashes/showers are available and immediately accessible in work areas for emergency use whenever the eyes or body of any person may be exposed to materials that are corrosive or can cause irreversible eye or bodily injury. Note: Immediately accessible is defined as within 15 seconds with no obstructions to interfere with accessibility.
- Drenching/flushing facilities provide 15 minutes of continuous flush.
Plumbed eyewash units are activated weekly to flush the line and verify proper operation.

FLAMMABLE AND COMBUSTIBLE LIQUIDS

- Stored quantities of flammable and combustible liquids are kept to an absolute minimum. Flammable and combustible liquids are stored in approved safety cans.
- Flammable liquid storage tanks and drums are properly grounded and bonded to avoid static electrical charges and sparks.



- Containers of flammable or combustible liquids are properly labeled.
Containers are inspected periodically for corrosion and damage.
Smoking is not permitted in areas where flammable or combustible materials are used or stored.

FLOOR LOADING PROTECTION

- Elevated storage areas are load-rated and the rating is posted.

GUARDING FLOORS, STAIRS AND WALL OPENINGS

- All open floors, more than 4 feet above ground level, are equipped with a standard guard rail consisting of a top rail 42 inches high, mid-rail and a toe board 4-inches high.
- The guardrail is strong enough to withstand a 200-pound force applied sideways.
- Exterior stairways or steps having 4 or more risers are equipped with standard railings or standard handrails on each side. Exterior stairways or steps more than 50 feet wide are provided with one or more intermediate handrails.

HAND AND POWER TOOLS

- Hand and power tools are only used when the guards are in place.
- Tools are inspected periodically for damage and defects.
- All power cords are equipped with a third grounding prong unless the tool is labeled as "Double Insulated".
- Employees are trained in the proper operation of hand and power tools. Appropriate PPE (i.e. safety glasses, gloves etc.) is worn at all times.

HAZARD COMMUNICATION

- A written hazard communication program has been developed and is available to employees for review.
- An inventory list of all hazardous chemicals and materials used in the workplace has been developed and is updated as needed.



- Material Safety Data Sheets (MSDS) are readily available to employees for each hazardous chemical/product used in the workplace.
- All containers of hazardous chemicals/products are properly labeled.
- Affected employees are trained on how to read MSDSs and warning labels and how to safely handle each hazardous material.

HEARING CONSERVATION

- A hearing conservation program (i.e. noise monitoring, engineering controls, audiometric testing, hearing protection and training) has been developed when sound levels equal or exceed an eight hour time-weighted average (TWA) of 85 decibels.

HOISTS, CHAINS, SLINGS AND WIRE ROPES

- Hoists, chains, slings and wire ropes are inspected: Before use by the operator.
- Monthly by a person trained to recognize defects and authorized to remove damaged equipment from service.
- Defected equipment and slings and ropes are immediately removed from service and repaired by authorized personnel.

HOUSEKEEPING

- All work areas, passageways, storage rooms and areas around machinery are level and kept in good repair, clean, dry and free from obstructions.

LADDERS

- All ladders are inspected for damage and defects prior to each use.
- Ladders are placed only on stable surfaces and are free from grease, oil and dirt.
- Metal ladders are not being used around electrical wiring.
- Ladder repairs are performed by trained personnel only.



- All employees who use ladders have received proper training on safe ladder use.
- Portable ladders are not used to gain access to a roof, floor, or platform, unless the top of the ladder extends at least 3 feet above the point of support.
- All portable rung ladders are equipped with nonslip safety feet.
- Stepladders that are more than 15 feet in height are held by an attendant when in use unless the ladder is securely lashed or blocked.

LOCKOUT/TAGOUT

- A written Lockout/Tagout program has been developed and reviewed with affected supervisors and employees. Written machine-specific lockout/tagout procedures have been developed and are available to affected employees. Authorized employees have adequate energy isolating devices (i.e. locks, hasps, etc.).
- An annual program evaluation/audit is conducted to verify effectiveness.
- All authorized, affected and other employees have been trained/instructed on lockout/tagout procedures.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Personal protective equipment (PPE) is selected and issued based upon a Written Hazard Assessment for each job task or work area.
- Employees are trained on the proper use, maintenance, limitations, storage and disposal of PPE.

PORTABLE FIRE EXTINGUISHERS

- Fire extinguishers are selected according to the fire hazards present. Fire extinguishers are accessible and free from obstructions.
All fire extinguishers are being inspected:
- Annually by a certified, professional vendor.
- Monthly by a designated employee.



- Employees designated to use a portable fire extinguisher are trained at least annually on the proper use of a fire extinguisher.

POWERED INDUSTRIAL TRUCKS

- All powered industrial truck operators are properly trained in the safe operation, fueling and maintenance of the assigned vehicle.
- All trucks are inspected before being placed into service on each shift.
- Trucks found to be in need of repair and/or unsafe are immediately removed from service and repaired by authorized personnel only.

POWER MOWERS

- All blade and discharge guards are properly installed and maintained.
 - Hearing protection is worn by the operator if noise levels are above 90 decibels at operating speeds. Appropriate eye and foot protection is being worn by operators when mowers are running.
- Fueling is done only when the power mower is turned off.

RESPIRATORY PROTECTION

- Exposure monitoring has been conducted to determine the need for respiratory protection and to insure that respirator protection factors are not exceeded.
- Standard operating procedures for selecting and using respiratory protection have been developed. Employees required to use respirators have been medically evaluated, fit tested and properly trained. Respirators are properly used, cleaned and maintained.

Completed by: Title:

SAFETY CHECKLIST FOR



OSHA GENERAL INDUSTRY HEALTH AND SAFETY STANDARDS THAT REQUIRE WRITTEN PROGRAMS, TRAINING AND/OR INSPECTIONS

Date:						
Agency Name: Location: Evaluator's Name:						
Place an "X" in the applicable circle for each category if completed.						
1910.25	PORTABLE WOOD LADDERS		0		0	0
1910.26	PORTABLE METAL LADDERS		0		0	0
1910.27	FIXED LADDERS		0		0	0
1910.28	SAFETY REQUIREMENTS FOR SCAFFOLDING		0		0	0
1910.38 (a)	EMERGENCY PROCEDURES, MEANS OF EGRESS	0	0	0		0
1910.38 (b)	FIRE PREVENTION PLANS	0	0	0		0
1910.66	POWERED PLATFORMS, FOR BUILDING MAINTENANCE	0	0		0	0
1910.67	PLATFORMS: VEHICLE MOUNTED		0		0	0
1910.68	MANLIFTS		0		0	0
1910.95	NOISE EXPOSURES		0	0	0	0
1910.96	IONIZING RADIATION	0	0		0	0
1910.109	EXPLOSIVE & BLASTING AGENTS	0	0		0	0
1910.110	LIQUIFIED PETROLEUM GAS		0		0	0
1910.111	ANHYDROUS AMMONIA		0		0	0
1910.120	HAZARDOUS WASTE & EMERGENCY RESPONSE	0	0	0	0	0



1910.132	PERSONAL PROTECTIVE EQUIPMENT	0	0		0	0
1910.133	EYE & FACE PROTECTION		0		0	0
1910.134	RESPIRATORY PROTECTION	0	0	0	0	0
1910.145	ACCIDENT PREVENTING SIGNS AND TAGS		0			
1910.146	CONFINED SPACE ENTRY	0	0	0	0	0

WRITTEN PROGRAM

INITIAL TRAINING

ANNUAL TRAINING

INSPECTORS AND/OR TESTING

NOT APPLICABLE

TARGET COMPLETION DATE

ACTUAL DATE COMPLETED

Personal Protective Equipment Compliance Checklist

Date: Location: Auditor: Phone number:

Yes No Comments/Completion Date

I. Eye and Face
A. General Requirements
1. Appropriate eye and face protection must be provided when exposed to:



a) Flying particles
b) Molten metal
c) Liquid chemicals
d) Acids or caustic liquides
e) Chemical gases
f) Vapors
g) Potential injurious light radiation
2. Side shields required - flying objects.
3. Prescription safety glasses or safety glasses over prescription lenses.
4. Marked with the identification of the manufacturer.
5. Injurious light radiation - filter lenses with the shade number appropriate for the work.
B. Criteria for protective eye and face devices.
1. Protective eye/face devices purchased after 7/5/94 must comply with ANSI Z87.1/1989.
2. Protective eye and face devices purchased before 7/5/94 must comply with ANSI Z87.1-1968.
II. Head Protection
A. General Requirements.
1. Helmets are worn when working in areas where there is a potential for injury from falling objects.
2. Helmets designed to reduce electrical shock hazards (Class A or B) when near exposed electrical conductors.
B. Criteria for protective helmets:
1. Helmets purchased after July 5, 1994 comply with ANSI Z89.1 – 1986.
1. Helmets purchased before July 5, 1994 comply with ANSI Z89.1 – 1969.
III. Foot Protection
A. General Requirements
1. Protective footwear must be worn in areas where:
a) Falling and rolling objects



b) Objects piercing the sole
c) Where exposed to electrical hazards
B. Criteria for Protective Footwear:
1. Protective footwear purchased after July 5, 1994 comply with ANSI Z41 - 1991.
2. Protective footwear purchased before July 5, 1994 comply with ANSI Z41 - 1967.
III. Hand Protection
A. General Requirements:
1. Select and require employees to use appropriate hand protection when exposed to the following:
a) Skin absorption of harmful substances
b) Severe cuts/lacerations
c) Severe abrasions
d) Punctures
e) Thermal & chemical burns
f) Temperature extremes
B. Selection.
1. Selection of the appropriate hand protection
is based on an evaluation of the performance characteristics of the hand relative to the following:
a) The task being performed
b) Conditions present
c) Duration of use
d) Hazards and potential hazards identified
2. MSDS consulted for chemicals.
IV. Hazard Assessment
A. Review Injury and Accident Data
1. OSHA Form 200 Log



2. Worker's Compensation Claims
B. Inform employees and supervisors of the process
1. Involve the employees and supervisors from each work area being assessed
2. Review job procedures
3. Potential hazards
4. PPE currently in use
C. Conducted a Walk-Through Survey observing the following:
1. Layout of the workplace
2. Location of the workers
3. Work operations
4. Hazards and places where PPE is currently used including the reason for use
D. Consider the following hazard categories:
1. Impact (falling/flying objects)
2. Penetration (sharp objects piercing foot/hand)
3. Compression -rollover/ pinching
4. Chemical exposure (inhalation, ingestion, skin contact, eye contact or injection)
5. Heat
6. Dust
7. Light (optical) radiation (welding, brazing, cutting, furnaces, etc.)
8. Extreme cold
9. Water (potential for drowning or fungal infections caused by wetness)
10. Vibration
11. Electrical
E. Organize Data

1. Prepare data for analysis of the hazards in the environment to enable proper selection of PPE. (This could be by job, function or department)
F. Analyze Data
1. Estimate the potential for injuries and illnesses
2. Review and determine each basic hazard as to:
a) Type
b) Level of risk
c) Seriousness of potential injury from each of the hazards
3. Possibility of exposure to several hazards simultaneously.
G. Selection Guidelines
1. Become familiar with the potential hazards, what PPE is available and what PPE can do to prevent injuries and illnesses.
2. Compare the hazards associated with the work environment and the capabilities of the available PPE.
3. Select the PPE that ensures a level of protection greater than the minimum required to protect employees.
H. Fitting the Device
1. Selected the right size
2. Adjusted for comfortable fit while maintaining the PPE in proper position
I. Reassessment of the hazards
1. Assess the workplace as necessary by identifying and evaluating:
a) New equipment and processes
b) Review of accident records
c) Re-evaluate the suitability of previously selected PPE
V. Training
A. Each employee who is required to use/wear PPE must be trained to know the following:
1. What PPE is necessary



2. When PPE is necessary
3. How to properly don, doff, adjust and wear PPE
4. Limitations of the PPE
5. Proper care, maintenance, useful life and disposal of PPE
B. Employee must demonstrate an understanding of the training elements taught and the ability to use PPE properly before being allowed to perform work requiring PPE.
C. Retraining must be done in the following situations:
1. Changes in the workplace
2. Changes in the type(s) of PPE used
3. Inadequacies in the employee's knowledge and use of the assigned PPE
D. Written certification that employees have received and understand the required training must include:
1. Name of employees trained
2. Training topic(s)
3. Dates of training

ATTACHMENT 5 Transitional Duty Program Implementation

1. Assess organizational readiness - You need a culture that values employee retention and productivity. Adverse culture can lead to increased disability rates along with employee resistance to return to work.
Plan to deal with resistance. Benchmark your current costs: WC premiums, overtime and recruitment costs related to employee absence. Meet with employees, labor union representatives and managers. Highlight the impact on the bottom line. Explain how the program improves the disability experience for employees and managers by focusing on recovery and productivity while minimizing lost work time.
2. Develop a proposal - Important to obtain administrative approval including resource allocation. Include: role definition for employee, treating health care provider, manager, labor union representative, human resource manager and others who may be involved in transitional duty placement. Consider a pilot program if organizational resistance is significant.



3. Involve your key stakeholders -Who will be instrumental to the success of the program through funding, participation and support? Explore and address concerns prior to implementation.
4. Develop an implementation plan - The value of conducting a communication campaign to promote the new program cannot be over-emphasized. Inform the target audience of program objectives, goals and benefits, roles and processes designed to support the program. Communication reduces employee concern related to underlying employer motives. Place equal emphasis on the positive impact on employee recovery and employer costs.
5. Identify potential transitional duties. The ideal transitional duty assignment is meaningful, easy to learn, requires minimal training, and has flexible hours. A written assignment is useful for documenting a bona fide employment offer in the event of future disability litigation.
6. Determine the process for dealing with an injured worker when they are restricted. In addition to department presentations, consider newsletter articles, posters, and paycheck stuffers.
7. Share your plan with local medical providers. Include your expectations of them. Get their support and understanding that job placement will be performed in a manner that supports employee recovery. Invite them in for a facility tour. Introduce them to key players.
8. Evaluate your program - to determine long-term impact. Have your desired outcomes been achieved? Identify barriers and address them. Evaluate the following 5 outcome measures:
 1. Cost-total direct costs related to benefits, average cost per claim, changes in insurance premiums and total cost of transitional duty wages. Other costs?
 2. Productivity-number of transitional duty placements, number of productive work hours gained by using transitional duty placement.
 3. Employee satisfaction-number and percentage of employees evaluating program as helpful, positively impacting recovery and who preferred to work rather than be out of work.
 4. Managerial satisfaction-number and percentage of managers indicating placement was appropriate to employee's ability to work with no job performance issues related to functional abilities.
 5. Process-Number of employees evaluated for transitional duty placement, number of employees placed in transitional duty assignment, number of placements in the same job, number of placements in a different work area, etc...



ATTACHMENT 6 Injured Employee Contact Plan

Day of Injury: Call or discuss the following with employee:

1. Were they comfortable with their medical care?
2. Where were they seen and when is next appointment?
3. Any special needs?
4. Did they obtain a doctor's slip? (fax this to SECURA)
5. Is he/she able to work with or without restrictions?
6. If he/she is unable to work, what activities are they able to do during this time? What treatment are they getting during this time?
7. Provide them with a copy of your transitional duty policy.
8. Set up a time to do accident investigation.
9. If off work, tell employee they will be missed and that you will be contacting them periodically for progress checks.
10. Have supervisor contact employee and communicate concern.

Contact SECURA when there is a significant change in the employee's medical status or plan to return to work. If the employee is represented by an attorney, call SECURA regarding having further contact.

Employee with work restrictions:

1. Review restrictions with employee.
2. Facilitate return to work meeting with employee, supervisor, HR and union rep.
3. Review restrictions together. Discuss appropriate placement and make arrangements to get employee up to speed on any missed communications or training.
4. Emphasize the need to adhere strictly to doctor's orders. Employee is to report to HR immediately if he/she is asked to do anything outside those restrictions.
5. Have employee read and sign transitional duty agreement.
6. Explain use of transitional duty tracking form.
7. As restrictions are upgraded or changed, communicate this to all involved parties.



ATTACHMENT 7 Transitional Duty Procedure for Employees

A temporary, productive work assignment provided for employees who are temporarily unable to perform the essential functions of their regular job due to illness or injury. This is not intended to be a permanent accommodation.

The use of enhanced work tasks fitting your current physical limitations to help you recover more quickly and completely.

The bridge to transition you from recovery at home to your regular job duties.

If you are off work due to work-related injury or illness, you need to stay in touch with our office following every doctor's appointment. When your doctor determines you may

return to work with restrictions, you are responsible for supplying us with this paperwork as soon as possible so that we can make plans for your return.

We will contact [supervisor/HR/dept mgr] and inform them of your restrictions to determine if productive work is available within these restrictions. Efforts will be made to keep you [on your usual shift and] in your home department if at all possible. If work is not available in that area, other areas will be reviewed for appropriate work. The supervisor will inform you of the basic tasks of your Transitional Duty assignment,

the starting date, work schedule and who you will be reporting to during this assignment. A copy of your work restrictions will be given to the supervisor. You will be asked to keep track of your work activities. This will be helpful to provide to track your progress and may be provided to your health care provider.

While you are on transitional duty, all other policies and procedures remain in effect including those that pertain to attendance at medical appointments. It is your responsibility to ensure you do not exceed your work restrictions. For your safety, if you believe you have been asked to do something that violates your work restrictions, you need to advise your supervisor immediately!

You are limited to working no more than 8 hours a day and 40 hrs a week while on Transitional Duty. Exceptions to this must be approved by Human Resources.



ATTACHMENT 8 Letter to Doctor

This letter is to inform you that our company, Transitional Duty policy. We recognize the value of transitional duty work in helping injured workers improve their performance, regain functionality, and maintain their quality of life. Improved outcomes are dependent on effective communication between the employee, the treating physician and the employer.

In the event that one of our employees presents to your facility for treatment of a work injury or illness, please contact me with specific questions or concerns regarding availability of work that meets the restrictions and functional requirements appropriate for the recovering worker. We will make every effort to accommodate restrictions where possible.

ATTACHMENT 9 Transitional Duty Agreement

I understand a temporary assignment is being offered to me which complies with my temporary work restrictions as identified by my treating physician.

I understand when my work restrictions change it is my responsibility to communicate my new status, in writing, to (absence management coordinator). My work assignment may change according to my changing restrictions.

I understand that if I am eligible for leave under the FMLA, I cannot be forced to return to work. However, I also understand that I may lose my eligibility for Workers' Compensation benefits for rejection of the transitional assignment in favor of unpaid leave.

I understand this offer is for a limited period of time, after which I will be expected to return to my regular job working without restrictions.

EDGE Building Services follows the provisions of the Americans with Disabilities Act and its state counterpart. Neither law requires that this type of temporary assignment be made permanent. The employee should not expect that this temporary assignment will be made permanent. If, however, the employee believes that he or she is disabled within the meaning of these laws, he or she should discuss that belief with Human Resources. If [Company Name] agrees that the law applies, it will, when



appropriate, consider reasonable accommodations to the employee's regular job. If such accommodations are not reasonable or constitute an undue hardship, other reasonable accommodations may be considered.

I understand that I should schedule any medical appointments during non-work time. If I am unable to do so, I understand that I need to inform my supervisor in advance of the appointment date. I understand that these appointments may fall under the Family Medical Leave Act and it is my responsibility to apply for FMLA according to company policy if I cannot schedule appointments outside of work time. I understand that the time off for the appointment will be unpaid.

I understand that while on Transitional Duty I cannot work more than 8 hours/day and 40 hours per week, unless approved by the Human Resources manager. I understand that this temporary work assignment will not exceed 12 weeks.

Employee Date

Supervisor or HR Manager Date

ATTACHMENT 10 Transitional Duty Procedure for Employees

Transitional Duty is:

- A temporary, productive work assignment provided for employees who are temporarily unable to perform the essential functions of their regular job due to illness or injury. This is not intended to be a permanent accommodation.
- The use of enhanced work tasks fitting your current physical limitations to help you recover more quickly and completely.
- The bridge to transition you from recovery at home to your regular job duties.
- If you are off work due to work-related injury or illness, you need to stay in touch with our office following every doctor's appointment. When your doctor determines you may return to work with restrictions, you are responsible for supplying us with this paperwork as soon as possible so that we can make plans for your return.
- We will contact [supervisor/HR/dept mgr] and inform them of your restrictions to determine if productive work is available within these restrictions. Efforts will be made to keep you [on your usual shift and] in your home department if at all possible. If work is not available in that area, other areas will be reviewed



for appropriate work. The supervisor will inform you of the basic tasks of your Transitional Duty assignment, the starting date, work schedule and who you will be reporting to during this assignment. A copy of your work restrictions will be given to the supervisor. You will be asked to keep track of your work activities. This will be helpful to provide to track your progress and may be provided to your health care provider.

- While you are on transitional duty, all other policies and procedures remain in effect including those that pertain to attendance at medical appointments. It is your responsibility to ensure you do not exceed your work restrictions. For your safety, if you believe you have been asked to do something that violates your work restrictions, you need to advise your supervisor immediately!
- You are limited to working no more than 8 hours a day and 40 hrs a week while on Transitional Duty. Exceptions to this must be approved by Human Resources.

ATTACHMENT 11 Accident Investigation Form – Auto

-EXTERNAL

ATTACHMENT 12 Accident Investigation Guide

-EXTERNAL

ATTACHMENT 13 Accident Report Form

-EXTERNAL

ATTACHMENT 14 EDGE Policies and Procedures

-EXTERNAL

This document contains the EDGE Policies:

- Quality Control
- Exposure Control
- Hazard Communication
- Green Cleaning



Prevention Connection



Safety resources to protect your world

(Insert Company Name)

Supervisor's Evaluation of Vehicle Accident

Name of Driver:

Age:

Length of Service:

Number of Years Driving Experience:

Location of Accident (Street, Address, Intersection, Mile Post Number)

Date of Accident:

Time (a.m./p.m.):

Road and Weather Conditions:

Description of Accident:

Cause of the Accident:

Driver Performance
(describe)

Lack of Proper
Training at Hire

Vehicle Condition

Was the accident preventable or non-preventable?*

What corrective action is recommended to prevent a similar accident?

What corrective action was taken:

Date Corrective Action Taken:

By Whom:

During the last two years, this driver's violation and accident record has been:

Date of last MVR review:

Has this driver ever been exposed to any "Defensive Driver" or other driver training courses? (give details)

Comments:

Signature of Supervisor:

Date:

**Non-preventable accident - One where our driver did everything that could have reasonably been expected in order to prevent the accident.*

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ACCIDENT INVESTIGATION GUIDE

Employees are your most valuable assets and, while accidents can and do happen, repeats of the same type of accidents should not happen. Effective and thorough accident investigations show employees that you are concerned for their safety and well-being. Other reasons for accident investigation may include:

- Identifying root causes to accidents;
- Addressing liability issues;
- Exposing errors in processes;
- Identifying and eliminating hazards;
- Decreasing workers' compensation costs;
- Correcting unsafe acts and unsafe conditions; and
- Making recommendations for preventing future accidents.

Prevention of future injuries (to employees and customers) and property damage should always be the focus of an investigation. Thorough investigation of all injuries and property damage can lead to many benefits. This includes identifying the root causes of injuries, property damage, and auto accidents, and giving you and your employees the opportunity to suggest ways to change processes, actions, or behaviors to prevent future, similar-type injuries or accidents.

Thorough accident investigation is necessary because all incidents have a cause that can be determined. If you correct the cause of the injury/accident/property damage, you greatly reduce the risk of another similar injury.

Through proper accident investigation, we can begin to understand the failures, which often give rise to certain patterns of events. We can then improve the conditions that led to the accident/incident by submitting improvement recommendations and keeping them in an open file until all hazards noted in the accident investigation report are resolved. Doing so should help provide a safer, healthier, and more profitable atmosphere for your company.

To help you reach this goal, there are 10 primary steps for completing a successful accident investigation and written report. These steps include:

1. Understanding why accidents are investigated;
2. Evaluating the objectives of an accident investigation;
3. Pre-planning the investigation;
4. Responding to the accident scene;
5. Controlling the accident scene;
6. Investigating the accident;
7. Reviewing the evidence surrounding the accident;

8. Determining the root cause(s) of the accident;
9. Developing corrective and preventive actions; and
10. The employee involved in the accident should be involved in the accident investigation process and asked what they would do to prevent it from occurring again. The results of the accident, investigation and corrective measures taken should be communicated to all employees to create safety awareness. This is one of the most important steps.

These steps should help you better understand the importance of accident investigation and effectively investigate an accident in order to prevent future accidents, or at least minimize the effects of an accident.

Effective accident investigation starts before an accident occurs with the establishment of a well thought-out accident investigation procedure. Pre-planning for accident investigation is especially important because the quantity and quality of relevant information begins to diminish immediately following the accident. By establishing the essential stages and steps of an accident investigation ahead of time, you can minimize or eliminate the loss of relevant information through cleanup efforts or possible blurring of witnesses' recollections.

In many cases, supervisors are inclined to fix blame rather than eliminate accident causes. This punitive approach results in "covering up" by non-supervisory personnel, to the detriment of the entire accident prevention program and company. The study of cause will usually indicate blame, if any, and suitable action can be taken. Punitive action is justified in safety violations only after each person is provided the proper education and training, and physical hazards are eliminated. The analysis of the accident must result in recommendations that reduce the number of accidents and their severity, not in finger pointing.

Investigative Techniques

Supervisors have the best knowledge of their department and subordinates, and are the best person to complete the accident investigation report. A supervisor charged with the responsibility of accident investigation will find the following guides helpful:

1. Get to the scene. Investigators should arrive at the scene as soon as possible after the accident has been reported to obtain facts quickly while they are still fresh.
2. Interview injured persons if conditions warrant. Permanent or temporary physical and mental characteristics that may have contributed to the accident and the extent of the injuries should be noted.
3. Interview witnesses to obtain their versions of the accident. Ask open-ended questions. Bear in mind that statements taken from witnesses immediately after the incident, before they have time to compare stories with each other, are often the most reliable. Get a statement, even if a brief one, as soon as possible. For best results, allow each witness to tell what happened in his or her own way and confirm what they say. They also can complete a witness statement form.
4. Physical evidence may help determine the cause of the accident. Note mechanical defects and take measurements of distances and dimensions. Was the employee wearing proper personal protective equipment; were glasses being worn if needed, is fatigue an issue; is medication an issue, etc. If at all possible, take photographs of the scene for future reference and to record the extent of damage or injury.

5. All other evidence should be recorded regarding the accident. This includes weather, road conditions, traffic signal locations, and use of seat belts if the accident involves motor vehicles. Give consideration to adequate lighting, machine condition and guarding, and use of safety equipment and following proper procedures in shop and field accidents.
6. Transfer all information accurately to a standard accident report and summary form.
7. The most important outcome of any accident investigation is the determination of cause factors and the implementation of suitable corrective measures. Appropriate action for hazard elimination should be quickly recommended.
8. To verify that corrective actions were taken, experience has shown that follow-up is important. All recommendations should remain open/pending until corrective measures are completed. Specific employees should be assigned the responsibility of completing the corrective measures in a suitable amount of time.

Accidents and the Supervisor

1. In investigating and reporting accidents, supervisors must avoid the natural inclination to “gloss over” their own shortcomings or those of their subordinates. They will gain the respect of their employees and superiors by honestly reporting their mistakes rather than by attempting to conceal a deficiency that may continue to cause accidents.
2. When making an investigation, a supervisor must identify the “real/root” causes of the accident, which normally will be revealed as specific unsafe acts or conditions. After the facts are compiled, the supervisor should ask, “What caused the employee to do the job wrong?”
 - a. A poor supervisor will make the dangerous mistake of simply attributing the accident to carelessness, without identifying the specific unsafe act or condition.
 - b. A good supervisor, asking himself the above question, will come up with an answer that he can do something about. He recognizes that he can correct the safety deficiencies because he realizes they are the result of supervisory action or inaction.

Supervisory Failure

Unfortunately, the “cause behind the cause” of many accidents is often the supervisor’s failure to meet his accident prevention responsibilities. Some common examples of supervisory failure revealed by a continuing review of accident reports are listed below. This list does not cover all incidents of supervisory failure resulting in accidents, but rather gives examples that occur with disturbing frequency:

1. Failing to use simple, understandable instructions and failing to follow up to ensure compliance.
2. Failing to frequently visit areas of responsibility.
3. Permitting employees to enter hazardous areas or perform hazardous tasks prior to taking the necessary precautions or without ensuring the wearing of protective clothing and equipment.
4. Failing to correct previously reported hazards.

5. Giving inadequate instructions, that is, telling an employee what to do but failing to tell him how to do it.
6. Permitting, and in some cases directing, unlicensed or inexperienced personnel to drive vehicles or operate equipment.
7. Failing to offer driver training (even with experienced drivers) at hire and annually.
8. Permitting new and inexperienced personnel to work on power machinery and/or permitting machinery to be operated without proper guards in place or proper training.
9. Failing to ensure the use of proper tools and equipment for the job at hand.
10. Permitting personnel to ride on areas of vehicles or fork lift not designed for such purposes or on loads that might shift.

You should use an accident investigation form that is tailored to the type of accident, i.e. Auto Accident, Worker Injury, Property, or Liability. These forms and accident witness forms are available on Prevention Connection.

It is beneficial to put together an Accident Investigation Kit by assembling everything that is needed in one place such as a briefcase, box, etc. The kit should include a clipboard with accident forms, pens, flashlight, tape measure, caution tape, rain cover, disposable camera, this guide, etc. It should be ready at all times for a supervisor to use in the event of an accident.

Prevention Connection



Safety resources to protect your world

Incident & Accident Report Form

Use this form to report any personal injuries, near misses, and any dangerous occurrences that take place on premises.

Details of the accident/incident

Date: _____ Time: _____ Location: _____
Describe the injury or incident:

What happened? How did it happen?

Were there any witnesses? _____ If so, give their contact details (name, phone, address)

Was anyone injured?

Name: _____ Age: _____ M F Employer: _____
Address: _____ Phone: _____
(If more than one person was injured, complete a separate "Incident & Accident Report Form.")

Treatment details

None First Aid Outpatient Clinic Advised to see own GP Hospital
Hospital Stay? *How many nights?* Absent from work? *How many days?*
Other treatment details:

Action

What action has been taken to prevent a reoccurrence?

Form completed by:

Name: _____ Title: _____ Phone: _____
Address: _____ Date: _____



POLICIES AND PROGRAMS

Table of Contents

- A. Quality Control**
- B. Exposure Control**
- C. Green Cleaning**
- D. Hazard Communication**



Quality Management Program

Program Objective

The EDGE BUILDING SERVICES Quality Management Program ensures the delivery of superior cleaning services with a focus toward the health of building occupants, building visitors and the environment. A multi-tiered program utilizing both Operations and Quality Control personnel auditing the work of our on-site team members allows EDGE BUILDING SERVICES to provide clients and all stakeholders with the confidence that their asset is being properly maintained.

The EDGE BUILDING SERVICES Quality Management Program is facilitated and managed by a dedicated department. This unique structure allows our quality inspections to be unbiased since the inspector is not tied to the work being inspected.

Requirements

The Quality Management Program ensures EDGE BUILDING SERVICES is maintaining the following business requirements. All subcontractors will be required to have the ability to follow our program.

Quality Control

These are the activities necessary to fulfill the quality standard requirements of CIMS and our continued adherence to the EDGE BUILDING SERVICES Green Clean Program.

New Client Implementation

Once a contract has been awarded these steps must be initiated by the Client Service Manager to implement our quality program ensuring we meet the requirements above.

Baseline Inspection

The baseline inspection is done by the Client Services Manager and Operations Manager, 10 days prior to start or when able. Designed to identify and prioritize areas of need. Results are shared and reviewed in the start-up meeting. Operational Team to develop the action plan for the first 30 days.

Tenant Visits

Each tenant is visited prior to start by the Quality Inspector to perform spot checks and make cleaning recommendations.

30 Day Follow Up Inspection

The 30 day follow up inspection is performed by the Client Services manager to occur at the 30-day mark or within 3 business days after the 30 day mark. Designed to quantify progress and identify areas needing further attention. Results are shared and reviewed with Operational Team to determine training needs, recommendations for Property Management and appropriate action items.

90 Day Follow Up Inspection

The 90 day follow up inspection is performed by the Client Services Manager to occur at the 90-day mark or within 3 business days after the 90-day mark. Designed to quantify progress and identify areas needing further attention. Results are shared and reviewed with Operational Team to determine training needs, recommendations for Property Management and appropriate action items.

Ongoing Inspections

After implementation, all buildings are put on an ongoing inspection schedule. These inspections are used to meet internal and external requirements while identifying areas where improvements need to be made.

Monthly Inspection

It is a requirement that every single building is inspected on a monthly basis at minimum. EDGE BUILDING SERVICES Client Services Manager perform the monthly building inspection and review them for any areas of deficiency. They analyze the data, understand trends, and make recommendations for improvement if necessary.

Space Types to be inspected during Monthly & Cross Inspections

1. Exterior areas-footprint of building
2. Garage elevator lobbies and stairwells-2 levels
3. Main Lobby
4. Elevators-2 cabs
5. Restrooms-2 each from every restroom cleaner
6. Fitness Center & Locker room areas
7. Common area hallways and elevator lobbies-2 from each cleaner
8. Loading Dock & Back of House areas
9. Supply closets-both consumables and equipment storage
10. Rooftop if open to tenants

Quarterly Tenant Meetings/Inspections

In an effort to measure our job performance from the customer perspective, the EDGE BUILDING SERVICES Quality Service Manager conducts a quarterly tenant inspection and meeting. Inspection is performed under our tenant inspection template consisting of 9 brief questions. The intent of the meeting is to capture any actual or perceived deficiencies and get an understanding of what areas are going well and what areas need improvement.

Annual Quality Control Inspection

Once a year the head of our Client Services Management team conducts an annual inspection and review to ensure our process is running smoothly and that issues are being addressed in a manner that is sufficient to the customer.

Training

Comprehensive training is essential to the successful deployment of our quality program.

Initial New Hire Training

New cleaning staff are introduced to our quality program at the time of on-boarding. This enables them to do their part to help EDGE BUILDING SERVICES meet the quality standards outlined above as well as integrate the new team member with our established team members.

- OSHA mandated topics – Spartan Training
- Site specific orientation – This is administered by the on-site supervisor, lead, or Route Manager.
- Maintaining a tidy closet and clean equipment – This is administered by the on-site supervisor, lead, or Route Manager.
- Introduction to the EDGE BUILDING SERVICES Standard Operating Procedure – This is administered by the on-site supervisor, lead, or Route Manager.

Ongoing training

Staff receives consistent and varied training throughout their employment with EDGE BUILDING SERVICES; this enables them to do their part to help EDGE BUILDING SERVICES meet the quality standards outlined above.

- Quality Management Program review - Annual review of the policy done by Operations team.
- Review of EDGE BUILDING SERVICES SOP – Annual review of the SOP done by the Operations Team with the Client Services Manager.
- OSHA mandated topics – Annual review of the topics administered by HR through Spartan Cleancheck systems.
- EDGE BUILDING SERVICES High Performance Cleaning Program – Annual review of the topics done by the Operations team.

Communication

Effective communication both internally and externally is vital to sustained success.

30-Day Post Startup Meeting

This meeting takes place between the Client Services Manager and customer to discuss the transition to the EDGE BUILDING SERVICES service team. Primarily the CSM will discern if our team delivered on the promises made, if the client received timely and

honest communication and whether or not the transition was seamless from the customer perspective.

Quality Internal Review Meetings

These meetings take place between the CSM and VP of Ops/Dir of Ops and Route Manager of the buildings. The CSM follows up every inspection with a meeting to discuss the results.

Business Review Meetings

Created as a platform for open communication with our business partners to ensure our goals and objectives are aligned. These meetings will take place between VP, GM, Dir of Ops, CSM, and Route Manager of the property. Reports will convey KPI including summary analytics of quality inspections, survey responses, sustainable purchases, work tickets, service recommendations, and periodic work performed as well as periodic work forecasted for the upcoming quarter. Identified trends, training needs, goals for upcoming quarter will be shared. A review of billing and EDGE BUILDING SERVICES ROI will be given.

Client Survey

All members of the Client's Operational team will receive an option to conduct a survey sent by the CSM and evaluated with the Operations Team. The survey is designed to take no more than 90 seconds to complete. This survey has been created to inform our team on the client's perspective at all levels of their operation. Survey responses will be shared with the Senior Regional and Regional Managers during the business review meeting.

Daily Onsite Interaction

Our staff onsite daily is in constant and regular communication with building management and tenants as necessary to ensure effective performance.

Client Watch List

While we strive to minimize service issues through our Client Services, occasionally unexpected issues may arise. As such, EDGE BUILDING SERVICES maintains a watch list of clients that are experiencing recurring service issues. We have a process in place for these accounts in which we take corrective measures and communicate those measures to the client. We maintain regular communication with the client while the account is on the watch list until such time as we deem the issues are rectified and they may be removed from the list.

Quality Assurance

Activities and programs that help us assure our stated quality requirements are consistently being met.

Maintaining the HPCP and SOP

The EDGE BUILDING SERVICES High Performance Cleaning Program and Standard Operating Procedure documents is reviewed and updated annually by the Client Services team. Edits are made to reflect updates in Standards while also incorporating smarter processes and technological advances in equipment.

Maintaining the CleanTelligent System

CleanTelligent is the software platform used to conduct inspections and maintain documentation on any information related to building operations. Reports are generated detailing inspection findings. It is the responsibility of the Client Services Manager to ensure CleanTelligent has accurate information at all times by communicating all updates to the internal CleanTelligent contact person. Accurate information is critical to the documentation and reporting of inspection data, training activity, hiring and terminating employees as well as move- in and move- out activity. The Client Services Manager is responsible for all maintenance of the CleanTelligent software.

Quarterly Audit of Building Closets

To ensure on-site teams are maintaining compliant closets the Route Manager will audit each storage space including equipment rooms on a quarterly basis. The cross inspector will verify that tracking logs are up to date, OSHA required PPE is available, no hazards are present, fixed assets are accounted for and in working order and the general appearance of spaces are orderly and tidy.

Termination of Contract

In the event EDGE BUILDING SERVICES loses a service contract, the Quality Control Department is responsible for ensuring that we deliver quality service through the end of our last shift. QC will work in conjunction with the Operations Team to summarize the final days of service.

- **Communication with Tenant Contacts**

In the final weeks of service the Route Manager will meet with any tenants that hold a service contract with EDGE BUILDING SERVICES. The intent of this meeting is to thank them for doing business with EDGE BUILDING SERVICES and to solicit feedback that would help us improve.

- **Termination Inspection**

If an account is lost for any reason a final building inspection must be performed by Quality Control. This inspection should parallel with the monthly inspection requirements.

- **Equipment and Supplies**

All essential equipment shall remain on premise until the final shift is completed. Several days of consumables such as paper, plastic and soap will be left at the property.

- **Security**

Keys, Fobs and other forms of building access will be counted, verified and turned over to Property Management or Security at the close of the last shift.

Building Supervisor or Route Manager will perform the final building close to ensure it is secure and clean.

- **Final communication**

Within 2 days after completion of service a final communication will be sent to the client. This communication will summarize the final days of the contract, deliver the termination inspection and request an exit interview.

Objetivo del programa

El Programa de Gestión de Calidad EDGE BUILDING SERVICES garantiza la prestación de servicios de limpieza superiores con un enfoque hacia la salud de los ocupantes del edificio, los visitantes del edificio y el medio ambiente. Un programa de varios niveles que utiliza personal de Operaciones y Control de Calidad que audita el trabajo de los miembros de nuestro equipo en el sitio permite que EDGE BUILDING SERVICES brinde a los clientes y a todas las partes interesadas la confianza de que sus activos se mantienen adecuadamente.

El programa de gestión de calidad EDGE BUILDING SERVICES es facilitado y gestionado por un departamento dedicado. Esta estructura única permite que nuestras inspecciones de calidad sean imparciales, ya que el inspector no está vinculado al trabajo que se inspecciona.

Requisitos

El Programa de Gestión de Calidad asegura que EDGE BUILDING SERVICES mantiene los siguientes requisitos comerciales. Todos los subcontratistas deberán tener la capacidad de seguir nuestro programa.

Control de calidad

Estas son las actividades necesarias para cumplir con los requisitos de los estándares de calidad de CIMS y nuestro continuo cumplimiento del Programa de Limpieza Verde EDGE BUILDING SERVICES.

Implementación de nuevos clientes

Una vez que se ha adjudicado un contrato, el Gerente de Servicio al Cliente debe iniciar estos pasos para implementar nuestro programa de calidad y garantizar que cumplamos con los requisitos anteriores.

Inspección de referencia

La inspección de referencia la realiza el Gerente de Servicios al Cliente y el Gerente de Operaciones, 10 días antes del inicio o cuando sea posible. Diseñado para identificar y priorizar áreas de necesidad. Los resultados se comparten y revisan en la reunión de inicio. Equipo operativo para desarrollar el plan de acción durante los primeros 30 días.

Visitas de inquilinos

Cada inquilino es visitado antes de comenzar por el Inspector de Calidad para realizar verificaciones al azar y hacer recomendaciones de limpieza.

Inspección de seguimiento de 30 días

La inspección de seguimiento de 30 días la realiza el gerente de Servicios al Cliente para que ocurra en la marca de 30 días o dentro de los 3 días hábiles posteriores a la marca de 30 días. Diseñado para cuantificar el progreso e identificar áreas que necesitan mayor atención.

Los resultados se comparten y revisan con el equipo operativo para determinar las necesidades de capacitación, las recomendaciones para la administración de la propiedad y los elementos de acción apropiados.

Inspección de seguimiento de 90 días

La inspección de seguimiento de 90 días la realiza el Gerente de Servicios al Cliente para que ocurra en la marca de 90 días o dentro de los 3 días hábiles posteriores a la marca de 90 días. Diseñado para cuantificar el progreso e identificar áreas que necesitan mayor atención. Los resultados se comparten y revisan con el equipo operativo para determinar las necesidades de capacitación, las recomendaciones para la administración de la propiedad y los elementos de acción apropiados.

Inspecciones en curso

Después de la implementación, todos los edificios se someten a un programa de inspección continuo. Estas inspecciones se utilizan para cumplir con los requisitos internos y externos al tiempo que se identifican las áreas en las que es necesario realizar mejoras.

Inspección mensual

Es un requisito que cada edificio sea inspeccionado como mínimo una vez al mes. EDGE BUILDING SERVICES El Gerente de Servicios al Cliente realiza la inspección mensual del edificio y la revisa para detectar cualquier área de deficiencia. Analizan los datos, comprenden las tendencias y hacen recomendaciones para mejorar si es necesario.

Tipos de espacios que se inspeccionarán durante las inspecciones mensuales y cruzadas

1. Áreas exteriores-huella del edificio
2. Pasillos del ascensor de garaje y escaleras-2 niveles
3. Lobby principal
4. Elevadores-2 cabinas
5. Restrooms-2 de cada limpiador de baños
6. Áreas de vestuario y centro de fitness
7. Pasillos de áreas comunes y vestíbulos de ascensores: 2 de cada limpiador
8. Muelle de carga y áreas traseras de la casa
9. Armarios de suministros, tanto consumibles como almacenamiento de equipos
10. Techo si está abierto para inquilinos

Inspecciones / reuniones trimestrales de inquilinos

En un esfuerzo por medir nuestro desempeño laboral desde la perspectiva del cliente, el Gerente de Servicio de Calidad de EDGE BUILDING SERVICES realiza una inspección y reunión trimestral de inquilinos. La inspección se realiza según nuestra plantilla de inspección de inquilinos que consta de 9 preguntas breves. La intención de la reunión es capturar cualquier deficiencia real o percibida y comprender qué áreas van bien y qué áreas necesitan mejoras.

Inspección anual de control de calidad

Una vez al año, el jefe de nuestro equipo de Gestión de Servicios al Cliente realiza una inspección y revisión anual para asegurarse de que nuestro proceso funcione sin problemas y que los problemas se aborden de una manera suficiente para el cliente.

Formación

La formación integral es esencial para la implementación exitosa de nuestro programa de calidad.

Capacitación inicial para nuevos empleados

El nuevo personal de limpieza conoce nuestro programa de calidad en el momento de la incorporación. Esto les permite hacer su parte para ayudar a EDGE BUILDING SERVICES a cumplir con los estándares de calidad descritos anteriormente, así como a integrar al nuevo miembro del equipo con los miembros de nuestro equipo establecido.

- Temas obligatorios de OSHA - Spartan Training
- Orientación específica del sitio: es administrada por el supervisor, líder o administrador de ruta en el sitio.
- Mantener un armario ordenado y equipo limpio -
- Introducción al procedimiento operativo estándar de EDGE BUILDING SERVICES: lo administra el supervisor en el sitio, el líder o el administrador de ruta.

Entrenamiento en curso

El personal recibe capacitación constante y variada durante su empleo con EDGE BUILDING SERVICES; esto les permite hacer su parte para ayudar a EDGE BUILDING SERVICES a cumplir con los estándares de calidad descritos anteriormente.

- Revisión anual del SOP realizada por el Equipo de Operaciones con el Gerente de Servicios al Cliente.
- Revisión del programa de gestión de la calidad: revisión anual de la política realizada por el equipo de operaciones.
- Temas obligatorios de OSHA: revisión anual de los temas administrados por RR.HH. a través de los sistemas Spartan Cleancheck.
- SERVICIOS EDGE EDGE Programa de Limpieza de Alto Rendimiento - Revisión anual de los temas realizados por el equipo de Operaciones.

Comunicación

La comunicación efectiva tanto interna como externamente es vital para el éxito sostenido.

Reunión posterior al inicio de 30 días

Esta reunión se lleva a cabo entre el Gerente de Servicios al Cliente y el cliente para discutir la transición al equipo de servicio EDGE BUILDING SERVICES. Principalmente, el CSM discernirá si nuestro equipo cumplió las promesas hechas, si el cliente recibió una comunicación oportuna y honesta y si la transición fue fluida o no desde la perspectiva del cliente.

Reuniones de revisión interna de calidad

Estas reuniones tienen lugar entre el CSM y VP of Ops / Dir of Ops y Route Manager de los edificios. El CSM hace un seguimiento de cada inspección con una reunión para discutir los resultados.

Reuniones de revisión empresarial

Creado como una plataforma para la comunicación abierta con nuestros socios comerciales para garantizar que nuestras metas y objetivos estén alineados. Estas reuniones se llevarán a cabo entre VP, GM, Dir of Ops, CSM y Route Manager de la propiedad. Los informes transmitirán KPI, incluidos análisis resumidos de inspecciones de calidad, respuestas de encuestas, compras sostenibles, tickets de trabajo, recomendaciones de servicio y trabajo periódico realizado, así como el trabajo periódico previsto para el próximo trimestre. Se compartirán las tendencias identificadas, las necesidades de capacitación y los objetivos para

el próximo trimestre. Se dará una revisión de la facturación y el ROI de los SERVICIOS EDGE BUILDING.

Encuesta al cliente

Todos los miembros del equipo operativo del cliente recibirán la opción de realizar una encuesta enviada por el CSM y evaluada con el equipo de operaciones. La encuesta está diseñada para completar no más de 90 segundos. Esta encuesta ha sido creada para informar a nuestro equipo sobre la perspectiva del cliente en todos los niveles de su operación. Las respuestas de la encuesta se compartirán con los gerentes regionales y regionales senior durante la reunión de revisión comercial.

Interacción diaria en el sitio

Nuestro personal en el lugar está en comunicación constante y regular con la administración del edificio y los inquilinos según sea necesario para garantizar un desempeño efectivo.

Lista de observación del cliente

Si bien nos esforzamos por minimizar los problemas de servicio a través de nuestros Servicios al cliente, ocasionalmente pueden surgir problemas inesperados. Como tal, EDGE BUILDING SERVICES mantiene una lista de vigilancia de clientes que experimentan problemas de servicio recurrentes. Tenemos un proceso implementado para estas cuentas en el que tomamos medidas correctivas y comunicamos esas medidas al cliente. Mantenemos una comunicación regular con el

cliente mientras la cuenta está en la lista de vigilancia hasta el momento en que consideremos que los problemas se rectifican y pueden eliminarse de la lista.

Seguro de calidad

Actividades y programas que nos ayudan a garantizar el cumplimiento constante de nuestros requisitos de calidad establecidos.

Mantenimiento de HPCP y SOP

Los documentos del Programa de limpieza de alto rendimiento de EDGE BUILDING SERVICES y del Procedimiento operativo estándar son revisados y actualizados anualmente por el equipo de Servicios al cliente. Las ediciones se realizan para reflejar las actualizaciones en los estándares y al mismo tiempo incorporar procesos más inteligentes y avances tecnológicos en los equipos.

Mantenimiento del sistema CleanTelligent

CleanTelligent es la plataforma de software utilizada para realizar inspecciones y mantener documentación sobre cualquier información relacionada con las operaciones del edificio. Se generan informes que detallan los resultados de la inspección. Es responsabilidad del Gerente de Servicios al Cliente asegurarse de que CleanTelligent tenga información precisa en todo momento comunicando todas las actualizaciones a la persona de contacto interna de CleanTelligent. La información precisa es fundamental para la documentación y el informe de los datos de inspección, la actividad de capacitación, la contratación y el despido de empleados, así como la actividad de entrada y salida. El Administrador de servicios al cliente es responsable de todo el mantenimiento del software CleanTelligent.

Auditoría trimestral de armarios de edificios

Para garantizar que los equipos en el sitio mantengan armarios que cumplan con las normas, el administrador de rutas auditará cada espacio de almacenamiento, incluidas las salas de equipos, trimestralmente. El inspector cruzado verificará que los registros de rastreo estén actualizados, que el PPE requerido por OSHA esté disponible, que no haya peligros presentes, que los activos fijos estén contabilizados y en funcionamiento y que la apariencia general de los espacios esté ordenada y ordenada.

Termino del contrato

En caso de que EDGE BUILDING SERVICES pierda un contrato de servicio, el Departamento de Control de Calidad es responsable de garantizar que brindamos un servicio de calidad hasta el final de nuestro último turno. QC trabajará en conjunto con el equipo de operaciones para resumir los últimos días de servicio.

- **Comunicación con los contactos del inquilino**

En las últimas semanas de servicio, el Gerente de Ruta se reunirá con cualquier inquilino que tenga un contrato de servicio con EDGE BUILDING SERVICES. La intención de esta reunión es agradecerles por hacer negocios con EDGE BUILDING SERVICES y solicitar comentarios que nos ayudarían a mejorar.

- **Inspección de terminación**

Si una cuenta se pierde por cualquier motivo, Control de Calidad debe realizar una inspección final del edificio. Esta inspección debe ser paralela a los requisitos de inspección mensual.

- **Equipo y suministros**

Todo el equipo esencial permanecerá en las instalaciones hasta que se complete el turno final. Se dejarán en la propiedad varios días de consumibles como papel, plástico y jabón.

- **Seguridad**

Las llaves, llaveros y otras formas de acceso al edificio serán contados, verificados y entregados a la Administración de la Propiedad o al Seguridad al cierre del último turno.

El supervisor del edificio o el administrador de rutas realizarán el cierre final del edificio para garantizar que sea seguro y esté limpio.

- **Comunicación final**

Dentro de los 2 días posteriores a la finalización del servicio, se enviará una comunicación final al cliente. Esta comunicación resumirá los últimos días del contrato, entregará la inspección de terminación y solicitará una entrevista de salida.



EDGE Building Services Exposure Control Plan

POLICY

EDGE Building Services, Inc is committed to providing a safe and healthful work environment for our entire staff. In pursuit of this goal, the following exposure control plan (ECP) is provided to eliminate or minimize occupational exposure to bloodborne pathogens in accordance with OSHA standard 29 *CFR* 1910.1030, "Occupational Exposure to Bloodborne Pathogens."

The ECP is a key document to assist our organization in implementing and ensuring compliance with the standard, thereby protecting our employees. This ECP includes:

- Determination of employee exposure
- Implementation of various methods of exposure control, including:
 - Universal precautions
 - Engineering and work practice controls
 - Personal protective equipment
 - Housekeeping
- Hepatitis B vaccination
- Post-exposure evaluation and follow-up
- Communication of hazards to employees and training
- Recordkeeping
- Procedures for evaluating circumstances surrounding exposure incidents

Implementation methods for these elements of the standard are discussed in the subsequent pages of this ECP.

PROGRAM ADMINISTRATION

- The HR and Administration department is responsible for implementation of the ECP. The VP of HR will maintain, review, and update the ECP at least annually, and whenever necessary to include new or modified tasks and procedures. Contact location is 2425 W 12th St. Tempe AZ.
- Those employees who are determined to have occupational exposure to blood or other potentially infectious materials (OPIM) must comply with the procedures and work practices outlined in this ECP.
- The VP of Operations will provide and maintain all necessary personal protective equipment (PPE), engineering controls (e.g., sharps containers), labels, and red bags as required by the standard. The VP of Operations will ensure that adequate supplies of the aforementioned equipment are available in the appropriate sizes. Contact location is 2425 W 12th St., Tempe AZ.
- The Director of Administration will be responsible for ensuring that all medical actions required by the standard are performed and that appropriate employee health and OSHA records are maintained. Contact location is 2425 W 12th St., Tempe AZ.
- The VP of HR will be responsible for training, documentation of training, and making the written ECP available to employees, OSHA, and NIOSH representatives. Contact location is 2425 W 12th St., Tempe AZ.

EMPLOYEE EXPOSURE DETERMINATION

The following is a list of all job classifications at our establishment in which all employees have occupational



exposure:

<i>Job Title</i>	<i>Department/Location</i>
General Cleaner	Operations
Day Porter	Operations
Day Cleaner	Operations
Multi-Location Cleaner	Operations
Special Services Technician	Operations
Lead	Operations
Site Supervisor	Operations
Route Manager	Operations

The following is a list of job classifications in which some employees at our establishment have occupational exposure. Included is a list of tasks and procedures, or groups of closely related tasks and procedures, in which occupational exposure may occur for these individuals:

Operations personnel handling regulated waste.

METHODS OF IMPLEMENTATION AND CONTROL

Universal Precautions All employees will utilize universal precautions.

Exposure Control Plan Employees covered by the bloodborne pathogens standard receive an explanation of this ECP during their initial training session. It will also be reviewed in their annual refresher training. All employees can review this plan at any time during their work shifts by contacting their designated Route Manager. If requested, we will provide an employee with a copy of the ECP free of charge and within 15 days of the request.

The VP of HR is responsible for reviewing and updating the ECP annually or more frequently if necessary to reflect any new or modified tasks and procedures that affect occupational exposure and to reflect new or revised employee positions with occupational exposure.

Engineering Controls and Work Practices Engineering controls and work practice controls will be used to prevent or minimize exposure to bloodborne pathogens. The specific engineering controls and work practice controls used are listed below:

Sharps disposal containers are inspected and maintained or replaced by the Property Management of the specific site where the container sits. EDGE Building Services, Inc employees are not responsible for handling these containers.

This facility identifies the need for changes in engineering controls and work practices through OSHA records and employee interviews.

We evaluate new procedures and new products regularly reviewing product specs, scope of work, and customer requests.

Both front-line workers and management officials are involved in this process in the following manner by offering feedback when possible.

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The VP of HR is responsible for ensuring that these recommendations are implemented.

Personal Protective Equipment (PPE) PPE is provided to our employees at no cost to them. Training in the use of the appropriate PPE for specific tasks or procedures is provided by Job Safety Site Institute.

The types of PPE available to employees are as follows:

Gloves, Goggles, Masks, Respirators, Ear protection, Shoe coverings, Hazmat suits

PPE is located at each site where cleaning services are provided and may be obtained through the site location's designated Route Manager. The Route Manager places the order through our main supplier and the supplier ships directly to the sites.

All employees using PPE must observe the following precautions:

- Wash hands immediately or as soon as feasible after removing gloves or other PPE.
- Remove PPE after it becomes contaminated and before leaving the work area.
- Used PPE may be disposed of in (List appropriate containers for storage, laundering, decontamination, or disposal.)
- Wear appropriate gloves when it is reasonably anticipated that there may be hand contact with blood or OPIM, and when handling or touching contaminated items or surfaces; replace gloves if torn, punctured or contaminated, or if their ability to function as a barrier is compromised.
- Utility gloves may be decontaminated for reuse if their integrity is not compromised; discard utility gloves if they show signs of cracking, peeling, tearing, puncturing, or deterioration.
- Never wash or decontaminate disposable gloves for reuse.
- Wear appropriate face and eye protection when splashes, sprays, spatters, or droplets of blood or OPIM pose a hazard to the eye, nose, or mouth.
- Remove immediately or as soon as feasible any garment contaminated by blood or OPIM, in such a way as to avoid contact with the outer surface.

Housekeeping Regulated waste is placed in containers which are closable, constructed to contain all contents and prevent leakage, appropriately labeled or color-coded (see the following section "Labels"), and closed prior to removal to prevent spillage or protrusion of contents during handling.

EDGE Employees are not responsible for handling sharps containers.

The procedure for handling other regulated waste is to

Contaminated sharps are discarded immediately or as soon as possible in containers that are closable, puncture-resistant, leak proof on sides and bottoms, and appropriately labeled or color-coded. Sharps disposal containers are available at (must be easily accessible and as close as feasible to the immediate area where sharps are used).

Bins and pails (e.g., wash or emesis basins) are cleaned and decontaminated as soon as feasible after visible contamination.

Broken glassware that may be contaminated is only picked up using mechanical means, such as a brush and



dustpan.

Laundry The following contaminated articles will be laundered by this company:

Contaminated microfiber rags

The following laundering requirements must be met:

- handle contaminated laundry as little as possible, with minimal agitation
- place wet contaminated laundry in leak-proof, labeled or color-coded containers before transport. Use (specify either red bags or bags marked with the biohazard symbol) for this purpose.
- wear the following PPE when handling and/or sorting contaminated laundry: gloves, mask

Labels The following labeling methods are used in this facility:

specimens, contaminated laundry, red bag, biohazard label

The Special Services Manager is responsible for ensuring that warning labels are affixed or red bags are used as required if regulated waste or contaminated equipment is brought into the facility. Employees are to notify the Special Services Manager if they discover regulated waste containers, refrigerators containing blood or OPIM, contaminated equipment, etc., without proper labels.

HEPATITIS B VACCINATION

The VP of HR will provide training to employees on hepatitis B vaccinations, addressing safety, benefits, efficacy, methods of administration, and availability.

The hepatitis B vaccination series is available at no cost after initial employee training and within 10 days of initial assignment to all employees identified in the exposure determination section of this plan. Vaccination is encouraged unless: 1) documentation exists that the employee has previously received the series; 2) antibody testing reveals that the employee is immune; or 3) medical evaluation shows that vaccination is contraindicated.

However, if an employee declines the vaccination, the employee must sign a declination form. Employees who decline may request and obtain the vaccination at a later date at no cost. Documentation of refusal of the vaccination is kept in the 123Forms Library.

Vaccination will be provided by Concentra.

Following the medical evaluation, a copy of the health care professional's written opinion will be obtained and provided to the employee within 15 days of the completion of the evaluation. It will be limited to whether the employee requires the hepatitis vaccine and whether the vaccine was administered.

POST-EXPOSURE EVALUATION AND FOLLOW-UP

Should an exposure incident occur, contact the VP of HR at the following number 602-531-4733.

An immediately available confidential medical evaluation and follow-up will be conducted by Concentra. Following initial first aid (clean the wound, flush eyes or other mucous membrane, etc.), the following activities will be performed:

- Document the routes of exposure and how the exposure occurred.

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- Identify and document the source individual (unless the employer can establish that identification is infeasible or prohibited by state or local law).
- Obtain consent and make arrangements to have the source individual tested as soon as possible to determine HIV, HCV, and HBV infectivity; document that the source individual's test results were conveyed to the employee's health care provider.
- If the source individual is already known to be HIV, HCV and/or HBV positive, new testing need not be performed.
- Assure that the exposed employee is provided with the source individual's test results and with information about applicable disclosure laws and regulations concerning the identity and infectious status of the source individual (e.g., laws protecting confidentiality).
- After obtaining consent, collect exposed employee's blood as soon as feasible after exposure incident, and test blood for HBV and HIV serological status
- If the employee does not give consent for HIV serological testing during collection of blood for baseline testing, preserve the baseline blood sample for at least 90 days; if the exposed employee elects to have the baseline sample tested during this waiting period, perform testing as soon as feasible.

ADMINISTRATION OF POST-EXPOSURE EVALUATION AND FOLLOW-UP

The Director of Administration ensures that health care professional(s) responsible for employee's hepatitis B vaccination and post-exposure evaluation and follow-up are given a copy of OSHA's bloodborne pathogens standard.

The Director of Administration ensures that the health care professional evaluating an employee after an exposure incident receives the following:

- a description of the employee's job duties relevant to the exposure incident
- route(s) of exposure
- circumstances of exposure
- if possible, results of the source individual's blood test
- relevant employee medical records, including vaccination status

Concentra provides the employee with a copy of the evaluating health care professional's written opinion within 15 days after completion of the evaluation.

PROCEDURES FOR EVALUATING THE CIRCUMSTANCES SURROUNDING AN EXPOSURE INCIDENT

The Director of Administration will review the circumstances of all exposure incidents to determine:

- engineering controls in use at the time
- work practices followed
- a description of the device being used (including type and brand)
- protective equipment or clothing that was used at the time of the exposure incident (gloves, eye shields, etc.)
- location of the incident (O.R., E.R., patient room, etc.)
- procedure being performed when the incident occurred
- employee's training

The Director of Administration will record all percutaneous injuries from contaminated sharps in a Sharps Injury Log.

If revisions to this ECP are necessary Director of Administration will ensure that appropriate changes are made.



(Changes may include an evaluation of safer devices, adding employees to the exposure determination list, etc.)

EMPLOYEE TRAINING

All employees who have occupational exposure to bloodborne pathogens receive initial and annual training conducted by The HR Department through Spartan Chemical Cleancheck systems training.

All employees who have occupational exposure to bloodborne pathogens receive training on the epidemiology, symptoms, and transmission of bloodborne pathogen diseases. In addition, the training program covers, at a minimum, the following elements:

- a copy and explanation of the OSHA bloodborne pathogen standard
- an explanation of our ECP and how to obtain a copy
- an explanation of methods to recognize tasks and other activities that may involve exposure to blood and OPIM, including what constitutes an exposure incident
- an explanation of the use and limitations of engineering controls, work practices, and PPE
- an explanation of the types, uses, location, removal, handling, decontamination, and disposal of PPE
- an explanation of the basis for PPE selection
- information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine will be offered free of charge
- information on the appropriate actions to take and persons to contact in an emergency involving blood or OPIM
- 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
- information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident
- an explanation of the signs and labels and/or color coding required by the standard and used at this facility
- an opportunity for interactive questions and answers with the person conducting the training session.

Training materials for this facility are available at (*name location*).

RECORDKEEPING

Training records are completed for each employee upon completion of training. These documents will be kept electronically for at least three years.

The training records include:

- the dates of the training sessions
- the contents or a summary of the training sessions
- the names and qualifications of persons conducting the training
- the names and job titles of all persons attending the training sessions

Employee training records are provided upon request to the employee or the employee's authorized representative within 15 working days. Such requests should be addressed to the VP of HR for EDGE.

Medical Records

Medical records are maintained for each employee with occupational exposure in accordance with 29 *CFR* 1910.1020, "Access to Employee Exposure and Medical Records."

The VP of HR is responsible for maintenance of the required medical records. These confidential records are kept in the employee file for at least the duration of employment plus 30 years.

Last updated: July 30, 2020



Employee medical records are provided upon request of the employee or to anyone having written consent of the employee within 15 working days. Such requests should be sent to the VP of HR.

OSHA Recordkeeping

An exposure incident is evaluated to determine if the case meets OSHA's Recordkeeping Requirements (29 CFR 1904). This determination and the recording activities are done by the Director of Administration.

Sharps Injury Log

In addition to the 1904 Recordkeeping Requirements, all percutaneous injuries from contaminated sharps are also recorded in a Sharps Injury Log. All incidences must include at least:

- date of the injury
- type and brand of the device involved (syringe, suture needle)
- department or work area where the incident occurred
- explanation of how the incident occurred.

This log is reviewed as part of the annual program evaluation and maintained for at least five years following the end of the calendar year covered. If a copy is requested by anyone, it must have any personal identifiers removed from the report.

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) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline 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 materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Signed: (*Employee Name*) _____ Date: _____

Plan de Control de Exposición EDGE

POLÍTICA

EDGE Building Services, Inc. se compromete a proporcionar un ambiente de trabajo seguro y saludable para todo nuestro personal. En pos de este objetivo, se proporciona el siguiente plan de control de exposición (ECP) para eliminar o minimizar la exposición ocupacional a patógenos transmitidos por la sangre de acuerdo con la norma OSHA 29 *CFR* 1910.1030, "Exposición ocupacional a patógenos transmitidos por la sangre."

El ECP es un documento clave para ayudar a nuestra organización a implementar y garantizar el cumplimiento de la norma, protegiendo así a nuestros empleados. Este ECP incluye:

- Determinación de la exposición de los empleados
- Implementación de varios métodos de control de la exposición, incluyendo:
 - Precauciones universales
 - Ingeniería y prácticas de trabajo controles
 - Equipo de protección personal
 - Limpieza
- Vacunación contra la hepatitis B
- Evaluación y seguimiento posteriores a la exposición
- Comunicación de peligros para los empleados y formación
- Registros
- Procedimientos para evaluar las circunstancias que rodean los incidentes de exposición

Los métodos de aplicación de estos elementos de la norma se examinan en las páginas posteriores de este ECP.

ADMINISTRACIÓN DEL PROGRAMA

- El departamento de RRHH y Administración es responsable de la implementación del ECP. El Vicepresidente de Recursos Humanos mantendrá, revisará y actualizará el ECP al menos anualmente, y cuando sea necesario para incluir tareas y procedimientos nuevos o modificados. La ubicación de contacto es 2425 W 12thth St. Tempe AZ.
- Aquellos empleados que están determinados a tener exposición ocupacional a la sangre u otros materiales potencialmente infecciosos (OPIM) deben cumplir con los procedimientos y prácticas de trabajo descritos en este ECP.
- El Vicepresidente de Operaciones proporcionará y mantendrá todo el equipo de protección personal (PPE) necesario, controles de ingeniería (por ejemplo, contenedores de objetos punzantes), etiquetas y bolsas rojas según lo requiera la norma. El Vicepresidente de Operaciones se asegurará de que los suministros adecuados de los equipos antes mencionados estén disponibles en los tamaños apropiados. La ubicación de contacto es 2425 W 12thth St., Tempe AZ.
- El Director de Administración será responsable de asegurar que se lleven a cabo todas las acciones médicas requeridas por la norma y que se mantengan los registros apropiados de salud de los empleados y OSHA. La ubicación de contacto es 2425 W 12thth St., Tempe AZ.



- El vicepresidente de RRHH será responsable de la formación, la documentación de la formación y de poner el ECP escrito a disposición de los empleados, representantes de OSHA y NIOSH. La ubicación de contacto es 2425 W 12thth St., Tempe AZ.

DETERMINACIÓN DE LA EXPOSICIÓN DE LOS EMPLEADOS

La siguiente es una lista de todas las clasificaciones de puestos de trabajo en nuestro establecimiento en la que todos los empleados tienen exposición ocupacional:



<i>Título del trabajo</i>	<i>Departamento/Ubicació</i>
Limpiador genera	Operaciones
Day Porter	Operaciones
Limpiador de día	Operaciones
Limpiador Multi-Location	Operaciones
Técnico de Servicios Especiales	Operaciones
Supervisor del sitio	Operaciones
Route Manager	Operaciones

METODOS DE IMPLEMENTACION Y CONTROL

Precauciones Universales Todos los empleados utilizarán precauciones universales.

Plan de Control de Exposición Los empleados del cubiertos por el estándar de patógenos transmitidos por la sangre reciben una explicación de este ECP durante su sesión de entrenamiento inicial. También se revisará en su formación anual de actualización. Todos los empleados pueden revisar este plan en cualquier momento durante sus turnos de trabajo poniéndose en contacto con su Route Manager designado. Si se solicita, proporcionaremos a un empleado una copia del ECP de forma gratuita y dentro de los 15 días posteriores a la solicitud.

El Vicepresidente de RRHH es responsable de revisar y actualizar el ECP anualmente o con más frecuencia si es necesario para reflejar cualquier tarea y procedimiento nuevo o modificado que afecte a la exposición ocupacional y para reflejar puestos de empleados nuevos o revisados con exposición ocupacional.

Controles de ingeniería y prácticas de trabajo Los controles de ingeniería y los controles de práctica de trabajo se utilizarán para prevenir o minimizar la exposición a patógenos transmitidos por la sangre. Los controles de ingeniería específicos y los controles de práctica de trabajo utilizados se enumeran a continuación:

Los contenedores de eliminación de Sharps son inspeccionados y mantenidos o reemplazados por la Administración de la Propiedad del sitio específico donde se encuentra el contenedor. Los empleados de EDGE Building Services, Inc. no son responsables de manejar estos contenedores.

Esta instalación identifica la necesidad de cambios en los controles de ingeniería y las prácticas de trabajo a través de registros de OSHA y entrevistas a empleados.

Evaluamos nuevos procedimientos y nuevos productos revisando regularmente las especificaciones de los productos, el alcance del trabajo y las solicitudes de los clientes.

Tanto los trabajadores de primera línea como los funcionarios de gestión participan en este proceso de la siguiente manera ofreciendo comentarios cuando sea posible.

El Vicepresidente de Recursos Humanos es responsable de garantizar la aplicación de estas recomendaciones.



Equipo de Protección Personal (EPP) se proporciona a nuestros empleados sin costo alguno para ellos. El Instituto del Sitio de Seguridad Laboral imparte capacitación en el uso del EPI apropiado para tareas o procedimientos específicos.

Los tipos de EPI disponibles para los empleados son los siguientes:

Guantes, gafas, máscaras, respiradores, protección para los oídos, cubiertas de zapatos, los trajes de Hazmat

Se encuentran en cada sitio donde se proporcionan servicios de limpieza y se pueden obtener a través del Route Manager designado por la ubicación del sitio. El Route Manager realiza el pedido a través de nuestro proveedor principal y el proveedor envía directamente a los sitios.

Todos los empleados que utilicen EPI deben observar las siguientes precauciones:

- Lávese las manos inmediatamente o tan pronto como sea posible después de quitarse los guantes u otro EPP.
- Retire el EPP después de que se contamine y antes de salir del área de trabajo.
- Los EPI usados pueden eliminarse en (Lista de contenedores apropiados para almacenamiento, lavado, descontaminación o eliminación.)
- Use guantes apropiados cuando se prevea razonablemente que puede haber contacto con la sangre u OPIM, y al manipular o tocar elementos o superficies contaminados; reemplazar los guantes si están rotos, perforados o contaminados, o si su capacidad para funcionar como una barrera se ve comprometida.
- Los guantes de utilidad pueden ser descontaminados para su reutilización si su integridad no se ve comprometida; desechar guantes de utilidad si muestran signos de agrietamiento, descamación, desgarro, punción o deterioro.
- Nunca lave ni descontamine los guantes desechables para su reutilización.
- Use una protección adecuada para la cara y los ojos cuando salpicaduras, aerosoles, salpicaduras o gotas de sangre o OPIM representen un peligro para el ojo, la nariz o la boca.
- Retirar inmediatamente o tan pronto como sea posible cualquier prenda contaminada por sangre o OPIM, de manera que se evite el contacto con la superficie exterior.

Los residuos regulados de limpieza se colocan en recipientes que se pueden cerrar, se construyen para contener todo el contenido y evitar fugas, debidamente etiquetados o codificados por colores (véase la siguiente sección "Etiquetas"), y cerrados antes de la eliminación para evitar derrames o protuberancias de contenido durante la manipulación.

Edge Los empleados no son responsables de manejar contenedores de objetos punzantes.

El procedimiento para manipular otros residuos regulados consiste en los objetos punzantes contaminados se desechan inmediatamente o tan pronto como sea posible en recipientes que son resistentes, resistentes a las perforaciones, a prueba de fugas en los lados y en los fondos, y debidamente etiquetados o codificados por colores. Los contenedores de eliminación de Sharps están disponibles en (deben ser fácilmente accesibles y tan cerca como sea posible al área inmediata donde se utilizan objetos punzantes).

Los cubos y cubos (por ejemplo, lavabos de lavado o emesis) se limpian y descontaminan tan pronto como sea posible después de la contaminación visible.

La cristalería rota que puede estar contaminada solo se recoge con medios mecánicos, como un cepillo y una aspiradora.

Lavandería Los siguientes artículos contaminados serán lavados por esta empresa:

Trapos de microfibra contaminados

Deben cumplirse los siguientes requisitos de lavado:

- manejar la ropa contaminada lo menos posible, con una agitación mínima



- colocar la ropa contaminada en húmedo en contenedores a prueba de fugas, etiquetados o codificados por colores antes del transporte. Utilice (especificar bolsas rojas o bolsas marcadas con el símbolo de riesgo biológico) para este propósito.
- usar el siguiente EPP al manipular y/o clasificar la ropa contaminada: guantes, mascarilla

Etiquetas En esta instalación se utilizan los siguientes métodos de etiquetado:

especímenes, ropa contaminada, bolsa roja, etiqueta de riesgo biológico

El Gerente de Servicios Especiales es responsable de asegurarse de que las etiquetas de advertencia se fijan o se utilizan bolsas rojas según sea necesario si se introducen residuos regulados o equipos contaminados en las instalaciones. Los empleados deben notificar al Gerente de Servicios Especiales si descubren contenedores de residuos regulados, refrigeradores que contienen sangre u OPIM, equipos contaminados, etc., sin etiquetas adecuadas.

VACUNACIÓN CONTRA LA HEPATITIS B

El vicepresidente de RRHH proporcionará capacitación a los empleados sobre vacunas contra la hepatitis B, abordando la seguridad, los beneficios, la eficacia, los métodos de administración y la disponibilidad.

La serie de vacunación contra la hepatitis B está disponible sin costo después de la capacitación inicial de los empleados y dentro de los 10 días de la asignación inicial a todos los empleados identificados en la sección de determinación de la exposición de este plan. Se fomenta la vacunación a menos que: 1) exista documentación de que el empleado ha recibido previamente la serie; 2) la prueba de anticuerpos revela que el empleado es inmune; o 3) la evaluación médica muestra que la vacunación está contraindicada.

Sin embargo, si un empleado rechaza la vacunación, el empleado debe firmar una forma de declinación. Los empleados que se rechacen pueden solicitar y obtener la vacunación en una fecha posterior sin costo alguno. La documentación de rechazo de la vacunación se mantiene en la Biblioteca 123Forms.

Concentra proporcionará la vacunación.

Después de la evaluación médica, se obtendrá una copia de la opinión escrita del profesional de la salud y se proporcionará al empleado dentro de los 15 días de la finalización de la evaluación. Se limitará a si el empleado requiere la vacuna contra la hepatitis y si se administró la vacuna.

EVALUACIÓN Y SEGUIMIENTO POSTERIORES A LA EXPOSICIÓN

Si se produce un incidente de exposición, comuníquese con el vicepresidente de RRHH al número 602-531-4733.

Concentra llevará a cabo una evaluación y seguimiento médico confidencial disponible de inmediato. Después de los primeros auxilios iniciales (limpiar la herida, enrojecer los ojos u otra membrana mucosa, etc.), se realizarán las siguientes actividades:

- Documentar las rutas de exposición y cómo se produjo la exposición.
- Identificar y documentar a la persona de origen (a menos que el empleador pueda establecer que la identificación es inviable o prohibida por la ley estatal o local).
- Obtener consentimiento y hacer arreglos para que la persona de origen se haga la prueba tan pronto como sea posible para determinar la infectividad del VIH, el VHC y el VHB; documentar que los resultados de las pruebas de la persona de origen fueron transmitidos al proveedor de atención médica del empleado.
- Si ya se sabe que el individuo de origen es VIH, VHC y/o VIH positivo, no es necesario realizar nuevas pruebas.
- Asegurar que el empleado expuesto se proporciona con los resultados de las pruebas de la persona de origen y con información sobre las leyes y regulaciones de divulgación aplicables sobre la identidad y el estado infeccioso de la persona de origen (por ejemplo, leyes que protegen la confidencialidad).
- Después de obtener el consentimiento, recoja la sangre del empleado expuesto tan pronto como sea posible después del incidente de exposición, y análisis de sangre para el VHB y el estado serológico del VIH
- Si el empleado no da su consentimiento para las pruebas serológicas del VIH durante la recolección de sangre para las pruebas basales, conserve la muestra de sangre basal durante al menos 90 días; si el empleado expuesto elige que se pruebe la muestra de referencia durante este período de espera, realice las pruebas tan pronto como sea posible.



ADMINISTRACIÓN DE LA EVALUACIÓN Y SEGUIMIENTO POSTERIORES A LA EXPOSICIÓN

El Director de Administración se asegura de que los profesionales de la salud responsables de la vacunación contra la hepatitis B de los empleados y de la evaluación y seguimiento posteriores a la exposición se les dé una copia del estándar de patógenos transmitidos por la sangre de OSHA.

El Director de Administración se asegura de que el profesional de atención médica que evalúa a un empleado después de un incidente de exposición reciba lo siguiente:

- una descripción de los deberes de trabajo del empleado relevantes para el incidente de exposición
- ruta(s) de exposición
- circunstancias de exposición
- si es posible, los resultados del análisis de sangre del individuo de origen
- registros médicos de empleados relevantes, incluido el estado de vacunación



Concentra proporciona al empleado una copia de la opinión escrita del profesional de atención médica evaluadora dentro de los 15 días posteriores a la finalización de la evaluación.

PROCEDIMIENTOS PARA EVALUAR LAS CIRCUNSTANCIAS QUE RODEAN UN INCIDENTE DE EXPOSICIÓN

El Director de Administración revisará las circunstancias de todos los incidentes de exposición para determinar:

- controles de ingeniería en uso en ese momento
- prácticas de trabajo seguidas
- una descripción del dispositivo que se está utilizando (incluyendo el tipo y la marca)
- equipo de protección o ropa que se utilizó en el momento del incidente de exposición (guantes, protectores oculares, etc.)
- ubicación del incidente (O.R., Urgencias, sala de pacientes, etc.)
- procedimiento que se está realizando cuando ocurrió el incidente
- formación de los empleados

El Director de Administración registrará todas las lesiones percutáneas causadas por objetos punzantes contaminados en un registro de lesiones de Sharps.

Si las revisiones de este ECP son necesarias, el Director de Administración se asegurará de que se realicen los cambios apropiados. (Los cambios pueden incluir una evaluación de dispositivos más seguros, agregar empleados a la lista de determinación de la exposición, etc.)

ENTRENAMIENTO DE EMPLEADOS

Todos los empleados que tienen exposición ocupacional a patógenos transmitidos por la sangre reciben capacitación inicial y anual realizada por el Departamento de RRHH a través de la capacitación de sistemas de limpieza química spartana.

Todos los empleados que tienen exposición ocupacional a patógenos transmitidos por la sangre reciben capacitación sobre la epidemiología, los síntomas y la transmisión de enfermedades de patógenos transmitidos por la sangre. Además, el programa de formación abarca, como mínimo, los siguientes elementos:

- una copia y explicación del estándar de patógenos transmitidos por la sangre de la OSHA
- una explicación de nuestro ECP y cómo obtener una copia
- una explicación de los métodos para reconocer tareas y otras actividades que pueden implicar la exposición a la sangre y OPIM, incluyendo lo que constituye un incidente de exposición
- una explicación del uso y las limitaciones de los controles de ingeniería, las prácticas de trabajo y el EPI
- una explicación de los tipos, usos, ubicación, remoción, manipulación, descontaminación y eliminación de EPI
- una explicación de la base para la selección de EPI
- información sobre la vacuna contra la hepatitis B, incluida la información sobre su eficacia, seguridad, método de administración, los beneficios de vacunarse y que la vacuna se ofrecerá gratuitamente
- información sobre las medidas apropiadas a tomar y las personas a las que debe ponerse en contacto en una emergencia que involucre sangre o OPIM
- una explicación del procedimiento a seguir si se produce un incidente de exposición, incluyendo el método de notificación del incidente y el seguimiento médico que se pondrá a disposición



- información sobre la evaluación posterior a la exposición y el seguimiento que el empleador está obligado a proporcionar al empleado después de un incidente de exposición
- una explicación de los signos y etiquetas y / o codificación de color requerida por el estándar y utilizado en esta instalación
- una oportunidad para preguntas y respuestas interactivas con la persona que lleva a cabo la sesión de capacitación.
- Los materiales de capacitación para esta instalación están disponibles en(*ubicación del nombre*).

REGISTROS

Los registros de capacitación se completan para cada empleado al finalizar la capacitación. Estos documentos se conservarán electrónicamente durante al menos tres años. Los registros de capacitación incluyen:

- las fechas de las sesiones de formación
- el contenido o un resumen de las sesiones de formación
- los nombres y cualificaciones de las personas que llevan a cabo la formación
- los nombres y puestos de trabajo de todas las personas que asisten a las sesiones de formación

Los registros de capacitación de los empleados se proporcionan a petición del empleado o del representante autorizado del empleado en un plazo de 15 días hábiles. Dichas solicitudes deben dirigirse al Vicepresidente de Recursos Humanos de EDGE.

Los registros médicos

Médicos se mantienen para cada empleado con exposición ocupacional de acuerdo con 29 CFR 1910.1020, "Acceso a la exposición de los empleados y registros médicos."

El vicepresidente de RRHH es responsable del mantenimiento de los registros médicos requeridos. Estos registros confidenciales se guardan en el archivo de empleados durante al menos la duración del empleo más 30 años.

Los registros médicos del empleado se proporcionan a petición del empleado o de cualquier persona que tenga el consentimiento por escrito del empleado en un plazo de 15 días hábiles. Dichas solicitudes deben enviarse al Vicepresidente de Recursos Humanos.

OSHA Mantenimiento de registros

Se evalúa un incidente de exposición para determinar si el caso cumple con los requisitos de mantenimiento de registros de OSHA (29 CFR 1904). Esta determinación y las actividades de grabación son realizadas por el Director de Administración.

Registro de lesiones puntiagudas

Además de los requisitos de mantenimiento de registros de 1904, todas las lesiones percutáneas de objetos punzantes contaminados también se registran en un registro de lesiones de Sharps. Todas las incidencias deben incluir al menos:

- fecha de la lesión
- tipo y marca del dispositivo involucrado (jeringa, aguja de sutura)
- departamento o área de trabajo donde ocurrió el incidente
- explicación de cómo ocurrió el incidente.

Este registro se revisa como parte de la evaluación anual del programa y se mantiene durante al menos cinco años después del final del año calendario cubierto. Si alguien solicita una copia, debe eliminarse de los identificadores personales del informe.

DECLINACIÓN DE LA VACUNA CONTRA EL HEPATITIS B (MANDATORIA)



Entiendo que debido a mi exposición ocupacional a la sangre u otros materiales potencialmente infecciosos puedo estar en riesgo de contraer la infección por el virus de la hepatitis B (VHB). Se me ha dado la oportunidad de vacunarme con la vacuna contra la hepatitis B, sin costo alguno para mí. Sin embargo, declino la vacunación contra la hepatitis B en este momento. Entiendo que al rechazar esta vacuna, sigo en riesgo de contraer hepatitis B, una enfermedad grave. Si en el futuro sigo teniendo exposición ocupacional a la sangre u otros materiales potencialmente infecciosos y quiero vacunarme con la vacuna contra la hepatitis B, puedo recibir la serie de vacunación sin ningún cargo para mí.

Firmado: (*Nombre del empleado*) _____

Fecha: _____



GREEN CLEANING PROGRAM

OVERVIEW / SCOPE

Indoor air quality is one of the most important environmental issues in our lives today. According to the American Lung Association, poor indoor air quality can cause or contribute to the development of infections, lung cancer, and chronic lung diseases such as asthma and allergies.

At all accounts, EDGE Building Services uses a High Health Performance Cleaning Standard (HHPC) program that is implemented to improve overall employee attendance and help reduce the occurrence of these common diseases into our business and into all our accounts. The EDGE HHPC cleaning system for EDGE Customers will be designed around the products, procedures, and tools that are used every day in their building.

This Green Cleaning Program will address the protocol and practices for cleaning the interior of EDGE sites. Specifically, it addresses the products, equipment and practices used by EDGE Building Services to follow green cleaning expectations of buildings that have received a LEED certification and/or other industry certifications that focus on sustainable operations. This plan will cover: cleaning products and systems, cleaning equipment, carpet cleaning equipment and products, hard floor cleaning equipment and products, purchasing guidelines, standard operating procedures for the team, strategies for improving hygiene, safe handling and storage of chemicals, training and audits for the staff and collection of occupant feedback.

GOALS

This outline is to show how EDGE Building Services has in place standard operating procedures (for cleaning that meet the USGBC's LEED standard for cleaning and hard floor and carpet maintenance). This is a written program that addresses products and management practices for ensuring compliance with all standards and elements of the building's green cleaning policy. It includes a procedure for continuous improvement of cleaning procedures and processes. This Standard Operating Procedures doc includes the products and practices used for cleaning EDGE sites. The protocol includes but is not limited to the use microfiber system, vacuum filtration and vacuum bag replacements system, storage and audits of chemicals, and other green cleaning practices. The goal of having a Green Cleaning Plan is to reduce the exposure of building occupants and maintenance personnel to potentially hazardous chemicals and biological and particle contaminants which hurt air quality, health, building systems and finishes and align with the environment.

Green Cleaning Program

RESPONSIBLE PARTIES

- Vice President of Operations
- Director of Operations
- Route Manger
- Client Service Manager
- General Cleaning Staff

VP of Operations, handles creating and supporting EDGE Green Cleaning Policy and SOPs with EDGE suppliers. They will ensure a customized plan for this facility following any special expectations. *Route Manager* is responsible in carrying out the training and execution of the program. They are also responsible for ensuring that all personnel are trained and understand the systems. They perform unannounced audits to ensure the system is being followed. To ensure a coordinated and thorough adaptation of the system in the building, should EDGE be awarded the contract, the EDGE team will assess the building consumables and may suggest latest ideas for consumable usage. This may apply to dispensers and the type of paper products they use, battery operated dispensers, types of liners, etc. The VP of Operations regularly attend education seminars and industry meetings where new and improved products and practices are introduced into the marketplace. They are constantly working on improving the current system and drive down the information to all EDGE staff. Managers handle training in accordance with EDGE onboarding and training protocol. The *Client Services Manager* handles customer communication on all aspects of the quality program, and for gathering feedback. Our *general cleaning staff* will handle completing the work required.

QUALITY ASSURANCE

Once the plan is per management approval/request is finished, and the EDGE personnel is trained in all applicable processes for the facility – the responsible parties will periodically evaluate the usage and success of the Green Cleaning Policy and Plan. This evaluation may consist of a brief recap to the team or a detailed report. When possible, the report shall include evaluation of performance, safety, and environmental/public benefits because of implementation. This information will be presented by Client Services Manager during monthly meeting or annual recap.

- *Prior to startup* – the responsible parties will review all cleaning products and equipment to make sure it meets the expectations of the facility. They will make sure the correct products and equipment are ordered and the systems are implemented, and personnel trained.
- *Upon Startup* - as a team, the responsible parties will continually work with cleaning staff, conduct site inspections, and evaluate policy and plan to ensure it is functioning as intended. In addition, ongoing audits and quality control, the team will review practices and products (at least annually) to identity opportunities for improvement and expansion of the program.
- EDGE welcomes occupant feedback and will ask for such only with the permission of the Property Management team.

This document takes into consideration a Green Cleaning Policy that meets the USGBC specifications of:

- Purchase of sustainable cleaning products for daily use and carpet and floor care
- Purchase of sustainable equipment meeting the sustainability criteria outlined in IEQ credit 3.4
- SOP and training for staff as well as regular audits
- Strategies for development and implementation of hand hygiene
- Safe handling and storage of cleaning products

Green Cleaning Program

- Staffing and training to reflect expectation of building
- Vehicles for collection occupant feedback to evaluate current processes and suggestions for improvement
- Company-wide High Health Performance Cleaning Standard System
- Training on maintenance, disposal, use, and dispensing of chemicals
- Dilution system implementation
- Use of sustainable cleaning materials, products, and consumables
- Use of sustainable use of carpet and hard floor products

CLEANING PRODUCTS

The products and practices listed below shall be implemented with a target to meet the USGBC guidelines for green cleaning. The *Route Manager* ensures only compliant products and equipment is purchased and brought to the facility.

Purchasing policy will follow a rule set up by USGB, 30% of the total annual purchases of all products (by cost) meet at least 1 of the following sustainability criteria:

- *“The cleaning products meet 1 or more of the following standards for the appropriate category:*
 - *Green Seal GS-37, for general-purpose, bathroom, glass and carpet cleaners used for industrial and institutional purposes.*
 - *Environmental Choice CCD-110, for cleaning and degreasing compounds.*
 - *Environmental Choice CCD-146, for solid surface cleaners.*
 - *Environmental Choice CCD-148, for carpet and fabric care.*
- *Disinfectants, metal polish, floor finishes, strippers or other products not addressed by the above standards meet 1 or more of the following standards for the proper category:*
 - *Green Seal GS-40, for industrial and institutional floor care products.*
 - *Environmental Choice CCD-112, for digestion additives for cleaning and odor control.*
 - *Environmental Choice CCD-113, for drain or grease traps additives.*
 - *Environmental Choice CCD-115, for odor control additives.*
 - *Environmental Choice CCD-147, for hard floor care.*
 - *California Code of Regulations maximum allowable VOC levels for the specific product category.*
- *Disposable janitorial paper products and trash bags meet the minimum requirements of 1 or more of the following programs for the applicable product category:*
 - *Environmental Protection Agency (EPA) Comprehensive Procurement Guidelines (or local equivalent for projects outside of the U.S.) for Janitorial Paper and Plastic Trash Can Liners.*
 - *Green Seal GS-09, for paper towels and napkins.*
 - *Green Seal GS-01, for tissue paper.*
 - *Environmental Choice CCD-082, for toilet tissue.*
 - *Environmental Choice CCD-086, for hand towels.*

Green Cleaning Program

- *Janitorial paper products derived from rapidly renewable resources or made from tree-free fibers.*
- *Hand soaps meet 1 or more of the following standards:*
 - *No antimicrobial agents (other than as a preservative) except where required by health codes and other regulations (e.g., food service and health care requirements).*
 - *Green Seal GS-41, for industrial and institutional hand cleaners.*
 - *Environmental Choice CCD-104, for hand cleaners and hand soaps”*

– USGBC - EQc3.3

Practices to optimize the use of sustainable cleaning products:

Cleaning products and materials, including hard floor and carpet care products, used at EDGE sites shall meet the requirements of USGBC IEQ Section 3.3 *Green Cleaning, Purchase of Sustainable Cleaning Products and Materials.*

Products subject to these requirements, include but are not limited to: general cleaners, hard floor cleaners, carpet cleaners, specialty cleaners, odor control, disinfectants, paper products, liners, and soaps (consumables will be purchased upon direction and approval from facilities).

Planned Product List for EDGE customers*

Chemical type	Manufacturer	Sustainability Criteria Met
Clean by Peroxy all-purpose cleaner	Spartan	Green Seal Certified, Wool Safe
Xcelente multipurpose hard surface cleaner	Spartan	Green Seal Certified
Green Solutions Industrial Cleaner	Spartan	Green Seal Certified
Bio Renewables glass cleaner	Spartan	Green Seal Certified
Minimum Moisture Encapsulated Cleaner	Brady	Green Seal Certified
Tribase Multi-Purpose Cleaner	Spartan	Green Seal Certified
Microfiber Towels	Various	Environmental
Microfiber Flat Mops	Various	Environmental
Brooms & Brushes	Delamo	Sustainable Material
Mop handles	O'Dell	Sustainable Material
Crew Restroom cleaner	Diversey	Green Seal Certified
Green Solutions Floor Seal & Finish	Spartan	Green Seal Certified
Green Solutions Floor Finish Remover	Spartan	Green Seal Certified
Clean Solutions Floor Finish & Sealer	Brady	GS-40 Floor Care
Clean Solutions Heavy Duty Floor Stripper	Brady	GS-40 Floor Care
Green Solutions Carpet Cleaner	Spartan	EPA Safer Choice Product

* Should a brand deviation take place - similar sustainability criteria will be met.

Green Cleaning Program

Other Planned Sustainable products/ Systems (mats, air fresheners, etc.)

System	Sustainability Criteria
Color coded microfiber cleaning system	LEED
Walk off mats	LEED
Non-VOC Air Care	LEED
Pet Stations	LEED
Ongoing LEED Documentation	LEED

CLEANING EQUIPMENT

All bought cleaning equipment shall follow LEED criteria. The responsible parties will ensure only the approved equipment is used and the EDGE staff is trained in handling it. The assigned Route Manager will ensure that the equipment that is bought for the account meet the USGBC Guideless as follows:

All equipment will be purchased with a goal to reduce contaminants and minimize environmental impact.

- *“Vacuum cleaners are certified by the Carpet and Rug Institute “Green Label” Testing Program for vacuum cleaners and operate with a sound level of less than 70dBA.*
- *Carpet extraction equipment used for restorative deep cleaning is certified by the Carpet and Rug Institute’s “Seal of Approval” Testing Program for deep-cleaning extractors.*
- *Powered floor maintenance equipment, including electric and battery-powered floor buffers and burnishers, is equipped with vacuums, guards and/or other devices for capturing fine particulates and operates with a sound level of less than 70dBA.*
- *Propane-powered floor equipment has high-efficiency, low-emissions engines with catalytic converters and mufflers that meet the California Air Resources Board (CARB) or Environmental Protection Agency (EPA) standards for the specific engine size and operate with a sound level of less than 90dBA.*
- *Automated scrubbing machines are equipped with variable-speed feed pumps and on-board chemical metering to optimize the use of cleaning fluids. Alternatively, the scrubbing machines use only tap water with no added cleaning products.*
- *Battery-powered equipment is equipped with environmentally preferable gel batteries.*
- *Powered equipment is ergonomically designed to minimize vibration, noise and user fatigue.*
- *Equipment is designed with safeguards, such as rollers or rubber bumpers, to reduce potential damage to building surfaces.*

Keep a log for all powered cleaning equipment to document the date of equipment purchase and all repair and maintenance activities and include vendor specification sheets for each type of equipment in use.”

– USGBC - EQc3.4

Planned Equipment List for most EDGE accounts

The equipment listed below meets the USGBC guidelines. In the event of new equipment is requested, equipment not listed must be reviewed and submitted for approval prior to acquisition.

Green Cleaning Program

Equipment type	Manufacturer	Sustainability criteria met
SmartVac - battery powered sweeper/vacuum	IPC Eagle	Low dBa & productivity
ProForce HEPA Upright Vacuum w/Tools	ProTeam	Low dBa & HEPA
Pro-Team Quiet Vac Backpack Vacuum w/Tools	ProTeam	Low dBa & HEPA
MotoMop - small area cleaning scrubber	Betco	Low dBa & productivity
Stealth Battery Powered Auto Scrubber	Betco	Low dBa & productivity
High Speed Burnisher w/Dust Control	MaintenanceSmart	UL Rated
Low Speed Floor Machine 1.5hp	MaintenanceSmart	UL Rated
Encapsulation Machine	Windsor	Low Moisture & Low dBa
Super Nova Self-Contained Extractor	EDIC	Low Moisture & productivity

* Should a brand deviation take place - similar sustainability criteria will be met.

Record Keeping/ Reporting

A log shall be kept for all powered equipment to document date of purchase and all repair and maintenance activities. Spec sheets for all equipment used onsite shall be stored onsite. When cleaning equipment replacement is necessary, acquisition dates and supporting documentation shall be acquired and retained to demonstrate all new equipment complies with specifications set forth in the Green Cleaning Program.

HARD FLOOR & CARPET MAINTENANCE

Floor care maintenance shall be consistently preformed following written protocols. VP of Operations and Route Manager checks will be used to ensure that it is met with 100% adoption.

Practices to optimize hard floor and carpet maintenance:

The floor and carpet maintenance at EDGE customer sites will be designed to use few or no harmful chemicals; to remove and end irritating dust, dirt, and other contaminants. It is created with the intention to protect and preserve floors without compromising air quality.

Equipment will be used only by trained staff. Training will be delivered by equipment manufacturer and by EDGE approved staff. Logs of training will be kept at EDGE office.

ENTRYWAY SYSTEMS

Metrics and Measurement:

Products promoting effective use of door systems shall be adopted. Quality and audits will be performed to ensure compliance. Any damages to mats will be reported and mats replaced.

Proposed Walk off Mat System

All entry ways and entrances will be equipped with walk off mats.

- The walk off mats at all entrances shall be cleaned daily. These systems shall be a minimum of 5 feet long in the direction of travel.
- The flooring under the mats shall be vacuumed and mopped daily to eliminate dirt and dust
- Secondary entrances shall also have walk off mats to capture loose particles entering the building. These too shall be a minimum of 5 feet long in direction of travel. These mats will be vacuumed daily and the underneath the mats will be mopped nightly

Green Cleaning Program

HAND HYGIENE

Metrics and Measurement:

System and products promoting effective use of hand hygiene shall be adopted. All employees will be trained on the system. Audits will be performed to ensure compliance.

- All restroom facilities, public areas (break rooms, etc.) shall have hand soap dispensers
- Hand hygiene instructions will be placed in all EDGE employee areas and in customer restrooms should they desire
- Personnel and guests of the building shall wash hands using products supplied by EDGE
- Low water content products like hand sanitizer will be available and placed following facilities approval

HANDLING AND STORAGE OF CLEANING CHEMICALS

Metrics and Measurement:

Protocol governing safe handling and storage of cleaning chemicals shall be adopted in accordance with product specifications and OSHA (Occupational Safety and Health Administration) requirements. Quality checks will be regularly performed by the Route Manager and Director of Operations.

Practices for handling and storage of cleaning chemicals:

The following protocols have been proven to mitigate spills, leaks, and mismanagement:

Storage:

- Cleaning chemicals will be stored in a locked room appointed for janitorial usage. EDGE Employees will have access to these areas during their shift. The area will be secured. All chemicals will be stored in accordance with OSHA regulations.

CHEMICALS OVERVIEW: USE, SYSTEMS, SDS

Metrics and Measurement:

Protocol governing usage of chemicals will be followed in accordance with manufacturer specifications. Safety Training Manager will ensure all employees are trained on the product usage. SDS (Safety Data Sheets) sheets will be placed in closets. This will be audited for compliance.

Dilution system:

Dilution system helps measure the correct amount of product that is to be used and conserves water. It will used for the following products:

- Spartan Green Solutions Restroom Cleaner
- Spartan Bio-Renewable Glass & Multi Surface Cleaner
- Spartan Xcelente

Green Cleaning Program

System Description:

- Wall mounted chemical system to accurately measure product and save water usage

Usage Protocol:

- A dispensing system will be installed by EDGE supply partner. This system will be able to fill spray bottles and mop buckets.

Maintenance:

- Any malfunction will be reported by the crew immediately to their supervisor
- EDGE supplier will monitor the system monthly
- Safety and Training Manger will check system during audits/routine inspections

SDS Storage:

- SDS books will be kept onsite in form of physical book for all products used onsite.
- Electronic versions will also be available on individual products should anyone require them.
 - o The chemical supplier is required to provide SDS information for all chemicals delivered to the building.
 - o These SDS books shall have information in English and in Spanish.
 - o The cleaning chemical supplier be available to answer any questions regarding usage and handling of products.
 - o **Emergency procedures: In case of an emergency involving any chemicals in the facility personnel will call 911 for immediate assistance.**

TRAINING: INITIAL AND ONGOING

Metrics and Measurement:

All cleaning personnel shall receive initial and ongoing training on the EDGE Green Clean Program and other recommended safety training for our industry. Training times and topics shall be documented, available in the employees first language, and completion documentation will be kept at the EDGE office. Ongoing training and refresher courses will be performed on regular basis. These may be delivered on individual basis, online study, group training, annual training classes at EDGE facility.

Training topics include but are not limited to:

- *Safety and health compliance*
- *Regulatory compliance: OSHA, EPA, local, state and regular rules, Green Cleaning as regards to LEED*
- *Employee performance improvement*
- *Safe chemicals handling and storage*
- *Disposal and recycling of chemicals and packaging*
- *Hazardous situations such as spills, blood borne pathogens*

Training hours: at a minimum, all employees shall receive 4 to 12 training hours per year


Staffing Plan:

To meet customer cleaning specifications, minimum staffing requirements shall be met.

- Factors such as occupancy, scope of work and other expectations shall be considered as the staffing plan is finished.

OCCUPANT FEEDBACK AND NEW TECHNOLOGIES

Metrics and Measurement:

 tenants and employees shall have a mechanism by which to supply feedback on cleaning practices.

Practices to optimize occupant feedback and technologies

- The EDGE customers will comply with any feedback options provided by the customer as well as SurveyMonkey survey options available which will be managed by EDGE and evaluated by the customer

EVALUATION AND AUDITS

Ongoing evaluation and audits of the above-mentioned plan will take place on regular basis by Route Manger, VP of Operations, and Director of Operations. The audits will be random but not less than once per month.

- The results and feedback will be logged in EDGE systems including CleanTelligent. Any information will be readily available to our customer at any given time.
- Any information regarding the Green Cleaning Plan outlined above will be available upon request.



PROGRAMA DE LIMPIEZA EDGE GREEN CLEAN

RESUMEN / ALCANCE

La calidad del aire interior es uno de los problemas ambientales más importantes de nuestras vidas en la actualidad. Según la American Lung Association, la mala calidad del aire interior puede causar o contribuir al desarrollo de infecciones, cáncer de pulmón y enfermedades pulmonares crónicas como asma y alergias.

En todas las cuentas, EDGE Building Services utiliza un programa Estándar de limpieza de alto rendimiento para la salud (HHPC) que se implementa para mejorar la asistencia general de los empleados y ayudar a reducir la aparición de estas enfermedades comunes en nuestro negocio y en todas nuestras cuentas. El sistema de limpieza EDGE HHPC para los clientes EDGE se diseñará en torno a los productos, procedimientos y herramientas que se utilizan todos los días en su edificio.

Este programa de limpieza ecológica abordará el protocolo y las prácticas para limpiar el interior de los sitios EDGE. Específicamente, aborda los productos, equipos y prácticas utilizados por EDGE Building Services para cumplir con las expectativas de limpieza ecológica de los edificios que han recibido una certificación LEED y / u otras certificaciones de la industria que se enfocan en operaciones sostenibles. Este plan cubrirá: productos y sistemas de limpieza, equipos de limpieza, equipos y productos de limpieza de alfombras, equipos y productos de limpieza de pisos duros, pautas de compra, procedimientos operativos estándar para el equipo, estrategias para mejorar la higiene, manipulación y almacenamiento seguros de productos químicos, capacitación y auditorías para el personal y recopilación de comentarios de los ocupantes.

METAS

Este esquema es para mostrar cómo EDGE Building Services ha implementado procedimientos operativos estándar (para limpieza que cumplen con el estándar LEED del USGBC para limpieza y mantenimiento de alfombras y pisos duros). Este es un programa escrito que aborda productos y prácticas de gestión para garantizar el cumplimiento de todos los estándares y elementos de la política de limpieza ecológica del edificio. Incluye un procedimiento para la mejora continua de los procedimientos y procesos de limpieza. Este documento de Procedimientos operativos estándar incluye los productos y las prácticas que se utilizan para limpiar los sitios EDGE. El protocolo incluye, entre otros, el uso del sistema de microfibras, el sistema de filtración al vacío y el sistema de reemplazo de bolsas de vacío, el almacenamiento y las auditorías de productos químicos y otras prácticas de limpieza ecológicas. El objetivo de tener un plan de limpieza ecológico es reducir la exposición de los ocupantes del edificio y el personal de mantenimiento a sustancias químicas potencialmente peligrosas y contaminantes biológicos y de partículas que dañan la calidad del aire, la salud, los sistemas y acabados del edificio y se alinean con el medio ambiente.

PARTES RESPONSABLES

- Vice presidente de operaciones
- Director de operaciones
- Gerente de ruta
- Gerente de servicio al cliente
- Personal de limpieza general

Vicepresidente de Operaciones, se encarga de crear y respaldar la Política de limpieza verde de EDGE y los SOP con los proveedores de EDGE. Garantizarán un plan personalizado para esta instalación siguiendo cualquier expectativa especial. *Route Manager*, es el encargado de llevar a cabo la formación y ejecución del programa. También son responsables de garantizar que todo el personal esté capacitado y comprenda los sistemas. Realizan auditorías sin previo aviso para garantizar que se esté siguiendo el sistema. Para garantizar una adaptación coordinada y completa del sistema en el edificio, en caso de que se le adjudique el contrato a EDGE, el equipo de EDGE evaluará los consumibles del edificio y puede sugerir las últimas ideas para el uso de los consumibles. Esto puede aplicarse a los dispensadores y al tipo de productos de papel que utilizan, dispensadores que funcionan con baterías, tipos de revestimientos, etc. El vicepresidente de operaciones asiste regularmente a seminarios educativos y reuniones de la industria donde se introducen en el mercado productos y prácticas nuevos y mejorados. Trabajan constantemente para mejorar el sistema actual y transmiten la información a todo el personal de EDGE. Los gerentes manejan la capacitación de acuerdo con el protocolo de capacitación e incorporación de EDGE. El *Gerente de Servicios al Cliente* maneja la comunicación con el cliente sobre todos los aspectos del programa de calidad y para recopilar comentarios. Nuestro *personal de limpieza general* se encargará de completar el trabajo requerido.

SEGURO DE CALIDAD

Una vez finalizado el plan según la aprobación / solicitud de la gerencia, y el personal de EDGE está capacitado en todos los procesos aplicables para la instalación, las partes responsables evaluarán periódicamente el uso y el éxito de la Política y el Plan de limpieza ecológica. Esta evaluación puede consistir en una breve recapitulación para el equipo o en un informe detallado. Cuando sea posible, el informe deberá incluir una evaluación del desempeño, la seguridad y los beneficios ambientales / públicos debido a la implementación. Esta información será presentada por el Gerente de Servicios al Cliente durante la reunión mensual o el resumen anual.

- *Antes de la puesta en marcha*, las partes responsables revisarán todos los productos y equipos de limpieza para asegurarse de que cumplan con las expectativas de la instalación. Ellos se asegurarán de que se soliciten los productos y equipos correctos, se implementen los sistemas y se capacite al personal.
- *Tras la puesta en marcha*: como equipo, las partes responsables trabajarán continuamente con el personal de limpieza, realizarán inspecciones del sitio y evaluarán la política y el plan para asegurarse de que funcione según lo previsto. Además, las auditorías continuas y el control de calidad, el equipo revisará las prácticas y los productos (al menos una vez al año) para identificar oportunidades de mejora y expansión del programa.
- *EDGE* agradece los comentarios de los ocupantes y solo los pedirá con el permiso del equipo de administración de la propiedad.

PROGRAMA DE LIMPIEZA GREEN CLEAN

Este documento toma en consideración una Política de limpieza ecológica que cumple con las especificaciones del USGBC de:

- Compra de productos de limpieza sostenibles para uso diario y cuidado de alfombras y suelos
- Compra de equipos sostenibles que cumplan con los criterios de sostenibilidad descritos en el crédito IEQ 3.4
- SOP y formación para el personal, así como auditorías periódicas
- Estrategias para el desarrollo e implementación de la higiene de manos
- Manejo y almacenamiento seguro de productos de limpieza.
- Dotación de personal y capacitación para reflejar las expectativas de construcción
- Vehículos para recopilar comentarios de los ocupantes para evaluar los procesos actuales y sugerencias de mejora Sistema
- Estándar de limpieza de alto rendimiento para toda la empresa
- Capacitación sobre mantenimiento, eliminación, uso y dispensación de productos químicos.
- Implementación del sistema de dilución
- Uso de materiales, productos y consumibles de limpieza sostenibles
- Uso del uso sostenible de alfombras y productos para pisos duros.

PRODUCTOS DE LIMPIEZA

Los productos y prácticas que se enumeran a continuación se implementarán con el objetivo de cumplir con las pautas del USGBC para la limpieza ecológica. El administrador de rutas garantiza que solo se compren y traigan a la instalación productos y equipos que cumplan con las normas.

La política de compras seguirá una regla establecida por USGB, el 30% de las compras anuales totales de todos los productos (por costo) cumplen al menos 1 de los siguientes criterios de sostenibilidad:

- *“Los productos de limpieza cumplen con uno o más de los siguientes estándares para la categoría apropiada:*
 - *Green Seal GS-37, para limpiadores de uso general, baños, vidrios y alfombras utilizados con fines industriales e institucionales.*
 - *Environmental Choice CCD-110, para compuestos de limpieza y desengrasado.*
 - *Environmental Choice CCD-146, para limpiadores de superficies sólidas.*
 - *Environmental Choice CCD-148, para el cuidado de alfombras y telas.*
- *Los desinfectantes, abrillantadores de metales, acabados para pisos, decapantes u otros productos no contemplados en las normas anteriores cumplen con 1 o más de las siguientes normas para la categoría adecuada:*
 - *Green Seal GS-40, para productos de cuidado de suelos industriales e institucionales.*
 - *Environmental Choice CCD-112, para aditivos de digestión para limpieza y control de olores. Environmental Choice CCD-113, para aditivos de drenaje o trampas de grasa.*
 - *Environmental Choice CCD-115, para aditivos de control de olores.*
 - *Environmental Choice CCD-147, para el cuidado de suelos duros.*
 - *Niveles máximos permisibles de COV del Código de Regulaciones de California para la categoría de producto específica.*
- *Los productos de papel de limpieza desechables y las bolsas de basura cumplen con los requisitos mínimos de 1 o más de los siguientes programas para la categoría de producto correspondiente:*
 - *Pautas integrales de adquisición de la Agencia de Protección Ambiental (EPA) (o su equivalente local para proyectos fuera de los EE. UU.)*
 - *Para papel de limpieza y revestimientos plásticos para botes de basura.*
 - *Green Seal GS-09, para toallas de papel y servilletas.*

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- *Green Seal GS-01, para papel tisú. Environmental Choice CCD-082, para papel higiénico.*
- *Environmental Choice CCD-086, para toallas de mano.*
- *Productos de papel para limpieza derivados de recursos rápidamente renovables o hechos de fibras sin árboles.*
- *Los jabones de manos cumplen con 1 o más de los siguientes estándares:*
 - *Sin agentes antimicrobianos (que no sean conservantes) excepto cuando lo requieran los códigos de salud y otras regulaciones (por ejemplo, requisitos de servicios de alimentos y atención médica).*
 - *Green Seal GS-41, para limpiadores de manos industriales e institucionales.*
 - *Environmental Choice CCD-104, para limpiadores de manos y jabones de manos”*

– USGBC - EQc3.3

Prácticas para optimizar el uso de productos de limpieza sostenibles:

Los productos y materiales de limpieza, incluidos los productos para el cuidado de alfombras y pisos duros, utilizados en los sitios de EDGE deberán cumplir con los requisitos de la Sección 3.3 del IEQ del USGBC, Limpieza ecológica, compra de productos y materiales de limpieza sostenibles.

Los productos sujetos a estos requisitos incluyen, pero no se limitan a: limpiadores generales, limpiadores para pisos duros, limpiadores de alfombras, limpiadores especiales, control de olores, desinfectantes, productos de papel, revestimientos y jabones (los consumibles se comprarán bajo la dirección y aprobación de las instalaciones) .

Lista de productos planificada para clientes de EDGE:*

Chemical type	Manufacturer	Sustainability Criteria Met
Clean by Peroxy all-purpose cleaner	Spartan	Green Seal Certified, Wool Safe
Xcelente multipurpose hard surface cleaner	Spartan	Green Seal Certified
Green Solutions Industrial Cleaner	Spartan	Green Seal Certified
Bio Renewables glass cleaner	Spartan	Green Seal Certified
Minimum Moisture Encapsulated Cleaner	Brady	Green Seal Certified
Tribase Multi-Purpose Cleaner	Spartan	Green Seal Certified
Microfiber Towels	Various	Environmental
Microfiber Flat Mops	Various	Environmental
Brooms & Brushes	Delamo	Sustainable Material
Mop handles	O'Dell	Sustainable Material
Crew Restroom cleaner	Diversey	Green Seal Certified
Green Solutions Floor Seal & Finish	Spartan	Green Seal Certified
Green Solutions Floor Finish Remover	Spartan	Green Seal Certified
Clean Solutions Floor Finish & Sealer	Brady	GS-40 Floor Care
Clean Solutions Heavy Duty Floor Stripper	Brady	GS-40 Floor Care
Green Solutions Carpet Cleaner	Spartan	EPA Safer Choice Product

* Si se produce una desviación de marca, se cumplirán criterios de sostenibilidad similares

Otros productos / sistemas sostenibles planificados (tapetes, ambientadores, etc.)

System	Sustainability Criteria
Color coded microfiber cleaning system	LEED
Walk off mats	LEED
Non-VOC Air Care	LEED
Pet Stations	LEED
Ongoing LEED Documentation	LEED

EQUIPO DE LIMPIEZA

Todo el equipo de limpieza comprado deberá seguir los criterios LEED. Las partes responsables garantizarán que solo se utilice el equipo aprobado y que el personal de EDGE esté capacitado para manejarlo. El administrador de ruta asignado se asegurará de que el equipo que se compra para la cuenta cumpla con el USGBC Guideless de la siguiente manera:

Todo el equipo se comparará con el objetivo de reducir los contaminantes y minimizar el impacto ambiental.

- *“Las aspiradoras están certificadas por el Programa de Pruebas “Etiqueta Verde” del Instituto de Alfombras y Tapetes para aspiradoras y funcionan con un nivel de sonido de menos de 70 dBA.*
- *El equipo de extracción de alfombras que se utiliza para la limpieza profunda restauradora está certificado por el programa de prueba "Sello de aprobación" del Instituto de alfombras y alfombras para extractores de limpieza profunda.*
- *Los equipos de mantenimiento de pisos eléctricos, incluidos pulidores y pulidores de piso eléctricos y a batería, están equipados con aspiradoras, protectores y / u otros dispositivos para capturar partículas finas y funcionan con un nivel de sonido de menos de 70 dBA.*
- *Los equipos de piso propulsados por propano tienen motores de alta eficiencia y bajas emisiones con convertidores catalíticos y silenciadores que cumplen con los estándares de la Junta de Recursos del Aire de California (CARB) o la Agencia de Protección Ambiental (EPA) para el tamaño específico del motor y operan con un nivel de ruido menor. de 90dBA.*
- *Las fregadoras automáticas están equipadas con bombas de alimentación de velocidad variable y dosificación de productos químicos a bordo para optimizar el uso de líquidos de limpieza. Alternativamente, las máquinas fregadoras utilizan solo agua del grifo sin productos de limpieza añadidos.*
- *El equipo que funciona con baterías está equipado con baterías de gel preferibles para el medio ambiente.*
- *El equipo motorizado está diseñado ergonómicamente para minimizar la vibración, el ruido y la fatiga del usuario.*
- *El equipo está diseñado con protecciones, como rodillos o topes de goma, para reducir el daño potencial a las superficies de los edificios.*

Mantenga un registro de todo el equipo de limpieza motorizado para documentar la fecha de compra del equipo y todas las actividades de reparación y mantenimiento, e incluya hojas de especificaciones del proveedor para cada tipo de equipo en uso ". - USGBC - EQc3.4

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Lista de equipos planificados para la mayoría de las cuentas EDGE

El equipo que se enumera a continuación cumple con las directrices de USGBC. En caso de que se soliciten nuevos equipos, los equipos que no figuran en la lista deben revisarse y enviarse para su aprobación antes de la adquisición.

Equipment type	Manufacturer	Sustainability criteria met
SmartVac - battery powered sweeper/vacuum	IPC Eagle	Low dBa & productivity
ProForce HEPA Upright Vacuum w/Tools	ProTeam	Low dBa & HEPA
Pro-Team Quiet Vac Backpack Vacuum w/Tools	ProTeam	Low dBa & HEPA
MotoMop - small area cleaning scrubber	Betco	Low dBa & productivity
Stealth Battery Powered Auto Scrubber	Betco	Low dBa & productivity
High Speed Burnisher w/Dust Control	MaintenanceSmart	UL Rated
Low Speed Floor Machine 1.5hp	MaintenanceSmart	UL Rated
Encapsulation Machine	Windsor	Low Moisture & Low dBa
Super Nova Self-Contained Extractor	EDIC	Low Moisture & productivity

* Si se produce una desviación de marca, se cumplirán criterios de sostenibilidad similares.

Mantenimiento de registros / informes

Se mantendrá un registro de todo el equipo motorizado para documentar la fecha de compra y todas las actividades de reparación y mantenimiento. Las hojas de especificaciones para todo el equipo utilizado en el sitio se almacenarán en el sitio. Cuando sea necesario el reemplazo del equipo de limpieza, las fechas de adquisición y la documentación de respaldo deberán adquirirse y conservarse para demostrar que todos los equipos nuevos cumplen con las especificaciones establecidas en el Programa de limpieza ecológica.

MANTENIMIENTO DE PISOS DUROS Y ALFOMBRAS

El mantenimiento del cuidado del piso debe realizarse de manera constante siguiendo protocolos escritos. Se utilizarán las verificaciones de VP of Operations y Route Manager para garantizar que se cumpla con una adopción del 100%.

Prácticas para optimizar el mantenimiento de suelos duros y alfombras:

El mantenimiento de pisos y alfombras en los sitios de los clientes de EDGE se diseñará para usar pocos o ningún químico dañino; para eliminar y acabar con el polvo, la suciedad y otros contaminantes irritantes. Se crea con la intención de proteger y preservar los pisos sin comprometer la calidad del aire. El equipo solo será utilizado por personal capacitado. La capacitación será impartida por el fabricante del equipo y por personal aprobado por EDGE. Los registros de capacitación se mantendrán en la oficina de EDGE.

SISTEMAS DE ENTRADA

Métricas y medición:

Se adoptarán productos que promuevan el uso eficaz de los sistemas de puertas. Se realizarán auditorías de calidad para asegurar el cumplimiento. Se informará de cualquier daño a las alfombrillas y se reemplazarán las alfombrillas.

Sistema de tapete para caminar propuesto

Todas las entradas y entradas estarán equipadas con tapetes para caminar.

- Las alfombrillas para caminar en todas las entradas se deben limpiar a diario. Estos sistemas deben tener un mínimo de 5 pies de largo en la dirección de desplazamiento.
- El piso debajo de las alfombrillas se debe aspirar y fregar diariamente para eliminar la suciedad y el polvo.
- Las entradas secundarias también deben tener tapetes para caminar para capturar las partículas sueltas que ingresan al edificio. Estos también deben tener un mínimo de 5 pies de largo en la dirección de viaje. Estas alfombrillas se aspirarán a diario y la parte inferior de las alfombras se limpiará todas las noches.

HIGIENE DE MANOS

Métricas y medición:

Se adoptarán sistemas y productos que promuevan el uso eficaz de la higiene de manos. Todos los empleados recibirán formación sobre el sistema. Se realizarán auditorías para asegurar el cumplimiento.

- Todas las instalaciones sanitarias, áreas públicas (salas de descanso, etc.) deberán tener dispensadores de jabón de manos.
- Las instrucciones de higiene de manos se colocarán en todas las áreas de empleados de EDGE y en los baños de los clientes si así lo desean.
- El personal y los huéspedes del edificio deberán lavarse las manos con productos suministrados por EDGE.
- Los productos con bajo contenido de agua, como el desinfectante para manos, estarán disponibles y se colocarán después de la aprobación de las instalaciones.

MANIPULACIÓN Y ALMACENAMIENTO DE PRODUCTOS QUÍMICOS DE LIMPIEZA

Métricas y medición:

El protocolo que rige la manipulación y el almacenamiento seguros de los productos químicos de limpieza se adoptará de acuerdo con las especificaciones del producto y los requisitos de OSHA (Occupational Safety and Health Administration). Los controles de calidad serán realizados regularmente por el Gerente de Ruta y el Director de Operaciones.

Prácticas de manipulación y almacenamiento de productos químicos de limpieza:

Se ha comprobado que los siguientes protocolos mitigan derrames, fugas y mala gestión:

PROGRAMA DE LIMPIEZA GREEN CLEAN

Almacenamiento:

- Los productos químicos de limpieza se almacenarán en una habitación con llave designada para uso de limpieza. Los empleados de EDGE tendrán acceso a estas áreas durante su turno. El área estará asegurada. Todos los productos químicos se almacenarán de acuerdo con las regulaciones de OSHA.

DESCRIPCIÓN GENERAL DE PRODUCTOS QUÍMICOS: USO, SISTEMAS, SDS

Métricas y medición:

Se seguirá el protocolo que rige el uso de productos químicos de acuerdo con las especificaciones del fabricante. El Gerente de capacitación en seguridad se asegurará de que todos los empleados estén capacitados sobre el uso del producto. Las hojas SDS (Hojas de datos de seguridad) se colocarán en los armarios. Esto será auditado para verificar su cumplimiento.

Sistema de dilución:

El sistema de dilución ayuda a medir la cantidad correcta de producto que se va a utilizar y conserva el agua. Se utilizará para los siguientes productos:

- Limpiador de baños
- Spartan Green Solutions Limpiador
- Spartan Bio-Renovable para Vidrio y Superficies Múltiples
- Spartan Xcelente

Protocolo de uso:

- El socio de suministro de EDGE instalará un sistema de dispensación. Este sistema podrá llenar botellas rociadoras y cubos de trapeador.

Mantenimiento:

- La tripulación informará inmediatamente a su supervisor de cualquier mal funcionamiento.
- El proveedor de EDGE monitoreará el sistema mensualmente
- El gerente de seguridad y capacitación verificará el sistema durante las auditorías / inspecciones de rutina

Almacenamiento SDS:

- Los libros de SDS se mantendrán en el sitio en forma de libro físico para todos los productos utilizados en el sitio.
- Las versiones electrónicas también estarán disponibles en productos individuales en caso de que alguien las requiera.
 - o El proveedor de productos químicos debe proporcionar información SDS para todos los productos químicos entregados al edificio.
 - o Estos libros de SDS tendrán información en inglés y en español.
 - o El proveedor de productos químicos de limpieza estará disponible para responder cualquier pregunta sobre el uso y manejo de los productos.
 - o **Procedimientos de emergencia: En caso de una emergencia que involucre cualquier químico en la instalación, el personal llamará al 911 para obtener asistencia inmediata.**

FORMACIÓN: INICIAL Y CONTINUA

Métricas y medición:

Todo el personal de limpieza recibirá capacitación inicial y continua sobre el programa EDGE Green Clean y otra capacitación de seguridad recomendada para nuestra industria. Los tiempos y temas de capacitación se documentarán, estarán disponibles en el primer idioma de los empleados, y la documentación de finalización se mantendrá en la oficina de EDGE. Se realizarán periódicamente cursos de formación continua y actualización. Estos pueden impartirse de forma individual, estudio en línea, capacitación en grupo, clases de capacitación anual en las instalaciones de EDGE.

Los temas de capacitación incluyen pero no se limitan a:

- Cumplimiento de seguridad y salud Cumplimiento normativo:
- OSHA, EPA, reglas locales, estatales y regulares, limpieza ecológica con respecto a LEED
- Mejora del desempeño de los empleados
- Manejo y almacenamiento seguro de productos químicos
- Eliminación y reciclaje de productos químicos y envases.
- Situaciones peligrosas como derrames, patógenos Bourne sanguíneos

Horas de formación: como mínimo, todos los empleados deben recibir de 4 a 12 horas de formación al año.

Plan de personal:

Para cumplir con las especificaciones de limpieza del cliente, se deben cumplir los requisitos mínimos de personal.

- Los factores como la ocupación, el alcance del trabajo y otras expectativas se deben considerar cuando se termina el plan de personal.

RETROALIMENTACIÓN DEL OCUPANTE Y NUEVAS TECNOLOGÍAS

Métricas y medición:

Todos los inquilinos y empleados deberán tener un mecanismo mediante el cual proporcionar comentarios sobre las prácticas de limpieza.

Prácticas para optimizar la retroalimentación y las tecnologías de los ocupantes

- Los clientes de EDGE cumplirán con cualquier opción de retroalimentación proporcionada por el cliente, así como con las opciones de encuesta de SurveyMonkey disponibles que serán administradas por EDGE y evaluadas por el cliente.

EVALUACIÓN Y AUDITORÍAS

El Gerente de Ruta, el Vicepresidente de Operaciones y el Director de Operaciones llevarán a cabo evaluaciones y auditorías continuas del plan mencionado anteriormente. Las auditorías serán aleatorias pero no menos de una vez al mes.

- Los resultados y los comentarios se registrarán en los sistemas EDGE, incluido CleanTelligent. Cualquier información estará disponible para nuestro cliente en cualquier momento.
- Cualquier información relacionada con el Plan de limpieza ecológico descrito anteriormente estará disponible a pedido.



Hazard Communication Program

1. Company Policy

To ensure that information about the dangers of all hazardous chemicals used by EDGE Building Services, Inc. is known by all affected employees, the following hazardous information program has been established. Under this program, you will be informed of the contents of the OSHA Hazard Communications standard, the hazardous properties of chemicals with which you work, safe handling procedures and measures to take to protect yourself from these chemicals.

This program applies to all work operations in our company where you may be exposed to hazardous chemicals under normal working conditions or during an emergency situation. All work units of this company will participate in the Hazard Communication Program. Copies of the Hazard Communication Program are available in ADP documents for review by any interested employee.

The *VP of HR* is the program coordinator, with overall responsibility for the program, including reviewing and updating this plan as necessary.

2. Container Labeling

The *VP of Operations* will verify that all containers received for use will be clearly labeled as to the contents, note the appropriate hazard warning and list the manufacturer's name and address.

The *Director of Operations* in each section will ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with labels marked with the identity and the appropriate hazard warning. For help with labeling, see your site supervisor, dedicated Route Manager or the Director of Operations.

3. Safety Data Sheets (SDS)

The *Director of Operations* is responsible for establishing and monitoring the company SDS program. He/she will ensure that procedures are developed to obtain the necessary SDS and will review incoming SDS for new or significant health and safety information. He/she will see that any new information is communicated to affected employees. The procedure below will be followed when an SDS is not received at the time of initial shipment:

Site supervisor will notify Route Manager who will then contact the supplier for a copy of the SDS

Copies of SDS for all hazardous chemicals to which employees are exposed or are potentially exposed will be kept in the site location main storage area.



SDS will be readily available to all employees during each work shift. If an SDS is not available, contact the Director of Operations.

SDS will be readily available to employees in each work area using the following format:

Printed out copy is put in the SDS binder or the document is accessible in ADP

When revised MSDSs are received, the following procedures will be followed to replace old SDS:

The updated paper copy is put into the binder and the document is updated in ADP

4. Employee Training and Information

The VP of HR is responsible for the Hazard Communication Program and will ensure that all program elements are carried out.

Everyone who works with or is potentially exposed to hazardous chemicals will receive initial training on the hazard communication standard and this plan before starting work. Each new employee will attend a health and safety orientation that includes the following information and training:

- An overview of the OSHA hazard communication standard
- The hazardous chemicals present at his/her work area
- The physical and health risks of the hazardous chemicals
- Symptoms of overexposure
- How to determine the presence or release of hazardous chemicals in the work area
- How to reduce or prevent exposure to hazardous chemicals through use of control procedures, work practices and personal protective equipment
- Steps the company has taken to reduce or prevent exposure to hazardous chemicals
- Procedures to follow if employees are overexposed to hazardous chemicals
- How to read labels and SDS to obtain hazard information
- Location of the SDS file and written Hazard Communication program

Prior to introducing a new chemical hazard into any section of this company, each employee in that section will be given information and training as outlined above for the new chemical hazard. The training format will be as follows:

An online video with a quiz to confirm learning

5. Hazardous Non-Routine Tasks

Periodically, employees are required to perform non-routine tasks that are hazardous. Examples of non-routine tasks are: Contagious Virus Cleanup. Prior to starting work on such projects, each affected employee will be given information by the dedicated job manager about the hazardous chemicals he or she may encounter during such activity. This information will include specific chemical hazards, protective and safety measures the employee should use and steps the company is taking to reduce the hazards, including ventilation, respirators, the presence of another employee (buddy systems) and emergency procedures.

6. Informing Other Employers/Contractors

It is the responsibility of the Director of Operations to provide other employers and contractors with information about hazardous chemicals that their employees may be exposed to on a job site and suggested precautions for employees. It is the responsibility of the Director of Operations to obtain information about hazardous chemicals used by other employers to which employees of this company may be exposed.

Other employers and contractors will be provided with SDSs for hazardous chemicals generated by this company's operations in the following manner:

Verbally, written copy, or an electronic file

In addition to providing a copy of an SDS to other employers, other employers will be informed of necessary precautionary measures to protect employees exposed to operations performed by this company.

Also, other employers will be informed of the hazard labels used by the company. If symbolic or numerical labeling systems are used, the other employees will be provided with information to understand the labels used for hazardous chemicals for which their employees may have exposure.

7. List of Hazardous Chemicals

A list of all known hazardous chemicals used by our employees is attached to this plan. This list includes the name of the chemical, the manufacturer, the work area in which the chemical is used, dates of use, and quantity used. Further information on each chemical may be obtained from the SDS, located in the site main storage area.

When new chemicals are received, this list is updated (including date the chemicals were introduced) within 30 days. To ensure any new chemical is added in a timely manner, the following procedures shall be followed:

The hazardous chemical inventory is compiled and maintained by the Director of Operations



8. Chemicals in Unlabeled Pipes

Work activities are sometimes performed by employees in areas where chemicals are transferred through unlabeled pipes. Prior to starting work in these areas, the employee shall contact the Director of Operations for information regarding:

- The chemical in the pipes
- Potential hazards
- Required safety precautions

Include here the chemical list developed during the inventory. Arrange this list so that you can cross-reference it with your SDS file and the labels on your containers. Additional useful information, such as the manufacturer's telephone number, an emergency number, scientific name, CAS number, the associated task, etc., can be included.

9. Program Availability

A copy of this program will be made available, upon request, to employees and their representatives.

Programa de Comunicación de Peligros

1. Política de la empresa

Para garantizar que la información sobre los peligros de todos los productos químicos peligrosos utilizados por EDGE Building Services sea conocida por todos los empleados afectados, se ha establecido el siguiente programa de información peligrosa. En virtud de este programa, se le informará del contenido de la norma OSHA Hazard Communications, las propiedades peligrosas de los productos químicos con los que trabaja, los procedimientos de manipulación seguros y las medidas a tomar para protegerse de estos productos químicos.

Este programa se aplica a todas las operaciones de trabajo en nuestra empresa donde usted puede estar expuesto a productos químicos peligrosos en condiciones normales de trabajo o durante una situación de emergencia. Todas las unidades de trabajo de esta empresa participarán en el Programa de Comunicación de Peligros. Las copias del Programa de Comunicación de Peligros están disponibles en los documentos de ADP, para su revisión por cualquier empleado interesado.

El vicepresidente de RRHH es el coordinador del programa, con la responsabilidad general del programa, incluyendo la revisión y actualización de este plan según sea necesario.

2. Etiquetado de contenedores

El vicepresidente de operaciones verificará que todos los contenedores recibidos para su uso estarán claramente etiquetados en cuanto al contenido, anotará la advertencia de peligro apropiada y enumerará el nombre y la dirección del fabricante.

El Director de Operaciones de cada sección se asegurará de que todos los contenedores secundarios estén etiquetados con una copia adicional de la etiqueta original del fabricante o con etiquetas marcadas con la identidad y la advertencia de peligro adecuada. Para obtener ayuda con el etiquetado, consulte al supervisor del sitio, el Route Manager dedicado o el Director de Operaciones.

3. Fichas de datos de seguridad (SDS)

El *Director de Operaciones* es responsable de establecer y monitorear el programa SDS de la empresa. Se asegurará de que se desarrollen procedimientos para obtener las SDS necesarias y revisará los SDS entrantes en busca de información de salud y seguridad nueva o significativa. Verá que cualquier nueva información se comunica a los empleados afectados. El siguiente procedimiento se seguirá cuando no se reciba una SDS en el momento del envío inicial:

El supervisor del sitio notificará a Route Manager quién se pondrá en contacto con el proveedor para obtener una copia de la SDS.

Las copias de SDS para todos los productos químicos peligrosos a los que los empleados están expuestos o potencialmente expuestos se mantendrán en el área de almacenamiento principal de la ubicación del sitio.

Los SDS estarán disponibles para todos los empleados durante cada turno de trabajo. Si un SDS no está disponible, póngase en contacto con el Director de Operaciones.

Los SDS estarán disponibles para los empleados en cada área de trabajo utilizando el siguiente formato:

La copia se coloca en el enlazador SDS o el documento es accesible en ADP

Cuando se reciban SDS revisados, se seguirán los siguientes procedimientos para reemplazar las SDS antiguas:

La copia en papel actualizada se coloca en el enlazador y el documento se actualiza en ADP

4. Capacitación e información de los empleados

El vicepresidente de RRHH es responsable del Programa de Comunicación de Peligros y se asegurará de que todos los elementos del programa se lleven a cabo.

Todas las personas que trabajen con o estén potencialmente expuestas a productos químicos peligrosos recibirán capacitación inicial sobre el estándar de comunicación de riesgos y este plan antes de comenzar a trabajar. Cada nuevo empleado asistirá a una orientación de salud y seguridad que incluye la siguiente información y capacitación:

- Una visión general de la norma de comunicación de peligros OSHA
- Los productos químicos peligrosos presentes en su área de trabajo
- Los riesgos físicos y para la salud de los productos químicos peligrosos
- Síntomas de sobreexposición
- Cómo determinar la presencia o liberación de sustancias químicas peligrosas en el área de trabajo
- Cómo reducir o prevenir la exposición a sustancias químicas peligrosas mediante el uso de procedimientos de control, prácticas de trabajo y equipos de protección personal
- Medidas que la empresa ha tomado para reducir o prevenir la exposición a sustancias químicas peligrosas
- Procedimientos para seguir si los empleados están sobreexpuestos a productos químicos peligrosos
- Cómo leer etiquetas y MSDS para obtener información sobre peligros
- Ubicación del archivo MSDS y programa escrito de comunicación de peligros

Antes de introducir un nuevo peligro químico en cualquier sección de esta empresa, cada empleado en esa sección recibirá información y capacitación como se describió anteriormente para el nuevo peligro químico. El formato de formación será el siguiente:

Un video en línea con un cuestionario para confirmar el aprendizaje

5. Tareas peligrosas no rutinarias

Periódicamente, los empleados están obligados a realizar tareas no rutinarias que son peligrosas. Ejemplos de tareas no rutinarias son: Limpieza de virus contagiosas. Antes de comenzar a trabajar en dichos proyectos, cada empleado afectado recibirá información por parte del gerente de trabajo dedicado sobre los productos químicos peligrosos que pueda encontrar durante dicha actividad. Esta información incluirá riesgos químicos específicos, medidas de protección y seguridad que el empleado debe tomar, y las medidas que la empresa está tomando para reducir los peligros, incluyendo ventilación, respiradores, la presencia de otro empleado (sistemas de amigos) y procedimientos de emergencia.

6. Informar a otros empleadores/contratistas

Es responsabilidad del Director de Operaciones proporcionar a otros empleadores y contratistas información sobre productos químicos peligrosos a los que sus empleados pueden estar expuestos en un sitio de trabajo y sugirió precauciones para los empleados. Es responsabilidad del Director de Operaciones obtener información sobre productos químicos peligrosos utilizados por otros empleadores a los que los empleados de esta empresa pueden estar expuestos.

Otros empleadores y contratistas recibirán SDS para productos químicos peligrosos generados por las operaciones de esta empresa de la siguiente manera:

Verbalmente, copia escrita o un archivo electrónico

Además de proporcionar una copia de una SDS a otros empleadores, otros empleadores serán informados de las medidas cautelares necesarias para proteger a los empleados expuestos a las operaciones realizadas por esta empresa.

Además, otros empleadores serán informados de las etiquetas de peligro utilizadas por la empresa. Si se utilizan sistemas de etiquetado simbólicos o numéricos, se proporcionará a los demás empleados información para comprender las etiquetas utilizadas para productos químicos peligrosos para los que sus empleados pueden tener exposición.

7. Lista de productos químicos peligrosos

Una lista de todos los productos químicos peligrosos conocidos utilizados por nuestros empleados se adjunta a este plan. Esta lista incluye el nombre del producto químico, el fabricante, el área de trabajo en la que se utiliza el producto químico, las fechas de uso y la cantidad utilizada. Se puede obtener más información sobre cada producto químico de las SDS, ubicadas en el área de almacenamiento principal del sitio.

Cuando se reciben nuevos productos químicos, esta lista se actualiza (incluida la fecha en que se introdujeron los productos químicos) en un plazo de 30 días. Para garantizar que cualquier nuevo producto químico se añada oportunamente, se seguirán los siguientes procedimientos:

El Director de Operaciones compila y mantiene el inventario de productos químicos peligrosos.

8. Los productos químicos en tuberías sin etiqueta

Las actividades de trabajo a veces son realizadas por los empleados en áreas donde los productos químicos se transfieren a través de tuberías sin etiquetar. Antes de comenzar a trabajar en estas áreas, el empleado deberá ponerse en contacto con el Director de Operaciones para obtener información sobre:

- El producto químico en las tuberías
- Peligros potenciales
- Precauciones de seguridad requeridas.

Incluya aquí la lista de productos químicos desarrollada durante el inventario. Organice esta lista para que pueda hacer una referencia cruzada con el archivo SDS y las etiquetas de los contenedores. Se puede incluir información útil adicional, como el número de teléfono del fabricante, un número de emergencia, nombre científico, número CAS, la tarea asociada, etc.

9. Disponibilidad del programa

Una copia de este programa estará disponible, previa solicitud, para los empleados y sus representantes.