

APPENDIX G

OCCUPATIONAL SAFETY AND HEALTH AND PROTECTIVE APPAREL
FOR FEDERAL EMPLOYEESA. OCCUPATIONAL SAFETY AND HEALTH ACT.

1. The Occupational Safety and Health Act (OSHA) was signed into law on 29 December 1970 and became effective on 28 April 1971. Simply stated the intent of the Act is to assure, as far as possible, every working person in the nation safe and healthful working conditions.

2. The Federal Government, through the Occupational Safety and Health Administration, Department of Labor, carries out the provisions of the Act. Safety managers administer OSHA within Army organizations. OSHA Regulations are printed at 29 CFR Chapter XVII.

3. The regulations applicable to federal employees are printed at 29 CFR Chapter XVII, Part 1960.

4. The Act requires each employee to comply with Occupational Safety and Health standards, as well as rules, regulations, and orders issued under the Act that apply to his or her own actions and conduct. The following is a summary of responsibilities:

- Read the OSHA notice on bulletin board.
- Comply with the command's Occupational Safety and Health standards, rules, regulations, and with all its directions and take action necessary for your job safety and health.
- Wear or use prescribed protective equipment.
- Report hazardous conditions to your supervisors.
- Report any job-related injuries or illnesses to your supervisor and seek treatment promptly.

5. The Act also provides the employee certain rights. The following is a list summarizing those rights:

- You may request access to, or copies of, OSHA Standards and other related rules and regulations.
- You may request information on safety and health hazards in your work area, on precautions you need to take, and on what you must do if you're involved in an accident or exposed to toxic substances.
- You may report and request inspection of unsafe or unhealthful working conditions by submitting a written notice of conditions to supervisor.
- Complaints and grievance procedures are provided if you are dissatisfied with efforts to abate alleged hazards.
- You have the right of access to copies of your command's standards, injuries and illness statistics, and procedures.

- You have the right to assist in inspections to assure a thorough safety and health inspection. You may tell inspectors about unsafe or unhealthful working conditions without fear of discrimination, coercion, or reprisal.

6. In addition, the Act assigns various responsibilities to supervisors. Among them are:

a. The responsibility to take necessary measures to correct any unsafe or hazardous condition.

b. To respond to work report(s) of imminent danger in one day; of potential serious conditions in three days; and of other conditions within twenty working days.

c. To enter on a Hazard Abatement Plan, DA Form 4756, hazards with a Category I or Category II risk assessment, and not corrected within 30 days from date identified, and to post a copy in a conspicuous place where concerned employees work. Each notice will remain posted until the condition has been corrected. A copy will be forwarded to the appropriate Safety Office.

7. Supervisors at all Corps of Engineers facilities within POD will schedule a survey of all workplaces under their jurisdiction NLT the 2nd Quarter of each fiscal year to determine consistency with OSHA standards. In the event an unsafe or unhealthful working condition is noted, corrective action will be taken as indicated in paragraph 6 above. Surveys will be documented to identify and describe each inconsistency. Division and office chiefs will furnish the appropriate SOHO a report-of-survey NLT 15 April. Negative reports are required. SOHO will maintain a consolidated Violation Inventory Log, DA Form 4754. Ref para 13, APP K.

8. District SOHO will furnish POD SOHO a copy of their consolidated log NLT 1 May each year.

B. GENERAL.

1. Employees exposed to occupational health hazards will be provided reasonable protection through immunization, neutralizing agents or appropriate apparel or mechanical devices. Provisions will be made by supervisors for protection against poisonous and harmful substances as provided by Section VIII, EM 385-1-1.

2. Supervisors, both contract and hired labor, will assure that there is always an available means of rapidly transporting the injured to proper medical attention and that the foreman in charge of each work party understands the exact procedure to follow in case of an injury.

3. All cleaning fluids are potentially dangerous and must be used with caution. Contact the SOHO for characteristics of commercially available solvents.

a. The use of carbon tetrachloride is prohibited.

b. The use of flammable solvents with a closed cup test flashpoint below 100 degrees F is prohibited. The flashpoint of gasoline is -50 degrees F.

4. All cafeterias, restaurants, and messes located on projects, installations, or floating plant under the jurisdiction of POD will be operated and maintained in compliance with the health and sanitation recommendations of the U.S. Public Health Service. All persons assigned to duties as food handlers will be required to have successfully completed a physical examination by a licensed physician. A food handler is described as a person assigned to such duties as require him to be present in kitchens and messes, or to regularly prepare or handle food, drinks, or mess equipment, and any other person who comes in constant and intimate contact with food in broken packages which had protected the food against contamination. This examination will include as a minimum: (a) TB tests; (b) laboratory analysis of employee's blood sample, and (c) laboratory analysis of a sample of the employee's stool. Upon successful completion of the examination, the prospective employee must present a statement to the Government Representative in Charge from the doctor performing the examination stating that the above tests have been performed, and that the person's health will permit him/her to work as a food handler. Successful examinations are required annually.

C. CONSERVATION OF HEARING.

1. Supervisors should take steps to avoid unnecessary exposure of employees to a noisy environment by preplanning work, reducing exposure time, requiring use of hearing protection, and engineering control.

2. Noise level surveys will be conducted by the SOHO on a request basis.

3. Surveys should be made in all work areas where the noise level is more than 85 dBA. Surveys for designing engineering controls should include a frequency analysis.

a. The noise level may be considered to be 85 dBA, or above, when two persons with normal hearing, standing at arm's length, cannot converse in normal tones.

b. Records of the surveys will be maintained in the SOHO responsible for conducting the survey.

4. When employees are subjected to sound levels exceeding 85 dBA, administrative or engineering controls will be utilized. If these controls fail to achieve an acceptable level, personal protective equipment will be provided and its use enforced. If the variations in noise level involve maximal at intervals of 1 second or less, it is considered continuous. Exposure to impulse or impact noise should not exceed 140 dBA peak sound pressure level.

5. Audiogram will record the threshold of hearing for a minimum of six frequencies between 200 and 8,000 hertz.

a. Employees working in an environment having a noise level of more than 85 dBA regardless of exposure duration will receive an audiogram at least annually.

b. Supervisors should be alert to detect potential hearing problems and authorize audiograms when indicated.

c. Audiogram will be taken by a qualified audiometric technician, then reviewed, evaluated, and signed by a qualified physician. Prior to filing in the Office Personnel File, audiograms will be reviewed by the SOHO.

D. HAZARDOUS SUBSTANCE INVENTORIES; INDUSTRIAL HYGIENE SURVEYS; MEDICAL SURVEILLANCE.

1. A hazardous material inventory will be maintained at each project office and a consolidated inventory will be maintained in each SOHO.

2. It is management's responsibility to assure that Hazardous Substance Inventories are performed annually at all locations such as Area/Resident Offices, Field Offices, laboratories, and other similar district locations. The inventory will include all toxic or radioactive materials present on the installation. For purposes of the regulation, hazardous materials are considered to be any substances (solid, liquid or gas) which are maintained, stored, or used in sufficient quantities or concentrations to adversely affect the safety and health of employees who may be exposed to the material by either ingestion, inhalation, or absorption. As a practical guide, the contents of any container having a caution label will be considered as being hazardous material. Examples of hazardous materials include: acids, caustics, certain organic solvents, water treatment and testing chemicals, pesticides, strong cleaners, etc. POD Form 246-R will be used for all inventories. One copy of each inventory will be maintained at the job site, one copy will be provided to the District SOHO, and one copy provided to the Division SOHO. Results of the inventories will be provided CEPOD-SO NLT 28 FEB of each year. OSHA Forms 20 will be used to maintain a current hazardous substance inventory between annual physical inventories. The OSHA Form 20 is available from manufacturers of hazardous materials. A completed DD Form 1813 is acceptable in lieu of an OSHA Form 20. Copies of OSHA Forms 20 will also be provided to the District and Division SOHO's.

3. The Chief, Contracting Division, is responsible for assuring that all purchases, accomplished through the District Office, require suppliers to furnish an OSHA Form 20 for each hazardous material purchased by either contract or purchase order and that the OSHA Forms 20 are forwarded to the user with the delivery of the materials. The using activity will assure that data have been provided to employees prior to their using any hazardous materials. Tables I and II on pages G-9 and G-10 are adopted from Federal Standard No. 313A to assure positive and complete identification of hazardous materials by purchasing elements.

4. Project Managers are responsible for requesting Material Hazard Data Sheets for all local purchasing of hazardous materials and assuring that data have been provided prior to employees using any hazardous materials.

5. The project manager receiving the hazardous material data sheets will forward two copies to the Safety and Occupational Health Program Manager, who will keep one copy for the District's inventory and forward one copy to CEPOD-SO.

6. From the information obtained from the Hazardous Substance Inventories, POD, in coordination with the District SOHO's, will determine locations or activities requiring Industrial Hygiene Surveys. All surveys will be made by qualified industrial hygienists. Surveys will be made at least annually at each location identified as having a high or moderate hazard potential. Districts will be responsible for programming funds necessary for the surveys and for assuring that the surveys are completed in a timely manner. Locations designated as having a low hazard potential will be surveyed every third year. All hazardous activities will be eliminated by engineering methods, when practical; otherwise, protective clothing or equipment will be provided.

E. PREPLACEMENT AND PERIODIC PHYSICAL EXAMINATIONS

1. Preplacement medical examinations will be required for workers entering potentially hazardous jobs. A careful and complete history should be included as a part of the physical examination to ensure that the employee's health status will allow him to safely perform his duties.

a. Employees exposed to hazardous substances, in amounts identified by EP 385-1-58, para 2-5 as being excessive, will be placed in the appropriate medical surveillance program. It will be the responsibility of the supervisor to assure that the employees obtain their physical examinations at the proper time. District Commanders will assure that authorized physicians have been designated to perform and interpret medical examinations required by the medical surveillance program and provide guidance to management. Districts will be responsible for programming funds for physical examinations and medical services.

b. Any job which requires regular medical surveillance should have base line data obtained which will help in evaluating future medical screening. For example, base line audiograms should be obtained for persons entering noise hazardous occupations (85 dBA or higher), and cholinesterase levels should be obtained for personnel who will be using organophosphate compounds.

c. Strict standards of physical fitness should be applied to those whose performance may affect the life or health of others. Persons in this category would include firefighters, overhead crane operators, etc. The requirement for job-related and age-related physical examinations should be written into the employee's job description at the time of hire.

2. Employees in an occupation requiring moderate or severe physical exertion should have a preplacement examination and age-related periodic examination to ensure a high degree of physical fitness.

3. All workers who will be potentially exposed to sources of ionizing radiation should have a complete preplacement examination including a history of all previous radiation exposure, including diagnostic and therapeutic radiation. A complete blood count, including hematocrit, hemoglobin, white blood cell count, and differential, should be performed.

4. Suggested frequencies for periodic examinations are as follows:

a. Motor vehicle and equipment operators: As required by APP N, of this regulation.

b. Periodic job-related examinations for other occupations should be given in accordance with the specific recommendations by pay schedule and occupational code as listed in APP G of the latest Army Environmental Hygiene Agency Medical Surveillance Guide.

5. Where medical examinations reveal that the employee has been exposed to hazardous conditions, specific actions must be taken with respect to results of the examinations. The actions might include:

- a. Substitution of chemicals for less toxic chemicals.
- b. Modification of work conditions or habits.
- c. Transfer of the individual to another job.

6. Records of employee medical examinations will be forwarded to the District's medical office, or Personnel Office for filing and maintaining.

F. PROTECTIVE EQUIPMENT AND APPAREL

1. Supervisors will survey their areas of responsibilities and identify all locations and occupations requiring the use of protective equipment or apparel. Signs identifying the hazards present and stating the protection required will be posted at all entrances to these locations. All persons employed, or otherwise present in such designated areas, will be furnished and required to wear the proper protection at all times.

2. The wearing of protective footwear will be required where:

a. The employees are performing duties that subject their feet and ankles to the hazards of bruises, cuts, puncture wounds, sprains, mashed toes, etc.

b. Employees are assigned to areas infested with snakes, insects, or poisonous plants.

The operating official's decision to issue footwear will be based solely on the need for protection during performance of duties and not the frequency of exposure. Protective footwear will be issued to employees as personal property. Records with name of employee, date of issue, and item issued will be maintained by the organizational element. Shoes will not be treated as accountable property and will be dropped from property records when issued. Shoes will not be returned upon departure of employees. All protective footwear will meet the requirements of ANSI Z41.1 and conform to one of the styles similar to those illustrated on page G-10 of this appendix.

3. Protective eyewear will be furnished field employees, shop employees, and other personnel whose duties subject them to injury from flying particles, dust, chemicals, or abrasive materials. Those employees furnished protective eyewear will be required to wear it at all times when engaged in the activity for which furnished.

a. Prescription safety glasses will be furnished to all employees who wear corrective lenses and who are subjected to the hazards stated above.

b. Persons having sight in only one eye will be furnished protective eyewear, plano or prescription, regardless of work assignment.

c. Prescription safety eyewear will be issued to employees as personal property. Records showing name of employee and date of issue will be maintained by the organizational element. All issues will be memorandum receipt and receipts will be filed with issue records. Eye glasses (prescription) will not be returned, nor will accountable records be maintained.

d. Plano safety spectacles will be issued to employees as needed. Individual fitting of plano glasses will be done only if an employee has a long-term recurring need for this type of eye protection.

e. When the supervisory official determines that a Government employee should wear eye protection and prescription ground safety glasses are necessary, either as original issue or as replacement for damaged glasses, a requisition, with prescription including face measurements (less than 540 days old) from a doctor or clinic, will be submitted through regular purchasing channels. A copy of each prescription will be filed in Official Personnel Files. Only one pair of glasses will be issued with each prescription.

f. All protective lens furnished will conform to the American Standard Z87.1.

4. Protective headgear will be worn by all personnel who are in an area where surrounding activities or conditions present the hazards of head injuries. All construction sites are in this classification. The supervisor will designate all other hard hat areas and enforce the requirements of this section. Hard hat areas will be marked by signs at all entry points.

a. All protective headgear furnished to POD personnel, including visitors, will meet the requirements of ANSI Z89.1, class "B", safety helmets.

b. The color and marking of all headgear will be in accordance with ER 385-1-6.

5. All vehicles operated by Corps of Engineers personnel on official business will be equipped with seat belts. These belts will be used at all times the vehicle is in motion.

6. Portable smoke detectors will be made available at SOHO for loan to POD personnel traveling on TDY in the Asia-Pacific region.

7. Supervisors will determine the need for other protective apparel and/or equipment in hazardous areas not covered by existing regulations. Assistance and advice will be furnished by the SOHO when requested.

a. Other safety apparel and/or equipment required, if hazardous work is involved, will be furnished to Government employees without cost. Such items will be retained by the unit when an employee is separated.

b. The costs of all personal protective apparel and/or equipment will be charged to the accounts of the office requisitioning such items.

TABLE I

FEDERAL SUPPLY CLASSES IN WHICH ALL ITEMS
MUST BE IDENTIFIED AND CERTIFIED

<u>FEDERAL SUPPLY CLASS</u>	<u>TITLE</u>
6810	Chemicals
6820	Dyes
6830	Gasses, compressed and liquified
6840	Pest Control agents and disinfectants
6850	Miscellaneous chemical specialties
7930	Cleaning and polishing compounds and preparations
8010	Paints, dopes, varnishes, and related products
8030	Preservative and sealing compounds
8040	Adhesives
Group 91	(Packed products only)
9110	Fuels, solid
9130	Liquid propellants and fuels, petroleum base
9135	Liquid propellant fuels and oxidizers, chemical base
9140	Fuel oils
9150	Oils and greases: cutting, lubricating, and hydraulic
9160	Miscellaneous waxes, oils and fats

TABLE II

FEDERAL SUPPLY CLASSES IN WHICH ONLY HAZARDOUS
ITEMS NEED TO BE IDENTIFIED

<u>FEDERAL SUPPLY CLASS</u>	<u>TITLE</u>	<u>HAZARDOUS ITEMS REQUIRING IDENTIFICATION</u>
1370	Pyrotechnics	Warning fuse, fire starter
1375	Demolition materials	Explosive device
2640	Tire rebuilding and tire and tube repair materials	Only items containing flammable or toxic compounds
3439	Welding and brazing supplies	Only hazardous items such as cleaners, acids, flux and supplies that contain or produce hazardous fumes
3610	Printing, duplicating and bookbinding equipment	Flammable or toxic lithographic solutions

TABLE II. FEDERAL SUPPLY CLASSES IN WHICH ONLY HAZARDOUS ITEMS NEED TO BE IDENTIFIED (Continued)

<u>FEDERAL SUPPLY CLASS</u>	<u>TITLE</u>	<u>HAZARDOUS ITEMS REQUIRING IDENTIFICATION</u>
5610	Mineral construction materials, bulk	Hazardous items such as cutback asphalt, deck and floor covering, deck and surface underlay compound, sealing compound, flight deck compounds
5640	Wallboard, building paper, and thermal insulation materials	Asbestos cloth which has loose fibers or flyings that may become airborne
6135	Batteries, primary	Lead-acid, and mercury batteries and alkaline (with electrolyte)
6505	Drugs, biologicals, and official reagents	Only hazardous items
6750	Photographic supplies	Only items containing hazardous chemicals, solvents, thinners and cements
6780	Photographic sets, kits and outfits	(See FSC 6750)
7510	Office supplies	Only hazardous items, such as solvents, thinners, cleaning fluids, flammable inks and varnishes
8510	Perfumes, toilet preparations, and powders	Shipping containers, and pressurized containers with flammable propellants only
8520	Toilet soap, shaving preparations, and dentifrices	(See FSC 8510)
8720	Fertilizers	Only items containing weed and pest control or other harmful ingredients, or because of their composition, are hazardous
9920	Smoker's articles and matches	Lighter fuel and matches only

