



Scope

This policy¹ applies at the Trust level and at the member level.

Purpose

At the foundation of AIPP is the concept that since PennPRIME members perform the same operations, they have similar risks, and should have the same Standard Operating Procedures (SOPs). In addition to these procedures being modeled after widely-accepted safety standards, they must also be specific to the workplace. The purpose of the assessment checklists is to assist the member in customizing SOPs to meet the needs of their workplace.

Trust-Level Responsibilities

Because members can vary greatly in size and management style, the specific work tasks and involvement in those work tasks can vary greatly. Therefore, PennPRIME has identified the minimum requirements that must be contained in the AIPP written programs, and requires that each member establish SOPs that achieve this. PennPRIME also provides written SOPs for each topic to assist the members with this process.

Member-Level Responsibilities

Members will develop written SOP’s for the following AIPP topics that are applicable to their workplace. Minimum requirements for each SOP and assessment checklists are provided on the next pages in this section of the manual. After completing an Element-specific assessment checklist, for easy customization, go to the written SOPs containing fill-in-the-blank fields.

- Electrical and Machine SafeguardingE14.1 – p1
- Personal Protective Equipment (PPE)E14.2 – p1
- Respiratory ProtectionE14.2a – p1
- Hearing ConservationE14.3a – p1
- Site ConservationE14.3b – p1
- Lockout/Tagout (LOTO)E14.4 – p1
- Hazardous Material Handling, Storage, and DisposalE14.5 – p1
- Confined Space Entry (CSE)E14.6 – p1
- Fire Prevention and Control.....E14.7 – p1
- Substance Abuse Awareness.....E14.8– p1
- Control of Exposure to Bloodborne Pathogens (BBP)E14.9 – p1
- Preoperational Process Review.....E14.10 – p1
- Seat Belt Use.....E14.11a – p1
- Motor Vehicle Record (MVR) Review.....E14.11b – p1
- Fixed and Portable LaddersE14.11c – p1
- Compressed Gas CylindersE14.11d – p1

¹ The content of this policy is based upon the following regulations:

- Pennsylvania Title 34, Part VIII, Bureau of Workers’ Compensation – Chapter 129, Subchapter D §129.452; Group Self-Insurance Fund’s AIPP Requirements
- PennPRIME Workers’ Compensation Amended Agreement of Trust 2013; Article 5, Section 5.7



Element 14.0 – Other Protocols or Standard Operating Procedures

PennPRIME available to assist you with this entire process including:

- Completing the assessment checklists
- Reviewing your current procedures
- Customizing the AIPP procedures in this manual
- Employee training
- Professional consulting services
- Other resources



Element 14.1 - Electrical and Machine Safeguarding

Each member will implement a written procedure for the requirement and installation of machine guards on, around, over or near any machine or electrical installation to eliminate accidental contact by any person with the hazardous mechanical or electrical components. The procedure will identify:

- Types of equipment that require guarding (such as stationary wood working tools, powered hand tools, and building mechanical equipment)
- Methods that will be used to ensure that the equipment has the proper guards and that those guards are correctly installed
- How employees can notify the member of any concerns or improvements related to electrical or machine guarding
- How employees will be protected when electrical or machine guards are removed to perform service or inspection of the equipment (i.e. lockout/tagout)

Purpose: To eliminate accidental contact by any person with hazardous mechanical or electrical components for the purpose of preventing injuries due to systems, hardware and equipment installed upon, around, over, or near any machine or electrical installations.

Machine Safeguarding: In general, any equipment, machine part, function, or process which may cause injury must be safeguarded. Where the operation/maintenance of equipment or a machine or accidental contact with them can injure the operator or others, the hazard must be controlled or eliminated.

Electrical Safeguards: The hazards commonly associated with electricity include shock or electrocution, ignition of combustible materials, and damage to equipment thus causing other hazards. The most common types of job positions that expose employees to electrical hazards or require electrical safeguards are electricians, maintenance staff, and machine technicians.

Assessment checklist can be found on the next page E14.0 – p4

After completing the assessment checklist, for easy customization, go to the written SOPs containing fill-in-the-blank fields found on page E14.1 – p1.



Element 14.0 – Other Protocols or Standard Operating Procedures

Electrical & Machine Safeguarding Assessment	Yes	No	Unsure
1. Do employees operate or perform maintenance on mechanical equipment?			
2. Do any hazards exist which would require machine safeguarding?			
a. Points of Operation			
b. Ingoing Nip Points			
c. Pinch Points			
d. Rotating Parts			
e. Flying Chips and Sparks			
f. Other, explain in comments section below			
3. Are machine guards in place? (Examples: barrier guards, two-hand tripping devices, electronic safety devices, etc.)			
4. Are employees performing electrical work or maintenance and servicing of electrical equipment?			
5. Do any of these hazards require electrical safeguarding?			
a. Equipment or machinery in need of de-energizing and lockout/tagout (LOTO) procedures prior to maintenance, repair, or inspection			
b. Installation of equipment or machinery			
c. Electrical wiring, installation, or connections			
d. Voltage specific work, including high voltage			
e. Working in proximity to exposed electrical hazards			
f. Use of tools or equipment too close to energized or arcing parts			
g. Working in an elevated position near overhead lines			
h. Usage of equipment in hazardous or wet/damp locations			
i. Other, explain in comments section below			
6. Is a workplace safety program and procedure in place to address all of the hazards identified?			
7. Have affected personnel been made aware of, and trained in, Electrical and Machine Safeguarding hazards and procedures?			
Comments			

After completing the assessment checklist, for easy customization, go to the written SOPs containing fill-in-the-blank fields found on page E14.1 – p1



Element 14.2 - Personal Protective Equipment (PPE)

Each member will implement a written procedure that identifies:

- Activities conducted by employees that require the use of PPE
- Method to be used in the future to identify the PPE required by new activities
- Specific type of PPE that will be used for those identified activities
- Methods to be used to ensure the provided PPE is maintained in an operational, clean and sanitary condition
- How and when the member will train employees on the selection, use, care, and disposal of PPE
- How the use of PPE will be enforced

The PPE to be considered includes, but is not limited to: head protection, eye & face protection, respiratory protection, hearing protection, hand & arm protection, foot protection, and weather-related protection.

Purpose: To shield or isolate individuals from the chemical, physical, and biologic hazards that may be encountered in the workplace by protecting the respiratory system, skin, eyes, face, hands, feet, head, body, and hearing. Some examples of work and workplaces that require PPE are welding, painting, elevated work, exposure to hazardous substances, cutting grass, etc.

Assessment checklist can be found on the next page E14.0 – p6

After completing the assessment checklist, for easy customization, go to the written SOPs containing fill-in-the-blank fields found on page E14.2 – p1



Element 14.0 – Other Protocols or Standard Operating Procedures

Personal Protective Equipment Assessment	Yes	No	Unsure
1. Has environmental sampling been conducted to identify and determine if a Personal Protective Equipment (PPE) program is needed?			
2. Do any employees currently use PPE?			
a. Safety glasses			
b. Safety boots/steel toe boots			
c. Work gloves			
d. Face shields			
e. Respirators			
f. Hard hats			
g. Chaps (chain saw use)			
h. Other, explain in comments section below			
3. Is a workplace safety program and procedure in place to address all of the hazards identified under this protocol?			
4. Is training on the use of specific types of PPE conducted?			
Comments			

After completing the assessment checklist, for easy customization, go to the written SOPs containing fill-in-the-blank fields found on page E14.2 – p1



Element 14.3a - Hearing Conservation

Each member will implement a written procedure that includes the overall approach and specific methods and actions that the member will take to protect the hearing of its employees. The procedure will include (in the following order):

- Methods to eliminate or control the source of the risk
- Methods to reduce the impact or effect of the risk
- Methods to limit the time of exposure to the risk
- Personal protective equipment (PPE) to protect employees from any remaining risk
- Process for determining the sound levels and duration to which employees will be exposed while performing routine tasks
- Criteria for selecting hearing protection that will reduce employee exposures to below 85 decibels on the A-weighted scale (85dBA)
- How and when the member will train employees on the selection, use, care, and disposal of hearing and protection equipment.

Purpose: To reduce or eliminate, if possible, the level of noise in the work environment to safe levels through engineering controls, administrative control and/or personal protective equipment. Methods may include PPE (hearing protection devices, i.e. ear plugs, ear muffs, etc.), point of operation equipment guards, and other similar engineering controls.

Noise can be broken down into three general classifications:

Continuous: Wide-band noise of about the same constant level of amplitude, frequency content, and duration. Sounds repeated more than once each second are considered constant or steady such as noise from engines, fans, printing presses, boiler rooms, and woodworking equipment.

Intermittent: Exposure to wide-band noise several times during the work shift (such as power tools, discharges from steam or air-pressure relief valves, air compressor machine noise).

Impact: Temporary pulsing or a sharp burst of sound, usually less than 1/2 second in duration, which is not repeated more than once each second (i.e. jack hammers, and firing ranges).

Assessment checklist can be found on the next page E14.0 – p8

After completing the assessment checklist, for easy customization, go to the written SOPs containing fill-in-the-blank fields found on page E14.3a – p1



Element 14.0 – Other Protocols or Standard Operating Procedures

Hearing Conservation Assessment	Yes	No	Unsure
1. Do potentially “high noise” areas or tasks exist near where employees work? If yes, indicate the location/tasks in the comments section.			
2. Is the noise continuous, intermittent, impact? (if yes, circle one)			
3. Have noise surveys been conducted for “high noise” areas/tasks?			
4. Is baseline and annual audiometric testing conducted based on exposure?			
5. Is a workplace safety program and procedure in place to address all of the hazards identified under this protocol?			
6. Is training conducted on the hazards of noise exposure and methods of protection?			
Comments			

After completing the assessment checklist, for easy customization, go to the written SOPs containing fill-in-the-blank fields found on page E14.3a – p1



Element 14.3b - Sight Conservation

Each member will implement a written procedure that includes the overall approach and specific methods and actions that the member will take to protect the sight of its employees. The procedure will identify, in the following order, the method(s) the member will use to:

- Eliminate or control the source of the risk
- Reduce the impact or effect of the risk
- Limit the time of exposure to the risk
- Provide proper personal protective equipment (PPE) to protect employees from any remaining risk

Purpose: To reduce or eliminate, if possible, hazards in the work environment to protect and conserve employee eye sight from equipment, physical or environmental hazards, through engineering controls, administrative controls and/or PPE.

PPE includes mandatory safety glasses, goggles, and face shields. Other controls may include point of operation equipment guards, proper illumination, and other similar engineering controls. Some jobs and work tasks that may require sight conservation programs include welding, cutting, grinding, landscaping, chemical exposure or mixing, etc.

Assessment checklist can be found on the next page E14.0 – p10

After completing the assessment checklist, for easy customization, go to the written SOPs containing fill-in-the-blank fields found on page E14.3b – p1



Element 14.0 – Other Protocols or Standard Operating Procedures

Sight Conservation Assessment	Yes	No	Unsure
1. Are employees working in areas or performing tasks that put their sight at risk?			
2. Do employees have a need for a sight conservation plan?			
3. Are emergency eyewash bottles, stations or showers provided or available to employees where corrosive substances are being used?			
4. Is a workplace safety program and procedure in place to address all of the hazards identified under this Element?			
5. Is training conducted on hazards which present risks to the eyes and methods of protection?			
Comments			

After completing the assessment checklist, for easy customization, go to the written SOPs containing fill-in-the-blank fields found on page E14.3b – p1



Element 14.4 – Lockout/Tagout (LOTO)

Each member will implement a written procedure detailing the process that employees and contractors will use to control hazardous energy release when performing maintenance on equipment where the unexpected startup of that equipment could cause injury to the employee or damage to the equipment. The procedure will include two parts: general procedures, and equipment specific procedures. The general procedures will:

- Identify who is authorized to perform maintenance on equipment and under what circumstances
- Include a list of the equipment or types of equipment covered by the procedure
- Identify the equipment and devices used to isolate and secure the sources of energy at the equipment
- Detail how and when employees covered by the procedure will be trained
- Detail how equipment-specific procedures will be developed or revised when new equipment is installed or existing equipment is relocated or modified

For each type of equipment covered by the procedure, an equipment-specific lockout procedure will be developed that includes specific steps for at least the following:

- Notifying affected employees that the equipment is being taken out of service
- Properly shutting down the equipment
- Isolating all sources of energy from the equipment
- Applying devices, locks and tags to energy isolation points
- Draining or controlling any stored energy
- Verifying the equipment is effectively isolated and energies are drained or controlled
- Removing the equipment from lockout and putting the equipment back into service

Purpose: To ensure that machines, equipment, or piping are isolated, de-energized, and completely inoperative (locked out) before servicing or maintenance is performed. This procedure shall also protect employees from the unexpected machine startup, release of unsafe liquid or gas, or contact with electrical sources.

Some of the energy sources on which LOTO must be used to protect workers from the release of hazardous energy include: electrical, mechanical, pneumatic, chemical, fluid and gases, hydraulic, thermal, water under pressure, and gravity.

A LOTO policy/procedure is not indicated for work on cord and plug connected electric equipment for which exposure to the hazards of unexpected energizing or startup of the equipment is controlled by the unplugging of the equipment from the energy source and by the plug being under the exclusive control of the employee performing the servicing and maintenance (example: photocopier or document shredder).

Assessment checklist can be found on the next page E14.0 – p12

After completing the assessment checklist, for easy customization, go to the written SOPs containing fill-in-the-blank fields found on page E14.4 – p1



Element 14.0 – Other Protocols or Standard Operating Procedures

Lockout/Tagout Assessment	Yes	No	Unsure
1. Do employees work on equipment or machinery energized by the following sources?			
a. Electrical			
b. Mechanical			
c. Pneumatic			
d. Chemical			
e. Fluid and Gases			
f. Hydraulic			
g. Thermal			
h. Water under pressure			
i. Gravity			
2. Are energy-isolating devices, such as locks, tags, chains, wedges, key blocks, or other hardware used by or provided to employees?			
3. Is a workplace safety program and procedure in place to address all of the hazards identified under this protocol?			
4. Has a training program been put in place for those who are authorized to perform LOTO and for those who may be working in an area where LOTO is occurring?			
Comments			

After completing the assessment checklist, for easy customization, go to the written SOPs containing fill-in-the-blank fields found on page E14.4 – p1



Element 14.5 - Hazardous Material Handling, Storage, and Disposal

Each member will implement a written procedure which includes:

- Types and quantities of hazardous materials that will be used
- How and where the materials will be stored
- How materials will be transported to and from the storage location
- How any unused material will be stored and properly disposed of
- How and when the member will train employees with regard to the safe handling, storage, use and disposal of hazardous materials

Purpose: To protect workers from, and minimize exposures to, chemicals, materials or substances identified as hazardous to health. To implement controls for the receipt, handling, storage and disposal of hazardous chemicals and products containing hazardous chemicals.

Included is the development of a chemical inventory, procurement of safety data sheets (SDS), training for employees in identifying hazardous materials, understanding possible exposures and routes of entry of the chemical into the body, knowledge of the signs and symptoms of overexposure and recommended first-aid procedures.

Assessment checklist can be found on the next page E14.0 – p14

After completing the assessment checklist, for easy customization, go to the written SOPs containing fill-in-the-blank fields found on page E14.5 – p1



Element 14.0 – Other Protocols or Standard Operating Procedures

Hazmat Handling, Storage, Disposal Assessment	Yes	No	Unsure
1. Is the Employee Workplace Notice posted at prominent work locations?			
2. Has one employee been designated to be responsible for oversight of the SDS process for the entire entity to insure that procurement, training, and use of hazardous materials meets requirements?			
3. Has one employee from each department has been designated to be responsible for ensuring that SDS are gathered, maintained, and current (dated 2016 or later) for their department on a continual basis?			
4. Are SDS readily available to all employees on all shifts and organized in a manner that makes it easy to locate specific chemicals quickly?			
5. Is there one central list of SDS for the entire entity that includes name of material, department where used, SDS date?			
6. Are department-specific lists of SDS available?			
7. Is there is a process to insure that prior to employee use , SDS are procured and reviewed to insure appropriate personal protective equipment (PPE) is available or purchased, and any training on new hazards is completed?			
8. At least annually, is there a formal inspection to physically observe hazardous materials and procure SDS as necessary?			
9. Are all containers or pipelines containing hazardous materials properly labeled?			
10. Is there an SDS for all materials, containing 1% or more of a hazardous material or component that are used in a manner, frequency, or quantity different than a typical residential/household use (i.e. case of spray paint, 50 gal container of anti-freeze, etc.)?			
11. Is there an SDS for chemicals/materials stored on-site by a third party/contractor (i.e. janitorial materials, roofer)?			
12. Are employees aware of the requirement to obtain SDS whenever they purchase materials from a local vendor/store/supplier?			
13. Have employees been told the location of SDS for all departments, not just their own?			
14. Are employees trained initially and annually in how to understand the information contained in SDS? (This is required for public sector employers per the PA Worker and Community Right-to-Know Act.)			
Comments			



Element 14.6 - Confined Space Entry

Each member will formally evaluate their workplace to identify any spaces that could be confined spaces and the hazards associated with the spaces. Further, each member will determine if their employees will be allowed to enter into any confined spaces, or if this activity will be outsourced. For those members that will have employees entering confined spaces, the member will implement a written procedure that includes, at a minimum, the following:

- Method to identify and evaluate the risks of each space
- The specific procedures that will be used to ensure the spaces are made safe prior to entry, including details on specific atmospheric conditions that are acceptable for entry and how the condition will be maintained
- The equipment and supplies required for safe entry into the spaces, and how this equipment will be maintained in proper working condition and calibrated
- How emergency/rescue services will be identified, and how these services will be summoned in the event of an emergency
- The process used to identify which employees will be allowed to participate in confined space entry activities, and the training required for these employees
- The process that will be used to regularly evaluate the effectiveness of the program and implement identified program improvements

Purpose: To prevent injury and death to employees during entry into confined spaces.

A confined space is defined as a space that:

- Has adequate size and configuration for employee entry, **and**
- Has limited or restricted means for entry or exit, **and**
- Is not designed for continuous employee occupancy.

In addition to meeting **all** of the criteria list above, a permit-required confined space contains, or has the potential to contain, a hazardous atmosphere (i.e. an atmosphere that may expose employees to the risk of death, incapacitation, impairment of ability to self-rescue, injury, or acute illness). Examples of confined spaces include: tanks, vessels, boilers, silos, storage bins, hoppers, vaults, pits, sewer, cold storage (ex. walk in freezer), manholes, etc.

Assessment checklist can be found on the **next** page E14.0 – p16

After completing the assessment checklist, for easy customization, go to the written SOPs containing fill-in-the-blank fields found on page E14.6 – p1



Element 14.0 – Other Protocols or Standard Operating Procedures

Confined Spaces Assessment	Yes	No	Unsure
1. Do confined spaces exist in any workplace? If yes, describe in comments section below.			
2. Do employees work near any confined spaces?			
3. Do employees ever enter confined spaces for any reason?			
4. Have surveys been conducted to identify the potential hazards with confined spaces?			
5. Is a workplace safety program and procedure in place to address all of the hazards identified under this protocol?			
Comments			

After completing the assessment checklist, for easy customization, go to the written SOPs containing fill-in-the-blank fields found on page E14.6 – p1



Element 14.7 - Fire Prevention and Control

Each member will implement a written procedure to identify and control risks related to fire and explosions that includes at least the following:

- A method to regularly inspect/evaluate and document each work area to identify any materials or conditions that could lead to or accelerate a fire or explosion.
- A method to regularly inspect portable fire extinguishers to ensure the correct number, size, placement, condition, and free access is maintained.
- A list of general practices related to material storage that will result in reducing the risk of fire and/or explosion. These could include, but are not limited to:
 - Storing flammable liquids in a designated flammable cabinet.
 - Prohibiting equipment and processes involving open flames or sparks in areas with flammable or combustible materials present.
 - General housekeeping processes to prevent the accumulation of flammable or combustible materials in areas other than those specifically designated for flammable and combustible storage.
 - Preventive maintenance activities designed to prevent equipment from becoming worn and damaged in such a manner as to produce excessive heat, sparks, or flames.
- A verified process for notifying/summoning the fire department to any/all locations in a timely manner.
- A process to identify and train specifically identified employees in responding to incipient-stage small fires.

Purpose: To documented practices for the prevention of fires and explosions. This also includes methods for responding to fires should they occur, employee evacuation procedures and other applicable techniques for protecting life. Workplaces, operations or conditions that may require specific fire prevention/control procedures may include: smoking areas; heating, ventilating, and air-conditioning systems, including their pipes, switches, wiring, and boiler controls; electrical equipment, including wiring and controls and extension cords; static electricity; forklift fueling and servicing; hot work; flammable and combustible liquids and gases; storage areas; packaging, including cardboard and paper; and waste removal.

Assessment checklist can be found on the next page E14.0 – p18

After completing the assessment checklist, for easy customization, go to the written SOPs containing fill-in-the-blank fields found on page E14.7 – p1



Element 14.0 – Other Protocols or Standard Operating Procedures

Fire Prevention and Control Assessment	Yes	No	Unsure
1. Do operations or hazards exist that create a need for fire prevention or control procedures beyond the emergency evacuation plan or general safety inspections?			
2. Do employees work with flammable/combustible substances or are they stored in the work area?			
3. Have potential ignition sources and fire hazards been identified?			
4. If yes, do work areas contain fire protection (detection, alarm and suppression) equipment or systems?			
5. Are periodic fire prevention inspections conducted?			
6. Is a workplace safety program and procedure in place to address all of the hazards identified under this protocol?			
7. Have employees been trained in fire prevention strategies and in the use of a fire extinguisher?			
Comments			

After completing the assessment checklist, for easy customization, go to the written SOPs containing fill-in-the-blank fields found on page E14.7 – p1



Element 14.8 - Substance Abuse Awareness & Prevention

Each member will implement a written procedure describing the methods used to inform employees of the hazards associated with the use of, or being under the influence of alcohol or other controlled substances in the workplace. The procedure should include, at least the following:

- A method to ensure all employees are aware of the policy and availability of employee assistance programs
- A process to provide employees with regular and ongoing substance abuse awareness and prevention
- A process to provide managers and supervisors with regular and ongoing training on how to recognize and respond to impaired behaviors
- A detailed description on any/all drug testing triggers and procedures, including how the results of any testing will be secured

Purpose: To provide methods to inform employees of the hazards associated with the use of, or being under the influence of alcohol or other controlled substances in the workplace.

Assessment checklist can be found on the next page E14.0 – p20

After completing the assessment checklist, for easy customization, go to the written SOPs containing fill-in-the-blank fields found on page E14.8 – p1



Element 14.0 – Other Protocols or Standard Operating Procedures

Substance Abuse Assessment	Yes	No	Unsure
1. Are employees made aware of the policy regarding substance abuse?			
2. Is information regarding the policy periodically provided to employees?			
3. Do employees receive initial and ongoing substance abuse awareness and prevention training?			
4. Have supervisors and managers received training on how to recognize and respond to impaired behaviors?			
5. Are employee assistance programs or services available to employees?			
6. Are employees subject to drug testing?			
7. Is a workplace safety program and procedure in place to address all of the hazards identified under this protocol?			
Comments			

After completing the assessment checklist, for easy customization, go to the written SOPs containing fill-in-the-blank fields found on page E14.8 – p1



Element 14.9 - Control of Bloodborne Pathogens (BBP)

Each member will implement a written procedure that identifies any/all employees that could be occupationally exposed to BBP, and provides procedures, equipment, and training for those employees. The procedures should include at least the following:

- A list of employees, job titles, or tasks with a reasonable risk of occupational exposure to BBP
- Procedures to be followed to minimize exposures, both during and following an exposure event (Universal Precautions)
- A procedure for containing, storing, and disposing of BBP related wastes
- A list of supplies and materials that will be available to address any BBP exposures
- The method to ensure all affected employees receive initial and ongoing training on BBP and the program

Purpose: To provide a program providing for protecting employees against the hazards related to exposure to blood or other potentially infectious body fluids. This also includes employee training and a procedure for implementing an immediate response should an exposure incident occur.

Bloodborne pathogens (BBP) are pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, the hepatitis B virus (HBV), the hepatitis C virus (HCV), and the human immunodeficiency virus (HIV). An occupational exposure is defined as employees with reasonably anticipated eye, mouth, other mucous membrane, non-intact skin, or potential contact with blood, bodily fluids or other potentially infectious materials (OPIM) that result from the performance of their job duties. For most members the potential for occupational exposure occurs for law enforcement and first aid/CPR providers who might render care to an injured co-worker or member of the public.

Assessment checklist can be found on the next page E14.0 – p22

After completing the assessment checklist, for easy customization, go to the written SOPs containing fill-in-the-blank fields found on page E14.9 – p1



Element 14.0 – Other Protocols or Standard Operating Procedures

Bloodborne Pathogens Assessment	Yes	No	Unsure
1. Is there a risk for an occupational exposure to blood or other potential infectious material (OPIM) in any work location?			
2. Have employees been trained in first aid, CPR, and AEDs?			
3. Are there housekeeping staff or other employees assigned the responsibility for cleaning up blood or other potentially infectious materials?			
4. Does a BBP policy and procedure exist?			
5. Are employees informed on how to report an exposure?			
6. Do employees receive orientation or other training regarding blood or OPIM?			
7. Is a workplace safety program and procedure in place to address all of the hazards identified under this protocol?			
Comments			

After completing the assessment checklist, for easy customization, go to the written SOPs containing fill-in-the-blank fields found on page E14.9 – p1



Element 14.10 – Preoperational Process Review

Each member will implement a written procedure for conducting preoperational reviews of the workplace when significant changes to the workplace have been made that could impact workplace safety. The review should include an assessment of the plans, drawings, diagrams, specifications and operating procedures for processes, equipment, and machinery to identify any remaining risks or new risks created by the change, and how the member will address the risks. Some activities that would trigger a preoperational process review include, but are not limited to:

- Construction of new facility/building or significant renovation of an existing facility/building
- Relocation of operation(s) to a different location (i.e. change of leased office space from one building to another)
- Addition of new equipment or significant changes to existing equipment
- Significant change to personnel or management structure, and/or
- Outsourcing a process, or moving a process back “in-house”

The results of the review could include, but are not limited to:

- Development or revision of lockout/tagout procedures
- Addition of required eyewash stations
- The need for different or additional PPE
- The need for supplemental training, and/or
- Installation of additional ventilation systems

For easy customization, go to the written SOPs containing fill-in-the-blank fields found on page E14.10 – p1

Element 14.11 – Procedures Specific to the Operations of the Group

Each member will implement a written procedure for any identified significant risks for municipal entities not covered by any of the other Elements, such as:

- E14.11a - Seat Belt Policy (Loss Control Standard #6).....E14.11a – p1
- E14.11b - MVR Review Policy (Loss Control Standard #7).....E14.11b – p1
- E14.11c - Fixed and Portable LaddersE14.11c – p1
- E14.11d - Compressed Gas CylindersE14.11d – p1

For easy customization, go to the written SOPs containing fill-in-the-blank fields found on the pages listed next to each Element above