Injury and Illness Prevention Program

**Table of Contents**

|  |  |  |
| --- | --- | --- |
| Number | Title | Page |
| **1.0** | Injury and Illness Prevention Program |  |
| 1.0 | Purpose | 2 |
| 2.0 | Scope | 2 |
| 3.0 | Responsibility | 2 |
| 4.0 | Compliance | 2 |
| 5.0 | Communication & Safety Committee | 3 |
| 6.0 | Hazard Assessment | 3 |
| 7.0 | Accident/Exposure Investigation | 4 |
| 8.0 | Hazard Correction | 5 |
| 9.0 | Training and Instructions | 5 |
| 10.0 | Recordkeeping | 6 |

#### Policy Statement

**Table of Contents**

|  |  |  |
| --- | --- | --- |
| Number | Title | Page |
| **1.1** | **Policy Statement** |  |
| 1.0 | Policy Statement | 2 |
| 2.0 | Duties and Responsibility | 2 |

**Safety Administration and Organization**

**Table of Contents**

|  |  |  |
| --- | --- | --- |
| Number | Title | Page |
| **1.2** | **Administration and Organization** |  |
| 1.0 | Purpose | 2 |
| 2.0 | Applicability and Scope | 2 |
| 3.0 | Duties and Responsibility | 2 |
| 4.0 | Safety Committee | 4 |
| 5.0 | Supervisory Safety and Health Meetings | 5 |
| 6.0 | Safety and Health Program Review | 6 |
| Appendix A: | Self Inspection Checklist |  |

**Safety and Health Education Training**

**Table of Contents**

|  |  |  |
| --- | --- | --- |
| Number | Title | Page |
| **1.3** | **Safety and Health Education Safety** |  |
| 1.0 | Purpose | 2 |
| 2.0 | Scope | 2 |
| 3.0 | Primary Training / Education | 2 |
| 3.1 | Safety and Health Orientation | 2 |
| 3.2 | Task-Related Training | 2 |
| 3.3 | Supervisor Training | 3 |
| 4.0 | Incentive | 3 |
| 5.0 | Training Supplements | 3 |
| 5.1 | Safety Book | 3 |
| 5.2 | Job Briefings | 3 |
| 5.3 | Employee Safety Meetings | 3 |
| 5.4 | Retraining | 4 |
| 6.0 | Documentation | 4 |
| 7.0 | Communication | 4 |
| **TABLE 1.3A** | **Awareness Orientation Training** | 6 |
| **TABLE 1.3B** | **Task Related Training** | 8 |
| **TABLE 1.4C** | **Supervisor Training** | 10 |
| Attachment A | Weekly Safety & Health Meeting Report | 11 |
| Attachment B | Documentation of Training | 12 |

**Personal Protective Equipment & Clothing**

**Table of Contents**

|  |  |  |
| --- | --- | --- |
| **Number** | **Title** | **Page** |
| **1.7** | Personal Protective Equipment & Clothing |  |
| 1.0 | Purpose | 2 |
| 2.0 | Objective | 2 |
| 3.0 | Definitions | 2 |
| 4.0 | Responsibilities | 2 |
| 5.0 | Personal Protective Equipment | 2 |
| 6.0 | Protective Clothing | 5 |
| 7.0 | Hazard Assessment | 6 |
| Attachment A | PPE Hazard Assessment Form | 7 |
| Attachment B | Example of PPE Assessment Completed | 8 |
| Table 1 | Eye and Face Protection | 9 |
| Table 2 | Eye Protection for ARC Welding | 10 |

**Fall Protection**

**Table of Contents**

|  |  |  |
| --- | --- | --- |
| **Number** | Title | **Page** |
| **1.8** | Fall Protection |  |
| 1.0 | Purpose | 2 |
| 2.0 | Scope and Application | 2 |
| 3.0 | Floor and Wall Openings | 2 |
| 4.0 | Personal Fall Arrest | 2 |
| 5.0 | Aerial Lifts | 3 |
| 6.0 | Training | 3 |
| Appendix A | Specifications for Railings, Toe-Boards, ETC. | 4 |
| Note: See Rescue Field Book for Rescue Fall Protection applications. | | |

#### Noise Control and Hearing Observation

**Table of Contents**

|  |  |  |
| --- | --- | --- |
| **Number** | **Title** | **Page** |
| **1.9** | Noise Control and Hearing Observation |  |
| 1.0 | Purpose | 2 |
| 2.0 | Scope | 2 |
| 3.0 | Definitions | 2 |
| 4.0 | Responsibilities | 3 |
| 5.0 | Procedure | 3 |
| 5.1 | Noise Monitoring | 3 |
| 5.2 | Hearing Conservation Program | 3 |
| 5.3 | Audiometric Testing | 3 |
| 5.4 | Hearing Protection | 4 |
| 5.5 | Training | 4 |
| 6.0 | Recordkeeping | 5 |
| 7.0 | References | 5 |
|  |  |  |
|  | Noise Monitoring Form (Part 2) | 6 |
|  | Noise Monitoring Form Diagram (Part 2) | 7 |
|  | Field Noise Monitoring Form Survey Map (TBD) | 7 |

Respiratory Protection

**Table of Contents**

|  |  |  |
| --- | --- | --- |
| **Number** | **Title** | **Page** |
| **1.10** | **Respiratory Protection** |  |
| 1.0 | Purpose | 4 |
| 2.0 | Scope and Application | 4 |
| **1.10 A** | **Selection, Use and Maintenance of Respiratory** |  |
| 1.0 | Purpose | 4 |
| 2.0 | Applicability and Scope | 4 |
| 3.0 | Definitions | 5 |
| 4.0 | Responsibilities | 5 |
| 5.0 | Selection | 7 |
| 6.0 | Respiratory Types | 8 |
| 6.1 | Air-Purifying Types | 8 |
| 6.2 | Air Supplying Respirators | 10 |
| 7.0 | Fitting | 11 |
| 8.0 | Testing | 12 |
| 9.0 | Training | 14 |
| 10.0 | Inspection, Maintenance, and Storage | 15 |
| 11.0 | Medical Surveillance | 18 |
| 12.0 | Program Evaluation | 19 |
| 13.0 | Records | 20 |
| 14.0 | Forms | 20 |
| 15.0 | Regulation References | 21 |
| **1.10 B** | **Respiratory Protection in Cutting, Welding, and Brazing** |  |
| 1.0 | Purpose | 21 |
| 3.0 | General | 21 |
| 4.0 | Ventilation | 22 |
| **1.10 C** | **Need for Respiratory Protection** |  |
| 1.0 | Purpose | 23 |
| 2.0 | Scope | 23 |
| 3.0 | Need for Respiratory Protection | 23 |
| 4.0 | Respirator Selection and Availability | 25 |
| 5.0 | Issuance and Use of Respirators | 26 |
| 6.0 | Records and Documentation | 28 |

**Respiratory Protection**

**Table of Contents (Cont.)**

|  |  |  |
| --- | --- | --- |
| **Number** | **Title** | **Page** |
| Appendix A | Color codes for Common Canisters, and Cartridges | 30 |
| Appendix B | Assigned Protection Factor Classification of Respirators (Particulate) | 31 |
| Appendix C | Assigned Protection Factor Classification of Respirators (Gas/Vapor) | 32 |
| Fig. 1 | Respiratory PPE Hazard Evaluation | 33 |
| Fig. 2 | Qualitative Fit Testing Form | 34 |
| Fig. 3 | Respirator Program Annual Checklist | 35 |
| Fig.4 | Respirator Training and Assignment | 38 |
| Fig. 5 | Respirator Inspection Record | 39 |
| Fig. 6 | Maintenance Log | 30 |
| Fig. 7 | Employee Medical Questionnaire | 41 |
| Fig, 8 | Respirator Use Medical Clearance | 44 |

### Hazardous Materials

**Table of Contents**

|  |  |  |
| --- | --- | --- |
| **Number** | **Title** | **Page** |
| **1.12** | **Hazardous Materials** |  |
| 1.0 | Purpose | 3 |
| 2.0 | Applicability and Scope | 3 |
| **1.12 A** | **Hazard Communication** |  |
| 1.0 | Purpose | 4 |
| 2.0 | Applicabilities and Scope | 4 |
| 3.0 | Responsibilities | 4 |
| 4.0 | Training | 5 |
| 5.0 | Warning Labels | 5 |
| 6.0 | Material Safety Data Sheets (MSDS) | 6 |
| 7.0 | Non- Plant Personnel | 6 |
| 8.0 | Internal Auditing | 6 |
| 9.0 | Definitions | 6 |
| **1.12 B** | **Toxic and Hazardous Substances** |  |
| 1.0 | Purpose | 8 |
| 2.0 | Applicability | 8 |
| TABLE 1.12 B1 | Substances Covered Under Subsection 1.12 B | 9 |
| **1.12 C** | **Process Safety Management** |  |
| 1.0 | Purpose | 10 |
| 2.0 | Applicability | 10 |
| 3.0 | Requirements | 10 |
| 4.0 | Definitions | 10 |
| TABLE 1.12 C1 | Substances and Threshold Quantities Covered Under Subsection C | 11 |
| **1.12 D** | **Emergency Response to Accidental Releases of Hazardous Chemicals** |  |
| 1.0 | Purpose | 15 |
| 2.0 | Applicability and Scope | 15 |

### Bloodborne Pathogens Exposure Control

**Table of Contents**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Number** | **Title** | | **Page** | |
| **1.13** | **Bloodborne Pathogens Exposure Control** | |  | |
| 1.0 | Purpose | | 3 | |
| 2.0 | Scope | | 3 | |
| 3.0 | Definitions | | 3 | |
| 4.0 | Personnel Responsibilities | | 4 | |
| 5.0 | Hazards | | 4 | |
| 6.0 | Exposure Determination Lists | | 5 | |
| 7.0 | Method of Compliance | | 5 | |
| 7.1 | General (Universal Precautions) | | 5 | |
| 7.2 | Engineering and Work Practice Controls | | 5 | |
| 7.3 | Personal Protective Equipment (PPE) | | 6 | |
| 7.4 | Housekeeping | | 6 | |
| 7.5 | Reporting Exposure Incidents | | 7 | |
| 7.6 | Hepatitis B Virus Vaccination | | 7 | |
| 7.7 | Post-Exposure Evaluation and Follow-Up | | 7 | |
| 7.8 | Information to Health Care Professionals | | 8 | |
| 7.9 | Health Care Professionals Written Opinion | | 8 | |
| 7.10 | Medical Recordkeeping | | 8 | |
| 7.11 | Labels | | 9 | |
| 8.0 | | Training | | 9 |
| 8.1 | | General Training Information | | 9 |
| 8.2 | | Training Records | | 9 |
| 9.0 | | Availability of Records | | 10 |
| Attachments A | | Worker PPE for HIV / HBV | | 11 |
| Attachments B | | Mandatory Hepatitis B Vaccine Declination Form | | 12 |
| Attachments C | | Bloodborne Pathogens Training Form | | 13 |
| Attachments D | | Incident Report Form for Exposure | | 14 |

**Contractor Safety**

**Table of Contents**

|  |  |  |
| --- | --- | --- |
| **Number** | Title | **Page** |
| **1.14** | **Contractor Safety** |  |
| 1.0 | Purpose | 2 |
| 2.0 | Applicability and Scope | 2 |
| 3.0 | Responsibilities | 2 |
| 4.0 | Requirements | 2 |
| 4.1 | Safety and Health Orientation | 2 |
| 4.2 | Designated Safety Representative | 3 |
| 4.3 | Safety Inspections | 3 |
| 4.4 | First Aid | 3 |
| 4.5 | Incident Reporting | 3 |
| 4.6 | Recordkeeping | 3 |
| 4.7 | Occupational Health | 3 |
| 4.8 | Fire Protection and Prevention | 4 |
| 4.9 | Lockout / Tagout | 5 |
| 4.10 | Crane and Material Handling | 5 |
| 4.11 | Radiography | 5 |
| 4.12 | Noncompliance With Safety, Health or Fire   Requirements | 5 |
| 4.13 | General Safety Requirements | 5 |
| 5.0 | Contractor Orientation | 6 |
| 6.0 | References | 6 |

### Lockout / Tagout Clearance Procedure

**Table of Contents**

|  |  |  |
| --- | --- | --- |
| **Number** | Title | **Page** |
| **1.15** | **Lockout / Tagout Clearance Procedure** |  |
| 1.0 | Purpose | 2 |
| 2.0 | Definitions | 2 |
| 3.0 | Responsibilities and Authorities | 4 |
| 3.1 | All Personnel | 4 |
| 3.2 | Field Superintendent | 5 |
| 3.3 | Tagging Authority Designee | 5 |
| 4.0 | Clearance Component Overview |  |
| 4.1 | Tag Types and Their Use | 6 |
| 4.2 | Requirements for Using Locks With Tags | 7 |
| 4.3 | Documentation | 7 |
| 5.0 | Clearance Procedure |  |
| 5.1 | Information on Installing a Danger/Caution Clearance | 7 |
| 5.2 | Review of Clearance Form and Tags | 9 |
| 5.3 | Installation of Locks and Tags | 9 |
| 5.4 | Removal of Locks and Tags | 10 |
| 5.5 | Additional and Partial Clearance of Locks and Tags | 11 |
| 5.6 | Missing, Mutilated, or Illegible Tags | 12 |
| 5.7 | Audits and Periodic Inspection | 12 |
| 6.0 | Training Requirements | 13 |
| Attachment A | Lockout / Tagout Form | 14 |
| Attachment B | Lockout / Tagout Continuation Form | 15 |
| Attachment C | Lockout / Tagout Index Sheet | 16 |
| Attachment D | Lockout / Tagout Audit Sheet | 17 |
| Attachment E | Lock Removal Notification Form | 18 |

# Fire Protection and Prevention

**Table of Contents**

|  |  |  |  |
| --- | --- | --- | --- |
| **Number** | | Title | **Page** |
| **1.16** | | **Fire Prevention & Protection in Cutting & Welding** |  |
| 1.0 | | Purpose | 2 |
| 2.0 | | General | 2 |
| 3.0 | | Fire Watches | 3 |
| 4.0 | | Hot Work Permits | 4 |
| 5.0 | | Prohibited Areas | 5 |
| 6.0 | | Responsibilities | 5 |
| Use and Storage of Flammable and Combustible Materials | | | |
| 1.0 | | Purpose | 9 |
| 2.0 | | Responsibilities | 9 |
| 3.0 | | Storage of Flammable Liquids and Aerosol Sprays | 9 |
| 4.0 | | Storage of Combustible Materials Near Flammable Combustible and Exits | 11 |
| Inspection and Monitoring of Hand Held Fire Extinguishers | | | |
| 1.0 | Purpose | | 11 |
| 2.0 | Responsibilities | | 11 |
| 3.0 | Extinguisher Refill and Replacement After Use | | 11 |
| 4.0 | Use of Fire Extinguishers at Job Locations | | 12 |
| 5.0 | Routine Inspections | | 12 |
| 6.0 | Quarterly Inspections | | 12 |
| 7.0 | Annual Inspection and 5 Years Certification | | 12 |
| Fire Protection System and Equipment Inspections | | | |
| 1.0 | Purpose | | 13 |
| 2.0 | Responsibilities | | 13 |
| 3.0 | General | | 13 |
| 4.0 | Routine Inspection | | 13 |
| 5.0 | Periodic Inspections and Test | | 14 |
| 6.0 | Inspections By Fire Department and Insurers | | 14 |
|  |  | |  |
| Attachment A | System / Equipment Inspection Schedule | | 15 |
| Attachment B | System / Equipment Inspection Activities | | 16 |

# Electrical Safety

**Table of Contents**

|  |  |  |
| --- | --- | --- |
| **Number** | Title | **Page** |
| **1.17** | Electrical Safety |  |
| 1.0 | Purpose | 2 |
| 2.0 | Scope | 2 |
| 3.0 | Definition | 2 |
| 4.0 | Requirements | 3 |
|  | Table 1 Approach Distances for Exposed Electrical Conditions | 10 |
|  | Table 2 Inspection & Test Intervals Explosion Proof Rescue Equipment | 11 |

**Confined Space**

**Table of Contents con't.**

|  |  |  |
| --- | --- | --- |
| 8.0 | Procedure | 15 |
| 9.0 | Training | 16 |
| 9.1 | General Training | 16 |
| 9.2 | Additional Training | 16 |
| 10.0 | Non-Stop Personnel | 17 |
| 11.0 | Reviewing the Confined Space Program | 17 |
| 11.1 | Periodic Review | 17 |
| 11.2 | Annual Review | 18 |
| 11.3 | Program Review Checklist | 18 |
| Appendix A | Confined Space Program Review Checklist | 19 |
| Attachment A | Confined Space Entry Permit | 20 |
| Attachment B | Confined Space Listing | 21 |
| Attachment C | Confined Space Reclassification Checklist | 22 |
| Attachment D | Stop Work Permit | 23 |

# Equipment Inspection

**Table of Contents**

|  |  |  |
| --- | --- | --- |
| **Number** | Title | **Page** |
| **1.19** | **Equipment Inspection** |  |
| 1.0 | Purpose | 2 |
| 2.0 | Applicability and Scope | 2 |
| 3.0 | Responsibilities | 2 |
| 4.0 | Intervals of Inspection | 2 |
| 5.0 | Inspection Records | 4 |
| 5.1 | Inspection Report Form | 4 |
| Attachment A | Form 1.19-1 Equipment Daily Checklist | 5 |
| Attachment B | Form 1.19-2 Compressors, Pumps, Welders, Saws Inspection | 6 |
| Attachment C | Form 1.19-3 Forklift Inspection | 7 |
| Attachment D | Form 1.19-4 Crane Inspection | 8 |
| Attachment E | Form 1.19-5 Scaffolding Inspection | 9 |
| Attachment F | Form 1.19-6 Synthetic Webbing Slings Inspection | 10 |
| Attachment G | Form 1.19-7 Wire Rope Sling Inspection | 11 |
| Attachment H | Form 1.19-8 Fiber Rope Sling Inspection | 12 |
| Attachment I | Form 1.19-9 Emergency Lighting Inspection | 13 |
| Attachment J | Form 1.19-10 Lighted Exit Sing Inspection | 14 |
| Attachment K | Form 1.19-11 Emergency Eyewash/Shower Inspection | 15 |
| Attachment L | Form 1.19-12 Portable Fire Extinguisher Inspection | 16 |
| Attachment M | Form 1.19-13 SCBA Inspection | 18 |
| Attachment N | Form 1.19-14 Lifepak AED Defibrillator Inspection | 19 |

**SAFETY SIGNS AND TAGS**

**TABLE OF CONTENTS**

|  |  |  |
| --- | --- | --- |
| NUMBER | TITLE | **PAGE** |
| **1.20** | **SAFETY SIGNS AND TAGS** |  |
| 1.0 | PURPOSE | 2 |
| 2.0 | APPLICABILITY AND SCOPE | 2 |
| 3.0 | SAFETY BARRICADE TAPE | 2 |
| 3.1 | GENERAL REQUIREMENTS | 2 |
| 3.1.1 | LOCK BOOK | 2 |
| 3.2 | YELLOW ‘CAUTION’ TAPE | 3 |
| 3.3 | RED ‘DANGER’ TAPE | 3 |
| 3.4 | YELLOW ‘RADIATION’ TAPE | 3 |
| 3.5 | ABANDONED TAPE BARRICADES | 3 |
| 4.0 | DEFECTIVE EQUIPMENT TAGGING | 4 |
| 5.0 | TRAINING | 4 |
| FIGURE 1 | LOG SHEET | 5 |

**JOB SAFETY ANALYSIS**

**TABLE OF CONTENTS**

|  |  |  |
| --- | --- | --- |
| **NUMBER** | TITLE | **PAGE** |
| **1.21** | **JOB SAFETY ANALYSIS** |  |
| 1.0 | PURPOSE | 2 |
| 2.0 | SCOPE | 2 |
| 3.0 | DEFINITIONS | 2 |
| 4.0 | DUTIES AND RESPONSIBILITIES | 3 |
| 5.0 | JOB SAFETY ANALYSIS/JOB SAFETY CHECKLIST PROCEDURES | 4 |
| 6.0 | TRAINING | 4 |
| ATTACHMENT A | JOB SAFETY ANALYSIS FORM | 5 |
| ATTACHMENT B | JOB SAFETY CHECKLIST | 6 |
| ATTACHMENT C | JOB SAFETY ANALYSIS INSTRUCTION FORM | 7 |

**PAGING SYSTEM**

**TABLE OF CONTENTS**

|  |  |  |
| --- | --- | --- |
| **NUMBER** | TITLE | **PAGE** |
| **1.22** | **STOP PAGING SYSTEM** |  |
| 1.0 | PURPOSE | 2 |
| 2.0 | SCOPE | 2 |
| 3.0 | PAGING CODES | 2 |
| 4.0 | DUTIES AND RESPONSIBILITIES | 2 |
| 5.0 | PROCEDURE OF OPERATION | 2 |
| 6.0 | TRAINING | 2 |
| ATTACHMENT A | PROCEDURE OF OPERATION | 3 |
| ATTACHMENT B | SIGN IN / OUT SHEET | 4 |

**END OF TABLE OF CONTENTS SAMPLE IIPP**

**END OF SAMPLE**

**‘**

**RETURN TO SAMPLES PAGE**

**RETURN HOME PAGE**