

Preface

This manual was developed to assist employers in providing a safe work environment for all employees. It is not intended to supersede any federal, state or local requirements or regulations. Employers should consult with federal, state and local authorities to review the appropriate regulations for particular requirements, which are applicable to their specific situation.

There may be sections of this manual which are not applicable to your company. Make any necessary changes; editing/changing/adding/deleting any section to customize the document to fit your specific company or location.

Before printing and distributing to your employees, please review the entire document to confirm all information is accurate. The final accuracy and legality of the document is the responsibility of your company. It should be reviewed at least annually and updated as necessary. When complete, print and retain with your records.

Respirable Crystalline Silica Safety Manual

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1. Objective

The objective of the Respirable Crystalline Silica Safety Program is to comply with the Occupational Safety and Health Administration's (OSHA) Standards, reduce exposure to crystalline silica and to minimize employee injury. Our policy is to take a proactive approach to employee safety through quality hiring, job hazard analysis, administrative controls, PPE and training. We take pride in our company and our employees. This manual is designed to provide an overview of safety rules, guidelines and policies.

2. Scope

The policies of this manual cover all employees who are or might be exposed to respirable crystalline silica at a level of 25 micrograms per cubic meter of air as an 8-hour time-weighted average. All new hires will be required to read this manual at the time of their employee orientation. Additionally, supervisors should review these policies with their staff at least annually to ensure continued adherence. Copies of this program are available in the Safety Department for review by all employees.

3. Policies

Working safely and promoting safety is expected of each employee. Any employee that willfully disregards safety regulations, policies and/or procedures or that bypasses or attempts to bypass safety features on equipment will face disciplinary action up to and including termination.

a. Training

All employees shall receive proper training for their work areas or jobs. Employees are expected to “actively participate” in their training to the fullest extent possible. Training could be in many possible forms such as videos, on-the-job training, classroom instruction, demonstrations, study/quizzes, etc. Employees requiring certification for specific jobs or duties will be given the necessary training and will be required to maintain valid certification as long as required for their job assignment.

b. Safety Meetings

An effective safety and health program requires the cooperation of both the employer and employees. Safety meetings and training sessions will be held as needed to ensure new or updated safety information is provided to all employees in a timely manner. Employees must attend all meetings as required.

c. Basic Safety Rules

- i. Employees should know how to properly perform their assigned task. If unsure, they should contact their supervisor before continuing any work.
- ii. Employees should assess working areas and equipment before beginning work to identify any hazards. Corrective action must be taken to eliminate such hazards, if found.

- iii. Work areas should be kept clean and organized. Walkways and paths should be free of any clutter or storage.
- iv. Use equipment and tools for their intended purpose only.
 - v. All equipment and tools should be properly cleaned and stored after use.
 - vi. Machinery, tools, material or equipment which are unsafe or not in proper working order must be identified as unsafe by tagging or locking the controls to render them inoperable or be physically removed from the site.
- vii. Spills or other causes of a wet surface should be immediately cleaned-up and dried to prevent slips and falls.
- viii. Proper lifting techniques should be used at all times.
- ix. Proper use and care of Personal Protective Equipment is mandatory. All necessary equipment will be provided at no charge to the employee.
 - x. Employees should wear appropriate clothing for their job. All jewelry and rings must be removed before working in, on and around equipment.
 - xi. Horseplay is never allowed while “on the clock” or on company grounds.

4. Responsibilities

To maintain a safe work environment, everyone must take an active role. The company’s responsibilities include providing the necessary resources (money, equipment, employees, etc.) to ensure all employees are able to perform their duties safely. It is then up to the employees to do their part. A multi-stream flow of communication is vital to keep everyone informed of safety rules, needs and changes.

a. Management

- i. All management personnel should lead by example. Safety rules should not only be enforced, but also followed.
- ii. Management is ultimately responsible for all safety issues and the compliance of this and other safety policies by employees.
- iii. Management should be very active in the relaying of information to supervisors and employees from outside contractors, suppliers, clients and management.
- iv. Management shall maintain all necessary records as required.

b. Supervisors

- i. Supervisors will be capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and have authorization to take prompt corrective measures to eliminate them.
- ii. Supervisors must be thoroughly knowledgeable in all areas of safety.
- iii. Supervisors will make frequent and regular inspections of the job sites, materials and equipment.
- iv. Supervisors shall have the authority to shutdown equipment for any safety reason.
- v. Supervisors should know the cause, severity and cost associated with all accidents in their area.

- vi. Supervisors must provide specific training, as needed, to new employees. Additionally, new training should be provided to all employees whenever a process is changed or new equipment is introduced.
- vii. Supervisors must communicate with management and employees, ensuring all necessary safety information is presented and understood by everyone.
- c. Competent Person
 - i. Will be capable of identifying existing and foreseeable respirable crystalline silica hazards in the workplace.
 - ii. Has authorization to take prompt corrective measures to eliminate or minimize such hazards.
 - iii. Will make frequent and regular inspections of job sites, materials, and equipment to implement this exposure control plan.
- d. Employees
 - i. All employees are responsible for complying with rules and procedures.
 - ii. Employees are responsible for having a safety attitude and developing safe work habits.
 - iii. Employees must report any accident or near accident to their immediate supervisor.
 - iv. Employees must report any unsafe equipment or unsafe work conditions to their supervisor.
 - v. Employees need to be aware of the many different types of equipment that is utilized. Specific training on every piece of workplace equipment may not be required, but every employee should be cognizant of the characteristics and movements of the equipment. Only employees qualified by training or experience will be allowed to operate equipment and machinery.

5. Work Tasks

All work tasks which involve exposure to respirable crystalline silica must be identified and listed on the Respirable Crystalline Silica Work Tasks Form (Appendix A.) The engineering controls, work practices, and respiratory protection used to limit employee exposure for each task must also be identified and listed on the same form.

For tasks identified on appendix A, which are on Table 1 of OSHA's CFR 1926.1153, the specific engineering controls, work practices, and respiratory protections needed for the tasks are stated. Employees will utilize the stated methods in OSHA's standard for protection.

Access to some work areas will be limited or restricted, when necessary, to minimize the number of employees exposed to respirable crystalline silica and their level of exposure, including exposures by other employers. Procedures will be formed and instituted to ensure the safety of all employees. These procedures will be determined by the location, duration and amount of exposure. Consult with your supervisor to learn what procedures are being utilized

6. Housekeeping

Dry sweeping and dry brushing is not allowed unless prior approval has been given. Additionally, the use of compressed air to clean clothing or surfaces is not allowed unless prior approval has been given. Approved measures for housekeeping will be listed on the Housekeeping Methods Form (Appendix B).

7. Medical Surveillance

Medical surveillance will be available at no cost to employees, for each employee who will be required to use a respirator for 30 or more days per year (according to OSHA's CFR 1926.1153). All medical examinations will be performed by a Physician or other licensed health care professional (PLHCP). The Human Resources Department will oversee all medical surveillance exams and other items relating to this area.

8. Training

Each employee must be able to demonstrate knowledge and understanding of at least the following before being allowed to work in certain areas or be allowed to work with material containing respirable crystalline silica:

- a. The health hazards associated with exposure to respirable crystalline silica;
- b. Specific tasks which could result in exposure to respirable crystalline silica;
- c. Specific measures implemented to protect employees from exposure including engineering controls, work practices, and respirators to be used;
- d. The identity of the designated competent person; and
- e. The purpose and description of the medical surveillance program.

Employees will be provided training through different means including but not limited to videos, booklets, handouts, seminars, quizzes, hands-on training, and supervised learning. Management will determine when and what training is necessary and your supervisor(s) will oversee your daily work knowledge and abilities. Should you not perform your job duties in the proper and safe manner you will be required to undergo additional training or retraining.

9. Recordkeeping

Employee training records and other necessary information will be kept on file in the Human Resources Department.

