APPENDIX J
HAZARDOUS, TOXIC, AND RADIOACTIVE WASTE (HTRW)

1. Purpose. This appendix prescribes responsibilities and procedures for implementing the U.S. Army Corps of Engineers (USACE) safety and occupational health requirements for hazardous, toxic and radioactive waste (HTRW).

2. Applicability. This appendix applies to all USACE employees engaged in all investigative and corrective actions at hazardous, toxic, and radioactive waste (HTRW) or suspected HTRW sites including DERP-FUDS. The specific requirements vary in proportion to the risks posed at a specific site and are determined by an assessment of site hazards and site activities. Limited portions apply to data collection activities for environmental assessments conducted for real estate transactions.

3. References.

a. 29 CFR 1910.120, OSHA, Hazardous Waste Operations and Emergency Response

b. 29 CFR 1926.65, OSHA, Hazardous Waste Operations and Emergency Response

c. ER 385-1-92, Safety and Occupational Health Document Requirements for Hazardous, Toxic, and Radioactive Waste (HTRW) Activities

d. ER 385-1-90, Respiratory Protection

e. EM 385-1-1, Safety and Health Requirements Manual

4. Definitions. The following definitions are provided to assist in interpretation and implementation of this appendix.

a. **HTRW Site.** A site that has been investigated and is known to contain HTRW.

b. **Suspected HTRW Site.** A site that has not been thoroughly investigated, but for which there is documented rationale for suspecting the presence of HTRW. Rationale may include photographs, historical data, or knowledge of previous use of the site.

c. **Intrusive site activities.** Site procedures that put the employee at risk of direct exposure to site hazards. Examples of

intrusive activities include but are not limited to: drilling or turning of soil for inspection, sample collection, opening containers, opening wells for sample collection, entering abandon structures; and similar activities.

d. **Non-intrusive site activities**. Site activities that are limited in scope and are restricted from intrusive data collection procedures as listed above or other activities that put an employee at risk of exposure to or direct contact with site activities. Examples of non-intrusive activities include: visual inspection and walk through or drive through site visits.

e. **Exclusion Zone**. Zone where contamination does or could occur.

f. **Contamination - Reduction Zones**. Transition areas between exclusion zone and clean areas and where decontamination takes place.

g. **Support Zone**. Uncontaminated areas where administrative and support functions are located.

5. Responsibilities.

a. Chief, Local District Safety and Occupational Health Office (SOHO) will:

(1) Provide oversight of the safety and health of USACE employees engaged in hazardous materials/hazardous waste activities.

(2) Ensure that the local district's written safety and occupational health program adequately addresses employees and activities at HTRW sites and supplements Site Safety and Health Plans (SSHPs) developed for USACE activities.

(3) Assist in the preparations of emergency response plans for emergencies involving the release of hazardous materials/waste at USACE managed facilities.

(4) Assist in the development of SSHPs for in-house HTRW activities.

(5) Provide industrial hygiene and safety review and acceptance of all SSHPs for all in-house or contractor conducted preliminary assessments and investigations.

(6) Review all health and safety design criteria and specifications provided by HTRW design districts for projects within the local district geographical boundaries prior to advertisement.

(7) Review for concurrence any requested changes to accepted SSHP's during investigative and remediation activities.

(8) Review and provide comments and/or recommendations for all required contractor HTRW construction assignment submittals, including the contractor's Safety and Health Plan (SHP) and Site Safety and Health Plan (SSHP), prior to commencement of on-site activities.

(9) Provide industrial hygiene and safety support for all HTRW activities within the geographic local district.

(10) Establish and maintain a tracking system to identify USACE employees who meet the training and medical surveillance requirements (ref 3a and 3b) for entry into HTRW sites.

(11) Monitor or provide for monitoring of USACE employees' exposure to hazardous agents at HTRW sites. If the contractor is providing monitoring for the site, the contractor's sampling data may be used to determine USACE employee exposure in lieu of sampling.

(12) Furnish physicians providing medical surveillance with a written description of the USACE employee's duties as they relate to HTRW activities and his/her exposure assessment.

(13) Maintain copies of the physician's written opinion for all USACE employees medically certified to perform HTRW activities as required by para (f) (7) of reference 3a and para (f) (7) of reference 3b.

(14) Certify that USACE employees have met medical and training requirements for activities at sites covered by these regulations.

(15) Ensure that USACE employees required to use respiratory protection are enrolled in the local district respiratory protection program as stated in reference 3c.

(16) Verify that medical protocol and exam results are reviewed by a licensed physician who is certified in Occupational

Medicine or who, by training and experience is considered Board-eligible by the American Board of Preventive Medicine, Incorporated.

b. Chiefs, Local District Divisions executing work at HTRW or Suspected HTRW sites will:

(1) Develop and provide formal sign off of site specific safety and health plans (SSHP's) for each HTRW site activity performed by his/her personnel.

(2) Coordinate with Chief, local district SOHO, for review and acceptance of SSHP's for HTRW site activities involving his/her personnel.

(3) Identify all USACE employees who meet the criteria in paragraphs 8 and 9 for training and medical surveillance. Coordinate with local district SOHO to ensure certification is maintained.

(4) Develop activity hazard analyses that reflect all HTRW activities performed by his/her personnel.

(5) Maintain documentation of local district SOHO review and acceptance of SSHP's for his/her HTRW site activities.

(6) Provide personal protective equipment and clothing required by HTRW operations under his/her control.

c. Chief, Local District Construction-Operations Division will:

(1) Provide on-site evaluations of contractor adherence to the SSHP at HTRW construction and remediation sites.

(2) Ensure that procedures are established to confirm that all personnel entering the exclusion zone meet the requirements of training and medical surveillance.

(3) Ensure HTRW project contractor's submitted SSHP is forwarded to the local district SOHO for review.

(4) Stop HTRW project work upon notice of any imminent danger to health, safety, or the environment and/or take necessary action to resolve the situation.

(5) Ensure HTRW project manifesting and disposal meet Federal, state, and local requirements.

(6) Ensure HTRW hazardous pay requirements are met.

d. Chief Local District Project Management will:

(1) Provide overall coordination for development and implementation of all HTRW safety and health requirements.

(2) Provide coordination of all approval and review requirements both within the district and external to the local district.

(3) Forward copies of SSHPs developed for HTRW site activities designed or performed by the local district to Divisional Headquarters Safety and Occupational Health Office for review and comment.

e. Chief, Local District Real Estate Division will restrict activities of his/her personnel to ensure that these employees do not perform any on-site activities at either HTRW or suspected HTRW sites.

f. Chief, Local District Human Resources will assist Local District Staff Chiefs in obtaining required training specified in paragraph 8.

6. Policy.

a. For the purpose of this appendix HTRW projects are defined as all investigative or corrective actions at HTRW and suspected HTRW sites including DERP-FUDS. Investigation and removal of underground storage tanks (UST) are also considered HTRW sites and are covered by this appendix.

b. Environmental assessments for real estate transactions have the potential for exposing personnel to hazards posed by HTRW. Administrative controls by qualified HTRW trained personnel will be established to limit site activities and to minimize the potential hazards associated with the site visit.

c. Construction of facilities not related to site investigation or remediation will not be permitted at uncontrolled HTRW sites.

d. Site conditions will be realistically assessed, to the degree possible, prior to sending personnel on HTRW or suspected HTRW sites to perform activities.

e. Whenever feasible engineering and administrative controls will be used to minimize the hazards associated with HTRW.

f. Entry into the exclusion zone at an HTRW site shall be limited to necessary personnel. Personnel not certified through training and medical surveillance will not be permitted in the exclusion zone.

g. Local District Staff Chiefs will limit the number of personnel who are assigned duties requiring training and medical surveillance noted in this appendix. Examples of personnel requiring training and medical surveillance include but are not limited to; construction inspectors, preliminary assessment personnel, geotechnical personnel performing intrusive work. Prior to updating training and medical surveillance, the local district Staff Chief will review the need for the employee's participation in the program. Employees who have received training and medical surveillance, but who have not performed HTRW activities should be removed from the program unless the local district Staff Chief anticipates an actual need for their certification within the upcoming year. If the local district Staff Chief removes his/her employee from the HTRW program the local district Staff Chief will notify the local district SOHO in writing so the employee can be scheduled for a termination physical examination per reference 3a and 3b.

7. Procedures. The following is a description of the procedures that will define an employee being assigned to HTRW activities and the Medical Surveillance necessary to comply with references a. - e.

a. The Staff Chief will assign his/her personnel to HTRW activities.

b. Personnel performing on-site activities at HTRW or suspected HTRW sites must complete the 40 Hour Site Safety and Health Course for HTRW sites. **Prior** to attendance to the 40 Hour course the employee must be medically screened to ensure that there are no medical reasons the employee can not perform the assigned duties.

c. An annual physical examination will be conducted to ensure the continued physical qualifications of the employee.

Based upon no exposure to any hazardous substances, the employee will receive an abbreviated physical for 5 years. On the sixth year the employee will receive a complete physical examination.

d. If there is an exposure to the employee at or above the action limit established by the Permissible Exposure Limit (PEL) or the Threshold Limit Value (TLV), the employee will receive a complete physical examination to ensure no occupational conditions exist from the exposure.

e. Personnel assigned to HTRW but who do not perform **any** on-site activities, do not require Medical Surveillance nor do they require the 40 Hour Safety and Health Course.

f. Should the local district Staff Chief elect to send his/her employee to the 40 Hour Site Safety and Health Course, that employee must be physically qualified to attend the course. A physical examination **prior** to attending the class is required.

g. All SF 1556's requesting the 40 Hour Site Safety and Health Course or the 8 Hour Annual Refresher Course shall be routed through the local district Safety and Occupational Health Office **prior** to scheduling of class by the Training Officer.

h. Section 1 of this appendix is a flow chart delineating the procedures for inclusion in HTRW activities and can be used by the local district Staff Chief to assist him/her in determining the need for Medical Surveillance.

8. Training. All USACE and contractor personnel who are required to perform on-site HTRW activities covered by this appendix must be trained. The content and duration of training will be dependent upon the employee's potential for exposure to hazardous agents.

a. Employees whose job assignments require them to conduct environmental assessments for real estate transactions must have sufficient hazard awareness training to enable them to recognize and avoid hazards that they may encounter. The local district SOHO will determine sufficiency of training. Intrusive activities will not be performed by real estate personnel.

b. Employees whose job descriptions require them to enter known or suspected HTRW sites to perform, oversee or supervise investigative or corrective actions will receive 40 hours training off site. If the employee has a job on-site that involves the operation of equipment he/she must receive an

additional 3 days of actual field experience under the direct supervision of a trained, experienced supervisor. Equipment is defined as any piece of heavy equipment, powered hand tools, monitoring equipment, or welding/cutting torches.

c. All employees who visit an HTRW site will receive a briefing from the Site Safety and Health Officer describing the specific hazards and precautions associated with that site. The briefing will be based upon information contained in the SSHP and other applicable sources of data. The briefing will be updated as necessary.

d. On-site managers or supervisors at HTRW sites must have the 40 hour course and an additional 8 hours of specialized training on managing such operations.

e. Employees requiring the 40 hour training course must receive 8 hours of refresher training annually. The refresher training may be performed in-house, if the trainer and the course material have been approved by the local district Chief, SOHO.

f. Training must meet the requirements of reference 3a and 3b.

g. Personnel who visit HTRW sites under remediation, but who are not directly involved with work site activities and who are not required to enter the exclusion zone are not required to attend the 40 hour training course.

9. Medical Surveillance. All employees who participate in the 40 hour training, in on-site activities for HTRW investigation or remediation, or in response to a release of hazardous material must be medically screened. The medical surveillance standard operating procedures (SOP) is contained in Section 2 of this appendix. In addition to pre-placement and periodic examinations described in Section 2 of this appendix, the following medical surveillance protocol will be established.

a. Termination examination. Whenever an employee is removed from the HTRW program, he/she must receive a termination examination. The termination examination may be deleted if the following conditions are met:

(1) The employee's last examination was within the last 6 months.

(2) The employee had no exposure since the last examination.

(3) The employee has no symptoms associated with HTRW exposures.

b. Special Tests. If a new work assignment involves the likelihood of USACE personnel being exposed to a unique hazard not anticipated prior to the original baseline medical examination, then employees will be screened for that hazard prior to assignment.

10. Personal Protective Equipment.

a. To the extent possible, engineering and administrative controls will be used to reduce and maintain employee exposure to hazardous substances below published exposure limits.

b. Whenever engineering and administrative controls do not adequately limit employee exposure then, personal protective equipment (PPE) shall be used.

c. Selection of PPE shall be based upon specific site conditions and activities and will be addressed in the SSHP. If the site has been characterized, then that information will be used to determine the correct level of PPE. If the site has not been characterized, then the level of PPE will be determined by the responsible industrial hygienist or safety professional based upon available information.

d. At a minimum, PPE for any site activity will be level D. Level D PPE includes the use of hard hats, safety boots, protective gloves and clothing as warranted by site procedures to be performed.

11. Monitoring and Sampling.

a. During investigative work preliminary to remediation of an HTRW or suspected HTRW site, site personnel will use direct reading instruments to assess site conditions to avoid incidents resulting in employee injury or exposure to hazardous environments. Employees using direct reading instruments will be trained in their operation.

b. During on-going projects at HTRW sites, the contractor will establish an ongoing air monitoring program whenever there is a question of employee exposure to hazardous substances. The purposes of the monitoring are to assure proper selection of PPE, establish medical surveillance requirements and to document site conditions.

c. Monitoring to determine employee exposure will be performed by qualified industrial hygienists or technicians working under the direct supervision of a qualified industrial hygienist. Monitoring will be performed using protocols endorsed by OSHA or the National Institute of Occupational Safety and Health (NIOSH).

d. The results of all sampling performed to assess employee exposure will be reviewed by the local district industrial hygienist in the SOHO.

e. All sampling performed to assess employee exposure shall be maintained in the contract file for that particular project.

12. Site Control Program. Whenever intrusive activities are conducted at an HTRW or suspected HTRW site a site control program which meets the requirements of section 28.B.02 of reference 3d will be prepared and included in the SSHP.

13. Documents. The local district and contractor that have employees covered by this appendix will have a written safety and health program. Existing written programs may be modified or amended as necessary to meet the requirements for HTRW sites as outlined in reference 3a, 3b, and 3d. An acceptable SHP must contain the following:

a. Organizational structure

b. Comprehensive workplan

c. Site Safety and Health Plan (SSHP). The SSHP shall address the safety and health hazards of each phase of site activity and the procedures for their control. When a site is subject to progressive phased activities, an SSHP for one activity can be amended to cover subsequent activities. How extensive and detailed the SSHP is, is dependent upon the specific site hazards and activities. For non-intrusive procedures at suspected sites an abbreviated SSHP may be used. The abbreviated format may also be used for performing minor intrusive tasks during preliminary assessments of suspect HTRW sites, if amended to note the specific tasks to be performed and the control measures to be used.

14. Hazardous Pay. Safety Office will determine hazardous pay for Level "C" PPE which will not "practically eliminate" potential hazards. Levels "A" and "B" PPE automatically receive hazardous pay.

APPENDIX K
FIRE PREVENTION AND PROTECTION

1. Purpose. This appendix defines the policy of the District Engineer for the maintenance and administration of a comprehensive fire prevention and protection program. This includes building evacuation procedures for the District Office and guidance for all Jacksonville District facilities to develop their own site specific plans. Each facility shall have a written, dated emergency evacuation plan and a written dated fire prevention plan to minimize the risks of fire and other emergencies. Basic fire prevention and protection for construction activities will comply with 29 CFR 1910.38, EM 385-1-1, NFPA and applicable local and state codes.

2. References.

a. 29 CFR 1910.38

b. AR 385 Series

c. ER 385-1-1

d. EM 385-1-1

e. DR 385-1-27

f. National Fire Protection Association Codes

g. Occupant Emergency Program, Federal Office Building, Jacksonville, Florida dated June 1997.

3. Policy.

a. The Safety and Occupational Health Office shall conduct inspections which address life safety and fire protection at least annually of all district facilities.

b. Unless OSHA and NFPA requirements for fire brigades are met, the only building fires which should be fought by Corps employees are small fires which can be put out by fire extinguishers.

c. Managers of facilities in remote locations shall establish, if possible, Memorandums of Understanding with local fire departments for fighting fires. The fire department shall be provided inventories of all hazardous material in the

facility, a map showing storage locations, and shall be walked through the facility so they understand the layout and dangers prior to the fire.

d. Evacuation and fire prevention plans shall be reviewed annually and updated as needed. Applicable plans shall be provided to and reviewed with contractors.

e. Facilities which do not meet safety and fire requirements shall be expeditiously corrected. All deficiencies shall be reviewed annually and reported to SOHO until corrected.

f. The SOH Office will be notified by phone within 24 hours of any fire. A report of all fires will be sent to the SOHO within 5 days of a fire.

4. General Building and Structure Requirements:

a. In every building or structure, exits shall be so arranged and maintained as to provide free and unobstructed egress from all parts of the building or structure at all times of occupancy. No lock or fastener shall be installed to prevent free escape from the inside of any building.

b. Every exit shall be clearly visible, or the route to reach it shall be conspicuously marked in such a manner that every occupant of every building or structure who is physically and mentally capable will readily know the direction of escape from any point. Each means of egress, in its entirety, shall be so arranged or marked that the way to a place of safety is indicated in a clear manner. Any doorway or passageway that is not an exit, but could possibly be thought of as an exit, shall be so arranged or marked to prevent occupant confusion with actual fire exits. Every effort shall be taken to avoid occupants mistakenly traveling into dead-end spaces during a fire emergency.

c. Two means of egress, as a minimum, shall be provided in every building or structure, section, or area where the size, occupancy, and arrangement endangers occupants attempting to use a single means of egress that is blocked by fire or smoke. The two means of egress shall be arranged to minimize the possibility that both may be impassable by the same fire or emergency condition.

d. Where hazardous processes or storage are of such character as to introduce an explosion potential, explosion

venting or an explosion suppression system specifically designed for the hazard involved shall be provided.

e. Clearance of at least 18 inches shall be maintained between the top of stored material and sprinkler deflectors.

f. Clearance shall be maintained around lights and heating units to prevent ignition of combustible materials.

5. Housekeeping.

a. Scrap lumber, shavings, paper, crating materials, paper packing boxes, excelsior, and similar combustibles shall be cleared from buildings daily and work areas shall be maintained free from accumulations of combustible debris.

b. All entrances, fire exits, stairs, halls, and passageways shall allow free, unrestricted passage at all times. No material or equipment of any type shall ever be placed or stored to block or restrict free access and egress.

c. Combustible cleaning materials shall be stored in closed metal containers. No combustible materials shall be stored beneath or stacked within 10 feet of buildings.

d. All rags, waste, etc. soiled by flammable or combustible materials shall be placed in tight or closed metal containers for daily disposal.

6. Burning Areas.

a. All burning areas shall be established after coordination with the designated authority and in compliance with Federal, State, and local regulations and guidelines.

b. A sufficient force to control and patrol the burning operations shall be maintained until the last embers have been extinguished. Fires and open flame devices shall not be left unattended.

7. Other.

a. Smoking is not permitted in any Jacksonville District Corps of Engineers facility.

b. All electrical installations shall be accomplished in accordance with the current edition of the National Electrical Codes.

c. Emergency telephone numbers and reporting instructions shall be conspicuously posted.

8. Fire Protection.

a. Supervisory personnel are responsible for recharging and servicing the equipment once each year and/or as needed and for making visual inspections for signs of leaks or other defects once each month. Record tags will be attached to all extinguishers and the dates they were inspected and weighed or recharged will be indicated thereon.

b. Adequately approved first aid fire fighting appliances will be provided at temporary buildings and places where combustible materials are stored on any site as follows:

(1) Class A fire (wood, paper, textiles, rubbish, etc.) -- Water or foam extinguisher.

(2) Class B fire (Oil, grease, gasoline, and similar flammable materials) -- Foam, carbon dioxide, or dry-chemical extinguishers.

(3) Class C fire (Electrical) -- Carbon Dioxide or dry-chemical extinguisher.

(4) The use of carbon tetrachloride or chlorobromomethane as a fire extinguishing agent is prohibited.

c. Class B fire extinguishers will be provided on all draglines and trucks transporting flammable liquids and at fuel storage tanks and pumps, asphalt mix plants, tar kettles, and at sites where arc or gas welding or cutting is being performed.

d. Where unusual fire hazards exist or emergencies develop, additional fire fighting facilities, such as larger portable chemical units, fire pumps, fire hoses, outside assistance, etc., shall be developed as necessary to assure reasonable protection.

9. Fire Extinguisher Equipment for all Motorboats.

a. The requirements for fire extinguisher equipment are applicable to all launches and motorboats regardless of construction. All motorboats 26 feet or longer will be inspected by the Commanders authorized representative with such assistance as may be required of the Marine Inspection Service, U.S. Coast

Guard. Such inspection requirements will be documented as necessary and displayed aboard each vessel.

b. The chiefs of all field units, survey parties and reservoir managers are responsible for compliance with these regulations and for requisitioning initial and/or replacement of fire extinguishers in accordance with existing contracting procedures.

c. The minimum approved type equipment to be carried on each motorboat shall be one of the following types:

(1) FSN 4210-965-1105 Extinguisher, Fire, Dry-Chemical - 2 1/2 lb. capacity. 10 to 20 B:C.

(2) FSN 4210-595-1777 Extinguisher, Fire, Carbon Dioxide, 5 lb. capacity. 1 to 5 B:C.

10. Evacuation Plan. The plan shall include the following:

a. Responses to fire alarms, fire systems supervisory alarms and fire extinguishing system activation.

b. Notification procedures - fire department, supervisors, district, division etc. Include phone numbers.

c. Evacuation routes to include designation of safe locations outside of facility where employees would wait for further instructions.

d. Fire extinguishment activities.

e. Emergency escape procedures and escape route assignments.

f. Procedures to verify that detector activations are fires or false alarms.

g. Procedures to account for all employees after evacuations have taken place.

h. Control room operator activities during emergencies.

i. Procedures to account for all employees who remain to operate critical plant equipment before they evacuate.

j. Coordination with other agencies e.g. who admits fire department, who coordinates with the press etc.

k. Rescue and medical duties for those employees who are to perform them.

l. The handling of tour groups, visitors or personnel not normally in the facility.

m. Fire reporting procedures, accident investigation procedures.

n. Drill requirements, to include evacuation, rescue operations, etc.

o. Responsible employees who can provide further information or explanation of duties under the plan.

p. Signature cover sheet with facility head signature, next higher supervisor signature and the District Facility Manager signature signifying review and acceptance of plan. Plans should be reviewed for completeness and for consistency throughout the district.

11. Fire Prevention Plans.

a. A written fire prevention plan shall be available for each facility. The plan shall include:

(1) A list of major work-place fire hazards.

(2) Storage and handling procedures for fire hazards to include general housekeeping and procedures for the control of flammables and combustibles.

(3) Potential ignition sources and control procedures, to include smoking, cutting, grinding, welding, etc.

(4) Listing of fire protection equipment and written procedures for use.

(5) Documented plant inspections by plant personnel, district, division, safety, fire protection, maintenance, etc.

(6) Standard Operating Procedures (SOPs) for specific maintenance operations which present unique fire hazards such as cavitation and confined space work.

(7) Names and job title of personnel responsible for maintenance of fire equipment and those responsible for fire hazards.

(8) Required maintenance and testing procedures and frequency for all fire equipment and systems e.g. CO2 systems, detectors, alarm systems, etc.

(9) Planning of parking spaces for emergency vehicles and fire fighting equipment.

(10) A report of all fires experienced by the facility.

(11) Copies of any signed memorandums of understanding for fire fighting assistance.

(12) Information on fires in similar facilities or other fire prevention information which would be of interest and educate employees regarding fire prevention or protection.

(13) Signature cover sheet with facility head signature, next higher supervisor signature and the District Facility Manager signature. These plans should also be reviewed for completeness and consistency throughout the district annually.

b. All employees shall be informed of the fire hazards of materials and processes to which they are exposed. Employees shall sign that they have read the above plans and that the above plans have been reviewed with them. Signature sheets shall be kept with the plans at the facility.

SECTION 1
DISTRICT OFFICE BUILDING
EVACUATION AND FIRE PREVENTION PLAN

1. Purpose. To provide all Corps of Engineers personnel occupying the Federal Building with instructions on the procedures to be followed in case of fire and/or building evacuation.

2. Applicability. This regulation applies to all District Office Employees.

3. Reference.

a. Occupant Emergency Program, Federal Office Building, Jacksonville, Florida, dated June 1997.

b. DR 385-1-27, SAD Emergency Evacuation and Fire Prevention Policy.

4. General. The Occupant Emergency Program, Federal Office Building, Jacksonville, Florida, has been established by General Services Administration and the primary user of the Federal Building, IRS, to protect YOU in case of an emergency. Drills will be conducted to familiarize you with what to do in the event of a fire or other emergency. You are asked to help prevent accidents and fires in your building and to volunteer your assistance in the handling of emergency situation. This program is for your protection -- your cooperation is requested. Although emergencies arise most frequently from fire, other emergencies should be anticipated. You should be familiar with all of the following instructions.

5. Fire.

a. IN CASE OF FIRE YOU SHOULD KNOW:

(1) The fire alarm signals for your building.

(2) Where the nearest fire alarm box is located.

(3) How to operate the fire alarm box.

(4) How to operate a fire extinguisher.

b. IF YOU DISCOVER A FIRE:

(1) During duty Hours; 0730 to 1600, Monday through Friday.

(a) Immediately activate the nearest fire alarm and notify the GSA Building Manager (Ext. 2791) and/or the GSA Federal Protection Officer, (Ext. 3687).

(b) Attempt to extinguish the fire with the nearest fire extinguisher.

(2) During Non-Duty Hours.

(a) Immediately activate the nearest floor fire alarm.

(b) Call the Fire Department (911) and report the exact location and type of fire.

(c) Attempt to extinguish the fire with the nearest fire extinguisher.

c. WHEN YOU HEAR THE ALARM.

(1) Obey the instructions announced over the intercom. This message may be recorded or may give specific guidance on evacuation routes relative to fire location. Please give it your undivided attention.

(2) Obey the instructions of your Floor Warden and Monitors.

(3) When directed, by your assigned evacuation route, immediately leave the building in an orderly manner. DO NOT RUN! Elevator will be taken out of service.

(4) Avoid crowding or undue haste. Descend the stairs with special care. A fall might injure you and those who follow.

(5) Descend in an orderly manner down the right and left side of the stairway using the handrails when available and leave the center of the stairway clear for upcoming fire fighters and/or emergency personnel.

(6) Stay in formation until you emerge at the first or ground floor exits.

(7) As soon as you are out of the building, move to the assembly area on the riverside of the Terry Theater, Florida Times Union Center for the Performing Arts.

6. Fire Drills. Fire drills will be held periodically under the direction of the Occupant Emergency Program. The purpose of these drills is to develop your proficiency and confidence in the evacuation procedures. At the sound of the alarm, follow the instructions given on the building intercom system.

7. Fire Prevention. The following are the ground rules for fire prevention in the Federal Office Building.

a. Maintain good housekeeping in all areas of the building, as this is tone of the most effective means of preventing fires.

b. Bring to the attention of your supervisor ant apparent fire or safety hazard existing in the building, or your work area.

c. Obey "NO SMOKING" signs. Smoking is not permitted in any Corps of Engineers facility. Smoking is permitted outside the building only.

d. Do not throw matches, cigars, cigarettes, or pipe ashes into wastebaskets or into any type of receptacle containing combustible materials.

e. Oily rags or similar flammable material in the building must be placed in an approved metal container provided for that purpose.

f. Hot plates, coffee pots, or other similar electrical devices with heating elements may be used in the building only when the installation, including the stand, is approved by the building manager. Portable space heaters are forbidden. Unplug any electrical equipment immediately if smoke or flames come form the equipment.

SECTION 2
DISTRICT OFFICE BUILDING
DUTIES OF STAIRWAY AND PASSAGER ELEVATOR MONITORS

1. STAIRWAY MONITOR. (MINIMUM TWO PER FLOOR)

a. Take a position in the corridor adjacent to the assigned stairway and facilitate movement of personnel through stairway.

b. Notify personnel to take their time and leave all food and drink behind prior to entering the stairway.

c. Direct all personnel to file in orderly manner allowing personnel from other floors access to the stairway.

d. If stairway becomes impassable, direct personnel to alternate stairway in accordance with Floor Warden's plan.

e. Keep stairway doors closed when personnel are not passing through them.

f. When Floor Warden reports all personnel evacuated from the floor, report to the Emergency Command Center for further instructions.

g. Maintain order and prevent panic in stairway entrances.

2. ALTERNATE STAIRWAY MONITOR. In the absence of the primary monitor, the alternate will assume the duties of the primary.

3. PASSANGER ELEVATOR MONITOR. (One per floor)

a. Take position in the elevator lobby and prohibit us of elevators unless directed by Fire Department personnel.

b. When all handicapped personnel are present, notify Emergency Command Center to provide elevator for evacuation. In the event the elevators can not be used, direct handicapped personnel to North Stairway for evacuation.

4. AREA FLOOR WARDENS. (Two per floor)

a. Upon notification of fire location and evacuation of personnel, proceed to fire location and attempt suppression.

b. Expedite evacuation and maintain order.

c. If one stairway is impassable, direct personnel to alternate stairway.

d. Verify the floor has been evacuated, ensure fire doors are closed, report to assigned stairway and report to Emergency Command Center that the floor is evacuated.

e. Maintain a list of personnel on your assigned floor that are handicapped and will require special evacuation procedures. Make provisions for their evacuation.

f. Designate individual floor evacuation routes and duty stations of key personnel. Post evacuation routes for the information of the personnel on that floor.

g. Maintain the floor plan and update the plan as warranted.

SECTION 3
DISTRICT OFFICE BUILDING
STAIRWAY MONITORS AND FLOOR WARDENS

EAST AREA FLR WARDEN	NORTH STAIRWAY MONITOR	SOUTH STAIRWAY MONITOR	WEST AREA FLR WARDEN
Ground Floor			
Joe Branham Rm G-13 x 3773 (IM-A)	None	None	Steve Bowman Rm G-53 x 1191 (LM-F)
Second Floor			
Larry Evans RM 201 x 1665 (RD-E)	Non-Corps	Alice Kirkland Rm 201 x 2907 (RD-E)	Non-Corps
ALTERNATE O. Collazo Rm 201 x 1659 (RD-S)			
EIGHTH FLOOR			
P. Baumgardner Rm 825 x 2076 (CO-OP)	Chuck Connelly Rm 883 x 1198 (CT-C)	Edwin Cuebas Rm 826 x 1129 (CO-CQ)	Sharon Tarlton Rm 888 x 1192 (CP)
ALTERNATE	**ALTERNATE**	**ALTERNATE**	**ALTERNATE**
Alice Carey Rm 832 x 3608 (CO)	Shirley Deese Rm 801 x 3735 (CT)	Jim Burch Rm 822 x 2072 (RE-S)	Diane Grace Rm 856 x 3877 (RE-A)
NINTH FLOOR			
P. Grace Rm 935 x 2104 (EN-HC)	J. Hashtak Rm 969 x 3594 (PD-PF)	R. McMillen Rm 966 x 1231 (DP-B)	D. Schmidt Rm 969 x 1697 (PD-PN)
ALTERNATE	**ALTERNATE**	**ALTERNATE**	**ALTERNATE**
J. Anderson Rm 924 x 1019 (DP)	H. Smith Rm 969 x 1685 (PD-E)	C. Plunkett Rm 952 x 3065 (PA)	V. Gwin Rm 969 x 1108 (PD-PS)

TENTH FLOOR

W. Frier Rm 1032 x 2445 (En-DM)	L. Andrews Rm 1061 x 1972 (EN-GG)	M Fashcher Rm 1068 x 1996 (EN-C)	R. Rabb Rm 1080 x 1185 (RM-B)
ALTERNATE	**ALTERNATE**	**ALTERNATE**	**ALTERNATE**
D. Morse Rm 1080 x1430 (RM-B)	M. DeJesus Rm 1002 x 2446 (EN-DM)	G. Lockhart Rm 1044 x 2471 (EN-D)	R. Ross Rm 1089 x 1430 (EN-SF)

PASSANGER ELEVATOR MONITORS

SECOND FLOOR - Non-Corps personnel

EIGHTH FLOOR - Mike Scholl, Rm 865 x 2554 (SO)
ALTERNATE - Linda Anderson, Rm 883 x 1148 (CT)

NINTH FLOOR - Patrick Fitzgerald, Rm 935 x 1127 (EN-GH)
ALTERNATE - P. Garfield, Rm 947 x 3761 (OC)

TENTH FLOOR - Carl Dunn, Rm 1019 x 2430 (EN-DP)
ALTERNATE - Al Morris, Rm 1044 x 2430 (EN-DC)

APPENDIX L
PESTICIDE SAFETY

1. Purpose. This appendix prescribes guidelines for preventative safety measures for the handling of pesticides.

2. Applicability. This appendix covers all elements of the District that handle pesticides.

3. References.

a. ER 1130-2-540.

b. Title 40 CFR Parts 150-189.

c. ER 385-1-90.

4. General. Pesticides will be handled in accordance with Federal Regulations (40 CFR 165). If Federal and State regulations differ then the most stringent will be followed. The label on the container is the Law, it must be followed. The labels provide information on proper use, disposal and first aid in case of contamination. The following safety measures should be followed when handling pesticides:

a. Consider weather conditions prior to application; winds can carry toxic dusts and mists to areas out of your control, causing accidental poisoning.

b. Smoking, eating and drinking are not permitted while pesticides are being handled; always wash your hands after handling pesticides and before doing any of the above mentioned activities.

c. All pesticides should be handled in a well ventilated area to minimize the hazard of inhalation of toxic vapors or dusts.

d. Shower and washing facilities shall be near pesticide mixing areas. Air boats are an exception to this requirement because of the availability of water for washing (lake water) should a person be splashed with a pesticide. Eye protection shall be worn whenever mixing or pouring pesticides. Pouring or mixing of pesticides shall NOT be done when the air boat is in motion.

e. Any contamination of skin, particularly with liquid concentrations or solutions, shall be immediately washed off with detergent and water.

f. Protective clothing should be used in conjunction with respiratory protection to prevent skin contact and inhalation of pesticides, as required by the product label. The following articles of personal protective equipment are recommended, as needed:

(1) Rubber aprons

(2) Coveralls (impermeable, i.e., Tyvek)

(3) Chemical splash shield and/or goggles

(4) Rubber boots and/or safety shoes

(5) Rubber gloves

(6) Additional protection is afforded by protective skin cream.

(7) Respiratory protection

g. Clothing contaminated by spillage shall be removed immediately, if warranted by the product label, and thoroughly laundered before wearing. Special care is required to prevent contamination of the inside of gloves. Consideration should be given to the use of chemically resistant throw away type protective clothing, dependant upon the recommendations of the manufacturer according to the product label.

h. Corps personnel handling, mixing, and applying pesticides requiring respiratory protection shall be fully indoctrinated in the District respiratory protection program, including proper selection, use, maintenance and storage of respiratory protective devices. Prior to use, they shall be fit tested by a qualified person using either the qualitative or quantitative method (ER 385-1-90). Respirators and cartridges approved by MSHA/NIOSH for the use condition encountered must be worn as required by the label and/or MSDS while pesticides are being mixed, and when dusts or liquids are being handled or sprayed. Filters or canisters shall be changed after 8 hours use, or when a pesticide odor is detected or as recommended by the manufacturer of the cartridge. (Always have spare cartridges available).

i. Material Safety Data Sheets (MSDS) shall be obtained by the supervisor from the manufacturer or distributor for each pesticide used and shall be readily available to employees at the work place.

5. Training.

a. The District Commander is responsible for the training and certification of pest control personnel.

b. All Corps personnel involved in pesticide applications shall be trained, and certified where required, by satisfactory completion of training as listed below:

(1) General Use Pesticide Training. Completion of the correspondence course, "Basic Pest Control Technology" NPWTC 150 (available from NAVFAC Engineering Command Public Works Training Center, 1220 Pacific Highway, San Diego, Ca. 92132-5190) and a 3 day (20 hr.) special training course approved by the District Commander.

(2) Restricted Use Pesticide Training. In addition to the above mentioned training, Restricted Use Pesticide Applicators shall complete restricted use pesticide training and certification as given at Navy facilities at Jacksonville, FL; Alemeda, CA, or the Army Health Services Command, Fort Sam Houston, TX.

(3) Training which results in state certification may be used in lieu of the above mentioned training. State general use certification may not be substituted for restricted use certification.

(4) Employees handling any hazardous material (pesticides) shall be trained in the specific hazards associated with that substance. When any new materials are introduced, the work place employees shall be informed of the hazards associated with the products.

(5) Personnel whose duties require frequent application of pesticides shall attend specialized training consistent with the type of work they are required to perform. Under no circumstances shall an employee be required to use a chemical or an application process that they have not been trained to use.

6. Pesticide Storage. Pesticides must be stored in a manner which is consistent with Federal regulations (40 CFR 165 Subpart C). The supervisor of the Pesticide Program shall ensure:

a. Inspections of stored pesticides shall be made at least quarterly. Records of inspections will be maintained.

b. All pesticides are stored in a dry, well ventilated, separate room, building or covered area where fire protection is provided.

c. The entire area is secured by a fence and/or doors and gates are kept locked to prevent unauthorized entry.

d. Identification signs are placed on rooms, buildings and fences to advise of the contents and warn of their hazardous nature.

e. Fire extinguishers are installed near door(s) of pesticide storage areas.

f. All pesticide storage, mixing, and formulation areas have adequate ventilation and are equipped with spark-proof lighting fixtures.

g. Pesticide containers are stored with the label plainly visible.

h. Each pesticide formulation is segregated and stored under a sign containing the name of the formulation.

i. All containers are stored off the ground(i.e., on pallets), in an orderly way, so as to permit ready access and inspection.

j. Materials such as absorptive clay, hydrated lime, and sodium hypochlorite are kept on hand for use, as appropriate, for the emergency treatment or detoxification of spills or leaks.

k. An inventory of pesticides stored within the facility is maintained and updated at least quarterly. This inventory shall be provided to local fire fighting personnel for informational purposes in case of fire at the storage facility.

7. Pesticide Disposal.

a. Pesticide containers shall be disposed of in accordance with Title 40 CFR 165.9 and/or in accordance with the manufacturer's recommendations on the product label.

b. An SOP shall be developed by Pesticide supervisor for the disposal of the containers for the specific pesticides used by that Office.

8. Pesticide Spills. Corps pesticide spills shall be contained and reported in accordance with Emergency Planning Community Right-to-Know (EPCRA) guidelines. Information on these guidelines may be obtained from the Environmental Compliance Coordinator, CON-OPS Division. Each District element handling pesticides shall develop a Standard Operating Procedure (SOP) for dealing with pesticide spills.

a. Immediate assistance for emergency type pesticide spills which threaten life or gross contamination of the environment may be obtained by contacting CHEMTREC toll-free 1-800-424-9300.

b. Information on decontamination of non-emergency type pesticide spills also may be obtained by dialing the CHEMTREC number given above. The operator shall be told immediately that no emergency exists and the call is a request for decontamination information only.

APPENDIX M
PERSONAL PROTECTIVE EQUIPMENT

1. Purpose and Scope. This appendix prescribes requirements, procedures, and policies for providing personal protective equipment and apparel necessary to protect the health and safety of Jacksonville District employees from occupational hazards.

2. References.

a. 29 CFR 1910,Subpart I

b. AR 385-32.

c. AR 40-5.

d. AR 385-10 dtd. 23 May 1988.

e. ER 385-1-40.

f. ER 385-1-88.

g. EM 385-1-1.

h. ANSI (American National Standards Institute), Z87.1, (Eye and Face Protection).

i. ANSI, Z41-1983, (Safety-Toe Footwear).

j. ANSI, Z88.2, (Respiratory Protection).

k. ANSI, Z89.1, Z89.2 (Protective Headgear).

3. General.

a. Personal protective equipment is the last choice for the control of workplace hazards. Engineering controls and administrative controls shall be initiated to reduce or eliminate the hazard prior to use of personal protective equipment.

b. When engineering and administrative controls do not eliminate or reduce the hazard, adequate protective equipment and apparel shall be provided to prevent or minimize injury or occupational disease to personnel. Personal protective equipment shall be procured and provided by supervisors for the health and safety of employees as necessary.

c. Personal protective equipment shall be purchased in accordance with the Federal Acquisition Regulation. Specific procedures are established for safety glasses and safety shoes IAW Federal Acquisition Regulations. Point of contact for these regulations is Contracting Division.

4. Responsibility.

a. It is the responsibility of the supervisor to assure that the proper protective equipment, such as hard hats, respirators, safety eyewear (plain or prescription), protective footwear, PFD's (personal flotation devices), gloves, chain saw chaps, etc., are provided to their employees and are worn when necessary. Written documentation of employees failing to wear personnel protective equipment shall be maintained by the supervisor. For persons under Medical Surveillance, this written documentation will be forwarded to the Safety and Occupational Health Office for inclusion in the employees medical file. The area supervisor will inform all visitors and transients of the necessity to comply with the protective equipment requirements of the work station.

b. It is the responsibility of the employee to wear his/her personal protective equipment when in a hazardous work area.

5. Protective Eyewear Policy. All government employees conducting eye hazardous operations or working in eye hazardous areas are required to wear eye protection specific to the hazard encountered. The appropriate personal protective equipment (goggles, face shield, industrial safety glasses) shall be provided at no cost to the employee. If it is determined that prescription lenses are required by vision screening and the employee has not worn prescription glasses before, the government shall pay for the eye examination. The government will not pay for routine eye exams. Safety eyewear shall be procured with side shields. Prescription safety glasses should be procured by using BPA or the imparts fund with a local vendor whenever possible so that delays are kept to a minimum.

a. Supervisors are responsible to assure that eye hazardous operations and areas are identified and that employees are provided adequate personal protective equipment, to include corrective lenses if needed. Examples of eye hazardous operations are welding, grinding, sandblasting, using acids or corrosives, chipping, and bright sunlight. Eye hazardous areas are those areas immediately surrounding eye hazardous operations in which light, chemicals, projectiles, particles, dust, etc.,

would be reasonably expected to cause eye damage if an unplanned event occurs.

b. Supervisors are also responsible to see that all personal protective equipment and eye tests provided to employees are essential for performance of the work. For employees who are only intermittently exposed to eye hazards, the use of appropriate goggles over their glasses may be a suitable alternative to the purchase of safety glasses.

c. Eye hazards and protective equipment requirements shall be reviewed with employees during orientation and periodically thereafter. Contractors and visitors shall be informed of eye hazards and required to wear safety glasses or equivalent while conducting eye hazardous operations or while in eye hazardous areas in government facilities.

d. All industrial safety glasses shall meet the requirements of ANSI Z87.1. Glasses which meet only the Food and Drug Administrations design requirements for impact are not acceptable. Industrial safety glasses are the only type safety glasses authorized by this regulation. The difference between street-wear safety glasses and industrial safety glasses are distinct and significant. Street-wear safety lenses can have a center edge thickness as low as 2.0 mm; industrial safety glass lenses must have a minimum thickness of 3.0 mm and meet other requirements contained in reference 2.g. of this Appendix.

e. Contact lenses are not considered appropriate substitutes for eye protection. Contact lenses shall not be worn in work environments with chemicals, fumes, smoke, dust, or molten metals.

f. For chemical eye hazardous operations, approved emergency eyewashes shall be readily available.

g. All personnel who have effective sight in only one eye shall be furnished and required to wear safety glasses, plain or prescription, with side shields, except when performing routine office duties.

h. Photochromatic and sun lenses are approved; but ONLY FOR OUTDOOR USE. Photochromatic lenses are lenses that adjust to varying amounts of light, such as "Photogray" and "Photosun". Special-purpose tints used for indoor tasks shall be static (nonphotochromatic) and fit for a specific task; i.e., welding or cutting. If an employee is exposed to both indoor and outdoor

eye hazards then they shall be provided with adequate protection for both locations and hazards. Clip-on sunglasses are recommended as an inexpensive method of protecting against sunlight provided they meet the criteria described in paragraph (9), below.

i. Protective glasses that filter a minimum of 96% of ultra-violet light at a wavelength of 400 nanometers shall be worn by boat operators when conditions require such protection. The supervisor shall determine what other employees, in addition to boat operators, require protection from exposure to sunlight.

j. Eye protection shall be properly maintained. Prescription safety glasses shall be issued as personal property. When eye protection is not provided individual employees or when it is required for visitors or contractors, it shall be kept clean and readily available, e.g., kept in clean container near eye hazardous equipment or in a designated case in their immediate work area so that its use is encouraged by its presence or easy access.

(1) The cost of safety glasses (frame and lenses) shall not exceed $110.00 unless justified, in writing, by the employees' supervisor.

(2) If an employee purchases their own safety glasses, prescription or otherwise, they shall meet the requirements of ANSI Z87.1. if they are going to be worn on the job.

6. Protective Footwear Policy.

a. All government employees conducting foot hazardous operations or working in foot hazardous areas are required to wear protective footwear. If it is determined by a physician, in writing, that a particular shoe is not suitable for an employee, the government shall follow the physicians recommendations.

(1) Supervisors are responsible to assure that foot hazardous areas are identified and that employees have the appropriate protective footwear for the hazards associated with he specific job. Foot hazardous operations are those operations which have a high potential for foot injuries, such as, material handling, construction, maintenance, automotive repair, field operations of Regulatory Division and Planning Division, etc.

(2) Supervisors are also responsible to see that all protective footwear is essential for performance of work. All

employees, including intermittent and seasonal employees will be provided protective footwear.

(3) The cost of safety shoes shall not exceed $130.00 unless justified in writing by the supervisor.

(4) Foot hazards and protective equipment requirements shall be reviewed with employees during orientation and periodically thereafter.

(5) All safety shoes shall meet the requirements of ANSI, Z41.1 or Z41.4.

(6) Waterproof boots will be considered protective footwear. If a compression hazard exists along with the hazard of excessive moisture, then the waterproof boots will be the type that can cover a safety shoe.

(7) Protective footwear shall be properly maintained by the employee.

b. It is recommended that employees initially be provided two pair of safety shoes to assure that clean, dry, well-maintained shoes are always available. Safety footwear shall not be replaced until they are determined to be no longer usable by the immediate supervisor. The unusable pair shall be turned in to the immediate supervisor and shall be destroyed. In order that safety footwear be obtained in the most expedient manner, an approved small purchase method may be used with a local vendor to assure a good fit and expediency. If a local vendor is not available, which is the case in Ponce, PR the most expedient method available that will assure a good fit, shall be used.

7. PFD's (Personal Flotation Devices).

a. Type III, Type V, or better vest type U.S. Coast Guard approved International Orange personal flotation device shall be worn by all government employees in work areas in which exists the potential for drowning.

b. Park Rangers are excluded from the requirements of 7.a. above; their PFD's will meet the same Coast Guard requirements but will be green with reflective tape.

c. PFD's shall be inspected before and after each use to detect defects which could alter its buoyancy.

8. Respiratory Protection.

a. When respiratory protective equipment is required, a respiratory protection program shall be developed and implemented, including but not limited to: training, fit testing, selection of equipment, maintenance, and medical surveillance.

b. Medical status of individuals who are to wear respirators shall be evaluated and a statement from a qualified physician shall be provided that indicates that the individual is qualified to wear the specified type of respirator.

c. Only approved respiratory protective devices shall be provided and used. "Approved" means that the respirator and its component parts have been tested and listed as satisfactory by joint approval of MSHA (Mine Safety and Health Administration) and NIOSH (National Institute for Occupational Safety and Health) or SCBA and gas masks that have valid approvals from the Bureau of Mines.

d. A competent person knowledgeable of inhalation hazards and respiratory protective equipment shall conduct a step-by-step evaluation to insure only appropriate respiratory protection for the conditions of exposure is utilized. Protection factors described in EM 385-1-1, Appendix N shall be fully considered in the selection process.

e. Additional information regarding the District Respirator Program can be found in CESAJR 385-1-1, Appendix N.

9. Protective Headgear.

a. All government employees shall wear hard hats when working in or visiting a hard hat area.

b. Hard hat areas shall be identified and all points of entry to a hard hat area shall have a hard hat caution sign posted.

c. Hard hat areas shall be general areas such as construction, alteration, demolition, dredging, quarries, etc., rather than specific portions of a building or project.

d. All protective headgear shall meet the requirements of ANSI Z89.1, Class A. or ANSI Z89.2., Class B.

e. Protective headgear worn near electric lines and equipment shall be Class B (ANSI Z89.2).

10. Hearing Protection.

a. All employees in the District that are exposed to excessive noise shall be considered for inclusion in the Medical Surveillance Program for Hearing Conservation (Appendix O).

b. Noise monitoring shall be conducted by a representative of the S&OH Office.

c. Results of the noise survey shall be used to determine the appropriate type of hearing protection, which shall be supplied by the government.

d. All employees working in a noise hazardous area shall wear hearing protection.

e. Supervisors are responsible for identifying potential hazards, training employees in proper use of hearing protection, and for enforcing the use of hearing protection. The need for hearing protection is suspect when any one of the following three conditions exist:

(1) Employees have difficulty communicating with each other by speaking when in the presence of noise.

(2) Employees report head noises or ringing in the ears (tinnitus) after working for several hours in the noise.

(3) Employees sustain a temporary hearing loss which has the effect of muffling speech and other sounds following several hours of noise exposure.

11. Miscellaneous PPE. A number of chemical, physical and environmental hazards can be controlled with miscellaneous PPE.

a. Clothing, such as coats, parkas, pants and/or coveralls, sometimes made of special materials designed to protect against specific or general exposures to irritant, toxic or corrosive materials, may be reusable or disposable. In most cases, protective clothing is made of special impervious materials, which can withstand repeated or prolonged contact with solvents, acids, alkalis, or other chemical or physical agents.

b. Special foot protection such as slip-on toe protectors, metatarsal protectors, hip boots, oil or chemical resistant boots, waterproof and/or insulated boots, etc. (Misc. foot protection is almost always purchased with a protective toe).

c. Personal flotation devices (PFD's) used to provide flotation.

d. Insect bite kits used to provide protection to employees who are sensitive or allergic to insect bits. Can only be provided when prescribed by a physician.

e. Chaps used to provide protection when using chain saws.

f. Sweat bands used to prevent sweat from running into eyes or wrists.

g. Safety belts and lanyards worn for fall protection.

h. Knee pads worn to prevent bruising or scraping when working on knees.

i. Insect repellent used in areas infested with chiggers, mosquitoes, and ticks.

12. Funding. The costs of all personal protective equipment and apparel shall be charged to the account of the project requisitioning such items.

13. Property Accountability. Safety footwear and prescription safety glasses are issued to personnel as personal property. Supervisors are to maintain records of the dates and names of personnel and costs associated with the purchase of protective clothing and equipment.

SECTION 1
Certification of Hazard Assessment

Work Area: _____

Date Evaluated: _____

Hazards Present: _____ _____

_____ _____

_____ _____

PPE Required: _____ _____

_____ _____

_____ _____

Affected Employees: _____

_____

_____

_____

Certified _____ _____
Signature Date

SECTION 2
Certification of Training

On ____/____/____ the following employees were trained in the following subjects.

Employees: _____ _____

_____ _____

_____ _____

_____ _____

When PPE is necessary.

What PPE is necessary.

How to properly don, doff, adjust, and wear PPE.

The limitations of the PPE.

The proper care, maintenance, useful life, and disposal of PPE.

Certified _____ _____
Signature Date