

**CORRECTIONAL DENTAL
ASSOCIATES**

**SAFETY IN THE
WORKPLACE
&
DENTAL
ERGONOMICS
PLAN**

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CORRECTIONAL DENTAL ASSOCIATES

SAFETY IN THE WORKPLACE INJURY & ILLNESS PREVENTION PROGRAM (IIPP)

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DENTAL ERGONOMICS

The Safety Section of this CDA OSHA Compliance Manual is divided into two parts. Section One is general safety information on electrical safety, fire safety and protocol, how to respond to a spill, storage, handling, and skin protection on the job. Sections Two will provide information on the Dental Ergonomics.

SAFETY IN THE WORKPLACE

INTRODUCTION

Safety and health in our business must be part of every operation. Without question, it is the management and employee's responsibility at all levels of operation.

Correctional Dental Associates has the full intent to comply with all laws. To do so, we must be constantly aware of conditions in all work areas that can cause injuries. No employee is required to be at a job he/she knows is not safe or healthful. Your cooperation in detecting hazards and in turn, controlling them, is a condition of your employment. Inform your supervisor immediately of any situation beyond your ability or authority to correct.

Our safety and health program will include:

Providing mechanical and physical safeguards to the maximum extent possible.

Conducting safety and health inspections to find, eliminate, or control safety and health hazards as well as unsafe working conditions and practices, and to comply fully with the safety and health standards for every job.

Training all employees in good safety and health practices.

Providing necessary personal protective equipment, and instructions for use and care.

Investigating, promptly and thoroughly, every accident to find out what caused it and correct the problem so it won't happen again.

The responsibility for all the above is shared by the employers, as well as the supervisors and employees.

Therefore, **Correctional Dental Associates** has instituted and will administer the following comprehensive and continuous occupational **Injury and Illness Prevention Program (IIPP)** for all employees. The health and safety of the individual employee takes precedence over all other concerns. Management's goal is to prevent accidents, to reduce personal injury and occupational illness, while complying with all safety and health standards.

It's very important for all of us to know where the Osha Compliance Manual is kept for quick reference. Make sure it's not moved about unnecessarily. If it's used, always bring it back to the original location. The location for the Osha Compliance Manual is each Dental Clinic.

RESPONSIBILITY

The program administrators, who is the person ultimately responsible for the management, administration, implementation and enforcement of this program is **Dr. Leslie A. Hayling, Jr.** He has the full authority and is the final person to answer any questions or to receive any reports, queries, origination, complaints, recommendations, etc.

Other supervisors may be elected by **Dr. Leslie A. Hayling, Jr.** to supervise certain aspects of the program and to fulfill other responsibilities within and required by the program, but they are not the administrator of the program.

Additionally, **Safety Compliance Services** has been contracted to help with the implementation and enforcement of the program, as well as training and inspection at the clinic's request. They can answer many of your questions and help you in many ways. Again they will be working through **Dr. Leslie A. Hayling, Jr.**, and by themselves they have no authority.

COMPLIANCE

Correctional Dental Associates management is responsible for ensuring that company safety and health policies and procedures are clearly communicated and understood by all employees. Managers and supervisors are expected to enforce the rules fairly and uniformly.

It is essential that all employees follow this and any other safety programs very closely. **IT IS A CONDITION OF YOUR EMPLOYMENT.** All new employees, as taken on, and all current employees are required to study the full program as written herein to ensure a safer healthier environment in this office. There will be ample training or retraining opportunities available to all employees.

Failure to follow the steps of these programs, and thus creating unsafe conditions, will subject the offenders to disciplinary actions and warnings or temporary suspension from work, and if severe, are grounds for termination. Conversely, full application of the steps in these programs would be rewarded with commendations, promotions, and bonuses upon evaluation.

COMMUNICATION

Correctional Dental Associates recognizes that open, two way communication between management and staff on health and safety issues is essential to an injury-free, productive workplace. The following system of communication is designed to facilitate a continuous flow of safety and health information between management and staff in a form that is readily understandable.

- a. The new-employee orientation will include general review of CDA's IIPP. This will be

an instant training and indoctrination in the general safety rules associated with the employee's specific tasks.

- b. There will be regular scheduled employee meetings where safety is freely and openly discussed by all present. Such meetings will be regularly scheduled and announced to all employees well in advance, so that maximum participation can occur.
- c. From time to time, and when new information becomes available, the company shall post it on the bulletin board. Safety related memos and documents are to be read promptly. Questions may be directed to the supervisors or the program administrator.
- d. Each employee will receive mailings discussing new issues. This will be another form of communication between the management and employees, or among each other.
- e. This program shall also be a part of your employment pack for future reference. Keep them in a safe place for your records.
- f. The result of the investigation of any employee safety suggestion or report of hazard will be distributed to all employees affected by the hazard and discussed at a staff meeting.

Your suggestions are encouraged and welcomed. **No employee shall be retaliated against for reporting hazards or potential hazards, or for making suggestions on safety.** All suggestions will be carefully reviewed. Anonymous suggestions may also be mailed directly to the CDA Administrative Office.

Communication is the keynote of success for any business. Our motto reads **“When in doubt, ASK”**.

INSPECTIONS

Hazard control is the heart of an effective IIPP program. **Correctional Dental Associates** Hazard Communication Standard is: identify hazards that exist or develop in the workplace, describe how to correct those hazards, and initiate steps to prevent their recurrence.

Inspection of the workplace is our primary tool used to identify unsafe conditions and practices. While we encourage all employees to continuously identify and correct hazards and poor safety practices, certain situations require formal evaluation and documentation.

The administrator or his supervisors will do the inspection using the hazard checklist in these circumstances:

- a. Regular, complete walk through of the clinic.
- b. The introduction of new substances, processes, or equipment.
- c. Someone reports an unsafe condition, or the administrator becomes aware of one.
- d. An injury, illness, or a near-miss accident occurs.
- e. Unannounced surprise inspections.

Following the inspection or upon any investigation, actions will be taken to correct any unsafe or unhealthy work practice or condition, be repairing or fixing of defective equipment, employee training, posting notices, etc.

All such actions will be documented for future reference, and if the actions require many steps for implementation, then an action plan will be implemented.

ACCIDENT INVESTIGATION

In Correctional Dental Associates the purpose of an accident investigation is to find the cause of an accident and prevent further occurrences-not to assign blame. A thorough and properly concluded investigation is necessary to obtain facts, and find causes of hazards. This then is followed up by an analysis of what happened and why it happened to determine how it can be prevented in the future.

In case of an injury or illness, a report called Employer's Accident Investigation is prepared, and forwarded to Mr. Ricardo Aguilos, who then makes an investigation of the accident by visiting the site of the accident and interviewing the victim and witnesses. Serious injuries and fatalities should immediately be reported to the nearest OSHA office. The employer must make the report as soon as practically possible, but not longer than 24 hour after the employer knows or, with diligent inquiry, could have known, of the death, serious illness or injury.

Accidents causing only property damage, lost time, etc., are usually indicative of faulty procedure or hidden hazard. They too, will be investigated and the recommendations made will be documented per instructions in Records.

Additionally, if the situation deems, the numbers for police, fire department, and other emergency numbers are to be posted prominently on the bulletin board.

Basic rules of investigation:

- A. An unbiased approach is necessary for obtaining objective findings.
- B. Visit the accident scene as soon as possible while the facts are fresh, and before witnesses forget important details.
- C. If possible, interview the injured worker at the scene of the accident and "walk" him or her through a mock re-enactment.
All interviews should be conducted as privately as possible. Interview witnesses one at a

time. Talk with everyone who has knowledge of the accident, even if they did not actually witness it.

- D. Consider taking signed statements in cases where facts are unclear or there is an element of controversy.
- E. Document details graphically. Use sketches, diagrams and photos as needed, and take measurements when appropriate.
- F. Focus on cases and hazards. Develop an analysis of what happened, how it happened and how it could have been prevented. Determine what caused the accident itself, not just the injury.
- G. Every investigation should include an action plan. How will you prevent such accident in the future?
- H. If a third party or defective product contributed to the accident, save any evidence. It could be critical to the recovery of claims costs.
- I.

HAZARD CORRECTION

Unsafe or unhealthy work conditions, practices or procedures should be corrected in a timely manner based on a severity of the hazards.

If an imminent hazard exists, correction is to be done immediately, with all employees removed from the affected area.

If the situation does not constitute a serious hazard, the handling may be incorporated into the routine of the clinic. However, if the handling can be done quickly and simply, like removing an obstacle, etc., it should be done then and there. It could then be followed up with a memo of what was noticed and what was done to correct it for Record Keeping.

The key consideration is: Advise the authority of the problem, and ensure that management would agree with the corrective action.

TRAINING

At the initial implementation of these programs there will be a comprehensive training program when all staff will be fully briefed on the content of the programs.

There will also be regular safety meetings where certain aspects of each program will be discussed.

Training in **Correctional Dental Associates** is essential to maximizing the skills and knowledge of employees. It is the key to productivity. Supervisors must know how to perform a designated

job, and be aware of safety and health hazards facing employees under their immediate supervision.

When a new employee is taken on, he/she receives the necessary training for his/her post, as well as the safety precautions of the post.

Again, when new substances, processes, procedures, or equipment are introduced, or some previously unrecognized hazard is detected, or for periodic refresher purposes, the clinic shall make necessary training available for the employees.

All training shall also be documented as directed in **Records**.

RECORDS

No operation in **Correctional Dental Associates** can be successful without records that enable the clinic to learn from its past experiences and make corrections for future operations.

Accordingly, the program administrator, **Dr. Leslie A. Hayling, Jr.**, should keep and maintain an updated copy of the clinic's IIPP program, and in this he/she will also retain the following documents or records on file for at least three years:

- a. Master copy of IIPP's changes/updates
- b. Documents verifying two way communication with employees, such as memos, letters, suggestions and clinic responses, safety orientation sessions, etc.
- c. All records of inspections/investigations with all pertinent information and the accompanying forms (**OSHA Compliance Checklists, Certification Of Hazard Assessment, Accident Investigation Report, Exposure Incident Form**)
- d. Records of safety and health training received by employees with all the pertinent information.

These records will be made available to any interested parties, on request.

All documents must be kept for a minimum of three (3) years, or OSHA LOG 200 - five (5) years.

COMPLETING AND POSTING THE OSHA LOG 200

With limited exceptions, every employer in the state (including state and local public agencies), must complete the Log and Summary of Occupational Injuries and Illnesses, also known as the OSHA LOG 200. Below are guidelines for determining the recordable nature of an injury of illness on OSHA LOG 200

A) Recordable

If injury or illness involves:

- Loss of consciousness (regardless of medical/first aid treatment).
- Restriction of work or motion (regardless of medical/first aid treatment).
- Transfer to another job (regardless of medical/first aid treatment).
- Termination of employment (regardless of medical/first aid treatment).
- Antiseptic applied on second or subsequent visit to a doctor or nurse.
- Burns of second or third degree.
- Butterfly sutures.
- Compresses, hot or cold, on second or subsequent visit to a doctor or nurse.
- Cutting away dead skin (surgical debridement).
- Disthermy treatment.
- Foreign bodies, removal if embedded in eye.
- Foreign bodies, if removal from wound requires a physician because of depth of embedment, size or shape of object(s) or location of wound.
- Infection, treatment for.
- Use of prescription medications.
- Soaking, hot or cold, on second or subsequent visit.
- Sutures (stitches).
- Whirlpool treatment.
- X-ray which is positive.
- A hearing loss average of 10 decibels or greater in either ear.

B) Non-Recordable

If injury or illness involves:

- Antiseptics, application of, on first visit to a doctor or nurse.
- Bandaging on any visit to a doctor or nurse.
- Burns of first degree.
- Compresses, hot or cold, on first visit to a doctor or nurse only.
- Elastic bandage, use of, on first visit to a doctor or nurse only.
- Foreign bodies, not embedded; irrigation of eye for removal.
- Foreign bodies, removal from wound by tweezers or other simple techniques.
- Non-prescription medications, use of.
- Observation of injury on second or subsequent visit.
- Ointments applied to abrasions to prevent drying or cracking.
- Tetanus shots, initial or boosters alone.
- Hospitalization for observation (no treatment other than first aid).
- X-ray which is negative.

Your OSHA LOG 200 may be filed in this section after posting it during the month of February for the previous year's reports. When posting, make sure that employee names are removed. If this binder will be available for employee access, the OSHA LOG 200 should not include the injured employees' names, as these are considered private medical records. Access to this information should be restricted. These Logs must be maintained for five years beyond the period they cover.

MEDICAL & FIRST AID

The key issue for an employer is that he must have provisions made for medical facilities and personnel to perform first aid procedures.

When the eyes or body of a person can be affected by corrosive chemicals or splash, emergency showers and/or eye washes are required.

Medical personnel should be available for advice, consultation and training, a first aid kit approved by a consulting physician should be readily available. CPR supplies and a trained employee in CPR procedure is also needed. The first aid kit should be inspected initially and periodically thereafter.

Some possible contents of the first aid kit include:

Content Card	Adhesive Tape
First Aid Cream	Surgical Gauze
Eye Ointment	Triangular Bandage
Non-Adherent Pads	Gauze Pads
Splint	Cold Pack
Antiseptic	Tourniquet
Calamine Lotion	Oval Eye Pads
Alcohol Swabs	Ammonia Inhalants
Cotton Tipped Applicators	Scissors
Tongue Depressors	Tweezers
Absorbent Balls	Antiseptic Wipes
Plastic Strips	Bandages
First Aid Booklet	Resuscitation Bags
Pocket Masks	Plastic Mouthpieces

EMERGENCY EYE WASH

Because of the number of chemicals present in a medical office that can cause damage to the eyes, an emergency eyewash is required. Be aware that the eyewash must be able to deliver 0.4 gallons per minute to both eyes, for 15 minutes. This means that a faucet mounted eyewash must be installed. The eyewash must be within 100 feet of any possible accident and must have a sign that is easily visible and designates it as an eyewash station.

Eyewash station device must be plumbed to a continuous water supply, have two stations for simultaneous washing of both eyes, and operational control with one valve. The device must be accessible from any area of the office within 10 seconds.

Eyewash regulations include:

- Eyewash equipment shall be capable of delivering to the eyes not less than 0.4 gallons of fluid per minute for 15 minutes.
- The eyewash unit shall be designated to provide room to allow the eyelids to be held open with the hands while the eyes are in a stream of water.
- The unit shall operate such that both eyes will be washed simultaneously at a low velocity.

GENERAL OFFICE CODE OF SAFE PRACTICES

This is a suggested format, general in nature, intended as a basis for preparing a code of safe practices that is tailored to fit the employer's operations.

It is our policy that everything possible will be done to protect employees, customers and visitors from accidents. Safety is a cooperative undertaking that requires participation by every employee. Failure by any employee to comply with safety rules will be grounds for corrective discipline. Supervisors shall insist that employees observe all applicable Company, state and federal safety rules and practices, and take action as necessary to obtain compliance.

To carry out this policy:

1. Employees shall report all unsafe conditions and equipment to the supervisor or safety coordinator.
2. Employees shall report immediately all accidents, injuries and illnesses to the supervisor or safety coordinator.
3. Means of egress shall be kept unblocked, well lighted during work hours.
4. In the event of fire, sound the alarm and evacuate.
5. Upon hearing a fire alarm, stop work and proceed to the nearest clear exit. Gather at the designated location.
6. Only workers trained for it may attempt to respond to a fire or other emergency.
7. Exit doors must comply with fire safety regulations during business hours.

8. Keep stairways clear of items that can be tripped over. All areas under stairways that are egress routes should not be used to store combustibles.
9. Do not store materials and equipment against doors or exits, fire ladders or fire extinguisher stations.
10. Keep aisles clear at all times.
11. Maintain work areas in a neat, orderly manner. Throw trash and refuse into proper waste containers.
12. Wipe up all spills promptly
13. Store files and supplies in a manner that prevents damage to supplies or injury to personnel when they are moved. Store heaviest items closest to the floor and lightweight items above.
14. All cords running into walk areas must be taped down or inserted through rubber protectors to prevent tripping hazards.
15. Never stack material precariously on top of lockers, file cabinets or other high places.
16. Never leave lower desk or cabinet drawers open, a tripping hazard. Use care when opening and closing drawers to avoid pinching fingers.
17. Do not open more than one upper drawer at a time, particularly the top two drawers on tall file cabinets.
18. Always use the correct lifting technique. Never attempt to lift or push an object that is too heavy. Contact the supervisor when help is needed to move a heavy object.
19. When carrying objects, use caution in watching for and avoiding obstructions or loose material.
20. Plug all electrical equipment into appropriate wall receptacles, or into an extension of only one cord of similar size and capacity. Three pronged plugs should be used to ensure continuity of ground.
21. Keep individual heaters at work areas clear of combustible materials such as drapes or waste from wastebaskets. Use newer heaters that are equipped with tip-over switches.
22. Keep appliances such as coffee pots or microwave ovens in working order and inspect them for signs of wear, heat or frayed cords.
23. Fans used in work areas should be guarded, and guards must not allow fingers to be inserted through the mesh. Newer fans are equipped with proper guards.

24. Use equipment such as scissors or staplers for their intended purposes only, and do not misuse them as hammers, pry bars, screwdrivers. Misuse can cause damage to the equipment and possible injury to the user.
25. Store cleaning supplies away from edible items on kitchen shelves.
26. Store cleaning solvents and flammable liquids in appropriate containers.
27. Keep solutions that may be poisonous or are not intended for consumption in well labeled containers.

Here are a few more general ways of ensuring safety around the office:

1. Do not hang anything on the fire extinguishers.
2. Do not leave any boxes around on the floor and in the walkways.
3. Do not try to lift boxes with one hand.
4. Do not try to reach higher places using rolling chairs, etc.
5. Do not pick up more than one box so as to block your vision.
6. Do not “rush” up and down the stairs. Pay full attention to your surroundings and actions.
7. Do not put heavy books and objects on top of cabinets.
8. Smoking is not permitted in the office or reception areas. Eating is permitted in designated areas only.
9. All symptoms of injury, include dizziness, headaches, nausea, and skin dryness or irritation must be reported immediately to your supervisor or management so that required medical care can be obtained or arranged.

A) Slips, Trips and Falls

As the most common source of injuries to office workers is slips, trips and falls, let’s look at some of the possible hazards that could cause this kind of accident:

- a) Open desk or file drawers.
- b) Loose mats, boards, or tiles.
- c) Highly waxed wood or linoleum.
- d) Spilled water, coffee, or other liquids.
- e) Dropped pencils, erasers, or other items.
- f) Electrical cords, phone lines, or extension cords strewn across walkways.
- g) Parts of machines obstructing walkways or protruding from desks or shelves.

So, whenever you are walking through the office, or anywhere, for that matter, adopt a slow and careful pace, watching where you are going at all times. And remember the following tips:

- 1) When you open something (file cabinet, drawer, etc.), close it immediately after you get what you need.
- 2) Never run anywhere in the office.
- 3) Never come to a sudden stop. If someone is walking closely behind you he/she could collide into you.
- 4) Always wear comfortable, well-fitting shoes that are in good condition and will not slip, etc.
- 5) If you drop an object on the floor, pick it up immediately.
- 6) If you spill something on the floor, immediately clean it up, if possible. If not possible, mark and block off the area and then contact someone who can correct the situation.
- 7) Do not suddenly change the direction in which you are walking. You could collide into someone.

B) Stairways

The following section gives you safety tips regarding stairways.

- 1) Watch where you are going at all times.
- 2) Always keep one hand on the handrail.
- 3) Never take more than one step at a time.
- 4) Never stop on a landing to converse with someone. And do not congregate right outside a door at the top or bottom of a stairway.
- 5) Never carry a load that obstructs your vision.
- 6) If you are speaking with someone as you are going up or down, do not allow yourself to become distracted by your conversation.

Lifting

Lifting objects improperly could cause severe back strain, a hernia, injury to fingers and hands, injury to toes, feet, or legs, injury to eyes or head, or to co-workers.

The following section teaches you how to avoid these kinds of accidents and injuries by ensuring

proper lifting procedures. Every time you need to pick up an object: (Memorize these steps).

- 1) First, you must examine the load, to find out if the load is too heavy or bulky, or you need help to lift it, etc.
- 2) If you have determined that you can lift the load yourself, you should then stand close to the load with your feet apart. This will help your body remain balanced as you lift.
- 3) Next, squat down, bending at the hips and knees. Never bend at the waist with your legs straight, because doing so even with a light load could put undue stress and strain on your back.
- 4) Now grip the load and arch your lower back inward by pulling your shoulders back and sticking out your chest. This posture distributes the weight of the load more evenly by taking pressure off the spine and lower back and allowing the bulk of the weight to be borne by the leg muscles.
- 5) Keep the load close to your body while you lift. The closer the weight is to your body as you lift, the less strain it puts on your back, arms, neck, and shoulders.
- 6) Finally, when you set the load down, squat down, bending at the hips and knees, keeping your lower back arched inward. Putting a load down incorrectly could result in injury just as easily as lifting it improperly in the first place.

Carrying

A similar procedure is necessary when you are carrying a load. Heed the following tips:

- 1) Hold the load close to your body.
- 2) Again, always ensure that you can see over the load.
- 3) Keep your ears, shoulders, and hips aligned.
- 4) Keep your elbows resting at your sides to secure the load and prevent sudden shifts. (If you are carrying the load in only one arm, place it as close as possible to your elbow to give your extra support.)
- 5) Make sure that the load is evenly balanced so that no one part of your body has to bear more than its share of the weight.

Reaching

People easily get tempted to reach for out of reach items on book cases, cabinets, etc., without proper stools, stepladder, etc. Be aware of the following hazards:

- 1) By climbing onto a shelf, your weight could cause an entire bookcase to tip over and land right on you.
- 2) If you use a chair that has wheels as a makeshift stool or ladder, the chair could easily roll out from under you. It is a lot easier to find the appropriate tool.
- 3) Use a step stool when reaching for high objects. Do not stand on chairs, boxes, or other things that may slip or slide out from under you.
- 4) If you are at a desk and you need to reach items around, do not constantly twist at the waist, you can strain your back as well as your arms and shoulders and neck. Instead, first arrange your work area so that the things you work with most are within easy reach and preferably in front of you, not to your side or back, if you do need to turn, turn your entire body, not just your waist, in the direction that you want to go.
- 5) Broken or damaged chairs, step stools or equipment must be reported immediately.
- 6) Books or other heavy objects must not be placed on overhead shelves above work desks unless the object can be securely anchored to prevent falling.
- 7) File and desk drawers shall be opened one at a time and closed when finished. Care must be taken when closing drawers to avoid pinching fingers. Do not overload file drawers.

File Cabinets

This section gives you a number of very handy and useful tips regarding using file cabinets.

- 1) Always use the handle when you are closing a file drawer. Otherwise, you could easily catch one or more fingers in the drawer.
- 2) Do not lean against a file drawer as you are looking through it.
- 3) File material in bottom file drawers first so that file cabinets do not become top-heavy. And always place any heavy items in the bottom drawer.
- 4) Open a file drawer only as far as necessary.
- 5) Never store heavy objects on top of a filing cabinet. If they fall off or are somehow knocked over the edge, serious injury could result to anyone who happens to be underneath.
- 6) Shut all drawers when they are not in use. As mentioned before, you should shut any drawer immediately after you have retrieved the material you need.

- 7) Slowly open top file drawers. Opening a heavy top drawer too quickly could, again, cause the entire cabinet to topple over.

Finger Tips

There are a number of situations that could injure hand and fingers including paper cuts, puncture wounds from staplers, pushpins, pencils, etc., crushed fingers, splinters from office furniture and cuts from letter openers, razor blades and other sharp objects.

The following tips can help you avoid the punctures, scrapes, and cuts that adorn the hands of so many office employees:

- 1) Never remove a staple with your fingernails; use a staple remover instead.
- 2) Do not store sharp objects haphazardly in a drawer. Instead, arrange the drawer's contents as neatly as possible. Keep scissors and letter openers stored carefully in the drawer where you will be able to see them. And store razor blades, thumbtacks, and pins in closed containers.
- 3) First, sweep up the glass with a broom and a dustpan. Next, put the broken glass into a secure container that you can tape closed or otherwise shut tight, such as a cardboard box, and mark it clearly with the words, "BROKEN GLASS".
- 4) Do not keep sharpened pencils stored points up in a cup. If you reach for them too quickly, you could easily impale the ball of your thumb or finger on a piece of lead. Instead, store pencils flat in a drawer, and always pay attention to what you are doing when you are reaching for one.
- 5) If you have noticed that the edges of a piece of office furniture are particularly sharp or splintered, notify Maintenance or someone who can take care of the problem. In the meantime, you should cover any dangerous areas with tape.
- 6) Always get prompt treatment for any finger or hand injury, no matter how "minor" it may seem.

Paper Cuts

Perhaps the most common finger and hand injury is the paper cut. It can be very painful and it can become seriously infected.

Here are some simple suggestions and precautions:

- 1) Use a finger guard whenever you are leafing through a pile of papers.

- 2) If you want to search through a file's contents, be sure to take it out of the drawer first. Flipping through a file when it is still in the cabinet will greatly increase your risk of getting a painful paper cut.
- 3) If you need to open a stack of envelopes, use a letter opener rather than your fingers.
- 4) Do not lift a piece of paper by the sides; instead, be sure to pick it up by a corner.
- 5) When you are opening a carton or a package that is closed with tape, use a letter opener.

Eye Safety

You should also take precautions to avoid receiving an eye injury. So always follow these important tips:

- 1) When you need to reach for something, again always pay attention to what you are doing.
- 2) When you have any kind of chemical on your hands, such as toner or even ink from carbon paper, take great care not to rub your eyes. Serious irritation could result. (NOTE: Remember that when you are working with chemicals, you might need gloves, etc. Study their MSDS sheets as covered elsewhere in the Safety Manual).
- 3) When you are carrying a pencil, scissors, or any sharp object, always keep its point down.
- 4) Have your eyes examined for glasses if you find yourself squinting while reading, or your eyes become irritated, or inflamed or tire easily, or you get headaches frequently.
- 5) Eyestrain is a common problem for office workers who spend a great deal of time entering data into word processors or computers, reading, or working closely with various materials. To avoid this problem be sure to take regular "eye breaks", in other words, remind yourself to regularly look up from your work and focus on faraway objects so that you can give your eyes a rest.

Machinery

Working safely in the office also requires that we treat the many machines around us with great caution and care.

- 1) Read instructions carefully before operating unfamiliar equipment. If you have any questions, ask your supervisor.
- 2) Always check machinery for frayed or broken electrical cords before using the equipment, both may pose a fire hazard. Exposed wires could give you a dangerous electrical shock.
- 3) Grasp an electrical cord by its plug to pull it from a wall socket; yanking the cord itself will contribute to frayed or broken wires. Also, never bend electrical cords around corners or furniture or over heat sources, and do not string them across aisles or other areas where they could be walked on or tripped over.
- 4) If machinery sends off sparks or a strong odor, smokes, or feels tingly to the touch, immediately de-energize the equipment and report the situation to your supervisor or to someone who can check the machine to determine what is wrong. Be sure to post a sign warning others not to use the machine under any circumstances.
- 5) If you are qualified to make an adjustment to or clean a machine, always unplug the equipment and follow any other steps that are required by your company before working on the equipment.
- 6) Keep liquids away from electrical office equipment. If you happen to spill a liquid near such equipment, clean it up immediately if you can do so safely. If that is not the case, again, mark and block off the area and notify someone who is qualified to clean up the spill. Remember, liquids and electricity can be a deadly combination.
- 7) Do not overload the electrical outlets in your office. If you discover that a particular outlet is overloaded, immediately report the situation to your supervisor.
- 8) Never break off the third prong on a plug so that it will fit into a two-prong receptacle. The third grounding prong is essential in providing a path for any stray current, and, therefore, in helping to prevent a dangerous shock hazard.
- 9) Do not wear loose clothing or jewelry if you often work with or near office machinery. A scarf, a tie, or a dangling necklace, for example, could easily get caught in a typewriter, a printer, or any office equipment that has moving parts.
- 10) Leave repair work to the professionals. Do-it-yourself repairs could backfire, hurting you or the next person who happens to use the machine.

- 11) If you notice any potential safety hazard with electrical equipment or machinery, again, immediately mark and block off the problem to warn others and then report the situation to your supervisor.

COMPRESSED GAS CYLINDERS

Tanks of compressed gas are used to contain fuel and provide pressure power that powers some pieces of equipment. These tanks are most commonly used for gas anesthesia and emergency oxygen.

Compressed gas cylinders present several occupational hazards. The cylinders area physical hazard if:

- They fall on someone,
- They roll where people can trip on them,
- The valves are damaged and the gas is expelled under enough pressure to propel the cylinder across the room or through a wall.

They are a fire hazard if the contents are flammable. They can become an explosion hazard if the pressurized contents are heated.

Safety Handling:

1. Cylinders must be kept away from heat, stairs and flame.
2. Large cylinders must be firmly secured with a chain, rack or other approved method.
3. The cylinder's contents must be clearly identified and the label should note whether it is empty or full.
4. Stored cylinders must have their safety collars or valve protectors in place, even if they are empty.
5. Transport large cylinders by using a cylinder hand truck. Rolling or walking large cylinders can be dangerous. During transport, always have the safety collar in place.
6. **DO NOT** lay cylinders on their side unless special racks are used to hold them in place.
7. **DO NOT** use a cylinder that contains an unidentified gas.
8. **DO NOT** move a cylinder with the regulator in place unless it is secured to an anesthesia cart, as in the case of the small E cylinders.
9. To use a cylinder:
 - a. Close the regulator flow control valve.
 - b. Open the main cylinder valve until it stops.
 - c. Adjust the flow rate by using the regulator flow control valve.
10. **DO NOT** use a cylinder when a regulator or other pressure reducing device is not in place.

11. **DO NOT** keep a regulator under pressure by closing it while leaving the main cylinder valve open.
12. **DO NOT** attempt to refill tanks yourself.

NOTE: Compressed oxygen is combustible by itself, but it can cause many materials to burn violently. Never use grease, cleaning solvents or other flammable material on an oxygen valve, regulator or piping.

Ethylene oxide and nitrous oxide are hazardous substances. If they are used in your practice, read the MSDS for these gases.

ELECTRICAL SAFETY

Initial training should begin with an understanding of how electricity works. Additional information on safety inspections, housekeeping and safe work practices should also be discussed. Below you will find information to help you train in the workplace.

Electrical equipment and wires need to be **grounded**. Three-pronged plugs are familiar grounds.

Shock is what happens when electric current flows through you and you are acting as the ground. Shock occurs if wiring is not properly enclosed and/or grounded. It's not the voltage or amount of power that causes shock, but the actual quantity of electrical current (amps).

Make sure that all electrical equipment is in good working order to prevent shocks, burns, and fires.

Safety inspections should include:

- tight electrical connections.
- intact insulation on all wiring.
- plugs that match their outlets (three-pronged).
- equipment running at or below capacity.
- waterproof cords where needed.
- where flammable liquids, vapors, or gases are present, electrical equipment must be approved as safe for use in such areas.

Common practices to avoid. Don't:

- let cords get twisted or tangled.

- place cords near heat or water.
- touch cords with wet hands.
- use extension cords to run equipment.
- overload circuits, motors, or electrical equipment.

FIRE SAFETY

The following summary provides information on fire safety regulations that affect CDA and its employees:

- An emergency action plan must be developed to designate certain employees to use the available portable fire extinguisher(s);
- The PPS shall provide portable fire extinguisher(s) and shall mount, locate and identify them so they are accessible to employees;
- The PPS cannot use fire extinguisher(s) that contain carbon tetrachloride or chlorobromomethane;
- Extinguisher(s) must be maintained (fully charged) and operational at all times;
- Visual maintenance checks shall be conducted monthly;
- Class A extinguisher(s) must be within 75 feet of Class A fire risks found in the workplace (see safety section for definition);
- Class B extinguisher(s) must be within 50 feet of Class B fire risks;
- Education and training for employees shall consist of familiarizing employees with the general principles of fire extinguisher use and the hazards involved with incipient stage fire fighting. Contact your local fire department for assistance;
- Educate the employees on the types of fires and how to fight them. In addition, educate them as to when a fire is beyond their capabilities and requires a professional fire fighter;

FIRE SAFETY FOR THE WORKPLACE

Workplaces that handle flammable chemicals should be concerned with the risks of fire, compounded by toxic gases that the fire can create.

Fire safety needs to be part of any hazard communication training program. Smoke alarms, sprinklers, and/or fire extinguishers must be present. Make sure all employees know the fire risks associated with the materials, equipment, and chemicals used.

Another aspect of fire prevention is understanding how a fire is produced. Fuel (oil, paper, wood), oxygen, and heat when combined, provide the necessary ingredients.

Heat can be generated from such sources as electrical current. Make sure you:

- replace worn or frayed wires;
- keep combustibles away from electrical sources;
- lubricate bearings so they do not overheat;
- keep motors/machines free of dust and grease.

Do Not:

- overload circuits or outlets;
- temporarily wire equipment.

Flammable liquids such as alcohols, petroleum distillates, methyl methacrylate, etc. are a common fire hazard. The single most important concern is that vapors become flammable when they mix with air and come into contact with an ignition source. Flammable vapors spread quickly. They move even more quickly when the air is warm and still. Also, mixing incompatible chemicals may cause a fire or an explosion. Check under the reactivity section of the material safety data sheet for additional information.

Make Sure:

- to use flammables in areas with adequate ventilation;
- not to use them near heat or fire;
- not to smoke around flammable liquids;
- not to use sparking tools around them;
- flammables are stored away from ignition sources;
- to store flammables in approved, tight, metal containers;
- to clean up leaks and spills immediately;
- to immediately remove clothing that has absorbed a flammable liquid;
- a list of flammable materials found in the workplace is available.

FIRE EXTINGUISHERS

Everyone should know how to use fire extinguishers. There are different types and sizes of extinguishers for different types of fires. Make sure the extinguisher you have is in plain sight, easy to reach and is appropriate for the type of fire you wish to extinguish.

A label on the extinguisher explains its type, and is based on the National Fire Protection Association classification system:

Class A - for putting out fires involving wood, paper, or trash by cooling and wetting down the area. You will find classifications such as 1-A, 2-A, etc. The higher the number, the larger the fire the extinguisher can handle.

Class B - for flammable liquid and gas fires. Works either by cutting off oxygen or reducing flame. The number associated with B extinguishers tells how many square feet the extinguisher can handle.

Class C - for electrical fires. Do not use water on electrical fires.

Class D - used for fires involving combustible metals like zinc, sodium, etc.

The average 3000 square foot office would require at least one 2A, 10BC extinguisher.

When a fire is spotted, the first response must be to sound the alarm. When the alarm sounds, evacuation procedures should proceed quickly, but calmly. Only those specifically assigned, trained, and outfitted should remain in a building during a fire.

29 CFR 1926.150, Subpart L, calls for periodically inspecting portable fire extinguishers*

*Call your local fire department for an evaluation of your facility.

EVACUATION PLAN AND PROCEDURAL POLICIES

Employees should familiarize themselves with the posted fire exit and evacuation chart. In case of a fire, the employees will sound the alarm first, evacuate all personnel, contact custody and notify the fire department and turn off gas, if time permits.

SKIN PROTECTION ON THE JOB

Skin protection should be of primary concern for all employees. The many small openings (pores) may allow the entrance of hazardous chemicals, bacteria, and viruses into the body, if you do not protect yourself.

What Causes Skin Disease?

The environment for one! Temperatures can affect the skin. Heat can cause irritation as perspiration softens the skin, making it less effective as a barrier, while cold can make the skin dry and chapped.

On the job, one may receive physical injuries to the skin such as cuts, scrapes, or bruises.

Chemicals such as strong acids, bases, and solvents can instantly irritate the skin. For example, nickel, chromium, mercury, certain dyes, some soaps and perfumes may cause a delayed skin reaction.

If you have identified the use of any of these chemicals in your workplace, make sure that employees are aware of the precautions they must take. Information about the skin hazards of a chemical may be found on the MSDS.

How Can You Protect Yourself?

- 1) Keep your work area, clothes, and body clean.
- 2) Use creams, lotions, and protective clothing.
- 3) Inform your Regional Director if you have or have had acne, psoriasis, eczema, fungal infections, or allergies that can cause skin problems.
- 4) Follow the instructions for handling hazardous substances in your workplace.
- 5) Make sure that you have good ventilation when hazardous substances are used.
- 6) If you have any cleaning responsibilities, wear nitrile gloves and the proper protective clothing. Strong cleaning products can cause skin irritation.
- 7) Use machine guards on equipment to protect against abrasions, cuts and splashes.
- 8) Avoid using solvents in a clean-up. Use other types of cleaners.
- 1) If you do experience any of the following symptoms, pain, swelling, redness, infection, persistent dryness, crustiness, or itching, call your physician. Ignoring these warning signs may only make them harder to treat.

SPILLS IN THE WORKPLACE

The safety information contained in this section on spills in the workplace will provide you with procedures to help minimize the exposure of personnel and property. Such procedures may include making available the use of a mop and bucket, to having a chemical and biological spill kit available complete with the proper protective equipment.

Consider the following factors in your workplace if a spill were to occur:

- potential location of the spill - counter, cabinet, confined area, etc.;
- quantity of the chemical or biological released;
- physical properties of the released substance - vapor pressure, air or water reactivity, etc.;
- hazardous properties of the material released - toxicity, flammability, corrosivity, etc.;
- types of protective equipment needed.

A protocol, in the event of a spill, is required when chemicals in concentrations of 1% or more are stored in the facility.

Clean-up supplies should include, but are not limited to:

- neutralizing agents - sodium bicarbonate, sodium bisulfate;
- absorbents - sand, vermiculite;
- pan, small shovels, scoopers;
- containers with lids, for disposal.

It is recommended that a spill kit(s) be placed strategically in the work area.

If a spill does occur the following guidelines can be used:

- attend immediately to all personnel who may have been contaminated;
- notify personnel in the immediate area of the spill;
- if spilled material is flammable, turn off ignition, electrical, and heat sources;
- contain the spill using an absorbent material;
- pour absorbent material around the perimeter of the spill;
- once contained, pour additional absorbent into the center of the spill;
- using a small shovel or scooper, work the absorbent located around the perimeter, into the middle until all of the chemical is absorbed;
- during clean-up, use protective equipment such as nitrile gloves, safety glasses, respiratory protection, etc.;
- leave on or establish exhaust ventilation, if it is safe to do so.

Handling of Spilled Liquids:

- follow the guidelines listed above;
- for small spills of inorganic acids or bases, use a neutralizing agent that is absorbent (e.g., soda ash, diatomaceous earth or baking soda);
- for other materials spilled, absorb with a nonreactive such as sand, vermiculite, or commercial material (ChemSorb);
- flush with large amounts of water, being careful of electrical sources;
- mop up area after absorbent has been removed;
- if the spilled material is extremely volatile, let it evaporate and exhaust with the aid of a mechanical system (vent hood, fan, etc.).

Handling of Spilled Solids:

- low toxicity solids can be swept into a dust pan and placed in a solidwaste container for disposal;
- using vacuums will require the use of special filters because of possible toxic fumes that can be present.

Handling Leaking Compressed Gas Cylinders:

- most leaks occur at the top of the cylinder - valve threads, safety devices, valve stem, etc.;
- if a leak is suspected, use soapy water - watch for bubble action;
- if leak cannot be remedied by tightening valve, notify supplier;
- if necessary, remove leaking cylinder to an isolated area;
- keep away from combustible materials;
- post a sign warning of the hazard;
- corrosive gases - move to a well-ventilated area - be aware that some corrosives are also oxidizers and, or flammables;
- for personnel working around leaking gases that may constitute a serious hazard,

- appropriate respiratory and skin protection is essential.

STORAGE AND HANDLING

Chemicals should be stored in cool, dry areas at temperatures between 67 degrees Fahrenheit to 94 degrees Fahrenheit, unless the manufacturer notes otherwise. Storage areas need to be constructed so that shelving is fixed securely to the floor or wall. The storage area should be away from direct sunlight, high heat and humidity, and potential ignition sources. Access to the storage area should be by authorized personnel only.

Chemicals must be stored in properly labeled containers with special attention given to hazard warnings. These warnings will alert employees using the chemicals not to store incompatible materials in the same area. Chemicals should be stored by their hazard class. These hazard classes are: Biohazard, Carcinogen, Compressed Gas, Corrosive, Flammable, Moderate Poison, Non-Hazardous, Radioactive, Severe Poison, Water Reactive and Oxidizer.

- Flammables need to be stored in special storage areas.
- Water reactive chemicals need dry storage.
- Strong oxidizers need to be separated from other chemicals.
- Compressed gas cylinders should be secured and properly supported.

Storage of waste materials is another area that may require special attention. Do not mix chemical wastes that may react. Use metal safety cans for organic flammable solvents. In order to limit the quantity of waste, obtain chemicals only in the quantities that are needed.

There are two major areas of concern when it comes to handling products. First, identification and knowledge of the product. Second, handling and using the product safely.

Always read the manufacturer's or supplier's directions before you use a product. Be aware of all the possible hazards of the product. Make sure the proper information is on the label for products containing hazardous chemicals.

Keep Material Safety Data Sheets (MSDS) available for each product. Make sure that everyone who will come in contact with the chemical is knowledgeable about using the MSDS.

The MSDS will supply the information that determines to what extent the worker needs to protect himself/herself when working with a product that has a hazardous chemical in it. This information is then transferred to a label that is placed on the product, quickly informing employees of these hazards. Personal protective equipment is necessary if the chemical can affect the skin, eyes, or lungs.

It is important to understand the chemicals you are working with, since many chemicals can be harmful if not handled properly. Explosion, fire, and release of dangerous vapors are but some of the typical hazards of improperly handled or mixed chemicals.

- Always clean up spills immediately.
- Mix and use chemicals in well-ventilated areas.

- Make sure that you dispose of wastes in the proper manner, so you do not compromise the environment or endanger human life.

Corrosives require special care. Contact with corrosives can burn the eyes and skin. Inhaling corrosive gases or mists can cause serious injury, sometimes permanent or even fatal.

Know Workplace Corrosives:

- acids (e.g., hydrochloric, hydrofluoric, nitric, sulfuric);
- bases (also called alkalines, caustics and usually end with hydroxide, oxide, or amine);
- oxidizers (e.g., fluorine, chlorine);
- solvents (e.g., methylene chloride).

Read all labels, and material safety data sheets (example: causes severe burns). The MSDS lists health hazards, possible physical hazards (example: fire, explosion, toxicity, reactivity) and protective equipment to be used. Inspect protective equipment carefully before wearing.

Protective Equipment:

- gloves;
- goggles/safety glasses;
- face shields;
- protective clothing;
- respirator of appropriate type.

Safety Practices:

- use chemicals only with adequate ventilation;
- no food, drink, or smoking in work areas;
- containers should be closed when not in use;
- carefully remove all contaminated clothing, then dispose of properly;
- wash thoroughly after working with corrosives;
- report spills or leaks immediately;
- follow proper clean-up procedures;
- get immediate medical attention for exposure.