

PROTECT THE FORCE

NEW EMPLOYEE SAFETY & OCCUPATIONAL HEALTH HANDBOOK

**ARKANSAS NATIONAL GUARD NEW EMPLOYEE
SAFETY AND OCCUPATIONAL HEALTH HANDBOOK**

On behalf of our Adjutant General and the Safety and Occupational Health team - Welcome to the Arkansas National Guard. Your knowledge and support of the Army Safety Program is the foundation and without you, the program will not succeed. Accident Investigations have revealed that 80% of all army accidents are caused by human error. Either the individual did not recognize the hazard, under-estimated the risk of the hazard, or over-estimated their ability to avoid or control the hazard. The result is an injury/illness and/or damage to equipment that could have been prevented. You, our new employee, are a critical part of seeing that workplace hazards are avoided or controlled, and accidents and illnesses are prevented. Report all unsafe conditions to your supervisor, the Safety Office and/or union representative.

Introduction

PURPOSE: The purpose of this handbook is to provide you with information relating to the Arkansas National Guard Safety and Occupational Health Program. Simply stated, **the #1 goal of our program is to establish and maintain a safe and healthy work environment.** The Arkansas National Guard Safety and Occupational Health Program incorporates requirements of the Occupational Safety and Health Act of 1970 (OSHAct) as implemented in Executive Order 12196; Part 1960, Title 29, Code of Federal Regulation (CFR).

DUTIES: OSHAct



Employer:

1. Shall furnish to each of their employees employment and a place of employment, which are free from recognized hazards that are causing or are likely to cause death or serious physical harm to their employees.
2. Shall comply with occupational safety and health standards promulgated under the OSHAct.

Employee:

Each employee shall comply with occupational safety and health standards and all rules, regulations, and orders issued pursuant to the OSHAct that are applicable to his own actions and conduct.

SAFETY AND OCCUPATIONAL HEALTH PROGRAMS



1. Initial Occupational Health Screening/Physical Examination

As part of your hiring process, you will receive a health screening/physical examination. The NGAR Occupational Health Nurse, or an agency designated medical professional will conduct the screening/examination. The purpose of this initial screening exam is to evaluate your current physical condition in relation to your essential job requirements and to establish a baseline to which future exams can be compared.

Screening examinations are required because you may be assigned to a job or work in an area that has potential health hazards. Some hazards Arkansas National Guard employees may encounter in their job or work area include: *Physical hazards* such as noise, heat, cold and light; *Respiratory hazards* such as vapors, gasses, dusts, fumes, fibers, etc.; *Ergonomic hazards* such as lifting, operating vibrating tools, working in tight, awkward areas or positions, working at heights, etc.; *Chemical hazards* such as various solvents, fuels, lubricants, cleaning compounds, etc.

A standard medical evaluation includes: documenting your health history; measurement of your blood pressure, pulse, and respiration; and a vision and hearing test. Depending on the job hazards you may encounter; spirometry (lung function test) and blood and/or urine tests may also be required. This initial “baseline” examination documents how you are now. The “baseline” tests and data will be compared to your periodic occupational health screenings to insure that your workplace is not affecting your health



2. Periodic Job-related Occupational Health Screenings (OHS)

Periodic, job-related, occupational health screening (medical surveillance) is a major part of our occupational health program. Most of the screening is required by regulation and in many incidences by law [the Occupational Safety and Health Act (OSHAct); Executive (Presidential) Order].

If you work in an occupation or work area that requires occupational health screening (medical surveillance), you will be enrolled in a mandatory, periodic (usually annual), job-related, occupational health-screening program. This periodic occupational health screening will be very similar to your initial health screening/physical examination.

The purpose of the periodic occupational health screening is to detect early evidence of any changes in your health that may be coming from your job or your work area. This periodic screening also assists us in identifying if further safety measures may be needed in your job or work area.

Occupational health screening may also be used to evaluate if you have a non-work related medical condition that may be adversely affected by the type of work you may be assigned to do. This information assists us in making healthful job assignments.

The periodic occupational health screening will be specific to the workplace hazards and physical fitness requirements of your job. For example: You will have an annual hearing test if you are assigned to a noise-hazardous area. You will have an annual pulmonary function test if you work with respiratory hazards. You will have an annual health questionnaire, and possible medical examination, if your job requires you to wear a respirator. Your supervisor, or the Occupational Health Nurse, will notify you if a periodic occupational health screening examination is due. If you know or think that you have been exposed to a workplace health hazard and are not receiving an examination that addresses that hazard, consult your supervisor or the Occupational Health Nurse.

3. Termination Health Examination



If you are enrolled in the periodic job-related occupational health-screening (medical surveillance) program, you will be asked to participate in a termination health examination upon termination of assignment or termination of employment. The purpose of termination examination is to evaluate aspects of your health that may have been affected by work-associated factors. Please allow adequate time, 3 months is suggested, prior to the date of termination of employment to schedule the examination with the Occupational Safety and Health Office

4. Personal Protective Equipment



Your assigned job duties may require the use of personal protective equipment (PPE) to protect your body from injury. Examples of PPE include: hard hats, safety glasses, safety goggles, chemical goggles, full face shields, special goggles or hoods for welding/cutting, hearing protection, gloves, safety shoes, and respirators. You will be provided with, and trained in the use of, any required PPE. In all jobs that require PPE, the wearing of PPE is mandatory. If your PPE is damaged or becomes unserviceable, notify your supervisor for replacement.

5. Hearing Conservation



The purpose of the hearing conservation program is to prevent hearing loss from occupational exposure to noise and to educate you how to protect your hearing no matter where the exposure. The program consists of:

- Monitoring and Engineering Controls: Monitoring and evaluating the noise levels of your job or work area and determining if physical changes can be made to reduce high noise levels.
- Employee Notification/Education/Training and Medical Evaluations: All noise- hazardous areas/equipment will be posted to inform you when hearing protection is required. If your job requires you to work in noise-hazardous areas, you will receive initial and annual education and training on how and when to use hearing protection.

Hearing protection will be provided to you at no cost. You will receive initial and yearly training on how to use and maintain your hearing protection and other information on protecting your hearing. Hearing protection must be worn at all times you are in a noise-hazardous area and when you are working on or near noise-hazardous equipment

Earmuff type hearing protective devices are adequate for most shop noise exposures you will encounter. With some very noisy equipment, such as tank engines and aircraft, a combination of earplugs and muffs will be required to adequately protect your hearing. Your supervisor can give you guidance on the types of hearing protection you may need based on the noise survey for your shop. It is important to know that you must wear your hearing protective devices (HPDs) as indicated. If you are having problems using your hearing protection, check with your supervisor or the Occupational Health Nurse.

A hearing test (called an audiogram) will be performed on you upon hire; upon change of your job duties, to include working in noise-hazardous areas; annually; and at termination if you work in an area identified as noise hazardous. Further medical evaluations will be provided if indicated by the results of the audiogram. You will be notified when an examination is due.



6. Vision Conservation

The purpose of the occupational vision program is to protect your vision from being harmed due to job hazards and to assure that you are able to see well enough to safely do your job effectively.

You will receive a vision screening, initially and possibly annually or every two years, depending on your job exposure. You will be notified when this exam is due. We will provide you with proper protective eyewear, and instruction on how to use and maintain it.

Different types of eye protection are required depending on your work. Chemical goggles for chemical splash protection, safety glasses, goggles or full-face shields to protect against flying particles, welder's protective eyewear and laser protective glasses are examples of some of the protective eyewear. You must insure that you not only have the proper protective eyewear but that you properly use it. Protective eyewear must be used whenever your eyesight is at potential risk or whenever you are in an eye-hazardous area or performing an eye-hazardous operation (i.e. battery service, grinding, dip-tank). Eye hazardous areas/operations will also be properly posted, so you will have a visual indication of when eyewear is required. **Note:** Regular eyeglasses or contact lenses *do not* provide adequate protection for your eyes.

7. Respiratory Protection Program



This program will help you identify respiratory (breathing) hazards that you may be exposed to at your workplace. It will help you to identify proper protective and preventative measures so that you can control or eliminate the exposure. If your work duties require that you wear a respirator, you will learn about the proper equipment that you will need to use as well as how to select, wear, and care for the equipment. A medical evaluation and fit testing/training program will be set up for you prior to being assigned to any duties where respirator use is required.



8. Hazard Communication (HAZCOM)

One of the most important employee preventive occupational health/hazard training programs is the Hazard Communication (HAZCOM) program. This program will help you identify physical, chemical, and other hazards in your work place. It will help you properly and effectively protect yourself and your co-workers against work hazards. You will also learn how to obtain and understand a Material Safety Data Sheet (MSDS). Your initial orientation will include an overview of this important program, its components, how the program works, and how it is used at your local facility/workplace. You will receive additional training if the physical, chemical or other hazards of your job change. Always check with your supervisor if you are not familiar with the hazards of a product or work assignment.



9. Confined Space

A program closely related to respiratory protection is the confined space program. You will need to be familiar with this program, which governs the assessment, identification and safe work procedures required, before you are exposed to confined space hazards. A confined space (i.e. manhole, water buffalo, pit, vessel or tank) has one or more of the following characteristics:

- Not meant for human occupancy.
- Contains actual or other safety or health hazards (i.e. inadequate oxygen, flammable or toxic contaminants, moving machinery, electrical hazards, engulfment hazards, etc.)
- Makes ready escape difficult (prevents normal walking position)
- Restricts entry for rescue purposes.

The written confined space policy should be readily available, fully understood, and followed by all employees and supervisors who work in confined spaces.



10. Radiation Safety Program

This program insures that no personnel are excessively or unnecessarily exposed to radiation (a physical workplace hazard). The Radiation Safety Officer (located in the Safety Office) is in charge of monitoring this program to assure exposures are kept as low as reasonably achievable (the ALARA principle). Applicable workers are kept fully informed of any dangerous exposures. Most of our workplaces have no significant radiation exposure. Areas and equipment where radiation hazards exist are marked with signs alerting you to the hazard. Do not work on any equipment containing a radioactive hazard unless you have training specific to the radiation hazard of that equipment.



11. Bloodborne Pathogens

Human blood, and certain other infectious body fluids, can contain diseases that can be transmitted to you through contact with your mucus membranes (eyes, nose, mouth, sexual organs), through breaks in your skin (non-intact skin), and through direct puncture of your skin by an object contaminated with blood or other infectious body fluids. The most common bloodborne pathogens are the hepatitis B virus (HBV), the hepatitis C virus (HCV) and the human immunodeficiency virus (HIV). You must use caution whenever you may come in contact with blood or other body fluids.

Should you encounter blood or other body fluids (injured coworker, blood on or in equipment your working on), take the time to protect yourself from exposure. Protective equipment, including barrier gloves, goggles, masks and barrier gowns or aprons are available in your work area.

If you do get another persons blood or body fluids on your skin, immediately wash the area with non-abrasive soap and water. If you get another persons blood in your eyes, nose or mouth, flush it with water. Report any exposure to another person's blood or body fluids to your supervisor immediately. Areas and equipment contaminated with blood or other infectious body fluids must be cleaned and disinfected, and contaminated cleaning equipment disposed of, following the protocols found in the Arkansas National Guard bloodborne pathogen exposure program.

For the safety of others, you should always bandage any cuts or sores you have. If you cut yourself and blood gets on or in equipment, notify your supervisor so that proper clean up and disposal can be done.



12. Forklift and other Powered Industrial Truck operation

Employees, who operate forklifts or other powered industrial trucks, must undergo specific training and be certified to operate the specific piece of equipment. This training will be provided to you at your facility if your job requires you to use such equipment. You are not allowed to operate forklifts or other powered industrial trucks without this special training.



13. Lockout\Tagout

The process of assuring equipment has been properly de-energized prior to being worked on or repaired is referred to as Lockout\Tagout. This program is used to assure that personnel working on any piece of equipment or machinery are not exposed to hazardous energy conditions. If your job requires you to repair or do maintenance on equipment or machinery, you will receive specific training in how to apply lockout\tagout procedures to your job.

Because equipment in your job area could be subject to lockout\tagout procedures, you need to know the following:

- * Do not try to repair or service any equipment or machinery unless it has been properly de-energized and locked\tagged out.
- * Never attempt to operate equipment or machinery that is being serviced or repaired.
- * Never remove a lockout device or a warning tag from machinery or equipment unless it is your lock and you have completed all repairs or servicing.



14. Electrical Safety

Electrical accidents are responsible for a number of industrial fatalities each year in this country. In your job duties, you will have daily exposure to electricity. Developing proper understanding and respect for electricity is an essential safety requirement of your job. Some safety tips to remember about electricity include.

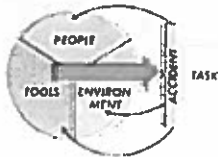
- Only trained and qualified workers are allowed to work on or near exposed live electrical equipment.
- Electrical equipment must be checked prior to each use to assure it is operating properly and that the electrical cord and plug are not damaged.

- Electrical cords should not be placed so that they are subject to damage from being run over, pinched or twisted.
- Damaged electrical equipment must be taken out of service immediately. Damaged electrical equipment must be tagged or otherwise rendered inoperable so that it will not be used until repaired.
- Extreme caution should be used to avoid working with electrical equipment in wet areas. Remember wet locations must have a Ground Fault Circuit Interrupter installed.



15. Machine Guarding

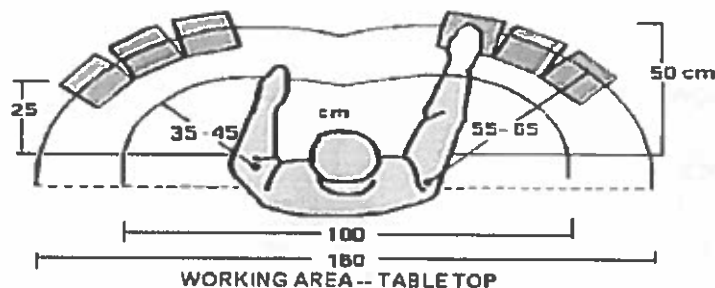
Moving machine parts have the potential for causing severe workplace injuries, such as crushed fingers or hands, amputations, burns and blindness, just to name a few. The primary way of preventing these injuries is by using engineering controls, such as guards, to prevent access to moving machine parts. Machine guards must be in place and properly adjusted on all equipment where there is the potential of a workers body or clothing making contact with dangerous moving parts. Guards must also be in place to prevent particles of flying material from coming in contact with an employee. You as an Arkansas National Guard employee are not authorized or permitted to operate any piece of machinery that has a safety guard removed or otherwise made inoperable. Do not modify or otherwise change any machine guard. Machine guards must be properly replaced and adjusted after any cleaning, maintenance or repair of a piece of machinery prior to that machine being operated. Machinery that is missing safety guards must be taken out of service and reported to your supervisor.



16. Ergonomics

Ergonomics is the process of arranging the environment to fit the person. The objective of ergonomics is to reduce stress and injury by evaluating the work to be done and setting up the work in ways that will reduce the stress on the employee.

You may be required to work in jobs that may require repetitive movement, awkward positions, working with tools that vibrate or have other ergonomic hazards. Always evaluate the job you are doing and plan the task so that you can reduce stressful forces on your body. Use tools specifically designed to reduce ergonomic stress. Take frequent stretch breaks when working in awkward positions or in repetitive tasks. Report any pain or limitation in movement to your supervisor. Areas that may require special care include:



Lifting:

Back injuries are one of the most common ergonomic injuries workers have. Proper lifting practices need to become an automatic part of not only your job, but also of your life. Things remember for proper lifting include:

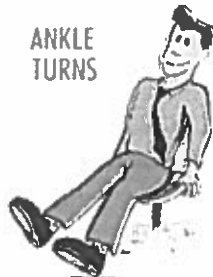
- *Plan Ahead, assess the load before trying to lift it.*
 - Test the weight by pushing the load with your foot, or by lifting up a corner
 - Use a mechanical lifting device whenever possible
 - Get help in lifting heavy or awkward sized loads
 - Make sure you have a clear and safe path
- *If you must lift, lift correctly.*
 - Position your feet close to the load
 - Center yourself over the load
 - Bend your knees and get a good hand hold on the load
 - Hold the load close to your body
 - Lift straight up smoothly
- Do not twist your trunk without moving your feet in the same direction
- Allow your legs to do the work, not you back
- *Lower the load the same way as lifting.*
- *Always push an object instead of pulling it.*



Computer work:

The single most important thing you can do to prevent health problems while working on a computer is to take a 5-minute stretch break every hour of work.

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Other areas of computer work to also look at:

- *Chair:*
 - Adjust the height so that your arms align with the desktop with elbows bent approximately 90 degrees
 - Feet should be flat on the floor or supported on a foot rest
 - Adjust the back rest to provide support while working on the keyboard
- *Monitor:*
 - Positioned directly in front of you
 - About one arm's length from your eyes
 - The top of the screen level with your forehead
 - Avoid glare by closing blinds or repositioning monitor
 - Take an eye stretch break by periodically focusing on a distant object.
- *Keyboard:*
 - Keep wrists in a neutral position, neither flexed (bent forward), extended (bent backward) nor deviated (turned in or out)
 - Place keyboard directly in front of you
 - Use a palm rest to keep wrists from resting on the desk when not typing.



17. Walking-Working Surfaces - Slips, Trips and Falls

Slips, trips and falls constitute the majority of all work and home-related accidents. They cause 15% of all accidental deaths, and are second only to motor vehicles as a cause of fatalities. Assisting you in developing an awareness of how to avoid and prevent slips, trips and falls is an important part of our safety and occupational health program.

Slips, trips and falls from the same level:



Walking surfaces must always be free of anything that can cause slipping, tripping or falling. This includes, water, oil or other fluids, hoses, electrical cords, tools, stock or scrap material, paper, cardboard. Walking surfaces should be free of sunken or raised pavement, protruding rebar or bolts. Wood/plywood surfaces should be free of loose boards, holes, and protruding nails/screws. Watch for loose carpeting or mats.

Every employee is responsible to see that anything that could be a cause of slips, trips or falls is cleaned/picked up immediately. Report hazards that could cause slips, trips, falls that need repair to your supervisor.



Shoes are a very important component in prevention. During winter months especially, many slips occur in parking lots due to icy conditions. Shoes with heels and/or leather soles are particularly prone to slips. It is recommended that winter footwear be worn until arrival in your workplace area.

Remember if you need to walk on slippery surfaces, bend your knees, lean slightly forward, and slowly walk flat-footed.

Slips, trips and falls from different levels:



Your job duties could require you to work on top of equipment, on ladders or on elevated platforms. Extra caution, education and safety practices are required for these areas.

Equipment:

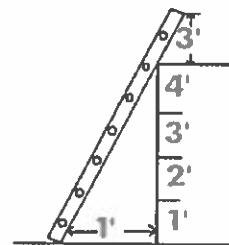
Equipment surfaces can be very slippery. Take extra care when climbing on to or off of equipment. Assure you have secure footing when climbing or moving on equipment. A good rule to follow when climbing is to always have three parts of your body (two feet and a hand or two hands and a foot) on either a good handhold or on solid footing before reaching/stepping up or down.

Ladders:

Choose the right ladder for the job. Read and follow the manufacturer's instructions posted on the ladder. Always check over a ladder before using it. Assure the ladder is not damaged, rivets, bolts or screws are all tight and all steps are clear of grease, oil or other fluids. Damaged ladders must be taken out of service immediately.

Open folding ladders completely; assure the braces are fully locked. Place ladders on firm footing. Be cautious of slippery surfaces or soft surfaces that could cause the ladder to shift. Never climb past the point of a ladder that the manufacturer has marked as the last point to stand on (usually the next to the top step). Never stand on the top of a portable ladder. Remember that metal ladders can conduct electricity. Use a plastic or wooden ladder if you need to work near an electrical source.

Check extension ladders to assure the ropes are in good shape and the locking dogs are securely fastened and not bent or damaged. A straight ladder should be positioned against a wall or other secure object at an angle of $\frac{1}{4}$ of the distance of the height. The ladder should be tied off at the top to prevent slipping.



Always climb and descend a ladder while facing the ladder. Use the three point climbing/descending technique. Do not climb a ladder with tools or other equipment/objects in your hands.

Elevated Platforms:

Your job may require you to use elevated platforms to perform some of your duties. Movable stair type platforms and scaffolding and extendible platforms all may be found in the workplace. Your supervisor will provide specific safety instructions for use of this equipment. Only trained and qualified employees are permitted to use motor driven or extendible platforms that can go up above six feet off the ground.

Fall Protection – When working at elevations above six feet off the ground, a fall protection lanyard and harness is required if standard guard rails are not available.



18. Flammable Materials

You may be working with a number of chemicals in your work place. Some of these chemicals can be flammable. Flammable chemicals must be stored in a flammable liquids cabinet. Check with your supervisor to learn where the flammable liquids cabinet is in your facility. Some chemicals cannot be stored together as they may actually cause the other chemical to ignite or otherwise react. Your supervisor will let you know which chemicals can be stored in which cabinet.

Rags that are contaminated with greases, oils, brake fluids, solvents, fuels and other chemicals can also react with other substances to spontaneously combust or produce toxic vapors/gasses. Used rags must be disposed of in closed containers and the containers need to be emptied every day.



19. Medical Care

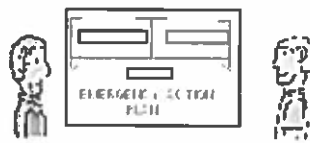
Part of your facility orientation will include familiarizing you with where first aid supplies are located and how to alert internal and external medical responders when medical care is needed. If you have first aid, CPR, or higher medical training and wish to assist in your facility, contact your supervisor.

20. Accident/Incident, Injury/Illness Reporting



The prompt reporting of accidents, incidents, injuries and illnesses is very important to our program. Prompt reporting assures a number of issues are addressed. It assures that you are provided with adequate medical care; your incident is properly documented for workers compensation purposes, and proper follow-up to correct unsafe conditions.

You are required to report all accidents and incidents, regardless of how minor, to your supervisor. Accidents and incidents must be reported as soon as possible, no later than the end of shift of the day of the accident or when you become aware of any medical condition that might be related to your work. Your supervisor will provide you with the appropriate reporting documents and will also assist you in obtaining medical care, if needed, for work-related injuries or illnesses.



21. Emergency Action Plan

Each of our facilities has an emergency action plan in place. This plan covers the information and steps needed in case of an emergency in the facility such as, fire, severe weather (i.e. tornado), building evacuation and how to get emergency help. As part of your orientation, your supervisor will provide you with information that includes how to report emergencies, alarm systems and their meaning, where fire-extinguishing systems are and how to use them if required by the EAP, tornado procedures and the exit routes for your area. Drills on the emergency action plan will be held annually for each facility.



22. Occupational Health / Safety Education

As part of your orientation, and throughout your career in the Arkansas National Guard, you will be provided with training and education in job-related safety and health issues. The purpose of this training and education is to ensure that you are aware of and understand the actual and potential health hazards in your workplace. Safety and Occupational Health Office personnel are available to assist in providing you with education and training on work hazards. You will be informed of the potential health hazards of your work area, their potential effects on your health, how to control/eliminate the hazard, and any occupational health (medical surveillance) screening requirements. We encourage you to learn as much as you can about your job hazards, control measures, and how to keep yourself a productive member of our team. Should you have any questions on your safety or health, please ask your supervisor or contact the Safety and/or Occupational Health Office.

This handbook is an overview of the Arkansas National Guard Safety and Health Program and does not contain all of the safety and health information you may need to do every aspect of your job safely. For additional information refer to appropriate regulations, ask your supervisor, or contact the Safety or Occupational Health Office.

NOTES

