

Setting up a Safety Program for California Dairies.

A Senior Project

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Abstract

The purpose of this project was to take the best research for dairy safety in California and combine it in everyday terminology that the average dairy producer could understand. In today's dairy industry, money is tight and decreasing costs is very important. By implementing a safety program that is in compliance with CAL/OSHA's standards, injuries will decrease, saving the dairy producer money. This paper has highlighted the major topics for a new dairy to start their safety training program. It includes descriptions of the hazards, responsibilities for employers and employees and ways to prevent accidents from occurring. By summarizing the main points, it allows the dairy producer to see what needs to be accomplished to provide a safe and healthy environment for the employees.

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REVIEW OF LITERATURE:

With agriculture being one of the most dangerous industries, safety is extremely important on dairies to insure that employees are provided a safe and healthy environment. This paper will focus on the important topics dealing safety on a new dairy.

Overview of Dairy Industry Injuries:

Work related injuries can occur at any job, regardless of the industry and the exposures. In a column written by David Douphrate for Progressive Dairy Magazine, Douphrate states, “agricultural production is among the most dangerous occupations and accounts for a large percentage of worker fatalities and injuries. Researchers have identified dairy farming as having the second-highest risk for injuries among all U.S. agricultural sectors (Douphrate, 2013)” With this statistic known, it is imperative for Dairy Producers to start safeguarding their workplace with all of the controls possible to ensure that the dairies are made as safe as possible in an effort to prevent employee injuries.

Douphrate states that the most common injuries on dairies have to deal with equipment. Machine-related incidents include tractor rollovers, being run over by tractors and entanglement in rotating shafts. The second most common injuries deal with the animals, which include the employee being kicked, bit or pinned by the cows. There are many other dangers that are located on the dairy from confined spaces to improper use of personal protective equipment. There has been years of research done on safety with dairy employees and the results are shocking. The results showed that dairy employees had an “injury claim rate of 8.6 claims per 200,000 work hours (equivalent to 8.6 claims per 100 full-time workers per year), higher than the national injury rate (6.2 per 200,000

hours) reported by the Bureau of Labor Statistics (BLS) for 2003. The largest percentages of claims involved the upper extremity (33.5 percent) and were caused by the cow (28.9 percent) during livestock-handling activities (Doughrate, 2013).” Dairy producers need to look at these results and understand the importance of safety. These statistics are shocking and can be lowered by educating employees and providing a safe environment.

Dairy producers struggle every day with trying to make money and there always seems to be new problems arising. Implementing a good training program minimizes the risks for disaster with dealing with employees’ safety. By educating employees about safety, the chance of an employee getting injured and costing dairy producer lots of money is reduced.

When talking about dairy safety, things vary from operation to operation, even if it’s right down the road. There are so many different cases that happen each year that could have been simply avoided and so much money and time could have been saved if a safety program was taken seriously. Basic standards are required by law, however, the more controls that are put in place and implemented, the lesser the chance of injuries occurrence.

While looking at Loss Experience Reports from Zenith Insurance, the largest dairy workers compensation carrier in California, the average injury count from 5 dairies in the Central Valley ranged from \$40,000 to \$240,000, based on severity (Zenith, 2007). That is a large amount of money that could be used for something else that would add great value to a dairy. As an industry, we need to stress the importance of keeping our employees and animals safe. By keeping up with the standards that are given to dairy

producers by CAL/OSHA, safety programs can be implemented to ensure that dairy producers are keeping a healthy environment for their employees.

An often overlooked aspect of starting a dairy is how to prepare the facility before the cows, equipment and employees are brought onto the location. For the majority of the time, employees are hired based upon the need to fill the open position and safety training is a component that either happens as an afterthought or is completely forgotten due to the necessity to start the operation. Many dairy producers think that training is an area that needs a small amount of attention and rarely do they give the employees the correct amount of training before starting work on the dairy.

Often times, a dairy producer assumes that if a potential employee has milked cows, pushed feed and cattle or worked in the maternity or hospital barns, that no further training needs to be conducted because the potential employee has worked in the position. Dairy producers need to consider however, that these potential employees are traveling from dairy to dairy looking for work and often disclose few details about their previous employment at other dairies (Locke, 2014). Sometimes they have been fired from previous positions for things that include not using safety techniques like handling animals correctly. Many times, dairy producers also are in a hurry and do not have the time to go into extensive details about the work history of potential employees and the training that they may or may not received. Another aspect that is often overlooked is that there is a fear for the employees to admit to the dairy producer that they do not know something or feel uncomfortable completing or working in a certain task. Employees frequently believe that they can be easily replaced or reprimanded for such shortcomings. It is often assumed that all dairies are the same in the aspect that they all feed, breed and

milk cows. Operationally, however, dairies can run the gamut when it comes to training, enforcement of policies and procedures and overall dairy safety for their employees (Locke, 2014). There are many variables that are not often times covered when hiring an employee for the dairy and the common thought process tends to be that if he has milked before, no training will be necessary. This is incorrect. No two dairies are the same in terms of equipment, facility, location, or management.

WORKERS COMPENSATION CARRIER:

Before dairy operations begin, there are a series of events that need to take place to ensure that the facility, equipment and employees are working in a safe environment. To purchase the lines of insurance for the dairy, the dairy producer must select an Insurance Agent or Broker. The Agent or Broker will then provide the dairy producer with quotes from the Workers Compensation Carriers and, based upon service level and price, the dairy producer and agent/broker can access which carrier will be the best fit for the dairy producer. Once coverage is placed with the Workers Compensation carrier, the carrier will contact the dairy producer to schedule a visit for a Loss Control Consultant to come out and conduct a risk assessment of the operations to see the controls that are in place to prevent injuries (Swanson, 2014). There are a number of items that the Loss Control Consultant takes into consideration during their risk assessment and they vary from Federal and State regulations, company safety culture, the attitude of the owner and their attention to detail regarding regulations and recommendations and a number of other items.

MATERIAL SAFETY DATA SHEET(MSDA) FORMS:

One exposure that is present on all dairies is chemicals. Dairies have chemicals ranging from Iodine, Chlorine, Formaldehyde, gas, diesel, and detergents. The regulations state that each employee needs to receive documented training on each chemical that is found on the worksite and needs to be aware of the location of the Material Safety Data Sheets (MSDS) for each chemical. The MSDS are kept in a clearly labeled, accessible binder. Most binders are yellow or red which make them easy to spot since there are many binders containing records on dairies. The employees must be trained on the proper application methods, the Personal Protective Equipment that must be worn while handling the equipment and emergency response in case the employee or a fellow employee comes into contact with the chemical and has a physical reaction. The MSDS binders need to be available while the chemical is being used and kept for 30 years after last application and must be in English and Spanish so that the employees can read them in their native language (United States Department of Labor, 2013). If any employee cannot read, management must read the MSDS to the employee so that they are aware of the information and properly trained. The MSDS binders need to be accessible to all employees at all times. The forms include critical information like first aid information or storage information that can very useful in avoiding a serious situation.

CAL/OSHA:

Occupational Safety and Health Administration is a government program that ensures the safety and health of the employees that are not federal employees in this country (United States Department of Labor, 2013). The CAL/OSHA program sets up standards that every employer has to follow which include forms and regulations that they must have or

will be fined. Cal/OSHA is the program for the businesses located in California.

According to Cal/OSHA, an employer must be responsible for providing their employees a safe work place (United States Department of Labor, 2013). One should be aware of hazards that their employees will see daily and make sure that they are trained properly on how to identify them and the safety procedures associated with certain hazards. The employer needs to make sure that all their safety training and hazards are in compliance with CAL/OSHA standards or the dairy producer will be fined heavily. If an accident does occur on one's dairy or an illness caused by the job, CAL/OSHA must be contacted immediately after calling for emergency help or the Dairy Producer will have a \$5,000 penalty The "All in One" poster must be posted in the employee's break room at all time so all employees can see it and read it in their native language (United States Department of Labor, 2013).

DOSH DOCUMENT REQUEST FORM-

The Department of Occupational Safety and Health, DOSH, has Cal/OSHA report to them. Cal/OSHA may visit a dairy many times depending upon the following factors: report of a serious injury or fatality, employee complaint or a random site visit (United States Department of Labor, 2013). The Cal/OSHA inspector will ask the dairy producer for documents that pertain to their operations. They will leave a document request form with a check mark next to the forms that are needed. To make sure that the dairy producer understands what is needed, there is an explanation for each form on the DOSH document request explanation. This is a generic list, so there might be forms that are not needed for one's operation or there might be additional forms needed that is not on the

list, see appendix A for examples of forms. The forms need to be completed and given to Cal/OSHA before the date that is written on the form.

STATE AND FEDERAL POSTINGS-

There are many posters that must be displayed at the dairy to inform the employees of the Workers Compensation Carrier in the event that they need to contact the carrier, to provide emergency contact numbers, and to meet the state and federal regulations. Posters are generally placed in the Employee break room and must be accessible to all employees at any time. Many companies sell these “All in One Posters” or the Workers Compensation Carrier or Insurance Broker can provide them. It is mandatory that these posters remain posted at all times (Swanson, 2014). The posters have areas that must be filled in for the poster to be considered completed. The “All in One Posters” include all the current labor laws like employee rights and responsibilities under the Family and Medical Leave Act (United States Department of Labor, 2013). It also includes what the employer should be doing and providing for their employees. The government wants to make sure that the employees understand their rights and having one of these “All in One Posters” allows them to be informed.

SAFETY TRAINING PROGRAM:

Training must be completed for employees on all exposures that they face while working at the dairy. There are many exposures on a dairy and even the dairies with the best-trained employees are at risk for accidents.

Chemical Exposure: Dairies utilize a number of chemicals in their daily operations. Some of the chemicals being used are alkaline soaps, acid sanitizers and iodine for disinfecting. Interaction with the chemicals can happen in three ways: absorption, inhalation and

ingestion (United States Department of Labor, 2013). Employees often mix and dispense the chemicals. It is imperative to mix the chemicals in a well-ventilated area and to ensure that incompatible chemicals are not mixed. Employees must be trained to keep acids and bases separate. Since chemicals are located onsite in large quantities, it is required to have an Emergency Eyewash Station or Shower located directly next to the chemicals in case of an emergency (United States Department of Labor, 2013). Nine times out of ten, these eyewashes are not hooked up to the water or filled with debris and parts. Part of the regulation states that employees should be able to access the stations and not have their access obstructed in any way. It's important that the employee that is using the chemical has read and understands the label with the proper instructions on it. Also, store the chemical according to the label. Many times chemicals come in large containers. Make sure they are moved with proper equipment like a forklift and avoid heavy lifting (United States Department of Labor, 2013). Chemicals are often transported out of their original container or drum and placed into other containers to make transportation more convenient. Chemicals such as Iodine are placed into old soap bottles, sport drink or water battles and brought over to the milking area. The drawback to employees taking the chemicals and placing them into these "Secondary Containers" is that they do not label the container with the contents. As a result they can be left out, incorrectly disposed of and in past cases, have even been consumed due to employees mistaking the contents (Locke, 2014). Labeling these secondary containers is not just a best practice, but also a regulation. Dairy producers can be fined for each Secondary Container that is not labeled with the proper contents (United States Department of Labor, 2013).

Employees should only use chemicals that they have been properly trained to use. It does not count if another employee quickly tells them how to use it. They need to be educated on label and proper technique to avoid accident. The employee should be trained on what to do just in case something went wrong and there's an emergency because all chemicals are different. Personal Protective Equipment, PPE, is the equipment that must be worn by the applicator or the employee during exposure and use of the chemical (Workers Occupational Safety and Health Training and Education Program, 2010). This equipment varies with the class of chemicals and the level of harm that can do to the applicator or exposed person who comes in contact with them. Examples of PPE are rubber chemical gloves, rubber boots, aprons, goggles, facemasks, and any other equipment that prevents the employee from coming in contact with the chemical (Locke, 2014). The dairy producer is responsible for ensuring that the PPE is in the designated location at all times and should assign a person responsibility to ensure that it is in the area. Additionally, there also must be training on the PPE that must be worn for each chemical and signage to remind the employees that is imperative to wear the PPE during exposure. Management must also enforce their policies by writing up employees who fail to wear the PPE, reinforcing the importance and purpose of the PPE (United States Department of Labor, 2013).

It's critical to have a safety meeting at least once a year to keep employees updated on chemicals that are located on one's dairy. The chemicals vary from dairy to dairy, so making sure that all employees are up to date on the current ones in use. In the meetings, one should allow their employees to explain why the chemicals are dangerous, what to do in an emergency and how to handle the chemicals to ensure that everyone is

on the same page with the correct information (Workers Occupational Safety and Health Training and Education Program, 2010). One should stress in a meeting that the employees can find information about the products on the label, ask supervisors or check the Material Safety Data Sheets (MSDS) binder (United States Department of Labor, 2013).

Machinery: According to the Worker Occupational Safety and Health Training and Education Program (WOSHTEP), agriculture is one of the most dangerous industries. One of the reasons is the high usage of big machinery (Workers Occupational Safety and Health Training and Education Program, 2010). These injuries include: being snagged or entangled in the power takeoff, electrocution, tractor rollovers or being run over. Many of the machinery accidents happen because of misuse of the machinery (Workers Occupational Safety and Health Training and Education Program, 2010).

There are many causes of machinery-involved accidents. It's often the case when people drive/use the machinery that they assume it will never happen to them or just this once they won't follow the proper routine. But that's when the accidents happen. Often on farms, children are given the chance to operate machinery when they are not old enough, big enough or mature enough to handle it properly. Clothing is a big factor in accidents. Often employees wear baggy long sleeve shirts that can easily get caught and pull them into unsafe territory. Commonly, a lot of accidents happen because miscommunication between two people or because someone is in too big of a hurry. Machinery is loud and hand signals or yelling is often misunderstood. One of the unspoken rules is that the loader can never see you. The feed area is such a dangerous place on the dairy. Being very cautious in this area is extremely important and should be

stressed to all employees. Keeping the machinery clean and well maintained is necessary to decrease accidents or costly machine failure (Workers Occupational Safety and Health Training and Education Program, 2010).

Machinery accidents cost the dairy producer around 10 days of working time for each employee (Workers Occupational Safety and Health Training and Education Program, 2010). That’s a lot of money that is costing the dairy producer that could have been avoided. Some of the costs are: machinery repair, rentals of machinery, doctor and hospital bills, overtime/new hire and possible loss of body parts (Workers Occupational Safety and Health Training and Education Program, 2010).

Precautions for machinery safety can be simple and easy to remember. Table 1 is a safety checklist provided by Kansas State Farm Machinery Safety for a machinery safety checklist (Workers Occupational Safety and Health Training and Education Program, 2010):

Table 1: Checklist for Machinery Safety	
Is the engine turned off before maintained is performed?	✓
Are safe guards and shields in good condition and in the correct location?	✓
Are there no other riders?	✓
No children on the machinery.	✓

For machinery-related safety meetings, having an activity where the employees look at “what is wrong with this picture” is helpful (Workers Occupational Safety and Health Training and Education Program, 2010). They are able to pick out the hazards themselves and say what could have been prevented. Many times, employees don’t

understand that what they are doing is extremely dangerous. Having a safety meeting at least once a year will allow them to be updated on information and make sure that everyone is on the same page. It's critical that the employees comprehend all the hazards that are on the dairy, from fencing hazards to grinder-mixer hazards. Having them aware of these hazards will allow them to look for them in their job and lower the chances of an accident occurring.

Slips, trips and falls: Slips, trips and falls are the most common type of injuries sustained on dairies. Due to the nature of the dairy, there is a surplus of moisture, manure, dirt and dust and when combined with the cement floors, it is no wonder why this exposure is so great. There are controls that can be put into place such as non-slip mats, routine housekeeping procedures and the non-slip rubber boots that the milkers wear while working (Workers Occupational Safety and Health Training and Education Program, 2010). Also pushers should not run in the corrals or down the lanes while pushing the cows to prevent slips, trips and falls.

Equipment: According to Zenith Insurance, tractor accidents are the leading cause of deaths and serious injuries in agriculture (Zenith, 2007). These accidents involve run-overs, entanglements, rollovers and highway collisions. Every year in the United States, there are around 250 deaths on farms that are either family or employees (United States Department of Labor, 2013). To keep the standards uniform and safe for employees, associations like the Farm and Industrial Equipment Institute (FIEI), the Society of Automotive Engineers (SAE) and the American Society of Agricultural Engineers (ASAE) have created guidelines to ensure safety (Kansas State).

There are different types of equipment involved in keeping a dairy running. Agricultural equipment is defined as agricultural tractors, self-propelled machines, implements, and combinations thereof, designed primarily for use in agricultural operations (Workers Occupational Safety and Health Training and Education Program, 2010). Propelling machines are tractors or self-propelled units while towed, semi-mounted and mounted equipment are implements or equipment used with the propelling machines (Workers Occupational Safety and Health Training and Education Program, 2010).

It is important that before an employee even steps near the equipment, employees read the operator's manual. While this takes time and sometimes seems like a waste of time, an operator's manual provides the correct information for using that specific piece of equipment safely (Locke, 2014). It is important to keep the safety instruction stickers that come on the equipment. Equipment often last a long time if taken care of properly and these stickers fall off so make sure to get updated ones to keep the driver safe. The stickers should be a bright color to catch the eye of the operator. Operator controls should be in compliance with American Society of Agricultural Engineers (ASAE) (Workers Occupational Safety and Health Training and Education Program, 2010). Foot pedals are extremely important to keep safe. They should be slip resistant and have enough spacing, size and the correct shape. Sometimes they are broken and fall off. Make sure they are replaced with correct material and not a piece of wood, which is often the case (Workers Occupational Safety and Health Training and Education Program, 2010). Purchasing a cheap foot pedal can avoid a very costly accident. The handgrips should have good grip and proper steering to avoid unnecessary accidents. Proper shielding needs to be put into

place where there are moving parts that could hurt or grab the driver (Workers Occupational Safety and Health Training and Education Program, 2010) .

Power Take-Off (PTO) and PTO drivelines need to be up to SAE and ASAE standards. The main standards that need to be in compliance are (Workers Occupational Safety and Health Training and Education Program, 2010):

- A portion of the shield shall be moveable without detachment from the tractor.
- A master shield must be placed over the PTO stub shaft.
- Rear and auxiliary PTO shafts shall be covered at all times.
- Both towed and mounted PTO-driven implements shall have adequate shielding.

Tractor rollover protection (ROPS) needs to be in compliance with ASAE standards ASAE S383 for wheeled tractors (Workers Occupational Safety and Health Training and Education Program, 2010). A seat belt needs to be installed in all tractors and actually used by all employees that drive the equipment. Shields and guards are extremely important to help add more protection against moving parts on the equipment. The purpose of a guard or shield is “be provided to minimize the possibility of inadvertent contact during normal operation or servicing of tractors and implements (Workers Occupational Safety and Health Training and Education Program, 2010).”

Things that need to be covered by a shield are pinch points of exposed belts, chain drives, idlers or gears. Any projections like bolts, sheaves or pulleys need to covered also. All equipment needs to have a braking system for service, parking and emergency that is in compliance with ASAE standards (Workers Occupational Safety and Health Training and Education Program, 2010).

It's extremely important to be in communication with the employees to talk about major points and tips to ensure safety. Major talking points need to include daily inspections of the equipment, only one person per piece of equipment, never allowing anyone else to ride on it, using correct safety actions like wearing a seat belt or setting the brake when stopped and having rollover protective structures (ROPS) to help prevent injury in a rollover situation (Workers Occupational Safety and Health Training and Education Program, 2010). It is important to make sure that every piece of equipment has a shield and guard to protect the driver from the power takeoff (PTO). To remind employees, insurance companies can provide a flyer with a size compatible with a paycheck envelope (Zenith, 2007). Refer to Appendix C.

It's important that the employees understand that there should be no more than one person on the equipment unless there's proper seating from manufacturer. This should be stressed to be very important. Many serious accidents come from someone riding on the side, falling off and getting run over. Employees should never jump off the tractors or trailers. Sprains are so common in dairy accidents and can result in much lost work time (United States Department of Labor, 2013).

Having the right training program for any piece of equipment is key to lowering incidents from occurring. We will be discussing a safety program for a forklift for example. Many people think that driving a forklift is like driving a car but that is false. As management, developing rules to operate for daily use to stay safe, train employees on the unique driving skills, having appropriate personal protective clothing like hard hats, safety glasses and hearing protection (Workers Occupational Safety and Health Training and Education Program, 2010). Drivers of the forklift need to buckle up before starting

up the forklift. The driver should only use the certain attachments that came with that certain forklift. Never force or try to attach something that shouldn't be put on, that wouldn't fit securely. When parking the forklift, the operator needs to make sure that the forks are fully on the ground and brake is set. The driver needs to make sure that the engine is off, cycle hydraulic controls and remove the keys before getting off. Most important, never let anyone else ride along and never jump off (Workers Occupational Safety and Health Training and Education Program, 2010)!

All-terrain vehicles (ATVs) are becoming more commonly used on dairies today. While they are usually used for fun fast rides when used for recreations, on dairies these need to be used safely. There are high numbers with dealing with accidents with ATVs because of their high power and speed. Knowing certain safety precautions are important. Being an employer, one is responsible in having all their employees trained on safety and operation of the piece of equipment. Each ATV needs to have lights and reflectors to make sure that it's visible to everything around it (United States of Department of Labor, 2013). Employees need to be trained on how to ride properly, drive at the correct speed, only 1 rider at a time and avoid public road, as ATVs are only allowed off-roading.

Confined Spaces: Confined spaces are dangerous locations on the dairy. Table 2 describes characteristics of confined spaces according to CAL/OSHA (United States Department of Labor, 2013). It's important that employees are trained to understand what a confined space is and the safety that goes along with confined spaces.

Table 2: Characteristics of confined space
Large enough and configured such that an employee can bodily enter and perform work.
Has limited openings for entry and exit.
Is not designed for continuous employee occupancy.
Has the potential for continuous employee occupancy.

Has the potential for a hazardous atmosphere that may include the lack of or too much oxygen, and/or the presence of toxic or explosive vapors or gases such as hydrogen sulfide and methane.

Has physical safety hazards such as machinery, sources of electrical shocks, liquids (drowning or fires), steam (burn hazard), or loose, unstable materials that can cause employees to be trapped, crushed, or buried.

Some examples of confined spaces that are found on dairies are: silos, tanks, wastewater wells, water pipes, holding tanks and pits. When working in confined spaces, conditions need to be in compliance with CAL/OSHA T8CCR 5158 (United States Department of Labor). All confined spaces regulation requires employers to have a written confined space plan with all the confined spaces clearly marked and recognized as a hazard. The air in the confined spaces needs to be tested before an employee enters. The dairy producers needs to make sure that unauthorized entries cannot happen, whether that's putting up a fence or having it locked depending on what the confined space is. Every employee should be trained on safe work procedures, hazard controls and rescue procedures (United States Department of Labor, 2013)

Manure lagoons are a requirement on every dairy. These pits are extremely dangerous and produce hazardous gases. Table 3 is the top 5 most common gases produced according to Zenith Insurance along with the characteristics of the certain gases (Zenith, 2007).

Gases	Characteristics
Hydrogen Sulfide	Smells like rotten eggs, causes headaches in low doses, and can cause death
Ammonia	Sharp and pungent, attacks the respiratory system, and can kill in seconds.
Carbon Dioxide	Odorless and colorless, can lead to

	unconsciousness and death by suffocation.
Methane	Odorless, colorless, and highly flammable, can cause explosion and fire
Nitrogen Dioxide	Reacts with moisture in the lungs, causes lung damage at low concentrations and can lead to death

Around manure pits, employees should be trained on the certain dangerous smells and symptoms and what to do in case of an emergency.

Animal Handling: Every employee comes into contact with a cow/bull multiple times a day. Training employees on the correct way to handle cattle is extremely important for their safety as well as that of the cattle. Understand how cows think and how to properly treat them will make the job easier and more efficient. Not understanding cows can be very dangerous for an employee, the cows and other employees around the area! Some main points that Zenith Insurance gives is to always stand or walk where the animal can see you (Zenith, 2007). This reduces stress on the animal and allows them to stay calmer. Avoid the animal's blind spot and keep noises low with no sudden sounds. Whenever possible, minimize the use of whips and hot shots. This trains the animals to become afraid of humans and never want to come close to them again. Cows are very habitual animals and giving them negative connotations with humans can be very damaging in the future. An employee needs to be trained to turn the cows by walking slowly towards the animals shoulder with the employee's arm outstretched. This is an easy and safe way to turn the animal without getting her spooked and keeping the employee out of danger. It needs to be stressed to all employees to avoid being caught between an animal and a fixed object (Zenith, 2007).

There are different ways to treat different age groups of cows. Handling a newborn calf is going to be different than handling a springer. Knowing the differences will be important in reducing accidents.

With calves, between the ages of newborn to 24 months, multiple important things happen that could spook the calf. While they are usually smaller than the employee it's important to be gentle yet firm with the calf. During certain events like vaccinations or excess teat removal, one should use locking stanchions or squeeze chutes if available (Zenith, 2007).

Dealing with dams that just gave birth can be a very dangerous situation. A dam can be very protective of her young so being aware of the cow and keeping a close watch on her can give an employee those few seconds that one needs to get out of a bad situation. When handling a calf, separating the cow first is ideal to insure safety for employee. Keeping the cow calm is ideal. Avoid having dogs in pen or loud noises (Zenith, 2007).

Bull safety is extremely important to educate all employees! Bulls are very aggressive and unpredictable. Employees should be overly cautious around bulls even if they seem gently. If, at any point, the bull seems angry or out of control, it should be removed immediately (Zenith, 2007). For best control, a nose ring should be introduced at a young age. If work needs to be done in a pen where there is a bull, the bull should be moved into a safe pen away from employees. An easy get away needs to be put in plan just in case something unexpected happens (Workers Occupational Safety and Health Training and Education Program, 2010)!

During the safety meeting where animal handling is being discussed, employer should give the employees a short story, giving them a simple real life story to learn how to treat animals (United States Department of Labor, 2013). It's easy to remember the tips in a story form. Your workers compensations agent can provide these stories or CAL/OSHA rep (Swanson, 2014). Reading it out loud with them and helping explaining along the way will ensure that they have read it and will help them understand it.

There are important topics that involve animal handling that are key to cover in the meetings to make sure that the employees fully understand them. One of the topics is point of balance. The point of balance is located at the animal's shoulder (Workers Occupational Safety and Health Training and Education Program, 2010). If the handler is standing behind the point of balance, the cow will move forward. If the handler is in front of the point of balance, the cow will move backward. By learning this easy trick, it will make moving cows easier and less stressful for the handler and the cows (Workers Occupational Safety and Health Training and Education Program, 2010).

Another important topic is flight zone. The flight zone is defined by WOSHTEP as the animal's personal space; it's where the animal feels safe (Workers Occupational Safety and Health Training and Education Program, 2010). The more untamed an animal is the larger the flight zone. When a person or another animal comes into that zone, that's when the animal will start getting nervous and will move until it feels safe.

The blind spot is another topic that needs to be covered. The blind spot is behind the cow where they cannot see (Workers Occupational Safety and Health Training and Education Program, 2010). Cows can see 300 degrees around them but can't see that 60 degrees behind them. They get spooked if they think something is behind them that they

cannot see. By walking up to the cow around her shoulders, which is the part where she can see the best, will avoid any added stress and be easier for the employee as well as the cow herself (Workers Occupational Safety and Health Training and Education Program, 2010).

Another important topic that is critical for animal handling but also can aid to animal health is animal stress (Workers Occupational Safety and Health Training and Education Program, 2010). Being able to recognize if an animal is stressed or why it's stressed will help keep the employee safe but also it could be an indication that the animal is sick. It's critical to be able to recognize the signs an animal is showing you that it's stressed. There are many signs that it could be showing you. These could be the same for both bulls and cows. Some examples are raised tail, looking afraid, bellowing, raised ears and/or snorting (Workers Occupational Safety and Health Training and Education Program, 2010). It's important to keep the stress to a minimum by keeping calm and slowing things down. The job will get done faster and smoothly if the cows aren't stressed.

If time allows it, it would be beneficial if one showed their employees these important topics on a real cow. Pointing out these zones allows employees to see what you talked about and connect with what they learned in the meeting. This allows everyone to be on the same page and to ask any questions if they didn't connect it with what they learned (Workers Occupational Safety and Health Training and Education Program, 2010).

Artificial Insemination: While not all dairies do their own AI, it's still important to cover the safety that needs to happen while performing AI. Artificial Insemination safety and

animal safety overlap. By understand how an animal reacts will help reduce incident when inseminating cows. It's critical to be careful when preparing the semen. The semen is stored in liquid nitrogen that can burn the skin and could cause blindness if comes into contact with eyes. Use of tweezers is important to avoid hurting the fingertips. Wearing eye protection and keeping the tank on the ground will help prevent the liquid nitrogen from coming into contact with eyes (Workers Occupational Safety and Health Training and Education Program, 2010).

Milk Parlor/facility: Every dairy has a different layout of the facility and there are many different types of milking parlors, but there are safety rules that every dairy should follow.

Reducing unnecessary sounds in the milk parlor will help reduce stress on the cows and increase milk let down. Making the cows comfortable and relaxed will help everyone's job go much smoother. Milkers should avoid putting their hands where they can be stepped on or smashed by the cow. There should be a bar put in place to avoid the cows being able to kick. Most milking machines have automatic detachers so employees need to be aware and cautious of swinging machines. Putting rubber mats in the isles will help prevent slips or falls that can result in bad injury. Milkers should always wear the proper attire. Non-slip rubber boots, aprons, and rubber gloves are easy to provide and will reduce the chance of getting injured (Workers Occupational Safety and Health Training and Education Program, 2010).

Feed Area:

A very dangerous part of the facility of a dairy is the feed area. It is wise to train all employees on safety in the feed area even if they aren't the feeder. Making sure the feed area is well lighted will help to avoid crashes or making feed errors. Bales should be stacked firmly and level to avoid them falling and crushing someone (Passarella, 2014). Everyone who comes into the feed area should be aware of the fast moving equipment. Always make sure that the driver sees oneself before going behind or in front of the moving equipment (Locke, 2014). Silage should not stack higher than 20 feet to minimize injury associated with collapse.

Miscellaneous:

It would be wise to fence lagoons to avoid anyone from getting in it as well as animals (Zenith, 2007). Keeping standing water away from any part of the facility is ideal to avoid slips and helps keep the facility clean. Make sure that there are no unnecessary pipes sticking out or broken fences that could lead to an injury to employees or cattle. While lighting is expensive, it's important to keep the dairy well lit to make lower the chances of accidents occurring (Locke, 2014).

“Lock-out/Tag-out”: “Lock-out/tag-out” is a standard by CAL/OSHA for the control of hazardous energy (United States Department of Labor, 2013). This standard is designed to ensure that certain procedures are put into place to keep employees safe that use or are around machinery and equipment to avoid accidental or unexpected start up. Not being in compliance with this standard could be the difference between life and death. It's important to stress to your employees that turning off the switch to the equipment isn't the same as “lock-out” because there's still power in the switch. If there's a short, the

machines can accidentally turn on which could kill someone (United States Department of Labor, 2013).

An employer is responsible for developing and enforcing an energy control program.

According to experts, this program should include the following practices (Workers Occupational Safety and Health Training and Education Program, 2010):

- Have lockout devices for all equipment that has the option of being locked. If a piece of equipment cannot be locked out then it must be tagged out.
- Establish a policy where the only employee to unlock it or untagged it must be the employee that locked/tagged it in the first place to ensure safety.
- Inspect energy control procedures at least annually to make sure everything is going to plan.
- Train all employees.

Emergencies: While teaching one's employees how to be safe and how to look out for hazards, accidents still do happen and it's important to train employees on what to do in case of an emergency. Emergencies should cover everything from earthquakes to being kicked by a bull. During the meeting, one should allow the employees to speak up and say what they think they should do during an emergency on that certain dairy. By brainstorming and allowing employees to voice their opinion, it will help them be more successful when they are dealing with the emergency in reality (Workers Occupational Safety and Health Training and Education Program, 2010). Management should point out where first aid kits are located and post emergency numbers for easy access at all time for all employees (Swanson, 2014)!

Injury and Illness Prevention Safety Program: Employers are responsible for putting together a complete safety program that is in compliance with CAL/OSHA standards and make sure that the employees are following the program correctly. According to CAL/OSHA, employers are responsible for developing the safety, injury and illness prevention program that specifically designed for their dairy (United States Department of Labor, 2013). One needs to develop methods and procedures to make sure that all employees follow the program. The employees need support and correct training to make sure that they understand and follow the program. It is the employer’s responsibility to see that everyone follows the program and to make sure that the correct documentation is being provided in compliance with CAL/OSHA’s standards. It’s important that all bulletins and posters are posted in the correct areas to avoid being penalized. Monthly safety meetings will help to make sure all employees are caught up on updates rules and procedures.

Table 4 describes the supervisor’s responsibilities in an injury and illness prevention safety program according to CAL/OSHA (United States Department of Labor, 2013).

Table 4: Supervisor responsibilities in an IIPP
Maintain safe and healthful working conditions.
Be familiar with safety and health hazards employees may be exposed to, how to recognize the hazards and be aware of procedures and work practices for correcting unsafe conditions.
Ensure proper safety training has been provided to all employees.
Investigate and report any workplace hazards or injuries.
Correct any unsafe conditions brought to their attention by employees.
Issue warnings for violations of company safety and health procedures.
Attend and complete all required safety training.

Heat Illness Training: Heat illness training is critical for dairies. The majority of California Dairies are located in the Central Valley, which in the summer can have days that go over 100 degrees. Having a training program in that is in compliance with standards from CAL/OSHA can save lives. Refer to appendix B for a sample of an employer sample procedure for heat illness prevention. Employees that are under heat stress are more likely to be involved in an accident since they aren't focusing and aren't alert.

These training meetings can be as quick as multiple 15 minute meetings during a their break time or managers can sit down and put all the information forward in one meeting, just as long as the employees get all the information (Workers Occupational Safety and Health Training and Education Program, 2010). It's important to have open communication throughout the meeting, allowing employees to speak up if they have a question or add what they think would be good in a certain situation. Asking employees about personal stories where they have struggled with heat exhaustion and what could have been prevented can get the discussion going. Sometimes it might seem like you are talking about obvious things but making sure everyone understands is crucial. In the beginning, the management should point out where the heat is coming from. Asking the employees what symptoms occur when heat stress is happening. This allows them to be aware and know what to watch out for so they can slow down and take a break if they are experiencing the symptoms (Workers Occupational Safety and Health Training and Education Program, 2010).

It's important that employees understand when they are experiencing symptoms they need to take a break to get some water. It's important that they take a break before

they get a heat stroke. CAL/OSHA defines a heat stroke as the point where the employee may be confused, unable to think clearly, pass out, collapse, or have seizures (fits). Sometimes, one might stop sweating (United States Department of Labor, 2013). This is extremely dangerous and the employee needs to be taken to the hospital immediately. Some employees may get heat stress easier than others with a mixture of other health conditions like diabetes, kidney and heart problems, and being overweight (Workers Occupational Safety and Health Training and Education Program, 2010).

Next, employees must be trained on how to respond if someone around them is having symptoms showing heat stress. Table 5 are the steps that CAL/OSHA provides on what an employee needs to do if someone around them are having heat stress symptoms (United States Department of Labor, 2013).

Table 5: Steps when someone is suffering from heat stress.
Notify the supervisor that the employee needs medical help.
Move the person to a cooler place to rest in the shade. Don't leave them alone.
Provide them water gradually.
Loosen one's clothing.
Help cool the person. Fan the employee while putting ice packs on the groin and underarms, or soak the employee's clothing with cool water.

Once management has discussed what the symptoms are and what to do if anyone is experiencing them, the next step is to talk about how to prevent heat exhaustion. One should emphasize that this condition is totally preventable using water, shade and rest as the main points. Drinking water frequently is critical even if one is not thirsty. Sugary drinks should be avoided, as these tend to that will dehydrate one even more. Wearing light colored and light fabric shirts will also help with keeping one cool (Workers Occupational Safety and Health Training and Education Program, 2010).

Zoonotic Program: According to State Fund, zoonotic diseases are diseases that can be transmitted from animals to humans. CAL/OSHA has put standards (T8CCR Section 5199) into place to protect employees from getting exposed to these dangerous diseases (United States Department of Labor, 2013). Employers need to train and give their employees things that will prevent them from getting infected. Aerosol Transmissible Pathogens (ATPs) are extremely dangerous pathogens that can be caught by humans. Employers are responsible for testing their animals to see if they are infected with ATPs. If an animal does have ATPs, they need to be culled right away (Zenith, 2007). There needs to be a handbook with a procedure for that certain dairy for their employees on how to handle the culling, cleaning procedures and correct attire to wear around an affected animal.

After Cows:

New Employee Safety Orientation/Walk-through: Many times dairy producers assume that when they hire a new employee that the employee has been trained properly. But every dairy is different with their procedures, different chemicals are used and different machinery and equipment are used, so not training your new employees can be a very bad thing (Locke, 2014). By spending the time and money on training your employees properly, the Dairy Producer will save money in the long run. All accidents are more expensive than training one's employees.

Planned Monthly Safety Meetings: Training employees when they first get positions is a smart idea, but having short monthly meetings just adds to that smart idea! The meetings can be 30 minutes long, just reviewing and reminding one's employees tips on being safe. Each month would have its own topic so some might be longer or shorter than others.

Having certain meetings during certain parts of the year are ideal. For example, it would be smart to have the heat stress/exhaustion in April right before summer and before the weather starts heating up. By having these short meetings, it allows a dairy producer to keep employees up to date with the latest safety information and make sure everyone is on the same page. This also allows employees to ask questions that they might have but don't find the time to ask during the regular day (Workers Occupational Safety and Health Training and Education Program, 2010).

Conclusion:

Training employees the correct safety techniques are often overlooked with the busyness of keeping the dairy running. Often an employee is hired to fill that certain position quickly. Many have experience in the dairy industry so it's assumed that they were trained on safety at their previous job but this is a horrible assumption to make and often costs the Dairy Producer lots of money down the road. By slowing things down and being smart, the incident of accidents happening is lowered. There is a lot that goes into training employees on safety but at the end of the day, it's something that can decide life or death. It's a hard job being a Dairy Producer, but one has responsibility over many lives and not taking the precautions to provide the employees with a safe environment is now against the law.

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Appendix A



DOSH DOCUMENT REQUEST EXPLANATION



INTRODUCTION

When Cal/OSHA (a department under the Division of Occupational Safety & Health: DOSH) visits an employer, many times they will request documents that pertain to safety regulations in California. To do so, they will leave a copy of the Document Request Form (Cal/OSHA 1AY: copy can be found on the last page) with the employer, checking the documents they are requesting copies of that relate to the business and providing a date by when all must be received.

Below is a brief explanation of each item. **Remember:** not all items on the document apply to all businesses; only the documents associate with regulations that apply to your business will be requested. Also, there are additional records for specific regulations not mentioned here that may also be requested.

EXPLANATION

Licenses & Permits:

Cal/OSHA will request, as part of it's required mandate when doing inspections, licenses associated with the employer's business. The lettering 'ER' refers to "employer." Licenses requested include:

- Federal ER ID Number (FEIN), which is required of employers in the United States
- State ER Tax ID Number, which is required of employers in California
- Business License for the community (city, etc.) in which the employer operates
- Contractors State License Board (CSLB) license(s) for any contractor doing \$500.00 or more in labor and materials in California
- Garment Registration for every person (company, contractor, etc.) engaged in the business of garment manufacturing: they must register with the Labor Commissioner
- Farm Labor Contractor license for any person that acts as a farm labor contractor must have a license to do so issued by the Labor Commissioner

Facility Layout (floor plan, evacuation routes, etc.):

The request is for a map and is typically associated with emergency evacuation and provides the inspector with an understanding of the flow within the operation. To be effective, emergency evacuation procedures are best communicated with visual graphics of where a person is and how to get to the nearest exit.

OSHA Log 300 (from _____ to _____) 8 CCR 14301:

The Log 300 is a recordkeeping document of all recordable occupational injuries and illnesses. A recordable occupational injury or illness is one that meets any of the following criteria: death, days away from work, restricted work or transfer to another job, medical treatment beyond first aid, or loss of consciousness. Employers with 10 or less employees or in certain industries are exempt from this recordkeeping requirement unless requested by OSHA or BLS (Bureau of Labor Statistics). See the following link for more information: http://www.dir.ca.gov/T8/14300_2.html.

OSHA 5020 (Employer's First Report of Injury):

This document is the Employer's Report of Occupational Injury or Illness required for Workers' Compensation claims. California law requires employers to report within five days of knowledge every occupational injury or illness which results in lost time beyond the date of the incident OR requires medical treatment beyond first aid.

DWC Form 1 (Worker's Compensation Claim):

This document is required to be provided to the employee in the event of occupational injury or illness within one working day of finding out about an injury or illness.

State of California	Please complete in triplicate (type, if possible). Mail two copies to:	OSHA Case No.
EMPLOYER'S REPORT OF OCCUPATIONAL INJURY OR ILLNESS		Fatality <input type="checkbox"/>

Any person who makes or causes to be made any knowingly false or fraudulent material statement or material representation for the purpose of obtaining or denying workers' compensation benefits or payments is guilty of a felony.

California law requires employers to report within five days of knowledge every occupational injury or illness which results in lost time beyond the date of the incident OR requires medical treatment beyond first aid. If an employee subsequently dies as a result of a previously reported injury or illness, the employer must file within five days of knowledge an amended report indicating death. In addition, every serious injury, illness, or death must be reported immediately by telephone or telegraph to the nearest office of the California Division of Occupational Safety and Health.

E M P L O Y E R	1. FIRM NAME			1A. POLICY NUMBER	Please do not use this column	
	2. MAILING ADDRESS (Number, Street, City, Zip)			2A. PHONE NUMBER		CASE NUMBER
	3. LOCATION if different from Mailing Address (Number, Street, City and Zip)			3A. LOCATION CODE	OWNERSHIP	
	4. NATURE OF BUSINESS; e.g. Painting contractor, wholesale grocer, sawmill, hotel, etc.		5. STATE UNEMPLOYMENT INSURANCE ACOT. NO.		INDUSTRY	
I N J U R Y O R I L L N E S S	6. TYPE OF EMPLOYER <input checked="" type="checkbox"/> Private <input type="checkbox"/> State <input type="checkbox"/> County <input type="checkbox"/> City <input type="checkbox"/> School District <input type="checkbox"/> OTHER GOVERNMENT - SPECIFY _____					OCUPATION
	7. DATE OF INJURY / ONSET OF ILLNESS (mm / dd / yy)	8. TIME INJURY/ILLNESS OCCURRED _____ AM _____ PM	9. TIME EMPLOYEE BEGAN WORK _____ AM _____ PM	10. IF EMPLOYEE DIED, DATE OF DEATH (mm / dd / yy)		SEX
	11. UNABLE TO WORK FOR AT LEAST ONE FULL DAY AFTER DATE OF INJURY <input type="checkbox"/> YES <input type="checkbox"/> NO	12. DATE LAST WORKED (mm / dd / yy)	13. DATE RETURNED TO WORK (mm / dd / yy)	14. IF STILL OFF WORK, CHECK THIS BOX <input type="checkbox"/>		AGE
	15. PAID FULL DAYS WAGES FOR DATE OF INJURY OR LAST DAY WORKED? <input type="checkbox"/> YES <input type="checkbox"/> NO	16. SALARY BEING CONTINUED? <input type="checkbox"/> YES <input type="checkbox"/> NO	17. DATE OF EMPLOYER'S KNOWLEDGE NOTICE OF INJURY/ILLNESS (mm / dd / yy)	18. DATE EMPLOYEE WAS PROVIDED CLAIM FORM (mm / dd / yy)		DAILY HOURS
	19. SPECIFIC INJURY/ILLNESS AND PART OF BODY AFFECTED, MEDICAL DIAGNOSIS if available, e.g., Second degree burns on right arm, tendonitis on left elbow, lead poisoning					DAYS PER WEEK
	20. LOCATION WHERE EVENT OR EXPOSURE OCCURRED (Number, Street, City, Zip)		20a. COUNTY	21. ON EMPLOYER'S PREMISES? <input type="checkbox"/> YES <input type="checkbox"/> NO		WEEKLY HOURS
	DEPARTMENT WHERE EVENT OR EXPOSURE OCCURRED, e.g., Shipping department, machine shop.			23. Other Workers Injured/ill in this event? <input type="checkbox"/> YES <input type="checkbox"/> NO		WEEKLY WAGE
	24. EQUIPMENT, MATERIALS AND CHEMICALS THE EMPLOYEE WAS USING WHEN EVENT OR EXPOSURE OCCURRED, e.g., Acetylene, welding torch, farm tractor, scaffold.					COUNTY
	25. SPECIFIC ACTIVITY THE EMPLOYEE WAS PERFORMING WHEN EVENT OR EXPOSURE OCCURRED, e.g., Welding seams of metal forms, loading boxes onto truck					NATURE OF INJURY
	26. HOW INJURY/ILLNESS OCCURRED, DESCRIBE SEQUENCE OF EVENTS, SPECIFY OBJECT OR EXPOSURE WHICH DIRECTLY PRODUCED THE INJURY/ILLNESS, e.g., Worker stepped back to inspect work and slipped on scrap material. As he fell, he brushed against fresh weld, and burned right hand. USE SEPARATE SHEET IF NECESSARY.					PART OF BODY
27. NAME AND ADDRESS OF PHYSICIAN (Number, Street, City, Zip)			27a. Phone Number		SOURCE	
28. HOSPITALIZED AS AN INPATIENT OVERNIGHT? <input type="checkbox"/> NO <input type="checkbox"/> YES If yes then, NAME AND ADDRESS OF HOSPITAL (Number, Street, City, Zip)			28a. Phone Number		EVENT	
			28. Employee treated in Emergency Room? <input type="checkbox"/> <input type="checkbox"/>			
ATTENTION: This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes. See CCR Title 8 14300.29 (b)(9)-(10) & 14300.35(b)(2)(E)2. Note: Shaded boxes indicate confidential employee information as listed in CCR Title 8 14300.35(b)(2)(E)2.						
E M P L O Y E	30. EMPLOYEE NAME		31. SOCIAL SECURITY NUMBER	32. DATE OF BIRTH (mm / dd / yy)		
	33. HOME ADDRESS (Number, Street, City, Zip)		33a. PHONE NUMBER		SECONDARY SOURCE	
	34. SEX <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	35. OCCUPATION (Regular job title, NO initials, abbreviations or numbers)		36. DATE OF HIRE (mm / dd / yy)		
	37. EMPLOYEE USUALLY WORKS _____ hours per day, _____ days per week, _____ total weekly hours		37a. EMPLOYMENT STATUS <input type="checkbox"/> regular, full-time <input type="checkbox"/> part-time <input type="checkbox"/> temporary <input type="checkbox"/> seasonal		37b. UNDER WHAT CLASS CODE OF YOUR POLICY WERE WAGES ASSIGNED?	
38. GROSS WAGES/SALARY \$ _____ per _____		39. OTHER PAYMENTS NOT REPORTED AS WAGES/SALARY <input type="checkbox"/> YES <input type="checkbox"/> NO (e.g., tips, meals, overtime, bonuses, etc.?)		Date (mm / dd / yy)		
Completed By (type or print)		Signature & Title				

*Confidential information may be disclosed only to the employee, former employee, or their personal representative (CCR Title 8 14300.35), to others for the purpose of processing a workers' compensation or other insurance claim; and under certain circumstances to a public health or law enforcement agency or to a consultant hired by the employer (CCT Title 8 14300.30). CCR Title 8 14300.40 requires provision upon request to certain state and federal workplace safety agencies.

Workers' Compensation Claim Form (DWC 1) & Notice of Potential Eligibility

Formulario de Reclamo de Compensación de Trabajadores (DWC 1) y Notificación de Posible Elegibilidad



If you are injured or become ill, either physically or mentally, because of your job, including injuries resulting from a workplace crime, you may be entitled to workers' compensation benefits. Attached is the form for filing a workers' compensation claim with your employer. You should read all of the information below. Keep this sheet and all other papers for your records. You may be eligible for some or all of the benefits listed depending on the nature of your claim. If required you will be notified by the claims administrator, who is responsible for handling your claim, about your eligibility for benefits.

To file a claim, complete the "Employee" section of the form, keep one copy and give the rest to your employer. Your employer will then complete the "Employer" section, give you a dated copy, keep one copy and send one to the claims administrator. Benefits can't start until the claims administrator knows of the injury, so complete the form as soon as possible.

Medical Care: Your claims administrator will pay all reasonable and necessary medical care for your work injury or illness. Medical benefits may include treatment by a doctor, hospital services, physical therapy, lab tests, x-rays, and medicines. Your claims administrator will pay the costs directly so you should never see a bill. There is a limit on some medical services.

The Primary Treating Physician (PTP) is the doctor with the overall responsibility for treatment of your injury or illness. Generally your employer selects the PTP you will see for the first 30 days, however, in specified conditions, you may be treated by your predesignated doctor or medical group. If a doctor says you still need treatment after 30 days, you may be able to switch to the doctor of your choice. Different rules apply if your employer is using a Health Care Organization (HCO) or a Medical Provider Network (MPN). A MPN is a selected network of health care providers to provide treatment to workers injured on the job. You should receive information from your employer if you are covered by an HCO or a MPN. Contact your employer for more information. If your employer has not put up a poster describing your rights to workers' compensation, you may choose your own doctor immediately.

Within one working day after you file a claim form, your employer shall authorize the provision of all treatment, consistent with the applicable treating guidelines, for the alleged injury and shall continue to be liable for up to \$10,000 in treatment until the claim is accepted or rejected.

Disclosure of Medical Records: After you make a claim for workers' compensation benefits, your medical records will not have the same level of privacy that you usually expect. If you don't agree to voluntarily release medical records, a workers' compensation judge may decide what records will be released. If you request privacy, the judge may "seal" (keep private) certain medical records.

Payment for Temporary Disability (Lost Wages): If you can't work while you are recovering from a job injury or illness, for most injuries you will receive temporary disability payments for a limited period of time. These payments may change or stop when your doctor says you are able to return to work. These benefits are tax-free. Temporary disability payments are two-thirds of your average weekly pay, within minimums and maximums set by state law. Payments are not made for the first three days you are off the job unless you are hospitalized overnight or cannot work for more than 14 days.

Return to Work: To help you to return to work as soon as possible, you should actively communicate with your treating doctor, claims administrator, and employer about the kinds of work you can do while recovering. They may coordinate efforts to return you to modified duty or

Si Ud. se lesiona o se enferma, ya sea físicamente o mentalmente, debido a su trabajo, incluyendo lesiones que resulten de un crimen en el lugar de trabajo, es posible que Ud. tenga derecho a beneficios de compensación de trabajadores. Se adjunta el formulario para presentar un reclamo de compensación de trabajadores con su empleador. Ud. debe leer toda la información a continuación. Guarde esta hoja y todos los demás documentos para sus archivos. Es posible que usted reúna los requisitos para todos los beneficios, o parte de éstos, que se enumeran, dependiendo de la índole de su reclamo. Si se requiere, el administrador de reclamos, quien es responsable por el manejo de su reclamo, le notificará sobre su elegibilidad para beneficios.

Para presentar un reclamo, llene la sección del formulario designada para el "Empleado," guarde una copia, y déle el resto a su empleador. Entonces, su empleador completará la sección designada para el "Empleador," le dará a Ud. una copia fechada, guardará una copia, y enviará una al administrador de reclamos. Los beneficios no pueden comenzar hasta, que el administrador de reclamos se entere de la lesión, así que complete el formulario lo antes posible.

Atención Médica: Su administrador de reclamos pagará toda la atención médica razonable y necesaria, para su lesión o enfermedad relacionada con el trabajo. Es posible que los beneficios médicos incluyan el tratamiento por parte de un médico, los servicios de hospital, la terapia física, los análisis de laboratorio y las medicinas. Su administrador de reclamos pagará directamente los costos, de manera que usted nunca verá un cobro. Hay un límite para ciertos servicios médicos.

El Médico Primario que le Atiende-Primary Treating Physician PTP es el médico con la responsabilidad total para tratar su lesión o enfermedad. Generalmente, su empleador selecciona al PTP que Ud. verá durante los primeros 30 días. Sin embargo, en condiciones específicas, es posible que usted pueda ser tratado por su médico o grupo médico previamente designado. Si el doctor dice que usted aún necesita tratamiento después de 30 días, es posible que Ud. pueda cambiar al médico de su preferencia. Hay reglas diferentes que se aplican cuando su empleador usa una Organización de Cuidado Médico (HCO) o una Red de Proveedores Médicos (MPN). Una MPN es una red de proveedores de asistencia médica seleccionados para dar tratamiento a los trabajadores lesionados en el trabajo. Usted debe recibir información de su empleador si su tratamiento es cubierto por una HCO o una MPN. Hable con su empleador para más información. Si su empleador no ha colocado un cartel describiendo sus derechos para la compensación de trabajadores, Ud. puede seleccionar a su propio médico inmediatamente.

Dentro de un día después de que Ud. presente un formulario de reclamo, su empleador autorizará todo tratamiento médico de acuerdo con las pautas de tratamiento aplicables a la presunta lesión y será responsable por \$10,000 en tratamiento hasta que el reclamo sea aceptado o rechazado.

Divulgación de Expedientes Médicos: Después de que Ud. presente un reclamo para beneficios de compensación de trabajadores, sus expedientes médicos no tendrán el mismo nivel de privacidad que usted normalmente espera. Si Ud. no está de acuerdo en divulgar voluntariamente los expedientes médicos, un juez de compensación de trabajadores posiblemente decida qué expedientes se revelarán. Si Ud. solicita privacidad, es posible que el juez "selle" (mantenga privados) ciertos expedientes médicos.

Pago por Incapacidad Temporal (Sueldos Perdidos): Si Ud. no puede trabajar, mientras se está recuperando de una lesión o enfermedad relacionada con el trabajo, Ud. recibirá pagos por incapacidad temporal para la mayoría de las lesiones por un período limitado. Es posible que estos pagos cambien o paren, cuando su médico diga que Ud. está en



WORKERS' COMPENSATION CLAIM FORM (DWC 1)

PETITION DEL EMPLEADO PARA DE COMPENSACIÓN DEL
TRABAJADOR (DWC 1)

Employee: Complete the "Employee" section and give the form to your employer. Keep a copy and mark it "Employee's Temporary Receipt" until you receive the signed and dated copy from your employer. You may call the Division of Workers' Compensation and hear recorded information at (800) 736-7401. An explanation of workers' compensation benefits is included as the cover sheet of this form.

You should also have received a pamphlet from your employer describing workers' compensation benefits and the procedures to obtain them.

Empleado: Complete la sección "Empleado" y entregue la forma a su empleador. Quédese con la copia designada "Recibo Temporal del Empleado" hasta que Ud. reciba la copia firmada y fechada de su empleador. Ud. puede llamar a la División de Compensación al Trabajador al (800) 736-7401 para oír información gravada. En la hoja cubierta de esta forma esta la explicación de los beneficios de compensación al trabajador.

Ud. también debería haber recibido de su empleador un folleto describiendo los beneficios de compensación al trabajador lesionado y los procedimientos para obtenerlos.

Any person who makes or causes to be made any knowingly false or fraudulent material statement or material representation for the purpose of obtaining or denying workers' compensation benefits or payments is guilty of a felony.

Toda aquella persona que a propósito haga o cause que se produzca cualquier declaración o representación material falsa o fraudulenta con el fin de obtener o negar beneficios o pagos de compensación a trabajadores lesionados es culpable de un crimen mayor "felonía".

Employee—complete this section and see note above Empleado—complete esta sección y note la notación arriba.

1. Name. *Nombre.* _____ Today's Date. *Fecha de Hoy.* _____
2. Home Address. *Dirección Residencial.* _____
3. City. *Ciudad.* _____ State. *Estado.* _____ Zip. *Código Postal.* _____
4. Date of Injury. *Fecha de la lesión (accidente).* _____ Time of Injury. *Hora en que ocurrió.* _____ a.m. _____ p.m.
5. Address and description of where injury happened. *Dirección/lugar dónde ocurrió el accidente.* _____
- Describe injury and part of body affected. *Describe la lesión y parte del cuerpo afectada.* _____
7. Social Security Number. *Número de Seguro Social del Empleado.* _____
8. Signature of employee. *Firma del empleado.* _____

Employer—complete this section and see note below. Empleador—complete esta sección y note la notación abajo.

9. Name of employer. *Nombre del empleador.* _____
10. Address. *Dirección.* _____
11. Date employer first knew of injury. *Fecha en que el empleador supo por primera vez de la lesión o accidente.* _____
12. Date claim form was provided to employee. *Fecha en que se le entregó al empleado la petición.* _____
13. Date employer received claim form. *Fecha en que el empleado devolvió la petición al empleador.* _____
14. Name and address of insurance carrier or adjusting agency. *Nombre y dirección de la compañía de seguros o agencia administradora de seguros.* _____
15. Insurance Policy Number. *El número de la póliza de Seguro.* _____
16. Signature of employer representative. *Firma del representante del empleador.* _____
17. Title. *Título.* _____ 18. Telephone. *Teléfono.* _____

Employer: You are required to date this form and provide copies to your insurer or claims administrator and to the employee, dependent or representative who filed the claim within one working day of receipt of the form from the employee.

Empleador: Se requiere que Ud. feche esta forma y que provéa copias a su compañía de seguros, administrador de reclamos, o dependiente/representante de reclamos y al empleado que hayan presentado esta petición dentro del plazo de un día hábil desde el momento de haber sido recibida la forma del empleado.

NOTING THIS FORM IS NOT AN ADMISSION OF LIABILITY

EL FIRMAR ESTA FORMA NO SIGNIFICA ADMISION DE RESPONSABILIDAD

Employer copy/Copia del Empleador Employee copy/Copia del Empleado

Claims Administrator/Administrador de Reclamos Temporary Receipt/Recibo del Empleado



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- Worker's Compensation Insurance Carrier:**
California law requires employers to have workers' compensation insurance if they have even one employee. Evidence of this coverage may be requested, and it needs to be posted (yes, you must fill in the blanks).
- Injury and Illness Prevention Program (written safety program) 8 CCR 3203:**
Every employer shall establish, implement and maintain an *effective* Injury and Illness Prevention Program (IIPP). There are 8 required elements for the IIPP: Identify the person or persons with authority and responsibility for implementing the IIPP; Method of compliance; Safety communication; Identifying and evaluating workplace hazards (unsafe conditions and work practices); Investigation of occupational injuries and illnesses; Correcting unsafe or unhealthy conditions, work practices and work procedures; Training and instruction; and Recordkeeping. Safety committees may be used as well, although this is an option.
- Safety Inspection Records:**
These are records of safety inspections completed as part of the IIPP and any other safety effort such as pre-use inspections of forklifts.
- Employee Training Records:**
These are records associated with training as outlined in the IIPP as well as any other required training for your operation.
- Safety Committee Meeting Minutes:**
If this option is in place as part of the IIPP, then meeting minutes must be kept and posted / disseminated to employees.
- Heat Illness Prevention Program 8 CCR 3395:**
This regulation applies to all outdoor places of employment, as listed in the standard. The program must be in writing, outline how shade and water are provided, have a communication system, high-heat provisions, training and emergency response. Records include the program, documentation of actions taken, and training.
- First Aid Kit approval 8 CCR 3400:**
There shall be adequate first-aid materials, approved by the consulting physician, readily available for employees on every job. Such materials shall be kept in a sanitary and usable condition. A frequent inspection, usually interpreted as at least once monthly, shall be made of all first-aid materials, which shall be replenished as necessary. Records would include documentation of the consulting physician approval and inspection.
Keep in mind that in the absence of an infirmary, clinic, or hospital, in near proximity to the workplace, which is used for the treatment of all injured employees, a person or persons shall be adequately trained to render first aid. Training shall be equal to that of the American Red Cross or the Mine Safety and Health Administration.
- Emergency Action Plan 8 CCR 3220:**
The emergency action plan shall be in writing (unless you have less than 10 employees), and shall cover those designated actions employers and employees must take to ensure employee safety from fire and other emergencies. The elements include emergency evacuation procedures, procedures for personnel who must remain to tend to critical elements, accounting practices for evacuated personnel, rescue and medical duties, and preferred means for reporting emergencies. The plan also calls for designating an alarm system for notification and maintenance of that alarm system, as well as training of personnel. Records include the plan, maintenance and training.
- Fire Prevention Plan 8 CCR 3221:**
The plan shall be in writing. Elements include potential fire hazards and proper handling and storage, potential ignition sources (such as welding, smoking, etc.) and controls, and the type of



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fire protection equipment or systems which can control a fire involving them. Additional elements include maintenance of equipment and systems and control of accumulation of flammable or combustible waste materials, and who is responsible. The plan also outlines housekeeping to control accumulation of flammable and combustible materials / waste, training and maintenance of fire suppression systems. Records include the plan, activities of the elements within the plan including maintenance of equipment, and training.

Hazard Communication Program 8 CCR 5194:

This is a communication process of how to safely work with hazardous materials such as chemicals. The communication process includes inventory of hazardous materials, labeling, safety data sheets (SDS), training, and how to handle non-routine tasks that involve hazardous materials. Records include the program itself, inventory list, labeling of hazardous materials, SDS and accessibility, training, and identification of hazardous non-routine tasks.

Material Safety Data Sheets:

SDS's are part of the hazard communication process. They are required to have 16 parts to them (under the Global Harmonization System which is in the process of being implemented through June of 2016) and accessible to employees at all times. SDS must be kept for duration of use, plus a period of 30-years following last use of the hazardous material.

Respiratory Protection Program 8 CCR 5144:

The control of those occupational diseases caused by breathing air contaminated with harmful dusts, fogs, fumes, mists, gases, smokes, sprays, or vapors, shall be accomplished as far as feasible by accepted engineering control measures, such as enclosure or confinement of the operation, general and local ventilation, and substitution of less toxic materials. When that isn't feasible, employers shall implement respirators to protect the health of the employee. This will require a respiratory protection program. Elements include procedures for selecting respirators; medical evaluations and fit-testing procedures of employees required to use them; proper use, procedures and schedules for cleaning, disinfecting, storing and inspecting them; ensuring adequate air quality, quantity and flow of breathing for atmosphere supplying respirators; and training on respiratory hazards and proper use and care. Records include the program, medical evaluations, fit-testing, inspection, and training.

NOTE: If it is determined through proper atmospheric measurement that respirators are not required but provided for voluntary use, then employees must be notified that this is the case and instructed on the hazards of using respirators. Records include the notification and training.

Hearing Conservation Program (Noise) 8 CCR 5097:

Employers shall administer a continuing, effective hearing conservation program whenever employee noise exposures equal or exceed an 8-hour time-weighted average sound level (TWA) of 85 decibels measured on the A-scale (slow response) or, equivalently, a dose of fifty percent. Elements and recordkeeping include the written program, identification of elevated noise level locations and operations, baseline and annual audiometric testing and training, and training proper safe use of hearing protection.

NOTE: agriculture, construction, and oil and gas well drilling and servicing operations are exempt from these provisions: be careful and ensure your company does qualify for this exemption by operation (i.e., indoor agricultural operations don't qualify). Also, exemption does NOT eliminate you from requiring engineering reduction or the use of hearing protection in elevated noise level situations. Measure to be sure.

Exposure Control Plan / Bloodborne Pathogens 8 CCR 5193:

Each employer with occupational exposure to blood or other potentially infectious materials shall establish, implement and maintain an effective Exposure Control Plan which is designed to eliminate or minimize employee exposure. Elements of the program shall include exposure



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Est. 2003

determination, exposure control methods, methods of compliance, hepatitis B vaccination and post-exposure evaluation follow-up, sharps injury log, training, and method to review engineering options and evaluation of the program. Records include all activities associated with the elements. NOTE: this standard does not apply to the Construction Industry.

Workplace Exposure Records/Monitoring Results:

These include industrial hygiene testing such as noise dosimeter surveys and air monitoring. Records of the results must be shared with affected employees. While noise dosimeter survey results can be kept for a period of 2-years, some monitoring is deemed medical records and must be kept for a period of 30-years.

Chemical Hygiene Plan 8 CCR 5191:

If you operate a lab, then this regulation shall apply to employers engaged in the laboratory use of hazardous chemicals (this may apply to food quality assurance labs). The standard requires exposure determination, hazard identification, a written chemical hygiene plan, and employee information and training.

Carcinogen Registration 8 CCR Article 110

If your organization uses one of the regulated carcinogens found in the list at the following website: <https://www.dlr.ca.gov/title8/sb7g16a110.html>, then you must report that use in writing to the Chief of DOSH. Examples may include pesticide application. Records include copies of the reports and approvals / disapprovals, notifications and postings, and any emergency situations.

Permits / Variances:

Permits are required for a number of activities, including excavations, scaffolding, and demolition of structures to name a few. Consult this website to see what may apply to your operation: <http://www.dlr.ca.gov/title8/341.html>.

Also, any employer can apply for a variance from an occupational safety or health standard, regulation or order contained in California Code of Regulations, Title 8. To do so, it requires filing a written application, submitted under penalty of perjury, with the Standards Board. You must describe the conditions, practices, means, methods, operations, or processes used or proposed to provide health and safety equal or superior to that provided by the regulations, statement showing how, and certification the employer will comply with the rules.

Maintenance Records of Equipment:

Several of Cal/OSHA's regulations refer to maintenance records of equipment. This is especially important in determining how well the employer ensures a safe operation. Records include maintenance and inspection.

Safety Instructions / Equipment Manuals:

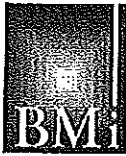
Several of Cal/OSHA's regulations defer to the manufacturer's manual or instructions for safe operation. Keep these around and ensure that work practices conform to manufacturer instructions and Cal/OSHA requirements at a minimum.

Sources:

<http://www.dlr.ca.gov/DOSHPo/FORMS.COMPLETION.Cal.OSHA.1A.1AX.1AY.1AZ.htm>
<http://www.csib.ca.gov/GeneralInformation/AboutBasicFactsAboutCsib.asp>
http://www.dlr.ca.gov/dlse/New_Garment_Manufacturers_and_Contractors.htm
<https://www.dlr.ca.gov/dlse/FLC.html>
http://www.dlr.ca.gov/T8/14300_7.html
<http://www.dlr.ca.gov/dosh/doshreq/form5020.pdf>
http://www.dlr.ca.gov/dwc/FactSheets/Employer_FactSheet.pdf
<http://www.dlr.ca.gov/dwc/faqs.html>
<http://www.dlr.ca.gov/Title8/3203.html>
<http://www.dlr.ca.gov/Title8/3395.html>
<http://www.dlr.ca.gov/Title8/3400.html>

<http://www.dlr.ca.gov/Title8/3220.html>
<http://www.dlr.ca.gov/Title8/3221.html>
<http://www.dlr.ca.gov/Title8/5194.html>
<http://www.dlr.ca.gov/Title8/5144.html>
<http://www.dlr.ca.gov/Title8/5095.html>
<http://www.dlr.ca.gov/Title8/5193.html>
<http://www.dlr.ca.gov/Title8/3401.html>
<http://www.dlr.ca.gov/Title8/3204.html>
<http://www.dlr.ca.gov/Title8/5191.html>
<https://www.dlr.ca.gov/Title8/5203.html>

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STATE OF CALIFORNIA
DEPARTMENT OF INDUSTRIAL RELATIONS
DIVISION OF OCCUPATIONAL SAFETY AND HEALTH



www.dir.ca.gov/DOSH

DOCUMENT REQUEST

EMPLOYER: DATE: Postmark by:
EMPLOYER CONTACT: Ca/OSHA Inspector:

As discussed during the inspection on , it has been determined that copies of the following documents are required for review. Please provide the Cal/OSHA Inspector with the required copies by the "postmark" date noted above. If the copies are not provided by that date, it will be interpreted as an admission that the documents do not exist, and possible citations and monetary penalties could result.

Federal ER ID No/

- Licenses & Permits: Business License, State ER Tax ID No., CSLB, Garment Reg., Farm Labor Contractor
Facility Layout (floor plan, evacuation routes, etc)
OSHA Log 300 (from to) 8 CCR 14301
OSHA 5020 (Employer's First Report of Injury)
DWC Form 1 (Worker's Compensation Claim)
Worker's Compensation Insurance Carrier
Injury and Illness Prevention Program (written safety program) 8 CCR 3203
Safety Inspection Records
Employee Training Records
Safety Committee Meeting Minutes
Heat Illness Prevention Program 8 CCR 3395
First Aid Kit approval 8 CCR 3400
Emergency Action Plan 8 CCR 3220
Fire Prevention Plan 8 CCR 3221
Hazard Communication Program 8 CCR 5194
Material Safety Data Sheets, for
Respiratory Protection Program 8 CCR 5144
Hearing Conservation Program (Noise) 8 CCR 5097
Exposure Control Plan / Bloodborne Pathogens 8 CCR 5193
Workplace Exposure Records/Monitoring Results
Chemical Hygiene Plan 8 CCR 5191
Carcinogen Registration 8 CCR Article 110
Permits / Variances, for
Maintenance Records of Equipment
Safety Instructions / Equipment Manuals

If you require an extension of time in order to satisfy this request, please contact the Cal/OSHA Inspector identified with your inspection at the phone numbers above before the deadline.

INSPECTION NO. INSPECTOR ID. OPT RPT NO.
Cal/OSHA 1A1Y(08/03)

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Company Name

Appendix B

EMPLOYER SAMPLE PROCEDURES FOR HEAT ILLNESS PREVENTION

August 2011

California employers with any outdoor places of employment must comply with the Heat Illness Prevention Standard T8 CCR 3395. These procedures have been created to assist employers in crafting their own heat illness prevention procedures, and to reduce the risk of work related heat illnesses among their employees.

These procedures are not intended to supersede or replace the application of any other Title 8 regulation, particularly T8 3203 Injury and Illness Prevention Program (IIPP). Title 8 CCR 3203 requires an employer to establish, implement, and maintain an effective IIPP. The measures listed here may be integrated into the Employer's Injury and Illness Prevention Program. The employer must also be aware that other standards apply to Heat Illness Prevention such as the requirement to provide for drinking water, first aid and emergency response.

Please note: These procedures provide the minimal steps applicable to most outdoor work settings and are essential to reducing the incidence of heat related illnesses. In working environments with a higher risk for heat illness (e.g., during a heat wave, or other severe working or environmental conditions), it is the employer's duty to exercise greater caution and additional protective measures beyond what is listed in this document, as needed to protect their employees.

To effectively establish your company procedures, carefully review the key elements listed on this document, as well as the examples provided, then select and fill out the procedures applicable to your workplace. Please use additional paper when necessary. Implement and train employees and supervisors on your company procedures and follow-up to ensure your procedures are fulfilled.

Furthermore, to successfully tailor these procedures to your work activities, evaluate and consider the individual conditions present at your site (such as, but not limited to):

- (1) Size of the crew
- (2) The length of the work-shift
- (3) The ambient temperature (which can be taken either with the aid of a simple thermometer or by monitoring the weather)
- (4) The presence of personal protective equipment or additional sources of heat

Again, these sample procedures do not include every workplace scenario, so it is crucial that your company evaluate and take into account conditions found in your individual workplace that are likely to cause a heat illness.

Your written procedures should also:

1. Identify the designated person(s) that has been assigned the applicable task(s) (e.g. supervisor, foreman, safety coordinator, crew leader).
2. Provide specific details required to carry out the task and ensure that the task is accomplished successfully (e.g. how many water containers/shade structures, of what size, distance to placement, frequency of water-level replenishment/weather-tracking/water breaks/reminders, etc). [For additional information, see the Enforcement Q&A.
3. Specify how these procedures will be communicated to your employees and in particular to the persons assigned these responsibilities (e.g. via training, meeting), and how it will be ascertained that these company instructions and procedures are followed.

(EMPLOYER'S NAME)

The following designated person or persons (Program Administrator Safety Coordinator/Supervisor/Foreman/Field Supervisor/Crew Leader) have the authority and responsibility for implementing the provisions of this program at this worksite.

Name/Title/Phone Number

1. _____
2. _____
3. _____
4. _____
5. _____

Procedures for Provision of Water (include but are not limited to the

Following):

- Drinking water containers (of five to 10 gallons each) will be brought to the site, so that at least two quarts per employee are available at the start of the shift. All workers whether working individually or in smaller crews, will have access to drinking water.
- Paper cone rims or bags of disposable cups and the necessary cup dispensers will be made available to workers and will be kept clean until used.
- As part of the Effective Replenishment Procedures, the water level of all containers will be checked periodically (e.g. every hour, every 30 min), and more frequently when the temperature rises. Water containers will be refilled with cool water, when the water level within a container drops below 50 percent. Additional water containers (e.g. five gallon bottles) will be carried, to replace water as needed.
- Ice will be carried in separate containers, so that when necessary, it will be added to the drinking water to keep it cool.
- Water containers will be placed as close as possible to the workers (given the working conditions and layout of the worksite), to encourage the frequent drinking of water. If field terrain prevents the water from being placed as close as possible to the workers, bottled water or personal water containers will be made available, so that workers can have drinking water readily accessible.
- Water containers will be relocated to follow along with the crew, so drinking water will remain readily accessible.
- Water containers will be kept in sanitary condition.
- Daily, workers will be reminded of the location of the water coolers and of the importance of drinking water frequently. When the temperature exceeds or is expected to exceed 90 degrees Fahrenheit, brief 'tailgate' meetings will be held each morning to review with employees the importance of drinking water, the number and schedule of water and rest breaks and the signs and symptoms of heat illness.
- Audible devices (such as whistles or air horns) will be used to remind employees to drink water.

- When the temperature equals or exceeds 95 degrees Fahrenheit or during a heat wave, the number of water breaks will be increased, and workers will be reminded throughout the work shift to drink water.
- During employee training and tailgate meetings, the importance of frequent drinking of water will be stressed.

Procedures for Access to Shade (include but are not limited to the

Following):

Note: Follow the general guidance provided above, under the Provisions for Water (identify the person assigned the task and list the specific tasks that have to be carried out).

- Shade structures will be opened and placed as close as practical to the workers, when the temperature equals or exceeds 85 degrees Fahrenheit. When the temperature is below 85 degrees Fahrenheit, access to shade will be provided promptly, when requested by an employee. Note: The interior of a vehicle may not be used to provide shade unless the vehicle is air-conditioned and the air conditioner is on.
- Enough shade structures will be available at the site, to accommodate at least 25 percent of the employees on the shift at any one time.
- Daily, workers will be informed of the location of the shade structures and will be encouraged to take a five minute cool-down rest in the shade.
- Shade structures will be relocated to follow along with the crew and they will be placed as close as practical to the employees, so that access to shade is provided at all times.
- In situations where trees or other vegetation are used to provide shade (such as in orchards), the thickness and shape of the shaded area will be evaluated, before assuming that sufficient shadow is being cast to protect employees.
- In situations where it is not safe or feasible to provide access to shade (e.g., during high winds), a note will be made of these unsafe or unfeasible conditions, and of the steps that will be taken to provide shade upon request.
- For non-agricultural employers, in situations where it is not safe or feasible to provide shade, a note will be made of these unsafe or unfeasible conditions, and of the steps that will be taken to provide alternative cooling measures but with equivalent protection as shade.

Procedures for Monitoring the Weather (include but are not limited to):

- The supervisor will be trained and instructed to check in advance the extended weather forecast. Weather forecasts can be checked with the aid of the internet (<http://www.nws.noaa.gov/>), or by calling the National Weather Service phone numbers (see CA numbers below) or by checking the Weather Channel TV Network. The work schedule will be planned in advance, taking into consideration whether high temperatures or a heat wave is expected. This type of advance planning should take place all summer long.

CALIFORNIA Dial-A-Forecast

Eureka 707-443-7062

Hanford 559-584-8047

Los Angeles 805-988-6610 (#1)

Sacramento 916-979-3051

San Diego 619-297-2107 (#1)

San Francisco 831-656-1725 (#1)

- Prior to each workday, the forecasted temperature and humidity for the worksite will be reviewed and will be compared against the National Weather Service Heat Index to evaluate the risk level for heat illness. Determination will be made of whether or not workers will be exposed at a temperature and humidity characterized as either "extreme caution" or "extreme danger" for heat illnesses. It is important to note that the temperature at which these warnings occur must be lowered as much as 15 degrees if the workers under consideration are in direct sunlight.
- Prior to each workday, the supervisor will monitor the weather (using <http://www.nws.noaa.gov/> or with the aid of a simple thermometer, available at most hardware stores) at the worksite. This critical weather information will be taken into consideration, to determine, when it will be necessary to make modifications to the work schedule (such as stopping work early, rescheduling the job, working at night or during the cooler hours of the day, increasing the number of water and rest breaks).
- A thermometer will be used at the jobsite to monitor for sudden increases in temperature, and to ensure that once the temperature exceeds 85 degrees Fahrenheit, shade structures will be opened and made available to the workers. In addition, when the temperature equals or exceeds 95 degrees Fahrenheit, additional preventive measures such as the High Heat Procedures will be implemented.

Handling a Heat Wave:

- During a heat wave or heat spike, the work day will be cut short or rescheduled (example conducted at night or during cooler hours).
- During a heat wave or heat spike, and before starting work, tailgate meetings will be held, to review the company heat illness prevention procedures, the weather forecast and emergency response. In addition, if schedule modifications are not possible, workers will be provided with an increased number of water and rest breaks and will be observed closely for signs and symptoms of heat illness.
- Each employee will be assigned a “buddy” to be on the lookout for signs and symptoms of heat illness and to ensure that emergency procedures are initiated when someone displays possible signs or symptoms of heat illness.

High Heat Procedures (include but are not limited to):

High Heat Procedures are additional preventive measures that this company will use when the temperature equals or exceeds 95 degrees Fahrenheit.

- Effective communication by voice, observation, or electronic means will be maintained, so that employees at the worksite can contact a supervisor when necessary. If the supervisor is unable to be near the workers (to observe them or communicate with them), then an electronic device, such as a cell phone or text messaging device, may be used for this purpose if reception in the area is reliable.
- Frequent communication will be maintained with employees working by themselves or in smaller groups (keep tabs on them via phone or two-way radio), to be on the lookout for possible symptoms of heat illness.
- Employees will be observed for alertness and signs and symptoms of heat illness. When the supervisor is not available, an alternate responsible person may be assigned, to look for signs and symptoms of heat illness. Such a designated observer will be trained and know what steps to take if heat illness occurs.
- Employees will be reminded throughout the work shift to drink plenty of water.
- New employees will be closely supervised, or assign a “buddy” or more experienced coworker for the first 14 days of the employment (unless the employee indicates at the time of hire that he or she has been doing similar outdoor work for at least 10 of the past 30 days for four or more hours per day).

Procedures for Acclimatization (include but are not limited to):

Acclimatization is the temporary and gradual physiological change in the body that occurs when the environmentally induced heat load to which the body is accustomed is significantly and suddenly exceeded by sudden environmental changes. In more common terms, the body needs time to adapt when temperatures rise suddenly, and an employee risks heat illness by not taking it easy when a heat wave strikes or when starting a new job that exposes the employee to heat to which the employee's body hasn't yet adjusted.

Inadequate acclimatization can be significantly more perilous in conditions of high heat and physical stress. Employers are responsible for the working conditions of their employees, and they must act effectively when conditions result in sudden exposure to heat their employees are not used to.

- The weather will be monitored daily. The supervisor will be on the lookout for sudden heat wave(s), or increases in temperatures to which employees haven't been exposed to for several weeks or longer.
- **During a heat wave or heat spike, the work day will be cut short (example 12 p.m.), will be rescheduled (example conducted at night or during cooler hours) or if at all possible cease for the day.**
- For new employees, the intensity of the work will be lessened during a two-week break-in period (such as scheduling slower paced, less physically demanding work during the hot parts of the day and the heaviest work activities during the cooler parts of the day (early-morning or evening). Steps taken to lessen the intensity of the workload for new employees will be documented.
- The supervisor will be extra-vigilant with new employees and stay alert to the presence of heat related symptoms.
- New employees will be assigned a "buddy" or experienced coworker to watch each other closely for discomfort or symptoms of heat illness.
- During a heat wave, all employees will be observed closely (or maintain frequent communication via phone or radio), to be on the lookout for possible symptoms of heat illness.
- Employees and supervisors will be trained on the importance of acclimatization, how it is developed and how these company procedures address it.

Procedures for Emergency Response (include but are not limited to):

- Prior to assigning a crew to a particular worksite, workers and the foreman will be provided a map of the site, along with clear and precise directions (such as streets or road names, distinguishing features and distances to major roads), to avoid a delay of emergency medical services.
- Prior to assigning a crew to a particular worksite, efforts will be made to ensure that a qualified and appropriately trained and equipped person is available at the site to render first aid if necessary.
- Prior to the start of the shift, a determination will be made of whether or not a language barrier is present at the site and steps will be taken (such as assigning the responsibility to call emergency medical services to the foreman or an English speaking worker) to ensure that emergency medical services can be immediately called in the event of an emergency.
- All foremen and supervisors will carry cell phones or other means of communication, to ensure that emergency medical services can be called. Checks will be made to ensure that these electronic devices are functional prior to each shift.
- When an employee is showing symptoms of possible heat illness, steps will be taken immediately to keep the stricken employee cool and comfortable once emergency service responders have been called (to reduce the progression to more serious illness).
- At remote locations such as rural farms, lots or undeveloped areas, the supervisor will designate an employee or employees to physically go to the nearest road or highway where emergency responders can see them. If daylight is diminished, the designated employee(s) shall be given reflective vest or flashlights in order to direct emergency personnel to the location of the worksite, which may not be visible from the road or highway.
- During a heat wave or hot temperatures, workers will be reminded and encouraged to immediately report to their supervisor any signs or symptoms they are experiencing.
- Employees and supervisors training will include every detail of these written emergency procedures.

Handling a Sick Employee:

- When an employee displays possible signs or symptoms of heat illness, a trained first aid worker or supervisor will check the sick employee and determine whether resting

In the shade and drinking cool water will suffice or if emergency service providers will need to be called. A sick worker will not be left alone in the shade, as he or she can take a turn for the worse!

- When an employee displays possible signs or symptoms of heat illness and no trained first aid worker or supervisor is available at the site, emergency service providers will be called.
- **Emergency service providers will be called immediately if an employee displays signs or symptoms of heat illness (loss of consciousness, incoherent speech, convulsions, red and hot face), does not look OK or does not get better after drinking cool water and resting in the shade. While the ambulance is in route, first aid will be initiated (cool the worker: place the worker in the shade, remove excess layers of clothing, place ice pack in the armpits and groin area and fan the victim). Do not let a sick worker leave the site, as they can get lost or die before reaching a hospital!**
- If an employee does not look OK and displays signs or symptoms of severe heat illness (loss of consciousness, incoherent speech, convulsions, red and hot face), and the worksite is located more than 20 minutes away from a hospital, call emergency service providers, communicate the signs and symptoms of the victim and request Air Ambulance.

Procedures for Employee and Supervisory Training (include but are not

Limited to):

- Supervisors will be trained prior to being assigned to supervise other workers. Training will include this company's written procedures and the steps supervisors will follow when employees' exhibit symptoms consistent with heat illness.
- Supervisors will be trained on how to track the weather at the job site (by monitoring predicted temperature highs and periodically using a thermometer). Supervisors will be instructed on, how weather information will be used to modify work schedules, to increase number of water and rest breaks or cease work early if necessary.
- All employees and supervisors will be trained prior to working outside. Training will include the company's written prevention procedures.
- Employees will be trained on the steps that will be followed for contacting emergency medical services, including how they are to proceed when there are non-English speaking workers, how clear and precise directions to the site will be provided and the importance of making visual contact with emergency responders at the nearest road or landmark to direct them to their worksite.

Appendix C

Preventing Slips, Trips and Falls for Dairy Farms — Farm Equipment

Follow these important safety tips to avoid injury.

- Never allow a passenger to ride any equipment designed for only one person by the manufacturer, including hay trailers.
- Establish three points of contact when mounting or dismounting tractors, equipment, farming vehicles and feeder trucks.
- Never jump from tractors, trailers or any other equipment.
- Keep steps and platforms in good condition and clean on tractors and mobile equipment.

Zenith Insurance Company—Workers' Compensation Specialists



For more safety tips, visit:

TheZenith.com

Prevención de Resbalones, Tropiezos y Caídas — Equipo Agrícola

Siga estos importantes consejos de seguridad para evitar lesiones.

- No permita nunca más de un pasajero en un vehículo o equipo que no esté diseñado para más de una persona. Esto incluye remolques de paja.
- Establezca siempre tres puntos de contacto cuando se suba o se baje de tractores, equipo, vehículos de agricultura o vehículo alimentador.
- No salte nunca de tractores, remolques o cualquier otro equipo.
- Mantenga los escalones y plataformas limpias y en buenas condiciones en tractores y equipo móvil.

Zenith Insurance Company—Especialistas en compensación de trabajadores

Para más consejos de seguridad, visite:

TheZenith.com

