



COURSE 14134

Electrical Workplace Safety

Review Material

Uscontractorlicense LLC

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Summary Of This Course

Electrical Workplace Safety

Approved by the

Wisconsin Department of Safety and Professional Services Safety and Buildings Division

Course Identification Number 14134

Educational Credit Hours: 7 Hours

Course Provider:

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This course was developed for persons working in the electrical field who are exposed to a variety of workplace hazards. OSHA has developed extensive materials to reduce the incidents of work related accidents and workers should be aware of basic workplace safety practices. This course is an overview of the OSHA rules in regards to worker safety with an emphasis on more current issues such as Lead in Construction; and Trenching and Excavations practices which are required by OSHA.

This Course is approved for the following electrical Registrations/Certifications or Licenses:

[illegible]

This course is a distance learning or e-learning course, which allows the attendee to complete the course on their time schedule.

Course Outline

This course is a distance learning or e-learning course, which allows the attendee to complete the course on their time schedule.

Lead In Construction

OSHA Introduction ; Health Hazards of Lead Exposure; Symptoms of Chronic Overexposure;
Reproductive Risks; Chelating Agents ; Worker Exposure

Construction Workers and Lead Exposure; Most Vulnerable Workers; OSHA's Lead Standard; Exposure Limits; Applicability to Construction

Employer Responsibilities; Elements of a Compliance Program; Initial Employee Exposure Assessment; Biological Monitoring Tests;
Pending Employee Exposure Assessment; Test Results Showing No Overexposures; Employee Notification of Monitoring Results

Medical Exams; Medical Surveillance; Information for the Examining Physician; When Monitoring Shows No Employee
Exposures; After the Medical Examinations; Medical Removal Provisions

Worker Protections and Benefits; Records Requirements Involving Medical Removal

Recordkeeping; Employer Requirements; Exposure Assessment Records; Medical Surveillance Records; Documents for Employees Subject
to Medical Removal; Employer Requirements Related to Objective Data; Documents for OSHA and NOISH Review;
When Closing a Business

Exposure Reduction and Employee Protection; Engineering Controls; Exhaust Ventilation; Enclosure or Encapsulation; Substitution;
Component Replacement; Process or Equipment Modification; Isolation

Housekeeping Practices; Personal Hygiene Practices; Change Areas; Showers and Washing Facilities; Personal Practices;
End-Of-Day Procedures

Protective Clothing and Equipment; Employer Requirement; Handling Contaminated; Protective Clothing; Preventing Heat Stress;
Respiratory Protection; Providing Adequate Respiratory Protection; Respiratory Protection Programs; Selecting a Respirator

Employee Information and Training; Program Requirements; Warning Signs

OSHA Assistance, Services and Products; State Program; Consultation Assistance
Safety and Health Achievement Recognition Program; Voluntary Protection Programs; Cooperative Partnerships ; Alliance Program;
Strategic Partnership Program; Occupational Safety and Health Training; Training Grants; Other Assistance Materials; In Case of an
Emergency Or To File A Complaint; OSHA Regional Offices; Blood Lead Laboratories-Wisconsin

Trenches and Excavations

Working Safely in Trenches; Dangers of Trenching and Evacuation; Protect Yourself; Protective Systems; Competent Person; Access and Egress
General Trenching and Excavation Rules

Excavations; Introduction; Difference between Excavation and Trench; Dangers; OSHA Standard Rule; Exemptions

Preplanning; Why is it important?; Utility Lines and Pipes; Informing Workers

Protective Systems; Preventing Cave-ins; Most appropriate Protective System Design; Other Safety Precautions;
Installation and Removal of Protective Systems

Additional Hazards and Protections; Warning Systems; Water Accumulation; Hazardous Atmospheres; Means of Egress;
Pier Holes; Site Inspection

OSHA Assistance, Services and Programs; State Plans; Consultation Assistance; Privacy Cost; Violations; Voluntary Protection Programs; Strategic
Partnership Program; OSHA Training for Employers and Employees; Training Grants; Contact OSHA

Exam

80 questions related to the reference materials are used to test the attendee on their comprehension of the materials. A 70% score will need to be attained in order to pass this course.

Answer Sheet(s)

1 bubble style answer sheets are included. When you are finished with the exam, you may return the answer sheets for grading to:

By Mail: Uscontractorlicense LLC
PO Box 268
Platteville, Wisconsin 53818

By Email: michael@uscontractorlicense.com

By Fax: 608-571-0096

Once we get the answer sheets back, we will grade them, enter your hours into the attendance portal and email or mail you back your certificate of completion(s). You will be responsible for renewing your license with the DSPS at www.license.wi.gov website.

Any questions, please contact us at 608.348.6688

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Lead In Construction

Health Hazards of Lead Exposure

Pure lead (Pb) is a heavy metal at room temperature and pressure. A basic chemical element, it can combine with various other substances to form numerous lead compounds.

Lead has been poisoning workers for thousands of years. Lead can damage the central nervous system, cardiovascular system, reproductive system, hematological system, and kidneys. When absorbed into the body in high enough doses, lead can be toxic. In addition, workers' lead exposure can harm their children's development.

Short-term (acute) overexposure—as short as days--can cause acute encephalopathy, a condition affecting the brain that develops quickly into seizures, coma, and death from cardio respiratory arrest. Short-term occupational exposures of this type are highly unusual but not impossible.

Extended, long-term (chronic) overexposure can result in severe damage to the central nervous system, particularly the brain. It can also damage the blood-forming, urinary, and reproductive systems.

There is no sharp dividing line between rapidly developing acute effects of lead and chronic effects that take longer to develop.

Symptoms of Chronic Overexposure

Some of the common symptoms include:

- Loss of appetite;
- Constipation;
- Nausea;
- Excessive tiredness;
- Headache;
- Fine tremors;
- Colic with severe abdominal pain;
- Metallic taste in the mouth;
- Weakness;
- Nervous irritability;
- Hyperactivity;
- Muscle and joint pain or soreness;
- Anxiety;
- Pallor;
- Insomnia;
- Numbness;
- Dizziness

Reproductive Risks

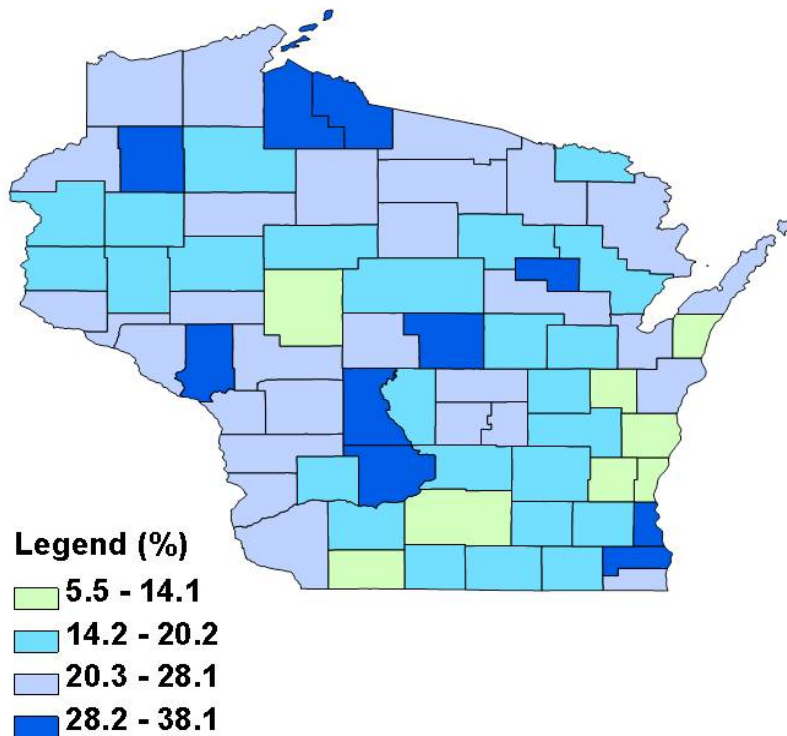
Lead is toxic to both male and female reproductive systems. Lead can alter the structure of sperm cells and there is evidence of miscarriage and stillbirth in women exposed to lead or whose partners have been exposed. Children born to parents who were exposed to excess lead levels are more likely to have birth defects, mental retardation, or behavioral disorders or to die during the first year of childhood.

Workers who desire medical advice about reproductive issues related to lead should contact qualified medical personnel to arrange for a job evaluation and medical followup--particularly if they are pregnant or actively seeking to have a child. Employers whose employees may be exposed to lead and who have been contacted by employees with concerns about reproductive issues must make medical examinations and consultations available.



Healthy Homes and Lead Poisoning Prevention

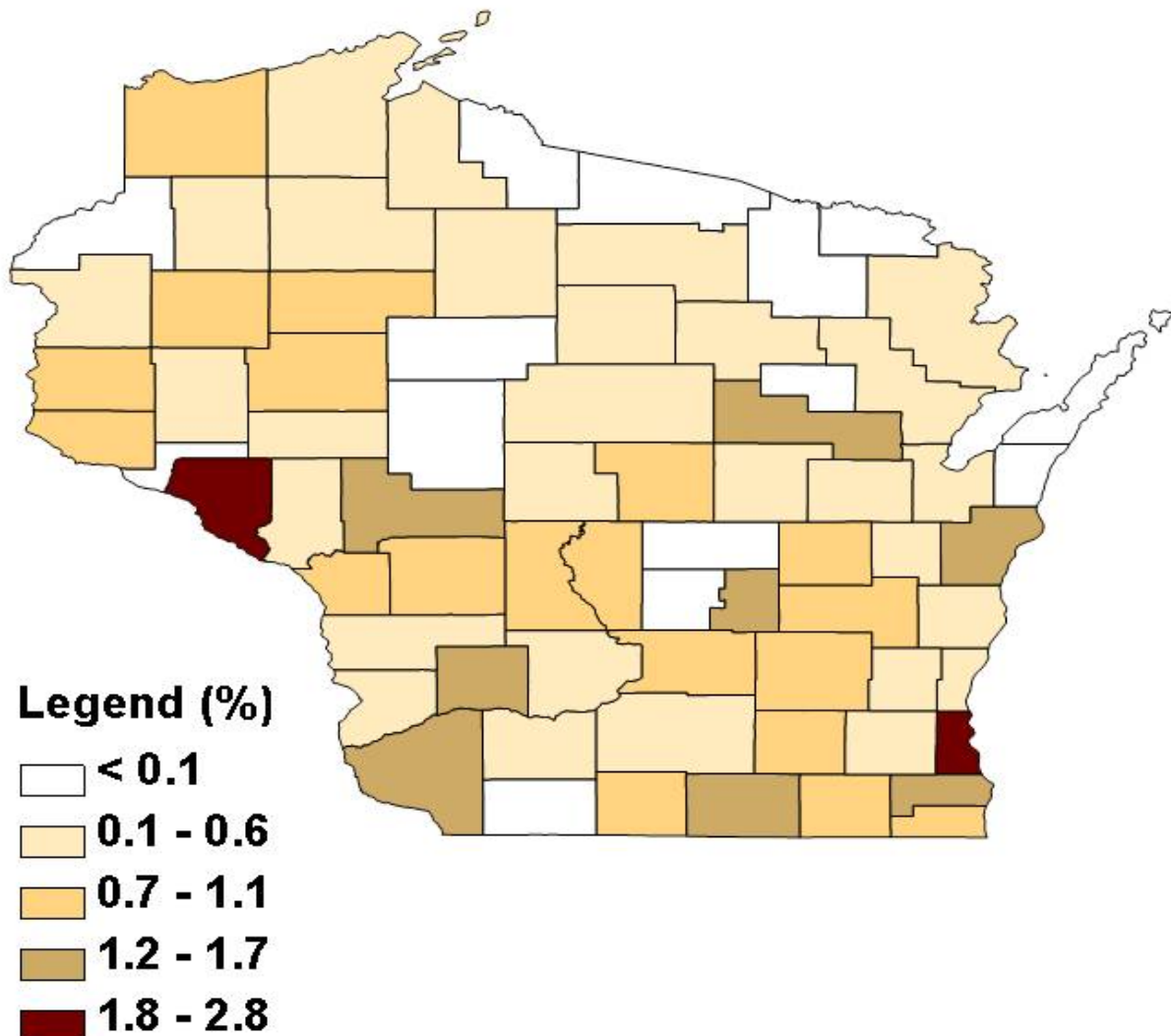
Percent of Children Tested* by County Wisconsin, 2008



*Percent of children tested: The number of children less than 72 months of age tested for blood lead divided by the total number of children less than 72 months of age based on 2000 U.S. Census data, multiplied by 100.



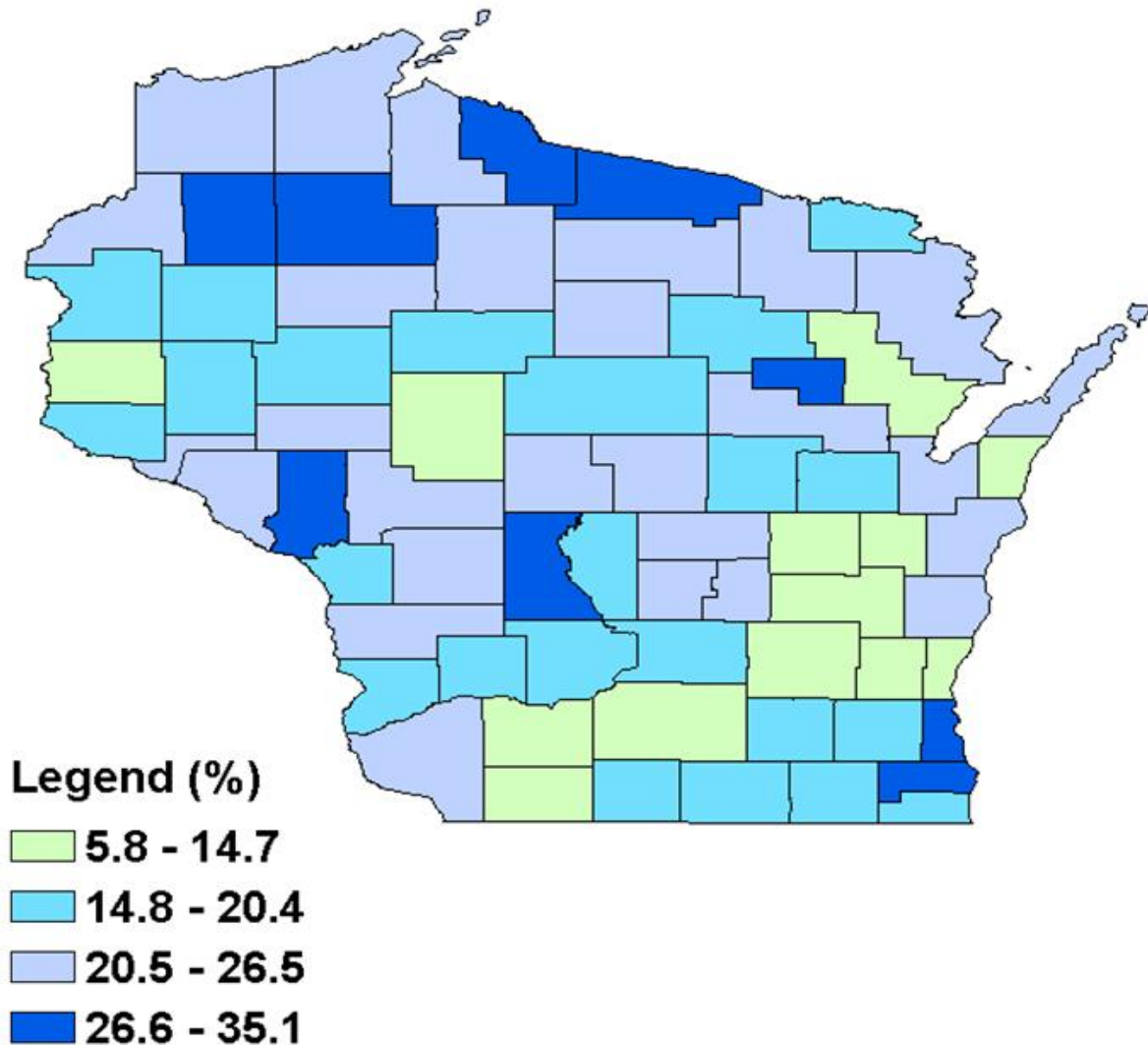
Percent of Children with Elevated Blood Lead Levels* by County Wisconsin, 2008



***Percent of children with elevated blood lead levels:** The number of children less than 72 months of age with a confirmed elevated blood lead level ≥ 10 $\mu\text{g}/\text{dL}$ divided by the number of children less than 72 months of age tested for blood lead, multiplied by 100.



Percent of Children Tested* by County Wisconsin, 2007

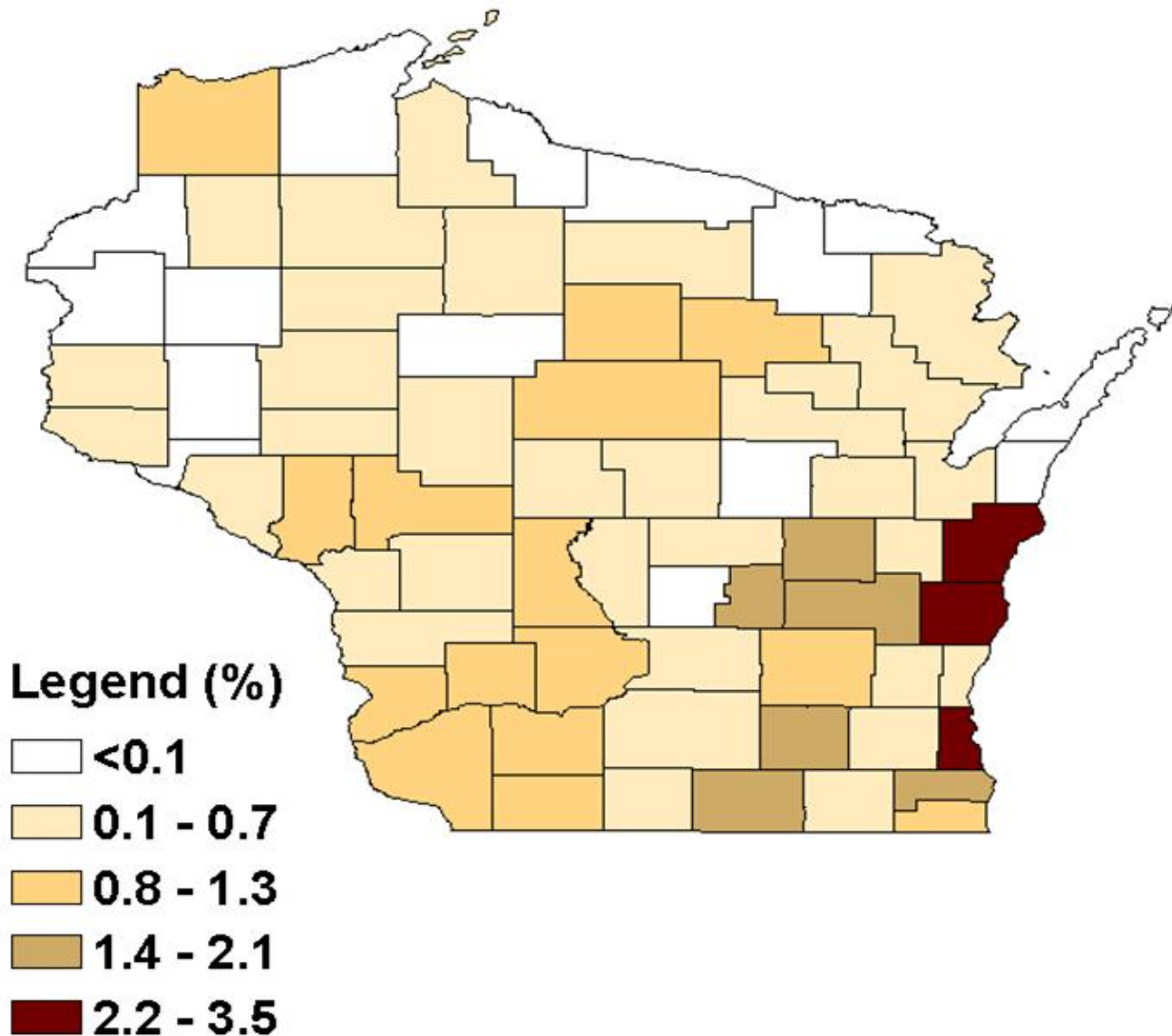


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Healthy Homes and Lead Poisoning Prevention

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Chelating Agents

Under certain limited circumstances, a physician may prescribe special drugs called chelating agents to reduce the amount of lead absorbed in body tissues. Using chelation as a preventive measure--that is, to lower blood level but continue to expose a worker--is prohibited and therapeutic or diagnostic chelations of lead that are required must be done under the supervision of a licensed physician in a clinical setting, with thorough and appropriate medical monitoring. The employee must be notified in writing before treatment of potential consequences and allowed to obtain a second opinion.

Worker Exposure

Lead is most commonly absorbed into the body by inhalation. When workers breathe in lead as a dust, fume, or mist, their lungs and upper respiratory tract absorb it into the body. They can also absorb lead through the digestive system if it enters the mouth and is ingested.

A significant portion of the lead inhaled or ingested gets into the bloodstream. Once in the bloodstream, lead circulates through the body and is stored in various organs and body tissues. Some of this lead is filtered out of the body quickly and excreted, but some remains in the blood and tissues. As exposure continues, the amount stored will increase if the body absorbs more lead than it excretes.

The lead stored in the tissue can slowly cause irreversible damage, first to individual cells, then to organs and whole body systems.

Construction Workers and Lead Exposure

How Lead Is Used

In construction, lead is used frequently for roofs, cornices, tank linings, and electrical conduits. In plumbing, soft solder, used chiefly for soldering tinsplate and copper pipe joints, is an alloy of lead and tin. Soft solder has been banned for many uses in the United States. In addition, the Consumer Product Safety Commission bans the use of lead-based paint in residences.

Because lead-based paint inhibits the rusting and corrosion of iron and steel, however, lead continues to be used on bridges, railways, ships, lighthouses, and other steel structures, although substitute coatings are available.

Construction projects vary in their scope and potential for exposing workers to lead and other hazards. Projects such as removing paint from a few interior residential doors may involve limited exposure. Others projects, however, may involve removing or stripping substantial quantities of lead-based paints on large bridges and other structures.

How Widespread Is Lead based Paint In Housing?

1. 87% of homes built before 1940 have lead based paint components.
2. 69% of homes built during 1940 to 1959 have lead based paint components.
3. 24% of homes built during 1960 to 1978 have lead based paint components.

Most Vulnerable Workers

Workers potentially at risk for lead exposure include those involved in iron work; demolition work; painting; lead-based paint abatement; plumbing; heating and air conditioning maintenance and repair; electrical work; and carpentry, renovation, and remodeling work. Plumbers, welders, and painters are among those workers most exposed to lead. Significant lead exposures also can arise from removing paint from surfaces previously coated with lead-based paint such as bridges, residences being renovated, and structures being demolished or salvaged. With the increase in highway work, bridge repair, residential lead abatement, and residential remodeling, the potential for exposure to lead-based paint has become more common.

Workers at the highest risk of lead exposure are those involved in:

- Abrasive blasting and
- Welding, cutting, and burning on steel structures.

Other operations with the potential to expose workers to lead include:

- Lead burning;
- Using lead-containing mortar;
- Power tool cleaning without dust collection systems;
- Rivet busting;
- Cleanup activities where dry expendable abrasives are used;
- Movement and removal of abrasive blasting enclosures;
- Manual dry scraping and sanding;
- Manual demolition of structures;
- Heat-gun applications;
- Power tool cleaning with dust collection systems; and
- Spray painting with lead-based paint.

Remember:

A tiny amount of lead can be extremely harmful.

Leaded-dust particles are often so small that you cannot see them,
yet you can breathe or swallow them.

Adults can swallow or breathe dust during work activities.

OSHA's Lead Standard

OSHA's Lead Standard for the Construction Industry, Title 29 Code of Federal Regulations 1926.62, covers lead in a variety of forms, including metallic lead, all inorganic lead compounds, and organic lead soaps.

Exposure Limits

The standard establishes maximum limits of exposure to lead for all workers covered, including a permissible exposure limit (PEL) and action level (AL).

The PEL sets the maximum worker exposure to lead: 50 micrograms of lead per cubic meter of air ($50\mu\text{g}/\text{m}^3$) averaged over an eight-hour period. If employees are exposed to lead for more than eight hours in a workday, their allowable exposure as a TWA for that day must be reduced according to this formula:

Employee exposure (in $\mu\text{g}/\text{m}^3$) = 400 divided by the hours worked in the day.

The AL, regardless of respirator use, is an airborne concentration of $30\mu\text{g}/\text{m}^3$, averaged over an eight-hour period. The AL is the level at which an employer must begin specific compliance activities outlined in the standard.

Applicability To Construction

OSHA's lead in construction standard applies to all construction work where an employee may be exposed to lead. All work related to construction, alteration, or repair, including painting and decorating, is included. Under this standard, construction includes, but is not limited to:

- Demolition or salvage of structures where lead or materials containing lead are present;
- Removal or encapsulation of materials containing lead;
- New construction, alteration, repair, or renovation of structures, substrates, or portions or materials containing lead;
- Installation of products containing lead;
- Lead contamination from emergency cleanup;
- Transportation, disposal, storage, or containment of lead or materials containing lead where construction activities are performed; and
- Maintenance operations associated with these construction activities.

Remember

The EPA and the Wisconsin Dept. of Health Services have specific definitions of Lead based paint as well.

Federal definition:

1 mg/cm² of lead
0.5% lead by weight, 5,000 ppm

Wisconsin Definition:

0.7 mg/cm² of lead
0.06% lead by weight or 600ppm

Employer Responsibilities

Worker Protections

Employers of construction workers are responsible for developing and implementing a worker protection program. At a minimum, the employer's worker protection program for employees exposed to lead above the PEL should include:

- Hazard determination, including exposure assessment;
- Medical surveillance and provisions for medical removal;
- Job-specific compliance programs;
- Engineering and work practice controls;
- Respiratory protection;
- Protective clothing and equipment;
- Housekeeping;
- Hygiene facilities and practices;
- Signs;
- Employee information and training; and
- Recordkeeping.

Because lead is a cumulative and persistent toxic substance and health effects may result from exposure over prolonged periods, employers must use these precautions where feasible to minimize employee exposure to lead.

The employer should, as needed, consult a qualified safety and health professional to develop and implement an effective, site specific worker protection program. These professionals may work independently or may be associated with an insurance carrier, trade organization, or onsite consultation program.

What is missing here? Anyone see any worker protection?
How about acceptable Lead -Safe or Abatement work practices?



Elements Of A Compliance Program

For each job where employee exposure exceeds the PEL, the employer must establish and implement a written compliance program to reduce employee exposure to the PEL or below. The compliance program must provide for frequent and regular inspections of job sites, materials, and equipment by a competent person.

Written programs, which must be reviewed and updated at least every six months, must include:

- A description of each activity in which lead is emitted (such as equipment used, material involved, controls in place, crew size, employee job responsibilities, operating procedures, and maintenance practices);
- The means to be used to achieve compliance and engineering plans and studies used to determine the engineering controls selected where they are required;
- Information on the technology considered to meet the PEL;
- Air monitoring data that document the source of lead emissions;
- A detailed schedule for implementing the program, including copies of documentation (such as purchase orders for equipment, construction contracts);
- A work practice program;
- An administrative control schedule, if applicable; and
- Arrangements made among contractors on multi-contractor sites to inform employees of potential lead exposure.

Can you use the same work practice program for the three examples below? Why or why not?



Hazard Assessment

An employer is required to conduct an initial employee exposure assessment of whether employees are exposed to lead at or above the AL based on:

- Any information, observation, or calculation that indicates employee exposure to lead;
- Any previous measurements of airborne lead; and
- Any employee complaints of symptoms attributable to lead exposure.

Objective data and historical measurements of lead may be used to satisfy the standard's initial monitoring requirements.

Initial Employee Exposure Assessment

Initial monitoring may be limited to a representative sample of those employees exposed to the greatest concentrations of airborne lead. Representative exposure sampling is permitted when there are a number of employees performing the same job, with lead exposure of similar duration and level, under essentially the same conditions. For employees engaged in similar work, the standard requires that the members of the group reasonably expected to have the highest exposure levels be monitored. This result is then attributed to the other employees of the group.

The employer must establish and maintain an accurate record documenting the nature and relevancy of previous exposure data. Instead of performing initial monitoring, the employer may in some cases rely on objective data that demonstrate that a particular lead containing material or product cannot result in employee exposure at or above the action level when it is processed, used, or handled.

According to the Wisconsin Dept. of Health Services (DHS 163):

(67) "Lead exposure" means a level of lead in the blood of 10 or more micrograms per 100 milliliters of blood.

Biological Monitoring Tests

Analysis of blood lead samples must be conducted by an OSHA approved lab and be accurate (to a confidence level of 95 percent) within plus or minus 15 percent, or 6 µg/dl, whichever is greater. If an employee's airborne lead level is at or above the AL for more than 30 days in any consecutive 12 months, the employer must make biological monitoring available on the following schedule:

- At least every two months for the first six months and every six months thereafter for employees exposed at or above the action level for more than 30 days annually;
- At least every two months for employees whose last blood sampling and analysis indicated a blood lead level at or above 40 µg/dl; and
- At least monthly while an employee is removed from exposure due an elevated blood lead level.

Pending Employee Exposure Assessment

Until the employer performs an exposure assessment and documents that employees are not exposed above the PEL, OSHA requires some degree of interim protection for employees. This means providing respiratory protection, protective work clothing and equipment, hygiene facilities, biological monitoring, and training—as specified by the standards—for certain tasks prone to produce high exposure. These include:

- Manual demolition of structures such as dry wall, manual scraping, manual sanding, and use of a heat gun where lead containing coatings or paints are present;
- Power tool cleaning with or without local exhaust ventilation;
- Spray painting with lead-containing paint;
- Lead burning;
- Use of lead-containing mortar;
- Abrasive blasting, rivet busting, welding, cutting, or torch burning on any structure where lead-containing coatings or paint are present;
- Abrasive blasting enclosure movement and removal;
- Cleanup of activities where dry expendable abrasives are used; and
- Any other task the employer believes may cause exposures in excess of the PEL.

Here are some very basic examples of respiratory protection and protective work clothing. Depending on the work practices performed, more protection may be required.



BE AWARE OF YOUR RECORD KEEPING REQUIREMENTS:

The employer must notify each employee in writing of employee exposure assessment results within five working days of receiving them.

Test Results Showing No Overexposures

If the initial assessment indicates that no employee is exposed above the AL, the employer may discontinue monitoring. Further exposure testing is not required unless there is a change in processes or controls that may result in additional employees being exposed to lead at or above the AL, or may result in employees already exposed at or above the AL being exposed above the PEL.

The employer must keep a written record of the determination, including the date, location within the work site, and the name and social security number of each monitored employee.

Employee Notification Of Monitoring Results

The employer must notify each employee in writing of employee exposure assessment results within five working days of receiving them. Whenever the results indicate that the representative employee exposure, without the use of respirators, is above the PEL, the employer must include a written notice stating that the employee's exposure exceeded the PEL and describing corrective action taken or to be taken to reduce exposure to or below the PEL.

Medical Surveillance

When an employee's airborne exposure is at or above the AL for more than 30 days in any consecutive 12 months, an immediate medical consultation is required when the employee notifies the employer that he or she:

- Has developed signs or symptoms commonly associated with lead-related disease;
- Has demonstrated difficulty in breathing during respirator use or a fit test;
- Desires medical advice concerning the effects of past or current lead exposure on the employee's ability to have a healthy child;
- Is under medical removal and has a medically appropriate need.

Medical Exams

The best indicator of personal lead exposure is through a blood test to indicate elevated blood lead levels. A medical exam must also include:

- Detailed work and medical histories, with particular attention to past lead exposure (occupational and non-occupational), personal habits (smoking and hygiene), and past gastrointestinal, hematologic, renal, cardiovascular, reproductive, and neurological problems;
- A thorough physical exam, with particular attention to gums, teeth, hematologic, gastrointestinal, renal, cardiovascular, and neurological systems; evaluation of lung function if respirators are used;
- A blood pressure measurement;

- A blood sample and analysis to determine blood lead level;
- Hemoglobin and hematocrit determinations, red cell indices, and an exam of peripheral smear morphology; and
- Zinc protoporphyrin; blood urea nitrogen; and serum creatinine;
- A routine urinalysis with microscopic exam; and
- Any lab or other test the examining physician deems necessary.

Information For The Examining Physician

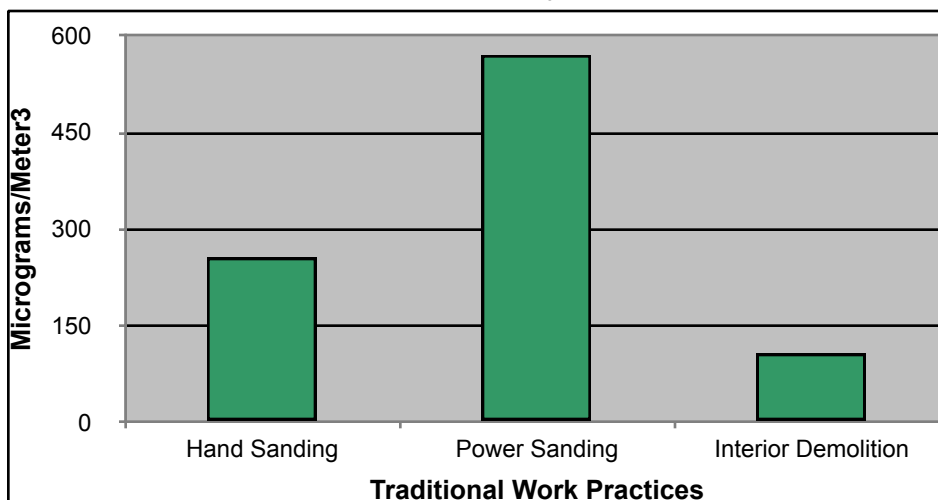
The employer must provide all examining physicians with a copy of the lead in construction standard, including all appendices, a description of the affected employee's duties as they relate to the employee's exposure, the employee's lead exposure level or anticipated exposure level, a description of personal protective equipment used or to be used, prior blood lead determinations, and all prior written medical opinions for the employee.

When Monitoring Shows No Employee Exposures Above The AL

Employers must make available, at no cost to the employee, initial medical surveillance for employees exposed to lead on the job at or above the action level on any one day per year. This initial medical surveillance consists of biological monitoring in the form of blood sampling and analysis for lead and zinc protoporphyrin (ZPP) levels. In addition, a medical surveillance program with biological monitoring must be made available to any employee exposed at or above the action level for more than 30 days in any consecutive 12 months.

Traditional Renovations Create Airborne Lead Dust

(Source: EPA RRP Training Manual)



After The Medical Examination

Employers must obtain and provide the employee a copy of a written opinion from each examining or consulting physician that contains only information related to occupational exposure to lead and must include:

- Whether the employee has any detected medical condition that would increase the health risk from lead exposure;
- Any special protective measures or limitations on the worker's exposure to lead,
- Any limitation on respirator use; and
- Results of the blood lead determinations.

In addition, the written statement may include a statement that the physician has informed the employee of the results of the consultation or medical examination and any medical condition that may require further examination or treatment.

The employer must instruct the physician that findings, including lab results or diagnoses unrelated to the worker's lead exposure, must not be revealed to the employer or included in the written opinion to the employer. The employer must also instruct the physician to advise employees of any medical condition, occupational or non-occupational, that necessitates further evaluation or treatment. In addition, some states also require laboratories and health care providers to report cases of elevated blood lead concentrations to their state health departments.

Medical Removal Provisions

Temporary medical removal can result from an elevated blood level or a written medical opinion. More specifically, the employer is required to remove from work an employee with a lead exposure at or above the AL each time periodic and follow-up (within two weeks of the periodic test) blood sampling tests indicate that the employee's blood level is at or above 50 µg /dl. The employer also must remove from work an employee with lead exposure at or above the AL each time a final medical determination indicates that the employee needs reduced lead exposure for medical reasons. If the physician who is implementing the employer's medical program makes a final written opinion recommending the employee's removal or other special protective measures, the employer must implement the physician's recommendation.

For an employee removed from exposure to lead at or above the AL due to a blood lead level at or above 50 µg/dl, the employer may return that employee to former job status when two consecutive blood sampling tests indicate that the employee's blood lead level is below 40 µg /dl. For an employee removed from exposure to lead due to a final medical determination, the employee must be returned when a subsequent final medical determination results in a medical finding, determination, or opinion that the employee no longer has a detected medical condition that places the employee at increased risk of lead exposure.

The employer must remove any limitations placed on employees or end any special protective measures when a subsequent final medical determination indicates they are no longer necessary. If the former position no longer exists, the employee is returned consistent with whatever job assignment discretion the employer would have had if no removal occurred.

Worker Protections And Benefits

The employer must provide up to 18 months of medical removal protection (MRP) benefits each time an employee is removed from lead exposure or medically limited. As long as the position/job exists, the employer must maintain the earnings, seniority, and other employment rights and benefits as though the employee had not been removed from the job or otherwise medically limited. The employer may condition medical removal protection benefits on the employee's participation in follow up medical surveillance.

If a removed employee files a worker's compensation claim or other compensation for lost wages due to a lead-related disability, the employer must continue medical removal protection benefits until the claim is resolved. However, the employer's MRP benefits obligation will be reduced by the amount that the employee receives from these sources. Also, the employer's MRP benefits obligation will be reduced by any income the employee receives from employment with another employer made possible by virtue of the employee's removal.

Records Requirements Involving Medical Removal

In the case of medical removal, the employer's records must include:

- The worker's name and social security number,
- The date of each occasion that the worker was removed from current exposure to lead,
- The date when the worker was returned to the former job status,
- A brief explanation of how each removal was or is being accomplished, and
- A statement indicating whether the reason for the removal was an elevated blood lead level.

Recordkeeping

Employer Requirements

The employer must maintain any employee exposure and medical records to document ongoing employee exposure, medical monitoring, and medical removal of workers. This data provides a baseline to evaluate the employee's health properly. Employees or former employees, their designated representatives, and OSHA must have access to exposure and medical records in accordance with 29 CFR 1910.1020. Rules of agency practice and procedure governing OSHA access to employee medical records are found in 29 CFR 1913.10

Exposure Assessment Records

The employer must establish and maintain an accurate record of all monitoring and other data used to conduct employee exposure assessments as required by this standard and in accordance with 29 CFR 1910.1020. The exposure assessment records must include:

- The dates, number, duration, location, and results of each sample taken, including a description of the sampling procedure used to determine representative employee exposure;
- A description of the sampling and analytical methods used and evidence of their accuracy;
- The type of respiratory protection worn, if any;
- The name, social security number, and job classification of the monitored employee and all others whose exposure the measurement represents; and
- Environmental variables that could affect the measurement of employee exposure.

Medical Surveillance Records

The employer must maintain an accurate record for each employee subject to medical surveillance, including:

- The name, social security number, and description of the employee's duties;
- A copy of the physician's written opinions;
- The results of any airborne exposure monitoring done for the employee and provided to the physician; and
- Any employee medical complaints related to lead exposure. In addition, the employer must keep or ensure that the examining physician keeps the following medical records:
 - A copy of the medical examination results including medical and work history;
 - A description of the laboratory procedures and a copy of any guidelines used to interpret the test results; and
 - A copy of the results of biological monitoring. The employer or physician or both must maintain medical records in accordance with 29 CFR 1910.1020.

Documents For Employees Subject To Medical Removal

The employer must maintain--for at least the duration of employment--an accurate record for each employee subject to medical removal, including:

- The name and social security number of the employee;
- The date on each occasion that the employee was removed from current exposure to lead and the corresponding date which the employee was returned to former job status;
- A brief explanation of how each removal was or is being accomplished; and
- A statement about each removal indicating whether the reason for removal was an elevated blood level.

Employer Requirements Related To Objective Data

The employer must establish and maintain an accurate record documenting the nature and relevancy of objective data relied on to assess initial employee exposure in lieu of exposure monitoring.

The employer must maintain the record of objective data relied on for at least 30 years.

Documents For OSHA and NIOSH Review

The employer must make all records--including exposure monitoring, objective data, medical removal, and medical records--available upon request to affected employees, former employees, and their designated representatives and to the OSHA Assistant Secretary and the Director of the National Institute for Occupational Safety and Health (NIOSH) for examination and copying in accordance with 29 CFR 1910.1020.

When Closing A Business

When an employer ceases to do business, the successor employer must receive and retain all required records. If no successor is available, these records must be sent to the Director of NIOSH.

Exposure Reduction and Employee Protection

The most effective way to protect workers is to minimize their exposure through engineering controls, good work practices and training, and use of personal protective clothing and equipment, including respirators, where required. The employer needs to designate a competent person capable of identifying existing and predictable lead hazards and who is authorized to take prompt corrective measures to eliminate such problems. The employer should, as needed, consult a qualified safety and health professional to develop and implement an effective worker protection program.

These professionals may work independently or may be associated with an insurance carrier, trade organization, or onsite consultation program.

Training can be done on the job or in a controlled environment.

The employer should, as needed, consult a qualified safety and health professional to develop and implement an effective worker protection program.

These professionals may work independently or may be associated with an insurance carrier, trade organization, or onsite consultation program.

Engineering Controls

Engineering measures include local and general exhaust ventilation, process and equipment modification, material substitution, component replacement, and isolation or automation. Examples of recommended engineering controls that can help reduce worker exposure to lead are described as follows.

Exhaust Ventilation

Equip power tools used to remove lead-based paint with dust collection shrouds or other attachments so that paint is exhausted through a high-efficiency particulate air (HEPA) vacuum system. For operations such as welding, cutting/burning, or heating, use local exhaust ventilation. Use HEPA vacuums during cleanup operations.

For abrasive blasting operations, build a containment structure that is designed to optimize the flow of clean ventilation air past the workers' breathing zones. This will help reduce the exposure to airborne lead and increase visibility. Maintain the affected area under negative pressure to reduce the chances that lead dust will contaminate areas outside the enclosure. Equip the containment structure with an adequately sized dust collector to control emissions of particulate matter into the environment.

Enclosure Or Encapsulation

One way to reduce the lead inhalation or ingestion hazard posed by lead-based paint is to encapsulate it with a material that bonds to the surface, such as acrylic or epoxy coating or flexible wall coverings. Another option is to enclose it using systems such as gypsum wallboard, plywood paneling, and aluminum, vinyl, or wood exterior siding. Floors coated with lead-based paint can be covered using vinyl tile or linoleum.

The building owner or other responsible person should oversee the custodial and maintenance staffs and contractors during all activities involving enclosed or encapsulated lead-based paint. This will minimize the potential for an inadvertent lead release during maintenance, renovation, or demolition.

Substitution

Choose materials and chemicals that do not contain lead for construction projects. Among the options are:

- Use zinc-containing primers covered by an epoxy intermediate coat and polyurethane topcoat instead of lead-containing coatings.
- Substitute mobile hydraulic shears for torch cutting under certain circumstances.
- Consider surface preparation equipment such as needle guns with multiple reciprocating needles completely enclosed within an adjustable shroud, instead of abrasive blasting under certain conditions. The shroud captures dust and debris at the cutting edge and can be equipped with a HEPA vacuum filtration with a self-drumming feature. One such commercial unit can remove lead-based paint from flat steel and concrete surfaces, outside edges, inside corners, and pipes.
- Choose chemical strippers in lieu of hand scraping with a heat gun for work on building exteriors, surfaces involving carvings or molding, or intricate iron work. Chemical removal generates less airborne lead dust. (Be aware, however, that these strippers themselves can be hazardous and that the employer must review the material safety data sheets (MSDSs) for these stripping agents to obtain information on their hazards.)

Using a paint stripper containing methylene chloride is a prohibited practice in Wisconsin

Component Replacement

Replace lead-based painted building components such as windows, doors, and trim with new components free of lead-containing paint. Another option is to remove the paint offsite and then repaint the components with zinc-based paint before replacing them.

Process Or Equipment Modification

When applying lead paints or other lead-containing coatings, use a brush or roller rather than a sprayer. This application method introduces little or no paint mist into the air to present a lead inhalation hazard. (Note that there is a ban on the use of lead-based paint in residential housing.)

Use non-silica-containing abrasives such as steel or iron shot/grit sand instead of sand in abrasive blasting operations when practical. The free silica portion of the dust presents a respiratory health hazard.

When appropriate for the conditions, choose blasting techniques that are less dusty than open-air abrasive blasting. These include hydro- or wet-blasting using high-pressure water with or without an abrasive or surrounding the blast nozzle with a ring of water, and vacuum blasting where a vacuum hood for material removal is positioned around the exterior of the blasting nozzle.

When using a heat gun to remove lead-based paints in residential housing units, be sure it is of the flameless electrical softener type. Heat guns should have electronically controlled temperature settings to allow usage below 700 degrees F. Equip heat guns with various nozzles to cover all common applications and to limit the size of the heated work area.

When using abrasive blasting with a vacuum hood on exterior building surfaces, ensure that the configuration of the heads on the blasting nozzle match the configuration of the substrate so that the vacuum is effective in containing debris.

Ensure that HEPA vacuum cleaners have the appropriate attachments for use on unusual surfaces. Proper use of brushes of various sizes, crevice and angular tools, when needed, will enhance the quality of the HEPA-vacuuming process and help reduce the amount of lead dust released into the air.

Lead-Safe Renovation (EPA & DHS) prohibited practices:

- Open-flame burning or torching.
- Heat gun above 1100° F.
- Power sanding, power grinding, power planing, needle guns, abrasive blasting and sandblasting, without shroud or containment system equipped with HEPA vacuum

Isolation

Although it is not feasible to enclose and ventilate some abrasive blasting operations completely, it is possible to isolate many operations to help reduce the potential for lead exposure.

Isolation consists of keeping employees not involved in the blasting operations as far away from the work area as possible, reducing the risk of exposure.

Housekeeping and Personal Hygiene

Lead is a cumulative and persistent toxic substance that poses a serious health risk. A rigorous housekeeping program and the observance of basic personal hygiene practices will minimize employee exposure to lead. In addition, these two elements of the worker protection program help prevent workers from taking lead contaminated dust out of the worksite and into their homes where it can extend the workers' exposures and potentially affect their families' health.

Housekeeping Practices

An effective housekeeping program involves a regular schedule to remove accumulations of lead dust and lead-containing debris. The schedule should be adapted to exposure conditions at a particular worksite. OSHA's Lead Standard for Construction requires employers to maintain all surfaces as free of lead contamination as practicable. Vacuuming lead dust with HEPA-filtered equipment or wetting the dust with water before sweeping are effective control measures. Compressed air may not be used to remove lead from contaminated surfaces unless a ventilation system is in place to capture the dust generated by the compressed air.

In addition, put all lead-containing debris and contaminated items accumulated for disposal into sealed, impermeable bags or other closed impermeable containers. Label bags and containers as lead-containing waste. These measures provide additional help in controlling exposure.

Put all lead-containing debris and contaminated items accumulated for disposal into **sealed, impermeable bags or other closed impermeable containers.** Label bags and containers as lead-containing waste.

Personal Hygiene Practices

Emphasize workers' personal hygiene such as washing their hands and face after work and before eating to minimize their exposure to lead. Provide and ensure that workers use washing facilities. Provide clean change areas and readily accessible eating areas. If possible, provide a parking area where cars will not be contaminated with lead. These measures:

- Reduce workers' exposure to lead and the likelihood that they will ingest lead,
- Ensure that the exposure does not extend beyond the worksite,
- Reduce the movement of lead from the worksite, and
- Provide added protection to employees and their families.

Changing Areas

The employer must provide a clean change area for employees whose airborne exposure to lead is above the PEL. The area must be equipped with storage facilities for street clothes and a separate area with facilities for the removal and storage of lead-contaminated protective work clothing and equipment. This separation prevents cross contamination of the employee's street and work clothing.

Employees must use a clean change area for taking off street clothes, suiting up in clean protective work clothing, donning respirators before beginning work, and dressing in street clothes after work. No lead-contaminated items should enter this area. Work clothing must not be worn away from the jobsite. Under no circumstances should lead-contaminated work clothes be laundered at home or taken from the worksite, except to be laundered professionally or for disposal following applicable federal, state, and local regulations.

Showers And Washing Facilities

When feasible, showers must be provided for use by employees whose airborne exposure to lead is above the permissible exposure limit so they can shower before leaving the worksite. Where showers are provided, employees must change out of their work clothes and shower before changing into their street clothes and leaving the worksite. If employees do not change into clean clothing before leaving the worksite, they may contaminate their homes and automobiles with lead dust, extending their exposure and exposing other members of their household to lead.

In addition, employers must provide adequate washing facilities for their workers. These facilities must be close to the worksite and furnished with water, soap, and clean towels so employees can remove lead contamination from their skin.

Contaminated water from washing facilities and showers must be disposed of in accordance with applicable local, state, or federal regulations.

Personal Practices

The employer must ensure that employees do not enter lunchroom facilities or eating areas with protective work clothing or equipment unless surface lead dust has been removed. HEPA vacuuming and use of a downdraft booth are examples of cleaning methods that limit the dispersion of lead dust from contaminated work clothing.

In all areas where employees are exposed to lead above the PEL, employees must observe the prohibition on the presence and consumption or use of food, beverages, tobacco products, and cosmetics. Employees whose airborne exposure to lead is above the PEL must wash their hands and face before eating, drinking, smoking, or applying cosmetics.

No food, beverages, tobacco products or cosmetics are allowed in areas where employees are exposed to lead above the PEL.
Employees whose airborne exposure to lead is above the PEL must wash their hands and face before

End Of Day Procedures

Employers must ensure that workers who are exposed to lead above the permissible exposure limit follow these procedures at the end of their workday:

- Place contaminated clothes, including work shoes and personal protective equipment to be cleaned, laundered, or disposed of, in a properly labeled closed container.
- Take a shower and wash their hair. Where showers are not provided, employees must wash their hands and face at the end of the work shift.
- Change into street clothes in clean change areas.

Protective Clothing and Equipment

Employer Requirements

Employers must provide workers who are exposed to lead above the PEL or for whom the possibility of skin or eye irritation exists with clean, dry protective work clothing and equipment that are appropriate for the hazard. Employers must provide these items at no cost to employees. Appropriate protective work clothing and equipment used on construction sites includes:

- Coveralls or other full-body work clothing;
- Gloves, hats, and shoes or disposable shoe coverlets;
- Vented goggles or face shields with protective spectacles or goggles;
- Welding or abrasive blasting helmets; and
- Respirators.

Clean work clothing must be issued daily for employees whose exposure levels to lead are above 200 µg/m³, weekly if exposures are above the PEL but at or below 200 µg/m³ or where the possibility of skin or eye irritation exists.

Handling Contaminated Protective Clothing

Workers must not be allowed to leave the worksite wearing lead contaminated protective clothing or equipment. This is an essential step in reducing the movement of lead contamination from the workplace into the worker's home and provides added protection for employees and their families.

Disposable coveralls and separate shoe covers may be used, if appropriate, to avoid the need for laundering. Workers must remove protective clothing in change rooms provided for that purpose.

Employers must ensure that employees leave the respirator use area to wash their faces and respirator face pieces as necessary. In addition, employers may require their employees to use HEPA vacuuming, damp wiping, or another suitable cleaning method before removing a respirator to clear loose particle contamination on the respirator and at the face-mask seal.

Place contaminated clothing that is to be cleaned, laundered, or disposed of by the employer in closed containers. Label containers with the warning: "Caution: Clothing contaminated with lead. Do not remove dust by blowing or shaking. Dispose of lead-contaminated wash water in accordance with applicable local, state, or federal regulations."

Workers responsible for handling contaminated clothing, including those in laundry services or subcontractors, must be informed in writing of the potential health hazard of lead exposure.

At no time shall lead be removed from protective clothing or equipment by brushing, shaking, or blowing. These actions disperse the lead into the work area.

Preventing Heat Stress

Workers wearing protective clothing, particularly in hot environments or within containment structures, can face a risk from heat stress if proper control measures are not used.

Heat stress is caused by several interacting factors, including environmental conditions, type of protective clothing worn; the work activity required and anticipated work rate, and individual employee characteristics such as age, weight, and fitness level.

When heat stress is a concern, the employer should choose lighter, less insulating protective clothing over heavier clothing, as long as it provides adequate protection. Other measures the employer can take include: discussing the possibility of heat stress and its signs and symptoms with all workers; using appropriate work/rest regimens; and providing heat stress monitoring that includes measuring employees' heart rates, body temperatures, and weight loss. Employers must provide a source of water or electrolyte drink in a non-contaminated eating and drinking area close to the work area so workers can drink often throughout the day. Workers must wash their hands and face before drinking any fluid if their airborne exposure is above the PEL.

Workers wearing protective clothing, particularly in hot environments can face a risk from heat stress if proper control measures are not used.

Make sure you discuss other options to prevent a heat related injury.

Respiratory Protection

Although engineering and work practice controls are the primary means of protecting workers from exposure to lead, source control at construction sites sometimes is insufficient to control exposure.

In these cases, airborne lead concentrations may be high or may vary widely. Respirators often must be used to supplement engineering controls and work practices to reduce worker lead exposures below the PEL. When respirators are required, employers must provide them at no cost to workers.

The standard requires that respirators be used during periods when an employee's exposure to lead exceeds the PEL, including

- Periods necessary to install or implement engineering or work practice controls, and
- Work operations for which engineering and work practice controls are insufficient to reduce employee exposures to or below the PEL.

Respirators also must be provided upon employee request. A requested respirator is included as a requirement to provide increased protection for those employees who wish to reduce their lead burden below what is required by the standard, particularly if they intend to have children in the near future. In addition, respirators must be used when performing previously indicated high exposure or "trigger" tasks, before completion of the initial assessment.

Providing Adequate Respiratory Protection

Before any employee first starts wearing a respirator in the work environment, the employer must perform a fit test. For all employees wearing negative or positive pressure tight-fitting face piece respirators, the employer must perform either qualitative or quantitative fit tests using an OSHA-accepted fit testing protocol.

In addition, employees must be fit tested whenever a different respirator face piece is used, and at least annually thereafter.

Where daily airborne exposure to lead exceeds 50 µg/m³, affected workers must don respirators before entering the work area and should not remove them until they leave the high exposure area or have completed a decontamination procedure.

Employers must assure that the respirator issued to the employee is selected and fitted properly to ensure minimum leakage through the face piece-to-face seal.

Respiratory Protection Programs

When respirators are required at a worksite, the employer must establish a respiratory protection program in accordance with the OSHA standard on respiratory protection, 29 CFR 1910.134. At a minimum, an acceptable respirator program for lead must include:

- Procedures for selecting respirators appropriate to the hazard;
- Fit testing procedures;
- Procedures for proper use of respirators in routine and reasonably foreseeable emergency situations, including cartridge change schedules;
- Procedures and schedules for cleaning, disinfecting, storing, inspecting, repairing, discarding, and otherwise maintaining respirators;
- Training of employees in the respiratory hazard to which they are potentially exposed during routine and emergency situations;
- Training of employees in the proper use of respirators, including putting on and removing them, any limitations of their use, and their maintenance;
- Procedures for regularly evaluating the effectiveness of the program;
- Procedures to ensure air quality when supplied air is used;
- A written program and designation of a program administrator; and
- Recordkeeping procedures.

In addition, the construction industry lead standard stipulates medical evaluations of employees required to use respirators.

If an employee has difficulty in breathing during a fit test or while using a respirator, the employer must make a medical examination available to that employee to determine whether he or she can wear a respirator safely.

Selecting A Respirator

The employer must select the appropriate respirator from Table 1 of the lead standard, 29 CFR 1926.62(f)(3)(i). The employer must provide a powered air-purifying respirator when an employee chooses to use this respirator and it will provide the employee adequate protection. A NIOSH-certified respirator must be selected and used in compliance with the conditions of its certification. In addition, if exposure monitoring or experience indicates airborne exposures to contaminants other than lead such as silica, solvents, or polyurethane coatings, these exposures must be considered when selecting respiratory protection.

Select type CE respirators approved by NIOSH for abrasive blasting operations. Currently, there are two kinds of CE respirators with the following assigned protection factors (APFs): a continuous flow respirator with a loose-fitting hood, APF 25; and a full face piece supplied-air respirator operated in a positive-pressure mode, APF 2,000. (Note: OSHA recognizes Bullard Helmets, Models 77 and 88 (1995); Clemco Appollo, Models 20 and 60 (1997); and 3M Model 8100 (1998) as having APFs of 1,000.)

For any airline respirator, it is important to follow the manufacturer's instructions regarding air quality, air pressure, and inside diameter and length of hoses. Be aware that using longer hoses or smaller inside diameter hoses than the manufacturer specifies or hoses with bends or kinks may reduce or restrict the airflow to a respirator.

Loose-Fitting Powered Air-Purifying Respirator (PAPR)

APF= 25



Hood Powered Air-Purifying Respirator (PAPR)

APF= 25



Employee Information and Training

The employer must inform employees about lead hazards according to the requirement of OSHA's Hazard Communication standard for the construction industry, 29 CFR 1926.59, including-- but not limited to--the requirements for warning signs and labels, material safety data sheets (MSDSs), and employee information and training. (Refer to 29 CFR 1910.1200.)

Program Requirements

Employers must institute an information and training program and ensure that all employees subject to exposure to lead or lead compounds at or above the action level on any day participate. Also covered under information and training are employees who may suffer skin or eye irritation from lead compounds. Initial training must be provided before the initial job assignment.

Training must be repeated at least annually and, in brief summary, must include:

- The content of the OSHA lead standard and its appendices;
- The specific nature of operations that could lead to lead exposure above the action level;
- The purpose, proper selection, fit, use, and limitations of respirators;

- The purpose and a description of the medical surveillance program, and the medical removal protection program;
- Information concerning the adverse health effects associated with excessive lead exposure;
- The engineering and work practice controls associated with employees' job assignments;
- The contents of any lead-related compliance plan in effect;
- Instructions to employees that chelating agents must not be used routinely to remove lead from their bodies and when necessary only under medical supervision and at the direction of a licensed physician; and
- The right to access records under "Access to Employee Exposure and Medical Records," 29 CFR 1910.1020.

All materials relating to the training program and a copy of the standard and its appendices must be made readily available to all affected employees.

Warning Signs

Employers are required to post these warning signs in each work area where employee exposure to lead is above the PEL:

- WARNING
- LEAD WORK AREA
- POISON
- NO SMOKING OR EATING

All signs must be well lit and kept clean so that they are easily visible. Statements that contradict or detract from the signs' meaning are prohibited. Signs required by other statutes, regulations, or ordinances, however, may be posted in addition to, or in combination with, this sign.



OSHA Assistance, Services, and Products

OSHA can provide extensive help through a variety of programs, including assistance about safety and health programs, state plans, workplace consultations, voluntary protection programs, strategic partnerships, alliances, and training and education. An overall commitment to workplace safety and health can add value to your business, to your workplace, and to your life.

How does safety and health management system assistance help employers and employees?

Working in a safe and healthful environment can stimulate innovation and creativity and result in increased performance and higher productivity. The key to a safe and healthful work environment is a comprehensive safety and health management system.

OSHA has electronic compliance assistance tools, or eTools, on its website that walks users through the steps required to develop a comprehensive safety and health program. The eTools are posted at www.osha.gov, and are based on guidelines that identify four general elements critical to a successful safety and health management system:

- Management leadership and employee involvement,
- Worksite analysis,
- Hazard prevention and control, and
- Safety and health training

State Programs

The Occupational Safety and Health Act of 1970 (OSH Act) encourages states to develop and operate their own job safety and health plans. OSHA approves and monitors these plans and funds up to 50 percent of each program's operating costs. State plans must provide standards and enforcement programs, as well as voluntary compliance activities that are at least as effective as federal OSHA's. Currently, 26 states and territories have their own plans. Twenty three cover both private and public (state and local government) employees and three states, Connecticut, New Jersey, and New York, cover only the public sector. For more information on state plans, see the list at the end of this publication, or visit OSHA's website at www.osha.gov.

Consultation Assistance

Consultation assistance is available on request to employers who want help establishing and maintaining a safe and healthful workplace. Funded largely by OSHA, the service is provided at no cost to small employers and is delivered by state authorities through professional safety and health consultants.

Safety And Health Achievement Recognition Program

Under the consultation program, certain exemplary employers may request participation in OSHA's Safety and Health Achievement Recognition Program (SHARP). Eligibility for participation includes, but is not limited to, receiving a full-service, comprehensive consultation visit, correcting all identified hazards, and developing an effective safety and health management system.

Employers accepted into SHARP may receive an exemption from programmed inspections (not complaint or accident investigation inspections) for 1 year initially, or 2 years upon renewal. For more information about consultation assistance, see the list of consultation projects at the end of this publication.

Voluntary Protection Programs

Voluntary Protection Programs (VPP) are designed to recognize outstanding achievements by companies that have developed and implemented effective safety and health management programs.

There are three VPP programs: Star, Merit, and Demonstration. All are designed to

- Recognize who that have successfully developed and implemented effective and comprehensive safety and health management programs;
- Encourage these employers to continuously improve their safety and health management programs;
- Motivate other employers to achieve excellent safety and health results in the same outstanding way; and
- Establish a cooperative relationship between employers, employees, and OSHA.

VPP participation can bring many benefits to employers and employees, including fewer worker fatalities, injuries, and illnesses; lost-workday case rates generally 50 percent below industry averages; and lower workers' compensation and other injury- and illness-related costs. In addition, many VPP sites report improved employee motivation to work safely, leading to a better quality of life at work; positive community recognition and interaction; further improvement and revitalization of already-good safety and health programs; and a positive relationship with OSHA.

After a site applies for the program, OSHA reviews an employer's VPP application and conducts a VPP onsite evaluation to verify that the site's safety and health management programs are operating effectively. OSHA conducts onsite evaluations on a regular basis.

Sites participating in VPP are not scheduled for regular, programmed inspections. OSHA does, however, handle any employee complaints, serious accidents, or significant chemical releases that may occur at VPP sites according to routine enforcement procedures.

Additional information on VPP is available from OSHA regional offices listed at the end of this booklet. Also, see "Cooperative Programs" on OSHA's website.

Cooperative Partnerships

OSHA has learned firsthand that voluntary, cooperative partnerships with employers, employees, and unions can be a useful alternative to traditional enforcement and an effective way to reduce worker deaths, injuries, and illnesses. This is especially true when a partnership leads to the development and implementation of a comprehensive workplace safety and health management system.

Alliance Programs

Alliances enable organizations committed to workplace safety and health to collaborate with OSHA to prevent injuries and illnesses in the workplace. OSHA and its allies work together to reach out to, educate, and lead the nation's employers and their employees in improving and advancing workplace safety and health.

Alliances are open to all, including trade or professional organizations, businesses, labor organizations, educational institutions, and government agencies. In some cases, organizations may be building on existing relationships with OSHA through other cooperative programs.

There are few formal program requirements for alliances, which are less structured than other cooperative agreements, and the agreements do not include an enforcement component. However, OSHA and the participating organizations must define,

implement, and meet a set of short- and long-term goals that fall into three categories: training and education; outreach and communication; and promotion of the national dialogue on workplace safety and health.

Strategic Partnership Program

OSHA Strategic Partnerships are agreements among labor, management, and government to improve workplace safety and health.

These partnerships encourage, assist, and recognize the efforts of the partners to eliminate serious workplace hazards and achieve a high level of worker safety and health. Whereas OSHA's Consultation Program and VPP entail one-on-one relationships between OSHA and individual worksites, most strategic partnerships build cooperative relationships with groups of employers and employees.

For more information about this program, contact your nearest OSHA office or visit our website.

Occupational Safety and Health Training

The OSHA Training Institute in Arlington Heights, Ill., provides basic and advanced training and education in safety and health for federal and state compliance officers, state consultants, other federal agency personnel, and private-sector employers, employees, and their representatives.

Training Grants

OSHA awards grants to nonprofit organizations to provide safety and health training and education to employers and workers in the workplace. Grants often focus on high-risk activities or hazards or may help nonprofit organizations in training, education, and outreach.

OSHA expects each grantee to develop a program that addresses a safety and health topic named by OSHA, recruit workers and employers for the training, and conduct the training.

Grantees are also expected to follow up with students to find out how they applied the training in their workplaces.

For more information contact OSHA Office of Training and Education, 2020 Arlington Heights Rd., Arlington Heights, IL 60005; or call (847) 297-4810.

Other Assistance Materials

OSHA has a variety of materials and tools on its website at www.osha.gov. These include eTools such as Expert Advisors and Electronic Compliance Assistance Tools, information on specific health and safety topics, regulations, directives, publications, videos, and other information for employers and employees.

OSHA also has an extensive publications program. For a list of items, visit OSHA's website at www.osha.gov or contact the OSHA Publications Office, U.S. Department of Labor, 200 Constitution Avenue, NW, N-3101, Washington, DC 20210.

Telephone (202) 693- 1888 or fax to (202) 693-2498.

In addition, OSHA's CD-ROM includes standards, interpretations, directives, and more. It is available for sale from the U.S. Government Printing Office. To order, write to the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402, or phone (202) 512-1800.

In Case Of An Emergency Or To File A Complaint

To report an emergency, file a complaint, or seek OSHA advice, assistance, or products, call (800) 321-OSHA or contact your nearest OSHA regional office listed at the end of this publication. The teletypewriter (TTY) number is (877) 889-5627.

Employees can also file a complaint online and get more information on OSHA federal and state programs by visiting OSHA's website at www.osha.gov.

OSHA Regional Offices

*These states and territories operate their own OSHA-approved job safety and health programs (Connecticut, New Jersey, and New York plans cover public employees only). States with approved programs must have a standard that is identical to, or at least as effective as, the federal standard.

Note: To get contact information for OSHA Area Offices, OSHA-approved state plans, and OSHA Consultation Projects, please visit us online at www.osha.gov or call us at (800) 321-OSHA.

Region I (CT,* ME, MA, NH, RI, VT*) Boston, MA 02203 (617) 565-9860	Region VI (AR, LA, NM,* OK, TX) 525 Griffin Street, Room 602 Dallas, TX 75202 (214) 767-4731 or 4736 x224
Region II (NJ,* NY,* PR,* VI*) 201 Varick Street, Room 670 New York, NY 10014 (212) 337-2378	Region VII (IA,* KS, MO, NE) City Center Square 1100 Main Street, Suite 800 Kansas City, MO 64105 (816) 426-5861

Region III (DE, DC, MD,* PA,* VA,* WV) The Curtis Center 170 S. Independence Mall West Suite 740 West Philadelphia, PA 19106-3309 (215) 861-4900	Region VIII (CO, MT, ND, SD, UT,* WY*) 1999 Broadway, Suite 1690 PO Box 46550 Denver, CO 80202-5716 (303) 844-1600
Region IV (AL, FL, GA, KY,* MS, NC,* SC,* TN*) Atlanta Federal Center 61 Forsyth Street SW, Room 6T50 Atlanta, GA 30303 (404) 562-2300	Region IX (American Samoa, AZ,* CA,* HI, NV,* Northern Mariana Islands) 71 Stevenson Street, Room 420 San Francisco, CA 94105 (415) 975-4310
Region V (IL, IN,* MI,* MN,* OH, WI) 230 South Dearborn Street, Room 3244 Chicago, IL 60604 (312) 353-2220	Region X (AK,* ID, OR,* WA*) 1111 Third Avenue, Suite 715 Seattle, WA 98101-3212 (206) 553-5930

Blood Lead Laboratories - Wisconsin *(as of 2/17/2012)*

The OSHA Lead Standards for General Industry ([29 CFR 1910.1025](#)) and Construction ([29 CFR 1926.62](#)) require employers to provide biological monitoring for workers exposed to airborne lead above the action level. Monitoring must be provided for lead and zinc protoporphyrin (or free erythrocyte protoporphyrin) in blood. The employer is required to have these analyses performed by a laboratory that meets accuracy requirements specified by OSHA.

The OSHA List of Laboratories Approved for Blood Lead Analysis is designed to provide a source for regulated employers to locate laboratories that OSHA has determined meet the requirements of the accuracy provisions of the Lead Standards. Laboratories voluntarily provide proficiency test data to OSHA for evaluation.

ACL Industrial Toxicology Laboratory 8901 West Lincoln Avenue P.O. Box 27167A West Allis, WI 53227]	Gundersen Lutheran Laboratory 1910 South Street La Crosse, WI 54601
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Bellin Hospital 744 South Webster Avenue Green Bay, WI 54305 920-433-3650, x3067 920-433-5761 Fax: 920-433-5985 e-mail: lablec@bellin.org	Marshfield Med Ctr-St Josephs 1000 North Oak Avenue Marshfield, WI 54449
Consultants Laboratory of Wisconsin 430 East Division Street Fond Du Lac, WI 54935	Milwaukee Health Department 841 North Broadway, Room 205 Milwaukee, WI 53202 414-286-3931 Fax: 414-286-5098 e-mail: bhui@milwaukee.gov
Dean Clinic Laboratory 1313 Fish Hatchery Road Madison, WI 53715 608-252-8021 Fax: 608-283-7376	Wisc State Lab of Hygiene 465 Henry Mall Madison, WI 53706
Dynacare 9200 West Wisconsin Avenue Milwaukee, WI 53226 414-805-8401	

Trenching and Excavations

Working safely in trenches

Each employee in a trench shall be protected from a cave-in by an adequate protective system. Some of the protective systems for trenches are:

- Sloped for stability;
- Cut to create stepped benched grades;
- Supported by a system made with posts, beams, shores or planking and hydraulic jacks;
- Supported by a trench box to protect workers in a trench.
- Additionally, excavated or other materials must be at least 2 feet back from the edge of a trench; and
- A safe means of egress shall be provided within 25 feet of workers in a trench.

OSHA FACT SHEET - Trenching and Excavation Safety

Excavation and trenching are among the most hazardous construction operations. OSHA defines an excavation as any man-made cut, cavity, trench, or depression in the earth's surface formed by earth removal. A trench is defined as a narrow underground excavation that is deeper than it is wide, and is no wider than 15 feet (4.5 meters).



Dangers of Trenching and Excavation

Cave-ins pose the greatest risk and are much more likely than other excavation related accidents to result in worker fatalities. Other potential hazards include falls, falling loads, hazardous atmospheres, and incidents involving mobile equipment. Trench collapses cause dozens of fatalities and hundreds of injuries each year.

Protect Yourself

Do not enter an unprotected trench! Trenches 5 feet (1.5 meters) deep or greater require a protective system unless the excavation is made entirely in stable rock. Trenches 20 feet (6.1 meters) deep or greater require that the protective system be designed by a registered professional engineer or be based on tabulated data prepared and/ or approved by a registered professional engineer.

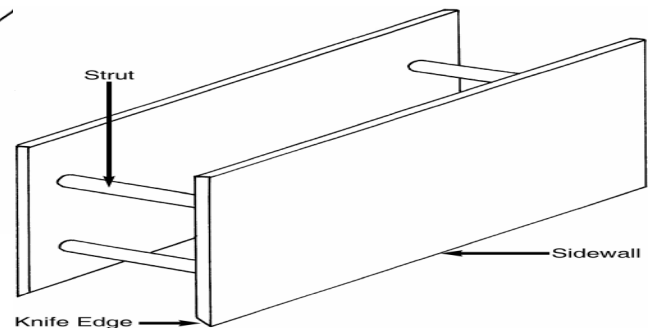
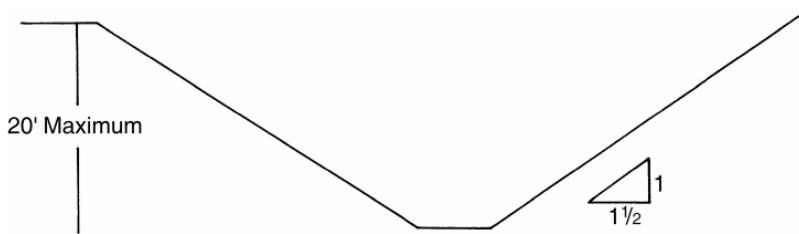


Would you say this worker is protecting himself? Why or why not?

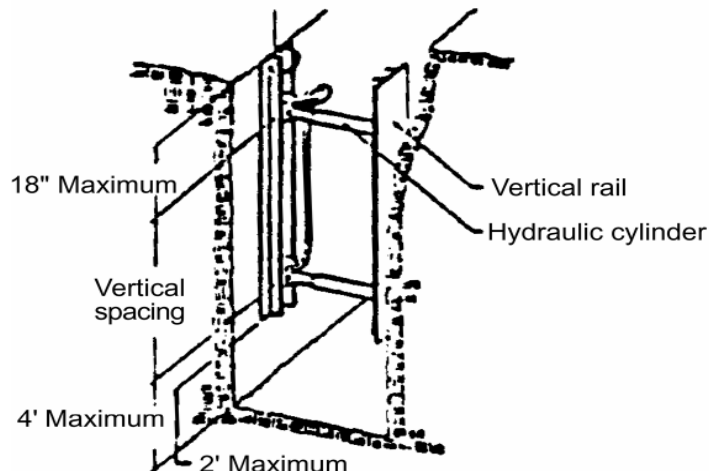
Protective Systems

There are different types of protective systems. Sloping involves cutting back the trench wall at an angle inclined away from the excavation. Shoring requires installing aluminum hydraulic or other types of supports to prevent soil movement and cave-ins. Shielding protects workers by using trench boxes or other types of supports to prevent soil cave-ins. Designing a protective system can be complex because you must consider many factors: soil classification, depth of cut, water content of soil, changes due to weather or climate, surcharge loads (eg., spoil, other materials to be used in the trench) and other operations in the vicinity.

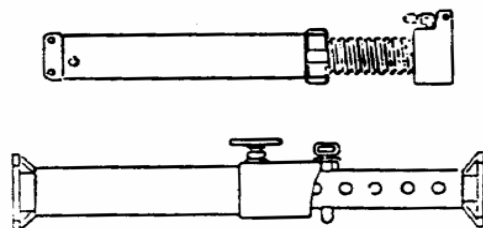
Examples of Sloping, shoring and shielding:



Aluminum hydraulic shoring



Examples of trench jacks used in pneumatic (air) and hydraulic shoring



Competent Person

OSHA standards require that trenches be inspected daily and as conditions change by a competent person prior to worker entry to ensure elimination of excavation hazards. A competent person is an individual who is capable of identifying existing and predictable hazards or working conditions that are hazardous, unsanitary, or dangerous to employees and who is authorized to take prompt corrective measures to eliminate or control these hazards and conditions.

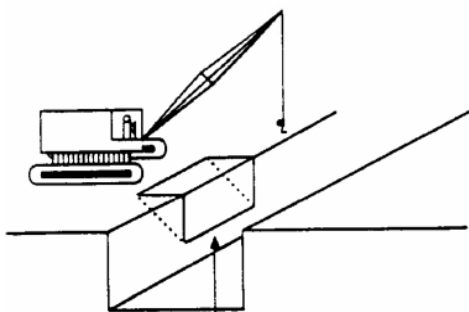
A competent person needs to inspect a trench daily and as conditions change!

Access and Egress

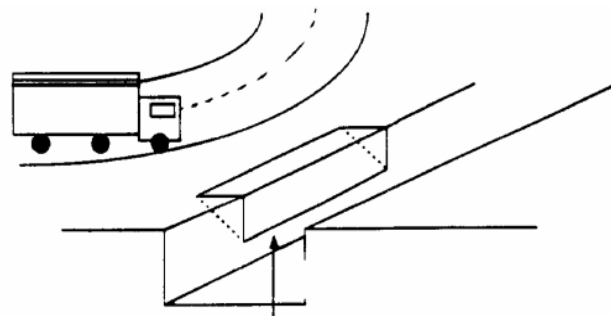
OSHA requires safe access and egress to all excavations, including ladders, steps, ramps, or other safe means of exit for employees working in trench excavations 4 feet (1.22 meters) or deeper. These devices must be located within 25 feet (7.6 meters) of all workers.

General Trenching and Excavation Rules

- Keep heavy equipment away from trench edges.
- Keep surcharge loads at least 2 feet (0.6 meters) from trench edges.
- Know where underground utilities are located.
- Test for low oxygen, hazardous fumes and toxic gases.
- Inspect trenches at the start of each shift.
- Inspect trenches following a rainstorm.
- Do not work under raised loads.



Soil affected by the movement of the crane and susceptible to sliding



Soil affected by the movement of the truck and susceptible to sliding

Additional Information

Visit OSHA's Safety and Health Topics web page on trenching and excavation at <http://www.osha.gov/SLTC/trenchingexcavation/index.html>

OSHA - EXCAVATIONS

Introduction

Excavation and trenching are among the most hazardous construction operations. The Occupational Safety and Health Administration's (OSHA) Excavation and Trenching standard, Title 29 of the Code of Federal Regulation (CFR), Part 1926.650, covers requirements for excavation and trenching operations. This booklet highlights key elements of the standard, shows ways to protect employees against cave-ins, and describes safe work practices for employees.

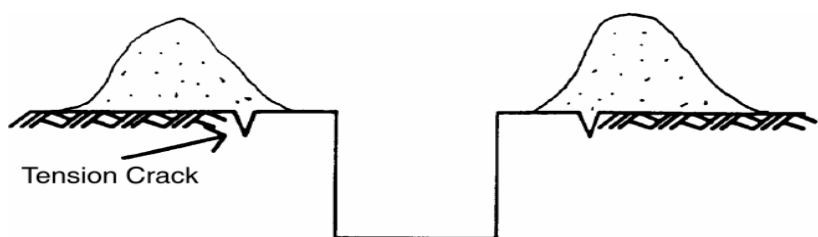
What is the difference between an excavation and a trench?

OSHA defines an excavation as any man-made cut, cavity, trench, or depression in the earth's surface formed by earth removal. This can include excavations for anything from cellars to highways. A trench is defined as a narrow underground excavation that is deeper than it is wide, and no wider than 15 feet (4.5 meters).

What are the dangers of trenching and excavation operations?

Trenching and excavation work presents serious hazards to all workers involved. Cave-ins pose the greatest risk and are much more likely than other excavation-related accidents to result in worker fatalities. Other potential hazards include falls, falling loads, hazardous atmospheres, and incidents involving mobile equipment.

Heavy loads such as large equipment, heavy materials or large spoil piles can be too heavy for the soil to support, resulting in cave-ins. Tension cracks are often the first sign of a possible cave-in.



OSHA's Excavation and Trenching Standard

What does the OSHA standard cover, and what protections does it offer?

The rule applies to all open excavations made in the earth's surface, including trenches. Strict compliance with all sections of the standard will prevent or greatly reduce the risk of cave-ins as well as other excavation-related accidents.

What kinds of excavations and trenches are not covered?

The standard does not apply to house foundation/ basement excavations, including those that become trenches by definition when constructing formwork, foundations, or walls. For this exemption to apply, all the following conditions must exist:

- The excavation is less than 7-1/2 feet (2.5 meters) deep or is benched for at least 2 feet (.61 meters) horizontally for every 5 feet (1.52 meters) or less of vertical height;
- The bottom of the excavation, from the excavation face to the formwork or wall, is at least 2 feet (.61 meters) wide, and wider if possible;
- No water, surface tension cracks, or other environmental conditions reduce the excavation's stability;
- No heavy equipment is vibrating the excavation while employees are in it;
- Soil, equipment, and material surcharge loads are no closer to the top edge of the excavation than the excavation is deep. When you use front-end loaders to dig the excavations, place the soil surcharge load as far back from the edge of the excavation as possible, but never closer than 2 feet (.61 meters);
- The fewest crew members possible are performing the work; and
- Workers spend the minimum time possible in the excavation

This exemption does not apply to utility excavations or trenches, which are covered by 29 CFR 1926.652.

Preplanning

Why is it important to preplan the excavation work?

No matter how many trenching, shoring, and backfilling jobs you have done in the past, it is important to approach each new job with the utmost care and preparation. Many on-the-job accidents result directly from inadequate initial planning. Waiting until after the work has started to correct mistakes in shoring or sloping slows down the operation, adds to the cost, and increases the possibility of a cave-in or other excavation failure.

What safety factors should you consider when bidding on a job?

Before preparing a bid, you will want to know as much as possible about the jobsite and the materials you will need to have on hand to perform the work safely and in compliance with OSHA standards. A safety checklist may prove helpful when you consider specific site conditions such as the following:

- Traffic,
- Proximity and physical conditions of nearby structures,
- Soil,
- Surface and ground water,
- Location of the water table,
- Overhead and underground utilities, and
- Weather.

You can determine these and other conditions through jobsite studies, observations, test borings for soil type or conditions, and consultations with local officials and utility companies. This information will help you determine the amount, kind, and cost of safety equipment you will need to perform the work in the safest manner possible.

How can you avoid hitting underground utility lines and pipes during excavation work?

Before starting work, the OSHA standard requires you to do the following:

- Determine the approximate location of utility installations—sewer, telephone, fuel, electric, and water lines; or any other underground installations;
- Contact the utility companies or owners involved to inform them of the proposed work within established or customary local response times; and
- Ask the utility companies or owners to find the exact location of underground installations. If they cannot respond within 24 hours (unless the period required by state or local law is longer) or cannot find the exact location of the utility installations, you may proceed with caution.

If your excavation work exposes underground installations, OSHA regulations require you to protect, properly support, or remove them.



What should you tell workers before they start the project?

When you share the details of your safety and health program with employees, it is important to emphasize the critical role you expect them to play in keeping the jobsite safe. You may want to emphasize specific rules to help reduce the risk of on-the-job injuries. These rules may include requirements that workers

- Remove or minimize all surface obstacles at the worksite that may create a hazard,
- Wear warning vests or other reflective or high-visibility garments that you provide when they are exposed to vehicular traffic,
- Wear or use prescribed protective gear and equipment correctly,
- Operate equipment only if they have been trained properly in its use and alerted to its potential hazards, and
- Follow safe work practices.

It also is important to establish and maintain a safety and health management system for the worksite that provides adequate systematic policies, procedures, and practices to protect employees from, and allow them to recognize, job-related safety and health hazards.

Protective Systems

How can you prevent cave-ins?

OSHA requires that all excavations in which employees could potentially be exposed to cave-ins be protected by

- Sloping or benching the sides of the excavation,
- Supporting the sides of the excavation, or
- Placing a shield between the side of the excavation and the work area.

How do you choose the most appropriate protective system design?

Designing a protective system can be complex because you must consider many factors: soil classification, depth of cut, water content of soil, changes due to weather and climate, or other operations in the vicinity. You are free to choose the most practical design approach for any particular circumstance.

Once you have selected an approach, however, the system must meet the required performance criteria.

The OSHA standard describes methods and approaches for designing protective systems such as the following:

Method 1 - Slope the sides to an angle not steeper than 1-1/2:1; for example, for every foot of depth, the trench must be excavated back 1-1/2 feet. All simple slope excavations 20 feet (6.11 meters) or less deep should have a maximum allowable slope of 1-1/2:1. These slopes must be excavated to form configurations similar to those for Type C soil, as described in Appendix B of the standard. A slope of this gradation or less is safe for any type of soil.

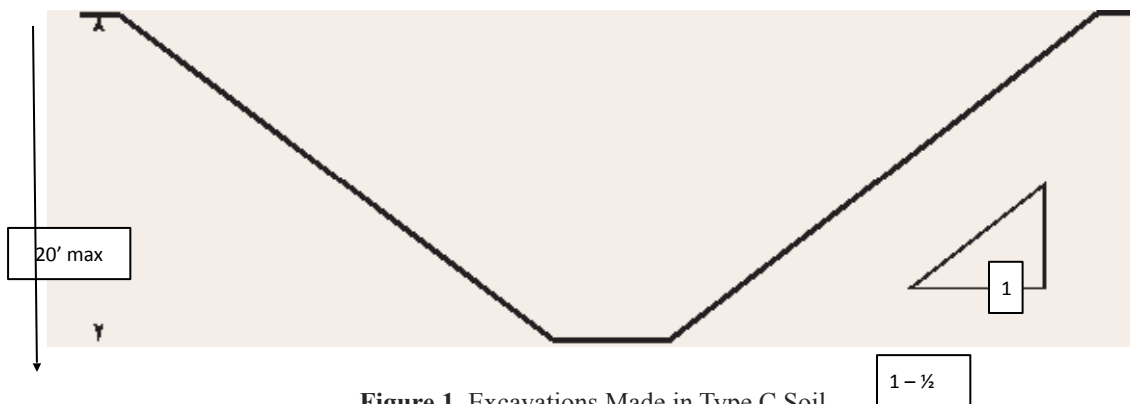


Figure 1. Excavations Made in Type C Soil

Method 2 - Use tabulated data such as tables and charts approved by a registered professional engineer to design the excavation. These data must be in writing and must include enough explanatory information, including the criteria for making a selection and the limits on the use of the data, for the user to make a selection. At least one copy of the data, including the identity of the registered professional engineer who approved it, must be kept at the worksite during construction of the protective system. After the system is completed, the data may be stored away from the jobsite, but a copy must be provided upon request to the Assistant Secretary of Labor for OSHA.

Method 3 - Use a trench box or shield designed or approved by a registered professional engineer or based on tabulated data prepared or approved by a registered professional engineer. Timber, aluminum, or other suitable materials may also be used. OSHA standards permit the use of a trench shield (also known as a welder's hut) if it provides the same level of protection or more than the appropriate shoring system.

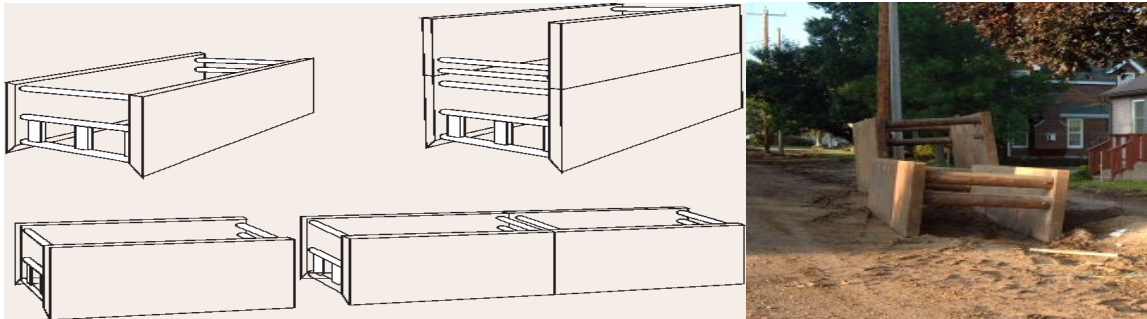


Figure 2. Trench Shields

Employers can choose the most practical method for the particular circumstance, but that system must meet the required performance criteria. The standard does not require a protective system when an excavation is made entirely in stable rock or is less than 5 feet (1.52 meters) deep, if a competent person has examined the ground and found no indication of a potential cave-in.

What other safety precautions are you required to take?

The standard requires you to provide support systems such as shoring, bracing, or underpinning to ensure that adjacent structures such as buildings, walls, sidewalks, or pavements remain stable. The standard also prohibits excavation below the base or footing of any foundation or retaining wall unless

- You provide a support system such as underpinning,
- The excavation is in stable rock, or
- A registered professional engineer determines that the structure is far enough away from the excavation and that excavation will not pose a hazard to employees.

Excavations under sidewalks and pavements are prohibited unless you provide an appropriately designed support system or another effective means of support.



The remains of this house are a safety hazard for workers. The debris is too close to the excavation and there is no protective barricade.
Is there anything else missing?

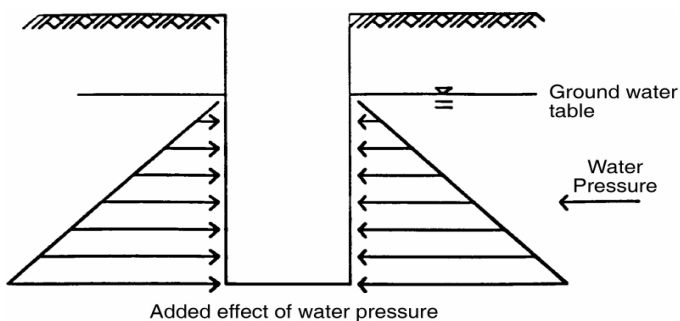
- Provide warning systems such as mobile equipment, barricades, hand or mechanical signals, or stop logs to alert operators to the edge of an excavation. If possible, keep the grade away from the excavation.
- Provide scaling to remove loose rock or soil, or install protective barricades and other equivalent protection to protect employees against falling rock, soil, or materials.
- Prohibit employees from working on faces of sloped or benched excavations at levels above other employees unless you provide the employees at the lower levels adequate protection from the hazard of falling, rolling, or sliding material or equipment.
- Prohibit employees from standing or working under loads being handled by lifting or digging equipment. Require workers to stand away from vehicles being loaded or unloaded to protect them from being struck by any spillage or falling materials. You may permit operators to remain inside cabs of vehicles if they provide adequate protection from falling loads during loading and unloading operations.



These employees are standing or working too close to the digging equipment.

What is the effect of water accumulation on excavation safety?

Among the additional hazards stemming from water in an excavation are undermining the sides and making it more difficult to get out of the excavation. The OSHA standard prohibits employees from working without adequate protection in excavations where water has accumulated or is accumulating. If you use water removal equipment to control or prevent water accumulation, you must ensure that a competent person monitors the equipment and its operation to ensure proper use. OSHA standards also require the use of diversion ditches, dikes, or other suitable means to prevent surface water from entering an excavation and to provide adequate drainage of the adjacent area. In addition, a competent person must inspect excavations subject to runoffs from heavy rains.



Regardless of the soil type, as the depth of the trench increases, the magnitude of pressures on the full height of the excavation also increases. The presence of ground water adds hydrostatic pressure against the walls of the trench.

How can you protect workers against hazardous atmospheres inside excavations?

A competent person must test any excavation deeper than 4 feet (1.22 meters) or where an oxygen deficiency or a hazardous atmosphere is present or could reasonably be expected, such as a landfill or where hazardous substances are stored nearby, before an employee enters it. If there are any hazardous conditions, you must provide the employee controls such as proper respiratory protection or ventilation. In addition, you are responsible for regularly testing all controls used to reduce atmospheric contaminants to acceptable levels.

If unhealthful atmospheric conditions exist or develop in an excavation, you must provide emergency rescue equipment such as a breathing apparatus, safety harness and line, and basket stretcher and ensure that it is readily available. This equipment must be attended when in use.

What means of access and egress are you required to provide?

OSHA requires you to provide safe access and egress to all excavations, including ladders, steps, ramps, or other safe means of exit for employees working in trench excavations 4 feet (1.22 meters) or deeper. These devices must be located in the excavation within 25 feet (7.62 meters) of all workers.

Any structural ramps you use in your operation must be designed by a competent person if they are used for employee access or egress, or by a competent person qualified in structural design if they are used for vehicles. Also, structural members used for ramps or runways must be uniform in thickness and joined in a manner to prevent tripping or displacement.



A safe means of egress shall be provided within 25 feet of workers in a trench.

What protective equipment are employees in pier holes and confined footing excavations required to use?

An employee who enters a bell-bottom pier hole or similar deep and confined footing excavation must wear a harness with a lifeline. The lifeline must be attached securely to the harness and must be separate from any line used to handle materials. Also, while the employee wearing the lifeline is in the excavation, an observer must be on hand to ensure that the lifeline is working properly and maintain communication with the employee.



Which one of these workers is wearing his harness correctly?

The one on left ... or the one on the right?

When should you conduct a site inspection?

The standard requires that a competent person inspect an excavation and the areas around it daily for possible cave-ins, failures of protective systems and equipment, hazardous atmospheres, or other hazardous conditions. Inspections also are required after natural events such as heavy rains or manmade events such as blasting that may increase the potential for hazards. If the inspector finds any unsafe conditions during an inspection, you must clear employees from the hazardous area until you take safety precautions.

The standard also requires that a competent person inspect excavations and the adjacent areas daily for possible cave-ins, failures of protective systems and equipment, hazardous atmospheres, and other hazardous conditions. If the competent person finds these conditions, all exposed employees must leave the hazardous area until necessary safety precautions are taken.

Larger and more complex operations should have a full-time safety official who makes recommendations to improve implementation of the safety plan. In a smaller operation, the safety official may be part-time and usually will be a supervisor.

Supervisors are the contractor's representatives on the job. Supervisors should conduct inspections, investigate accidents, and anticipate hazards. They should ensure that employees receive on-the-job safety and health training. They also should review and strengthen overall safety and health precautions to guard against potential hazards, get the necessary worker cooperation in safety matters, and make frequent reports to the contractor.

OSHA Assistance, Services, and Programs

How can OSHA help me?

OSHA can provide extensive help through a variety of programs, including assistance about safety and health programs, state plans, workplace consultations, Voluntary Protection Programs, strategic partnerships, training and education, and more.

How does safety and health program management help employers and employees?

Effective management of worker safety and health protection is a decisive factor in reducing the extent and severity of work-related injuries and illnesses and their related costs. In fact, an effective safety and health management system forms the basis of good worker protection and can save time and money—about \$4 for every dollar spent—and increase productivity.

To assist employers and employees in developing effective safety and health programs, OSHA published recommended Safety and Health Program Management Guidelines (Federal Register 54(18):3904-3916, January 26, 1989).

These voluntary guidelines can be applied to all worksites covered by OSHA.

The guidelines identify four general elements critical to the development of a successful safety and health management program:

- Management leadership and employee participation,
- Worksite analysis,
- Hazard prevention and control, and
- Safety and health training.

The guidelines recommend specific actions under each of these general elements to achieve an effective safety and health program. The Federal Register notice is available online at www.osha.gov

What are state plans?

State plans are OSHA-approved job safety and health programs operated by individual states or territories instead of Federal OSHA. The Occupational Safety and Health Act of 1970 (OSH Act) encourages states to develop and operate their own job safety and health plans and permits state enforcement of OSHA standards if the state has an approved plan. Once OSHA approves a state plan, it funds 50 percent of the program's operating costs. State plans must provide standards and enforcement programs, as well as voluntary compliance activities that are at least as effective as those of Federal OSHA.

There are 26 state plans: 23 cover both private and public (state and local government) employment, and 3 (Connecticut, New Jersey, and New York) cover only the public sector. For more information on state plans, see the listing at the end of this publication, or visit OSHA's website at www.osha.gov

How can consultation assistance help employers?

In addition to helping employers identify and correct specific hazards, OSHA's consultation service provides free, onsite assistance in developing and implementing effective workplace safety and health management systems that emphasize the prevention of worker injuries and illnesses.

Comprehensive consultation assistance provided by OSHA includes a hazard survey of the worksite and an appraisal of all aspects of the employer's existing safety and health management system. In addition, the service offers assistance to employers in developing and implementing an effective safety and health management system. Employers also may receive training and education services, as well as limited assistance away from the worksite.

Who can get consultation assistance and what does it cost?

Consultation assistance is available to small employers (with fewer than 250 employees at a fixed site and no more than 500 corporatewide) who want help in establishing and maintaining a safe and healthful workplace.

Funded largely by OSHA, the service is provided at no cost to the employer. Primarily developed for smaller employers with more hazardous operations, the consultation service is delivered by state governments employing professional safety and health consultants. No penalties are proposed or citations issued for hazards identified by the consultant. The employer's only obligation is to correct all identified serious hazards within the agreed-upon correction time frame.

Can OSHA assure privacy to an employer who asks for consultation assistance?

OSHA provides consultation assistance to the employer with the assurance that his or her name and firm and any information about the workplace will not be routinely reported to OSHA enforcement staff.

Can an employer be cited for violations after receiving consultation assistance?

If an employer fails to eliminate or control a serious hazard within the agreed-upon time frame, the consultation project manager must refer the situation to the OSHA enforcement office for appropriate action. This is a rare occurrence, however, since employers request the service for the expressed purpose of identifying and fixing hazards in their workplaces.

Does OSHA provide any incentives for seeking consultation assistance?

Yes. Under the consultation program, certain exemplary employers may request participation in OSHA's Safety and Health Achievement Recognition Program (SHARP). Eligibility for participation in SHARP includes, but is not limited to, receiving a full-service, comprehensive consultation visit, correcting all identified hazards, and developing an effective safety and health management system.

Employers accepted into SHARP may receive an exemption from programmed inspections (not complaint or accident investigation inspections) for a period of 1 year initially, or 2 years upon renewal. For more information concerning consultation assistance, see the list of consultation offices or contact your regional or area OSHA office, or visit OSHA's website at www.osha.gov.

What are the Voluntary Protection Programs?

Voluntary Protection Programs (VPPs) represent one part of OSHA's effort to extend worker protection beyond the minimum required by OSHA standards. VPP - along with onsite consultation services, full-service area offices, and OSHA's Strategic Partnership Program (OSPP) - represents a cooperative approach which, when coupled with an effective enforcement program, expands worker protection to help meet the goals of the OSH Act.

How do the VPP work?

There are three levels of VPPs: Star, Merit, and Demonstration. All are designed to do the following:

- Recognize employers who have successfully developed and implemented effective and comprehensive safety and health management systems;
- Encourage these employers to continuously improve their safety and health management systems;
- Motivate other employers to achieve excellent safety and health results in the same outstanding way; and
- Establish a relationship between employers, employees, and OSHA that is based on cooperation.

How do VPP help employers and employees?

VPP participation can mean the following:

- Fewer worker fatalities, injuries, and illnesses;
- Lost-workday case rates generally 50 percent below industry averages;
- Lower workers' compensation and other injury- and illness-related costs;
- Improved employee motivation to work safely, leading to a better quality of life at work;
- Positive community recognition and interaction;
- Further improvement and revitalization of already-good safety and health programs; and a
- Positive relationship with OSHA.

How does OSHA monitor VPP sites?

OSHA reviews an employer's VPP application and conducts a VPP Onsite Evaluation to verify that the safety and health management systems described are operating effectively at the site. OSHA conducts onsite evaluations on a regular basis, annually for participants at the Demonstration level, every 18 months for Merit, and every 3 to 5 years for Star. Each February, all participants must send a copy of their most recent annual evaluation to their OSHA regional office. This evaluation must include the worksite's record of injuries and illnesses for the past year.

Can OSHA inspect an employer who is participating in the VPP?

Sites participating in VPP are not scheduled for regular, programmed inspections. OSHA handles any employee complaints, serious accidents, or significant chemical releases that may occur at VPP sites according to routine enforcement procedures.

Additional information on VPP is available from OSHA national, regional, and area offices. Also, see Outreach on OSHA's website at www.osha.gov.

How can a partnership with OSHA improve worker safety and health?

OSHA has learned firsthand that voluntary, cooperative partnerships with employers, employees, and unions can be a useful alternative to traditional enforcement and an effective way to reduce worker deaths, injuries, and illnesses.

This is especially true when a partnership leads to the development and implementation of a comprehensive workplace safety and health management system.

What is OSHA Strategic Partnership Program (OSPP)?

OSHA Strategic Partnerships are alliances among labor, management, and government to foster improvements in workplace safety and health. These partnerships are voluntary, cooperative relationships between OSHA, employers, employee representatives, and others such as trade unions, trade and professional associations, universities, and other government agencies. OSPPs are the newest of OSHA's cooperative programs.

What do OSPPs do?

These partnerships encourage, assist, and recognize the efforts of the partners to eliminate serious workplace hazards and achieve a high level of worker safety and health.

Whereas OSHA's Consultation Program and VPP entail one-on-one relationships between OSHA and individual worksites, most strategic partnerships seek to have a broader impact by building cooperative relationships with groups of employers and employees.

What are the different kinds of OSPPs?

There are two major types:

- Comprehensive, which focus on establishing comprehensive safety and health management systems at partnering worksites; and
- Limited, which help identify and eliminate hazards associated with worker deaths, injuries, and illnesses, or have goals other than establishing comprehensive worksite safety and health programs.

OSHA is interested in creating new OSPPs at the national, regional, and local levels. OSHA also has found limited partnerships to be valuable. Limited partnerships might address the elimination or control of a specific industry hazard.

What are the benefits of participation in the OSPP?

Like VPP, OSPP can mean the following:

- Fewer worker fatalities, injuries, and illnesses;
- Lower workers' compensation and other injury- and illness-related costs;
- Improved employee motivation to work safely, leading to a better quality of life at work and enhanced productivity;
- Positive community recognition and interaction;
- Development of or improvement in safety and health management systems; and
- Positive interaction with OSHA.

For more information about this program, contact your nearest OSHA office or go to the agency website at www.osha.gov.

Does OSHA have occupational safety and health training for employers and employees?

The OSHA Training Institute in Des Plaines, IL, provides basic and advanced training and education in safety and health for federal and state compliance officers, state consultants, other federal agency personnel, and private sector employers, employees, and their representatives.

Institute courses cover diverse safety and health topics including electrical hazards, machine guarding, personal protective equipment, ventilation, and ergonomics. The facility includes classrooms, laboratories, a library, and an audiovisual unit. The laboratories contain various demonstrations and equipment, such as power presses, woodworking and welding shops, a complete industrial ventilation unit, and a sound demonstration laboratory.

More than 57 courses dealing with subjects such as safety and health in the construction industry and methods of compliance with OSHA standards are available for personnel in the private sector.

In addition, OSHA's 73 area offices are full-service centers offering a variety of informational services such as personnel for speaking engagements, publications, audiovisual aids on workplace hazards, and technical advice.

For more information on grants, training, and education, write: OSHA Training Institute, Office of Training and Education, 1555 Times Drive, Des Plaines, IL 60018; call (847) 297-4810; or see Outreach on OSHA's website at www.osha.gov.

Does OSHA give money to organizations for training and education?

OSHA awards grants through its Susan Harwood Training Grant Program to nonprofit organizations to provide safety and health training and education to employers and workers in the workplace. The grants focus on programs that will educate workers and employers in small business (fewer than 250 employees), training workers and employers about new OSHA standards or about high-risk activities or hazards. Grants are awarded for 1 year and may be renewed for an additional 12 months depending on whether the grantee has performed satisfactorily.

OSHA expects each organization awarded a grant to develop a training and/or education program that addresses a safety and health topic named by OSHA, recruit workers and employers for the training, and conduct the training.

Grantees are also expected to follow up with people who have been trained to find out what changes were made to reduce the hazards in their workplaces as a result of the training.

Each year OSHA has a national competition that is announced in the Federal Register and on the Internet at www.osha-slc.gov/Training/sharwood/sharwood.html.

If you do not have access to the Internet, you can contact the OSHA Office of Training and Education, 1555 Times Drive, Des Plaines, IL 60018, (847) 297-4810, for more information.

Does OSHA have other assistance materials available?

OSHA has a variety of materials and tools available on its website at www.osha.gov. These include eTools, Expert Advisors, Electronic Compliance Assistance Tools (e-CATs), Technical Links, regulations, directives, publications, videos, and other information for employers and employees. OSHA's software programs and compliance assistance tools walk you through challenging safety and health issues and common problems to find the best solutions for your workplace. OSHA's comprehensive publications program includes more than 100 titles to help you understand OSHA requirements and programs.

OSHA's CD-ROM includes standards, interpretations, directives, and more and can be purchased on CD-ROM from the U.S. Government Printing Office. To order, write to the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402, or phone (202) 512-1800.

Specify OSHA Regulations, Documents and Technical Information on CD-ROM (ORDT), GPO Order No. S/N 729-013-00000-5.

What do I do in case of an emergency or if I need to file a complaint?

To report an emergency, file a complaint, or seek OSHA advice, assistance, or products, call (800) 321-OSHA or contact your nearest OSHA regional or area office listed at the end of this publication. The teletypewriter (TTY) number is (877) 889-5627.

You can also file a complaint online and obtain more information on OSHA federal and state programs by visiting OSHA's website at www.osha.gov.

OSHA Regional and Area Offices

OSHA Regional Offices

*These states and territories operate their own OSHA-approved job safety and health programs (Connecticut, New Jersey and New York plans cover public employees only). States with approved programs must have a standard that is identical to, or at least as effective as, the federal standard.

Region I (CT,* ME, MA, NH, RI, VT*) JFK Federal Building, Room E340 Boston, MA 02203 (617) 565-9860	Region VI (AR, LA, NM,* OK, TX) 525 Griffin Street, Room 602 Dallas, TX 75202 (214) 767-4731 or 4736 x224
Region II (NJ,* NY,* PR,* VI*) 201 Varick Street, Room 670 New York, NY 10014 (212) 337-2378	Region VII (IA,* KS, MO, NE) City Center Square 1100 Main Street, Suite 800 Kansas City, MO 64105 (816) 426-5861

Region III (DE, DC, MD,* PA,* VA,* WV) The Curtis Center 170 S. Independence Mall West Suite 740 West Philadelphia, PA 19106-3309 (215) 861-4900	Region VIII (CO, MT, ND, SD, UT,* WY*) 1999 Broadway, Suite 1690 PO Box 46550 Denver, CO 80202-5716 (303) 844-1600
Region IV (AL, FL, GA, KY,* MS, NC,* SC,* TN*) SNAF 61 Forsyth Street SW Room 6T50 Atlanta, GA 30303 (404) 562-2300	Region IX (American Samoa, AZ,* CA,* HI, NV,* Northern Mariana Islands) 71 Stevenson Street, Room 420 San Francisco, CA 94105 (415) 975-4310
Region V (IL, IN,* MI,* MN,* OH, WI) 230 South Dearborn Street, Room 3244 Chicago, IL 60604 (312) 353-2220	Region X (AK,* ID, OR,* WA*) 1111 Third Avenue, Suite 715 Seattle, WA 98101-3212 (206) 553-5930

OSHA Area Offices

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