



# **INJURY AND ILLNESS**

# **PREVENTION PROGRAM**

Last Revised: December 5, 2017

---

**TABLE OF CONTENTS**

---

|              |                                                                 |          |
|--------------|-----------------------------------------------------------------|----------|
| <b>I.</b>    | <b>COMMITMENT TO SAFETY AND HEALTH</b>                          | <b>1</b> |
|              | A. Program Administrator                                        | 1        |
|              | B. Managers                                                     | 2        |
|              | C. Employees                                                    | 2        |
| <b>II.</b>   | <b>HAZARD ASSESSMENT CONTROL</b>                                | <b>2</b> |
| <b>III.</b>  | <b>SAFETY RULES</b>                                             | <b>2</b> |
| <b>IV.</b>   | <b>COMMUNICATING WITH EMPLOYEES ON SAFETY AND HEALTH ISSUES</b> | <b>3</b> |
|              | A. Safety Meetings                                              | 3        |
|              | B. Anonymous Notification Procedures                            | 3        |
|              | C. Training                                                     | 3        |
| <b>V.</b>    | <b>ENFORCEMENT OF THE SAFETY PROGRAM</b>                        | <b>3</b> |
|              | A. Incentive Program                                            | 3        |
|              | B. Disciplinary System                                          | 3        |
| <b>VI.</b>   | <b>SAFETY AND HEALTH TRAINING</b>                               | <b>4</b> |
|              | A. Documentation of Training                                    | 4        |
| <b>VII.</b>  | <b>ACCIDENT INVESTIGATION</b>                                   | <b>4</b> |
|              | A. OIAA Policy                                                  | 4        |
|              | B. Responsibility for Accident Investigation                    | 4        |
|              | C. Correcting the Hazard and Preventing Reoccurrences           | 5        |
| <b>VIII.</b> | <b>SUMMARY</b>                                                  | <b>5</b> |

## **List of Attachments:**

- Attachment 1: OIAA Emergency Action Plan
- Attachment 2: OIAA Code of Safe Work Practices
- Attachment 3: Training Sign in Sheet and Initial Training Certificate
- Attachment 4: Accident, Injury, and Illness Investigation Form
- Attachment 5: Confined Space Operations
- Attachment 6: Driving Safety
- Attachment 7: Ergonomics
- Attachment 8: Fall Protection
- Attachment 9: Fire Prevention
- Attachment 10: Hazard Communication (HazCom)
- Attachment 11: Heat Illness Prevention
- Attachment 12: Lock Out, Tag Out (LOTO)

## INJURY AND ILLNESS PREVENTION PROGRAM

---

### I. COMMITMENT TO SAFETY AND HEALTH

Ontario International Airport Authority (OIAA, the Authority) is firmly committed to the goal of providing a safe and healthful working environment. To achieve this goal and comply with the requirements of Title 8 of the California Code of Regulations (CCR) Section 3203, this Injury and Illness Prevention Program (IIPP) has been established. This IIPP is to be used in conjunction with the OIAA Emergency Action Plan, which is provided as Attachment 1.

All employees of OIAA are responsible for working safely, maintaining a safe and healthful work environment, and complying with the Authority's safety and health policies and procedures.

#### A. Program Administrator

The Program Administrator, or his/her designees, is responsible for the implementation and maintenance of the Authority's IIPP. The current Program Administrator and Designees are provided below:

**Program Administrator:** Mark Thorpe  
CEO  
Ontario International Airport Authority  
Office: (909) 544-5426  
mthorpe@flyontario.com

**Primary Designee:** Ann Richey  
Director of Risk Management  
City of Ontario  
Office: (714) 914-3870  
arichey@flyontario.com

**Secondary Designee:** Chris Waller  
Consultant / OIAA Environmental Manager  
Alta Environmental  
Office: (909) 544-5169  
Chris.Waller@altaenviron.com

Duties of the Program Administrator and designees include, but are not limited to:

1. Overseeing training for employees in workplace safety and familiarization with safety and health hazards, as well as the Authority's safety rules and policies.

2. Promptly investigating accidents and workplace injuries and illnesses.
3. Inspecting, evaluating and addressing workplace hazards so they are abated in a timely and effective manner.

The Program Administrator may assign all or some of those tasks to other individuals within OIAA or OIAA may utilize outside consultants.

**B. Managers**

Managers have primary first line responsibility for their departments. Each department should be kept neat, clean and free of hazards. Employees are to be trained on the proper operation of equipment. Hazards, or possible hazards, are to be brought to the immediate attention of the Program Administrator or designee.

**C. Employees**

Employees are responsible for ensuring that their workplace is neat, clean and free of hazards, for obeying all safety rules, and for bringing any hazards, or possible hazards, to the attention of their manager or the Program Administrator.

## **II. HAZARD ASSESSMENT CONTROL**

It is the Authority's intent to identify and evaluate workplace hazards, including unsafe conditions and work practices, by conducting periodic inspections and, whenever possible abate immediately any hazard which gives rise to a risk of immediate harm. Inspections will be performed:

- When the program is first established;
- Whenever new substances, processes, procedures, or equipment that represent a new occupational hazard are introduced into the workplace; and
- Whenever OIAA is made aware of a new or previously unrecognized hazard.

Records of inspections will be maintained onsite for at least one year in accordance with 8 CCR §3202(b)(1).

## **III. SAFETY RULES**

It is the duty of each and every associate to obey all requirements of the OIAA Code of Safe Work Practices and to use appropriate safety equipment when required. The OIAA Code of Safe Work Practices is provided as Attachment 2 of this IIPP, and they are posted on the employee bulletin board located in the kitchen. Additional job- and/or hazard-specific rules and procedures, such as hazard communication (HazCom) procedures and fall prevention requirements are contained within the other attachments to this IIPP.

#### **IV. COMMUNICATING WITH EMPLOYEES ON SAFETY AND HEALTH ISSUES**

##### **A. Safety Meetings**

When appropriate, safety meetings will be conducted and will include such issues as:

1. New hazards which have been introduced or discovered in the workplace;
2. Causes of recent accidents or injuries and the methods adopted by the OIAA to prevent similar incidents in the future; and
3. Any health or safety issue deemed to require reinforcement.

##### **B. Anonymous Notification Procedures**

OIAA has a system of anonymous notification whereby employees who wish to inform OIAA of workplace hazards may do so anonymously by either calling the Program Administrator or designee or by sending and mailing a written memo to the Program Administrator at 1923 E. Avion St, Ontario, CA 91761

##### **C. Training**

Each associate will be trained on general safety procedures and job-specific safety procedures. Safety training will be administered at least once per quarter, and training records will be kept for at least one year. Task-specific training will be provided on an as needed basis for employees engaging in tasks with potential hazards not experienced during regular duties. This IIPP and attachments is available to all employees.

#### **V. ENFORCEMENT OF THE SAFETY PROGRAM**

##### **A. Incentive Program**

Employees who make safety suggestions which are adopted by the OIAA and/or who have demonstrated safe and healthful work practices will receive one or more of the following:

- A letter of appreciation from the Program Administrator
- Recognition at staff meetings
- Documentation of outstanding safety efforts in written personnel files

##### **B. Disciplinary System**

OIAA may choose, at its discretion to utilize different forms of discipline including verbal warnings, written warnings, suspension, demotion, and termination.

Although none, one, or more of these steps may be taken in conjunction with a particular associate, no formal order or system is necessary. OIAA may terminate the employment relationship without following any particular series or steps.

It should be remembered that the employment relationship is at the mutual consent of the employee and OIAA and can be terminated at will, at any time, by the employee or the OIAA. Nothing in this IIPP changes or amends the at will employment relationship as set forth in the Employee Handbook, acknowledgements, or other policy of the OIAA.

## **VI. SAFETY AND HEALTH TRAINING**

Awareness of potential health and safety hazards, as well as knowledge of how to control such hazards, is critical to maintaining a safe and healthful work environment and preventing injuries, illnesses, and accidents in the workplace. OIAA is committed to instructing all employees in safe and healthful work practices. To achieve this goal, the OIAA will provide training to each associate in regard to general safety procedures and with regard to any hazards or safety procedures specific to that employee's work assignment. Periodic training will be administered quarterly. In addition, training will be administered to all new employees, when an employee's potential workplace hazards change, or upon significant revision of this IIPP.

### **A. Documentation of Training**

Formal training sessions will be documented and kept for at least one year, as required by 8 CCR §3203(b)(2). An example training sign in sheet is provided as Attachment 3.

## **VII. ACCIDENT INVESTIGATION**

### **A. OIAA Policy**

All work-related accidents will be investigated by OIAA in a manner that it deems appropriate. Minor incidents and near misses will be investigated as well as serious accidents. A near miss is an incident which, although not serious in itself, could have resulted in an injury or significant property damage. The investigation may involve a physical inspection of the location when the incident occurred, the circumstances that led to the incident, and whatever specific procedures or preventive measures would have helped to reduce or eliminate the danger or prevent the incident. An accident investigation form is provided as Attachment 4.

### **B. Responsibility for Accident Investigation**

The Program Administrator, or his/her designee, will be responsible for investigating all accidents. In order to initiate an investigation, maintenance supervisors will be responsible for completing the accident investigation form provided as Attachment 4 and sending the completed form to the Primary Designee.

C. Correcting the Hazard and Preventing Reoccurrences

Where it is determined that an unsafe or unhealthy condition, work practice, or work procedure exists, OIAA will take steps that it determines are appropriate under the circumstances to correct the condition, practice, or procedure in a timely manner.

## VIII. SUMMARY

The objectives of the IIPP can only be fully accomplished with the cooperation of all employees. While the IIPP and safety policies are to be followed by all OIAA employees to help them recognize and avoid obvious hazards, they cannot cover all situations. When in doubt, employees should consult their supervisor or the Plan Administrator for guidance. Any questions or comments should be directed to the Program Administrator.



**ACKNOWLEDGEMENT OF RECEIPT  
OF THE ILLNESS AND INJURY PREVENTION PROGRAM**

---

I acknowledge that I have received a copy of and have read the Illness and Injury Prevention Program of OIAA.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Date



## **IIPP Attachment 1: EMERGENCY ACTION PLAN**

This Emergency Action Plan provides basic procedures to be used and followed during the event of an emergency at the Ontario International Airport. This plan covers employees and others located at the Administration Building and the Construction and Maintenance Services areas. A separate emergency action plan has been prepared for the airport terminals.

### **1.0 FACILITY INFORMATION**

Facility Name: Ontario International Airport Authority – Administration Building  
Facility Address: 1923 E Avion St  
Ontario, CA 91761  
Facility Phone: (909) 395-2400

Facility Name: ONT Construction and Maintenance Services (CMS)  
Facility Address: 2132 E Avion St  
Ontario, CA 91761  
Facility Phone: (909) 544-5246

### **2.0 EMERGENCY PERSONNEL NAMES AND PHONE NUMBERS**

Persons responsible for emergency planning and information:

Health and Safety Program Administrator:

Name: Mark Thorpe  
Title: CEO  
Organization: Ontario International Airport Authority  
Phone: (909) 544-5426  
Email: mthorpe@flyontario.com

Primary Designee, Risk Management Director:

Name: Ann Richey  
Title: Risk Management Director  
Organization: City of Ontario  
Phone: (714) 914-3870  
Email: arichey@ontarioca.gov

Secondary Designee; Health, Safety, and Environmental Management Contractor:

Name: Chris Waller  
Title: Consultant / OIAA Environmental Manager  
Organization: Alta Environmental  
Phone: (909) 544-5169  
Email: Chris.Waller@altaenviron.com

### **3.0 POTENTIAL EMERGENCIES/LOCATIONS**

The following is a list of shops or areas covered under this plan where an emergency could occur:

- OIAA Administration Building
- Maintenance Administrative Building
- Carpenter Shop
- Mechanical Repair
- Custodial
- Sign Shop
- Paint Shop
- Locksmith
- Plumbing Shop
- AC Shop
- Garage
- Materials/Building Supply
- Stores Warehouse
- Electrical Shop
- Landscape Shop

Potential emergencies include, but are not limited to, fire, earthquake, life-threatening injury or illness, and security threat.

### **4.0 EMERGENCY REPORTING/PHONE NUMBERS**

For potentially life-threatening emergencies, call 911.

Additional emergency reporting contacts at ONT include:

- ONT Fire Station 10 (Safety Base): (909) 986-6711
- ONT Command Center: (909) 933-5611
- ONT Facility Operations: (909) 544-5344
- City of Ontario Police Department: (909) 395-2001
- City of Ontario Fire Department: (909) 395-2002
- Company Nurse Injury Hotline: (877) 518-6711

## **5.0 EMPLOYEE EMERGENCY ALERT SYSTEM**

The system or method(s) to be used to employees of an emergency are:

- ONT Operations Radio System
- Alarms and Public Announcement System
- Everbridge Notification System (email, SMS, and voice call)

## **6.0 EMERGENCY EVACUATION PROCEDURES**

Evacuation route maps have been posted in each work area. The following information is marked on evacuation maps:

- Exits/Emergency exits
- Primary and secondary evacuation routes
- Locations of fire extinguishers
- Fire alarm pull stations' location
- Assembly points

### **Procedures:**

- Do not use elevators
- Evacuate quickly-without running-to the nearest exit specified in safety training or in the posted facility diagram. Use an alternate if that exit is blocked; you should know at least two evacuation routes
- Identify critical employees who remain to operate critical plant operations before they evacuate
- Proceed to the assembly point and stay there until all accounted for and authorized to leave the premises
- Until authorized, do not return to the work place

### **Assigned Attendance Takers:**

- OIAA Admin Building
  - *Natassa Torralbo*
  - *Susana Stcyr*
- Maintenance Yard
  - Connie Sorensen
  - Fernando Alday

## **7.0 EARTHQUAKE/CIVIL DISTURBANCE**

- Remain calm. Do not attempt to evacuate
- Find shelter under a desk or sturdy table; a doorway may provide some shelter if a piece of furniture is not available
- Avoid locations where objects may fall from overhead storage or near outside walls and windows
- Follow instructions from emergency personnel

- Once building stops shaking, follow evacuation route quickly. Do not use elevators. Once outside stay away from trees, buildings and electrical lines

## **8.0 FIRST AID AND MEDICAL EMERGENCIES**

The following persons are designated and trained first aid providers:

- Fire Station 10 Personnel

Do not provide medical attention unless you are trained and have the necessary supplies available.

First aid supplies are available at:

- The Maintenance Office Lunchroom
- Fire Station 10 (Safety Base)

In the event of a medical emergency, request medical assistance by calling the phone number listed for reporting emergencies.

The nearest emergency hospital is:

Kaiser Permanente Ontario Medical Center  
2295 S Vineyard Ave  
Ontario, CA 91761  
(909) 724-5000

**Initial Safety Training Certificate**

**Name of Trainer** \_\_\_\_\_

**Company Name** \_\_\_\_\_

**Training Subject** \_\_\_\_\_

**Materials Used**

---

---

---

**Employee Name** \_\_\_\_\_

**Date of Hire/Assignment** \_\_\_\_\_

I, the undersigned, hereby certify that I received training in the following areas:

- Potential occupational hazards in the general work area and associated with my job assignment
- The Codes of Safe Practices, which indicate the safe work conditions, safe work practices and personal protective equipment required for my work
- The hazards of any chemicals to which I may be exposed and my right to information contained on the safety data sheets for those chemicals, and how to understand this information
- My right to ask any questions, or provide any information to the employer on safety either directly or anonymously, without fear of reprisal
- Disciplinary procedures the employer will use to enforce compliance with Codes of Safe Practices

**I understand this training and agree to comply with the Code of Safe Work Practices for my work area**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **IIPP Attachment 2: CODE OF SAFE WORK PRACTICES**

1. All persons shall follow these safe practice rules, render every possible aid to safe operations, and report all unsafe conditions or practices to the foreman or superintendent.
2. Foremen shall insist on employees observing and obeying every rule, regulation, and order as is necessary to the safe conduct of the work, and shall take such action as is necessary to obtain observance.
3. All employees shall be given frequent accident prevention instructions. Instructions shall be given at least every 10 working days.
4. Anyone known to be under the influence of drugs or intoxicating substances that impair the employee's ability to safely perform the assigned duties shall not be allowed on the job while in that condition.
5. Horseplay, scuffling, and other acts that tend to have an adverse influence on the safety or well-being of the employees shall be prohibited.
6. Work shall be well planned and supervised to prevent injuries in the handling of materials and in working together with equipment.
7. No one shall knowingly be permitted or required to work while the employee's ability or alertness is so impaired by fatigue, illness, or other causes that it might unnecessarily expose the employee or others to injury.
8. Employees shall not enter manholes, underground vaults, chambers, tanks, silos, or other similar places that receive little ventilation, unless they have completed Confined Spaces Training and it is safe to enter.
9. Employees shall be instructed to ensure that all guards and other protective devices are in proper places and adjusted, and shall report deficiencies promptly to the foreman or superintendent.
10. Crowding or pushing when boarding or leaving any vehicle or other conveyance shall be prohibited.

11. Workers shall not handle or tamper with any electrical equipment, machinery, or air or water lines in a manner not within the scope of their duties, unless they have received instructions from their foreman.
12. All injuries shall be reported promptly to the foreman or superintendent so that arrangements can be made for medical or first aid treatment.
13. When lifting heavy objects, the large muscles of the leg instead of the smaller muscles of the back shall be used.
14. Inappropriate footwear or shoes with thin or badly worn soles shall not be worn.
15. Materials, tools, or other objects shall not be thrown from buildings or structures until proper precautions are taken to protect others from the falling objects.





**IIPP Attachment 3:**

**Training Sign in Sheet**

**Date** \_\_\_\_\_

Employer: \_\_\_\_\_

Name of Trainer \_\_\_\_\_

Subjects Covered:

---

---

---

---

Training Aides Used:

---

---

Work area/employee positions included:

---

---

**Attendees:**

| <b>Printed Name</b> | <b>Signature</b> |
|---------------------|------------------|
|                     |                  |
|                     |                  |
|                     |                  |
|                     |                  |
|                     |                  |
|                     |                  |
|                     |                  |
|                     |                  |





**IIPP Attachment 4:  
ACCIDENT, INJURY AND ILLNESS INVESTIGATION FORM**

Employer: Ontario International Airport Authority Date of Report \_\_\_\_\_

Name of individual completing the form: \_\_\_\_\_

1. Date of injury/illness \_\_\_\_\_ 1A. Time of injury/illness \_\_\_\_\_

2. Name of affected employee \_\_\_\_\_

3. Work area of affected employee \_\_\_\_\_

4. Job description of affected employee \_\_\_\_\_

5. Affected body part \_\_\_\_\_

6. Description of the injury/illness \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. Did a workplace condition, work practice or protective equipment contribute to the incident? Please describe

\_\_\_\_\_

\_\_\_\_\_

8. Was a safety rule violated \_\_\_\_\_ 8A. if yes, please describe:

---

9. Corrective measures/prevention of recurrence \_\_\_\_\_

---

---

10. Witnesses:

---

---

11. Was the unsafe condition, practice or protective equipment issue immediately corrected?

Describe measures  
implemented \_\_\_\_\_

---

12. Interim measures to prevent recurrence if not immediately corrected:

---

---

---

Upon completion of this form, contact Ann Richey, Risk Management Director,  
[arichey@flyontario.com](mailto:arichey@flyontario.com), (714) 914-3870

Ann Richey will notify CalOSHA when necessary. Notify Ann Richey of any critical incidents immediately.

Notes:

Communicate the results of the investigation to affected employees, management and others responsible for follow-up actions. Employee must receive claim form in a timely manner and incident is reported to the carrier within 5 days and reportable injuries to Cal/OSHA immediately



## IIPP Attachment 5: CONFINED SPACE OPERATIONS

### 1.0 FACILITY INFORMATION

Facility Name: Ontario International Airport Authority

Facility Address: 1923 E Avion St, Ontario, CA 91761

**Program Administrator:** Mark Thorpe  
CEO  
Ontario International Airport Authority  
Office: (909) 544-5426  
mthorpe@ontarioca.gov

**Primary Designee:** Ann Richey  
Risk Management Director  
City of Ontario  
Office: (714) 914-3870  
arichey@ontarioca.gov

**Secondary Designee:** Chris Waller  
Consultant / OIAA Environmental Manager  
Alta Environmental  
Office: (909) 544-5169  
Chris.Waller@altaenviron.com

### 2.0 CONFINED SPACES

This program describes procedures necessary to comply with the California Confined Space Regulatory Requirements as outline in Title 8 CCR, Article 108, sections 5156 through 5158. Employers must recognize, evaluate, and control confined space hazards.

#### 2.1 Definitions

A **confined space** has the following properties:

- Existing ventilation is insufficient to remove dangerous air contamination and/or oxygen deficiency that may exist or develop.
- Ready access or egress for the removal of a suddenly disabled employee is difficult due to the location and/or size of the opening(s).
- The area is not designed for continuous human occupancy.

**Dangerous air contamination** means an atmosphere presenting a threat of causing death, injury, acute illness, or disablement due to the presence of flammable and/or explosive, toxic, or otherwise injurious or incapacitating substances.

- Dangerous air contamination due to the **flammability** of a gas or vapor is defined as an atmosphere containing the gas or vapor at a concentration greater than 20 percent of its lower explosive (lower flammable) limit.
- Dangerous air contamination due to a **combustible particulate (e.g. combustible dust)** is defined as a concentration greater than 20 percent of the minimum explosive concentration of the particulate.
- Dangerous air contamination due to the **toxicity** of a substance is defined as the atmospheric concentration immediately hazardous to life or health. This definition of dangerous air contamination due to the toxicity of a substance does not preclude the requirement to control harmful exposures to toxic substances at concentrations less than those immediately hazardous to life or health.
- **Oxygen deficiency.** An atmosphere containing oxygen at a concentration of less than 19.5 percent by volume.
- **Oxygen rich.** An atmosphere containing oxygen at a concentration of more than 22 percent by volume. This creates additional fire hazards.
- **Attendant** an individual stationed outside one or more confined spaces whose task it is to monitor the authorized entrants and performs all attendant's duties assigned in this program
- **Authorized Entrant** an individual who is authorized by the Ontario International Airport Authority (OIAA) to enter a permit required confined space
- **Entry** the action by which a person passes through an opening into a permit confined space. Entry is considered to have occurred as soon as any part of the entrant's body breaks the plane of an opening into the space
- **Entry Permit** the written or printed document that is provided by OIAA to allow and control entry into a permit confined space and that contains the information specified by Code of California Regulations (CCR) Title 8, Section 5157.
- **Entry Supervisor** the person responsible for determining if the acceptable entry conditions are present at a permit confined space where entry is planned, for authorized entry and overseeing entry operations, and for terminating entry as required by CCR Title 8, Section 5157.
- **Permit Required Confined Space Program** OIAA overall program for controlling, and, where appropriate for protecting employees from permit required confined space hazards and for regulating employee entry into permit required spaces.
- **Permit System** OIAA written procedure for preparing and issuing permits for entry and for returning the permit required space to service following termination of entry.

## 2.2 Permit Required Confined Space

A permit required confined space is confined space (as defined above) that has one or more of the following characteristics:

- Contains or has a potential to contain a hazardous atmosphere
- Has limited means or restricted means for entry or exit
- Is not designed for continuous human occupancy
- Contains a material that has a potential for engulfing the entrant (e.g., liquid, soil).
- Contains inwardly converging walls or a floor that slopes downward and tapers to a smaller cross-section where an entrant could be trapped or asphyxiated.
- Contains any other recognized serious safety or health hazard (e.g., unsafe temperature, electrical shock, corrosive chemicals).

### **2.3 Non-Permit Required Confined Space**

This is a confined space that does not contain or have the potential for atmospheric hazards or the potential to contain any hazard capable of causing death or serious physical harm.

## **3.0 PROCEDURES PRIOR TO CONFINED SPACE ENTRY**

### **3.1 Written Procedures**

Written, understandable operating and rescue procedures shall be developed and shall be provided to affected employees. The operating procedures shall include provision for the surveillance of the surrounding area to avoid hazards such as drifting vapors from tanks, piping and sewers.

### **3.2 Employee Training**

All employees, including standby persons if needed, will be trained in the operating and rescue procedures, including instructions as to the hazards they may encounter.

### **3.3 Preparation of Space**

Any lines, pipes or hoses which may convey flammable, injurious, or incapacitating substances into the space shall be disconnected, blinded, or blocked off by other positive means to prevent the development of dangerous air contamination and/or oxygen deficiency within the space. The disconnection or blind shall be so located or done in such a manner that inadvertent reconnection of the line or removal of the blind are effectively prevented.

The space shall be emptied, flushed, or otherwise purged of flammable, injurious or incapacitating substances to the extent feasible.

### **3.4 Atmospheric Testing**

The air shall be tested with an appropriate device or method to determine whether dangerous air contamination and/or an oxygen deficiency exists and a written record of such testing results shall be made and kept at the work site for the duration of the work. Affected employees and/or their representative shall be afforded an opportunity to review and record the testing results.

Where interconnected spaces are blinded off as a unit, each space shall be tested and the results recorded. The most hazardous condition found shall govern the entry procedures to be followed.



## **4.0 PRE-ENTRY AND PERIODIC ATMOSPHERIC TESTING**

Pre-entry and periodic atmospheric testing must be performed in all permit required confined spaces. The results of all testing must be recorded on the entry permit with the tester's name and initials and the time the tests were performed.

### **4.1 Atmospheric Tester**

Per permit requirements, an atmospheric tester must be designated for testing/monitoring prior to and during an entry operation. The tester must understand his duties, be provided with training on the gas detector used and demonstrate his proficiency in atmospheric testing; an entry supervisor or attendant may serve as the atmospheric tester.

### **4.2 Monitoring Equipment Checks**

Prior to conducting any tests, the tester must ensure that the equipment is properly calibrated and perform any functional tests on the equipment per the manufacturer's recommendations. All monitoring equipment used to detect hazardous atmospheres must be approved for this use.

### **4.3 Pre-Entry Testing**

Prior to authorization for entry into a permit required confined space, testing must be conducted to determine if atmospheric conditions are acceptable and if hazard controls such as ventilation are required.

### **4.4 Periodic Testing**

Conditions in the permit required confined space must be verified throughout the duration of an entry operation. Short duration entries may be continuously monitored; longer duration entry operations may be periodically monitored as necessary.

## **5.0 ACCEPTABLE ATMOSPHERES**

The following conditions are acceptable given other requirements are met:

- Oxygen Content-acceptable level: at least 19.5% but not more than 23.5%
- Flammable gases, vapors or mists-acceptable level: less than 10% of the Lower Explosive Limit
- Hydrogen sulfide-acceptable limit: 10 parts per million (ppm) or less

## **6.0 UNACCEPTABLE CONDITIONS**

The following conditions are not acceptable for entry unless special provisions are taken:

- Airborne combustible dust at a concentration that meets or exceeds its Lower Flammable Limit (LFL); this may be approximated as a condition in which the dust obscures vision at five (5) feet or less
- Atmospheric concentrations of any substance for which a Permissible Exposure Limit (PEL) is established based on Cal/OSHA regulations
- Any atmospheric condition that is Immediately Dangerous to Life or Health (IDLH)

## **7.0 STRATIFIED ATMOSPHERES**

Permit required confined spaces that may require descent into environments where the atmosphere may be stratified such as deep manholes, the atmosphere must be tested four (4) feet in the direction of travel and to each side. The entrant's rate of travel into the space must be slowed to allow time to conduct testing at the various depths.

## **8.0 ATMOSPHERIC TESTING IN SEWERS**

All entry operations in sewers require continuous atmospheric testing.

## **9.0 ISOLATION AND LOCKOUT/TAGOUT**

All entrants to permit required confined spaces must be protected from the release of energy sources and hazardous materials into the space. Energy sources include:

- Electrical
- Mechanical
- Hydraulic
- Pneumatic
- Chemical
- Thermal
- Radioactive
- Effects of gravity

### **9.1 Isolation Techniques**

A permit required confined space is removed from service and protected against the release of hazardous energy and material by the following means:

- Blanking/blinding: closure of a pipe, line or duct by fastening a solid plate that completely covers the opening and can withstand the maximum pressure of the pipe, line or duct with no leakage beyond the plate.
- Misalignment: removing sections of lines, pipes or ducts
- Double block and bleed: closure of a line, duct or pipe by closing and locking or tagging two inline valves and by opening and locking a drain or vent valve in the line between the two closed valves
- Lockout/Tagout: placement of a lock and tag on an energy isolating device per Cal/OSHA regulation indicating the device shall not be operated until removal of the lock and tag
- Blocking: disconnection of all mechanical linkages

## **10.0 VENTILATION**

Ventilation may be either through natural air flow or mechanical fans to remove flammable and/or toxic gases, vapors, dusts or mists from the space. Continuous ventilation is used when there is a hazardous atmosphere or may be oxygen deficient. Air used to ventilate a permit required confined space must be free of contaminants. If "hot work" such as welding is part of the entry tasks, local exhaust ventilation may be required.

## **11.0 HOT WORK**

“Hot work” includes any operation capable of providing a source of ignition. These may be electrical tools with open brushes and commutators or any device that produces sparks, arc, flame or could become an ignition source; any type of welding is “hot work”. Hot work operations increase the risk of fire and explosion because of the introduction of an ignition source into a space with an already-hazardous atmosphere.

Have a written hot work permit for every hot work operation as specified by section 5157(f)(15) along with other applicable Title 8 standards for hot work.

## **12.0 RESPONSIBILITIES AND DUTIES OF SUPERVISORS, ATTENDANTS AND ENTRANTS**

All employees including entrants, standby persons, attendants and supervisors shall be trained in the operating and rescue procedures, including instructions as to the hazards they may encounter. Proper training is critical, as having prior knowledge of hazards and being prepared for potential problems can divert tragedy.

The entry team is the group of employees assigned to complete a task within a confined space. An entry team consists of an entrant, an attendant, and the entry supervisor. At least one attendant or standby person shall be onsite and immediately available to perform rescues with an additional person available nearby as backup in case the rescue requires entry.

### **12.1 Entry Supervisors**

- Knows confined space hazards.
- Ensures that atmospheric testing and proper confined space preparations have been done prior to entry.
- Verifies that safe conditions have been attained.
- Ensures that acceptable entry conditions are maintained.
- Ensures that proper equipment is on site and operational.
- Makes sure that site is clear of unauthorized personnel.
- Verifies emergency plan and confirms rescue team availability.
- Signs permit.
- Cancels permit once operation is completed.

### **12.2 Attendants**

- Does not enter the confined space.
- Is prepared to perform non-entry rescue or call for a rescue team.
- Performs entry rescue only if trained to do so and is authorized by permit entry program to do so.
- Knows the hazards or potential hazards of the space.
- Maintains accurate count of authorized entrants in the space.
- Stays alert to possible behavioral changes of entrants.

- Monitors activities inside and outside the space to ensure that it is safe for entrants to remain in the area.
- Remains outside the confined space until relieved by another attendant and prevents entry of unauthorized personnel.
- Communicates with entrants.
- Orders evacuation if prohibited or hazardous conditions arise.

### **12.3 Entrants**

- Knows confined space hazards, exposure routes, signs, symptoms, and adverse health effects that could result from exposure
- Uses adequate PPE.
- Uses proper entry equipment.
- Follows proper entry procedures.
- Performs assigned job.
- Is alert to any prohibited entry condition.
- Communicates with attendant.
- Evacuates immediately, if necessary

### **12.4 Workers Rights Prior to Entry**

Workers who enter confined spaces shall have the opportunity to observe pre-entry testing. Once the pre-entry measures have been taken and all the hazards have been eliminated, the employer certifies in writing – before entry – that the space is safe for entry. This certification shall be made available to each employee entering the confined space.

The entrants can check the permit and contact the entry supervisor to make sure that conditions within the confined space have been fully investigated and appropriate control measures have been taken.

## **13.0 PERMIT SYSTEM AND ENTRY PERMIT**

### **13.1 Permit System**

Before entry is authorized, the completion of measures documenting the required monitoring by preparing an entry permit.

- Before entry begins, the entry supervisor identified on the permit shall sign the entry permit to authorize entry.
- The completed permit shall be made available at the time of entry to all authorized entrants or their authorized representatives, by posting it at the entry portal or by any other equally effective means, so that the entrants can confirm that pre-entry preparations have been completed.
- The duration of the permit may not exceed the time required to complete the assigned task of job identified on the permit.

The entry supervisor shall terminate entry and cancel the entry permit when:

- The entry operations covered by the entry permit have been completed; or
- A condition that is not allowed under the entry permit arises in or near the permit space.
- The employer shall retain each canceled entry permit for at least 1 year to facilitate the review of the permit space program. Any problems encountered during an entry operation shall be noted on the pertinent permit so that appropriate revisions to the permit space program can be made.

### **13.1 Entry Permit**

The entry permit that documents compliance with the requirements of CCR Title 8, Section 5157 and authorizes entry to a permit space. The permit shall identify:

- The permit space to be entered;
- The purpose of the entry;
- The date and the authorized duration of the entry permit;
- The authorized entrants within the permit space, by name or by such other means as will enable the attendant to determine quickly and accurately, for the duration of the permit, which authorized entrants are inside the permit space;
- The personnel, by name, currently serving as attendants;
- The individual, by name, currently serving as entry supervisor, with a space for the signature or initials of the entry supervisor who originally authorized entry;
- The hazards of the permit space to be entered;
- The measures used to isolate the permit space and to eliminate or control permit space hazards before entry;
- The results of initial and periodic tests performed accompanied by the names or initials of the testers and by an indication of when the tests were performed;
- The rescue and emergency services that can be provided on-site and additional service that can be summoned and the means such as the equipment to use and the numbers to call for summoning those services;
- The communication procedures used by authorized entrants and attendants to maintain contact during the entry;
- Equipment, such as personal protective equipment, testing equipment, communications equipment, alarm systems, and rescue equipment, to be provided for compliance with this section;
- Any other information whose inclusion is necessary, given the circumstances of the particular confined space, in order to ensure employee safety, and
- Any additional permits, such as for hot work, that have been issued to authorize work in the permit space.

### **14.0 TRAINING**

Training shall be held as follows:

- Before doing work within a confined space.
- Whenever there is change of work.

- Whenever the conditions and hazards within the space change.
- Whenever an employer has a reason to believe that an employee is not following established guidelines.
- Whenever there are new procedures or operational changes.
- Annually for rescue team members.
  
- Once training is completed, document the names of the trainer and trainees, the date and subject of training.
- Keep all records in a secure location.

## **15.0 EQUIPMENT**

The following items are required for confined space entries:

- Atmospheric testing and monitoring equipment
- Ventilation equipment-fans and local exhaust ventilation
- Communication equipment-radios
- Personal Protective Equipment including but not limited to fall protection, hard hats, respiratory protection, etc.
- Physical barriers and traffic cones; signage
- Ladders and scaffolding
- Non-entry rescue equipment-full body harness, retrieval line, mechanical lifting device (hoisting tripod)

## **16.0 RESCUE AND EMERGENCY PLANNING**

### **16.1 Non-Entry Rescue**

To facilitate non-entry rescue, retrieval systems or methods shall be used whenever an authorized entrant enters a permit space, unless the retrieval equipment would increase the overall risk of entry or would not contribute to the rescue of the entrant. Retrieval systems shall meet the following requirements:

- Each authorized entrant shall use a chest or full body harness, with a retrieval line attached at a suitable point so that when rescued, the entrant presents the smallest possible profile (for example at the center of the entrant's back near shoulder level, or above the entrant's head). Wristlets may be used in lieu of the chest or full body harness if the employer can demonstrate that the use of a chest or full body harness is infeasible or creates a greater hazard and that the use of wristlets is the safest and most effective alternative.
- The other end of the retrieval line shall be attached to a mechanical device or fixed point outside the permit space in such a manner that rescue can begin as soon as the rescuer becomes aware that rescue is necessary. A mechanical device shall be available to retrieve personnel from vertical type permit spaces more than five (5) feet deep.

- If an injured entrant is exposed to a substance for which a Safety Data Sheet (SDS) or other similar written information is required to be kept at the worksite, that SDS or written information shall be made available to the medical facility treating the exposed entrant.

## **16.2 Entry Rescue**

Emergency rescue services must be arranged prior to confined space entry and must be specified on the permit as part of the pre-entry planning. **The assumption should not be made that the local fire department is capable of this type of rescue or has the required training and resources. If the pre-entry planning will rely on the local fire department, they must be consulted as to capabilities, resources, and response time.**

## **17.0 CONTRACTOR ENTRY**

A contractor may enter a permit-required confined space under their own Confined Space Management Program however the contractor must comply with the requirements of this program and must arrange for an immediately available and properly trained rescue service.

## **18.0 IDENTIFICATION AND LABELING OF CONFINED SPACES**

Employees and contractors must be informed by posting signs or equally effective means that outlines the existence and location of a confined space and the potential dangers of entry into a permit required confined space. An example is provided below:

**DANGER**

**PERMIT-REQUIRED CONFINED SPACE**

**DO NOT ENTER**

## **19.0 RECORDKEEPING**

For auditing purposes and in compliance with regulations, the OIAA Safety Program Administrator, Ms. Saynee Collier will maintain the following records:

- Pre-entry checklists
- Confined space entry permits
- Confined space program audit documentation
- Confined Space Entry Training documentation
- Reports of hazards in the confined space

## **20.0 AUDITS**

Periodic reviews of the entry operations and the Confined Space Entry Operations Program will be conducted.

## **21.0 REVIEW OF ENTRY OPERATIONS**

A review of confined space entry operations will be conducted when there is reason to believe that the measures taken under this program may not protect employees. The following circumstances will be reviewed:

- Any unauthorized entry into a permit required confined space
- The detection of a hazard not covered by the permit
- The occurrence of a “near miss” or injury during entry operations
- A change in the use or configuration of a confined space
- An employee complaint about program effectiveness
- Any other safety concerns

## **22.0 REVIEW OF WRITTEN PROGRAM**

The Program Administrator or his/her Designee will review and revise, if necessary, the confined space program on an annual basis. The review will include a review of the canceled permits. This review is to ensure that employees participating in the Confined Space Operations Program are protected from hazard.





**Initial Safety Training Certificate**

**Name of Trainer** \_\_\_\_\_

**Company Name** \_\_\_\_\_

**Training Subject** \_\_\_\_\_

**Materials Used** \_\_\_\_\_

---

---

**Employee Name** \_\_\_\_\_

**Date of Hire/Assignment** \_\_\_\_\_

I, the undersigned, hereby certify that I received training in the following areas:

- Potential occupational hazards in the general work area and associated with my job assignment
- The Codes of Safe Practices, which indicate the safe work conditions, safe work practices and personal protective equipment required for my work
- The hazards of any chemicals to which I may be exposed and my right to information contained on the safety data sheets for those chemicals, and how to understand this information
- My right to ask any questions, or provide any information to the employer on safety either directly or anonymously, without fear of reprisal
- Disciplinary procedures the employer will use to enforce compliance with Codes of Safe Practices

**I understand this training and agree to comply with the Code of Safe Work Practices for my work area**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## CONFINED SPACE ENTRY PERMIT

|                                                                              |                                                   |                 |
|------------------------------------------------------------------------------|---------------------------------------------------|-----------------|
| Date:                                                                        |                                                   |                 |
| Site location or description:                                                |                                                   |                 |
| Purpose of entry:                                                            |                                                   |                 |
| <hr/> <hr/> <hr/> <hr/> <hr/>                                                |                                                   |                 |
| <b>Supervisor(s) in charge of crews:</b>                                     | <b>Type of crew<br/>(welding, plumbing, etc.)</b> | <b>Phone #:</b> |
|                                                                              |                                                   |                 |
|                                                                              |                                                   |                 |
|                                                                              |                                                   |                 |
|                                                                              |                                                   |                 |
| Permit duration:                                                             |                                                   |                 |
| Communication procedures (including equipment):                              |                                                   |                 |
| <hr/> <hr/> <hr/>                                                            |                                                   |                 |
| Rescue procedures (also see emergency contact phone numbers at end of form): |                                                   |                 |
| <hr/> <hr/> <hr/> <hr/> <hr/>                                                |                                                   |                 |

| <b>REQUIREMENTS COMPLETED<br/>(Put N/A if item doesn't apply)</b>                                                                              | <b>DATE</b> | <b>TIME</b> | <b>REQUIREMENTS COMPLETED<br/>(Put N/A if item doesn't apply)</b> | <b>DATE</b> | <b>TIME</b> |
|------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-------------|-------------------------------------------------------------------|-------------|-------------|
| Lockout/De-energize/Try-out                                                                                                                    |             |             | Supplied Air Respirator (N/A if alternate entry)                  |             |             |
| Line(s) Broken-Capped-Blank                                                                                                                    |             |             | Respirator(s) (Air Purifying)                                     |             |             |
| Purge-Flush and Vent                                                                                                                           |             |             | Protective Clothing                                               |             |             |
| Ventilation                                                                                                                                    |             |             | Full Body Harness w/ "D" ring                                     |             |             |
| Secure Area (Post and Flag)                                                                                                                    |             |             | Emergency Escape Retrieval Equip                                  |             |             |
| Lighting (Explosive Proof)                                                                                                                     |             |             | Lifelines                                                         |             |             |
| Hotwork Permit                                                                                                                                 |             |             | Standby safety personnel (N/A if alternate entry)                 |             |             |
| Fire Extinguishers                                                                                                                             |             |             | Resuscitator—Inhalator (N/A if alternate entry)                   |             |             |
| <b>Add other specific information, if needed, or attach additional instructions or requirements. See the following examples in bold print.</b> |             |             |                                                                   |             |             |
| <b>Line(s) to be bled/blanked:</b>                                                                                                             |             |             |                                                                   |             |             |
| <b>Ventilation equipment:</b>                                                                                                                  |             |             |                                                                   |             |             |
| <b>PPE clothing:</b>                                                                                                                           |             |             |                                                                   |             |             |
| <b>Respirator(s):</b>                                                                                                                          |             |             |                                                                   |             |             |
| <b>Fire extinguisher(s):</b>                                                                                                                   |             |             |                                                                   |             |             |
| <b>Emergency retrieval equipment:</b>                                                                                                          |             |             |                                                                   |             |             |
|                                                                                                                                                |             |             |                                                                   |             |             |
|                                                                                                                                                |             |             |                                                                   |             |             |
|                                                                                                                                                |             |             |                                                                   |             |             |

**AIR MONITORING**

| Substance Monitored       |  | Permissible Levels     |           | Monitoring Results (unit) |  |  |  |  |
|---------------------------|--|------------------------|-----------|---------------------------|--|--|--|--|
| Time monitored (put time) |  | <i>Record the time</i> |           |                           |  |  |  |  |
| Percent Oxygen            |  | 19.5% to 23.5%         |           |                           |  |  |  |  |
| LEL/LFL                   |  | Under 10%              |           |                           |  |  |  |  |
| Toxic 1:                  |  | ____<br>PEL            | ____ STEL |                           |  |  |  |  |
| Toxic 2:                  |  | ____<br>PEL            | ____ STEL |                           |  |  |  |  |
| Toxic 3:                  |  | ____<br>PEL            | ____ STEL |                           |  |  |  |  |
| Toxic 4:                  |  | ____<br>PEL            | ____ STEL |                           |  |  |  |  |
|                           |  |                        |           |                           |  |  |  |  |

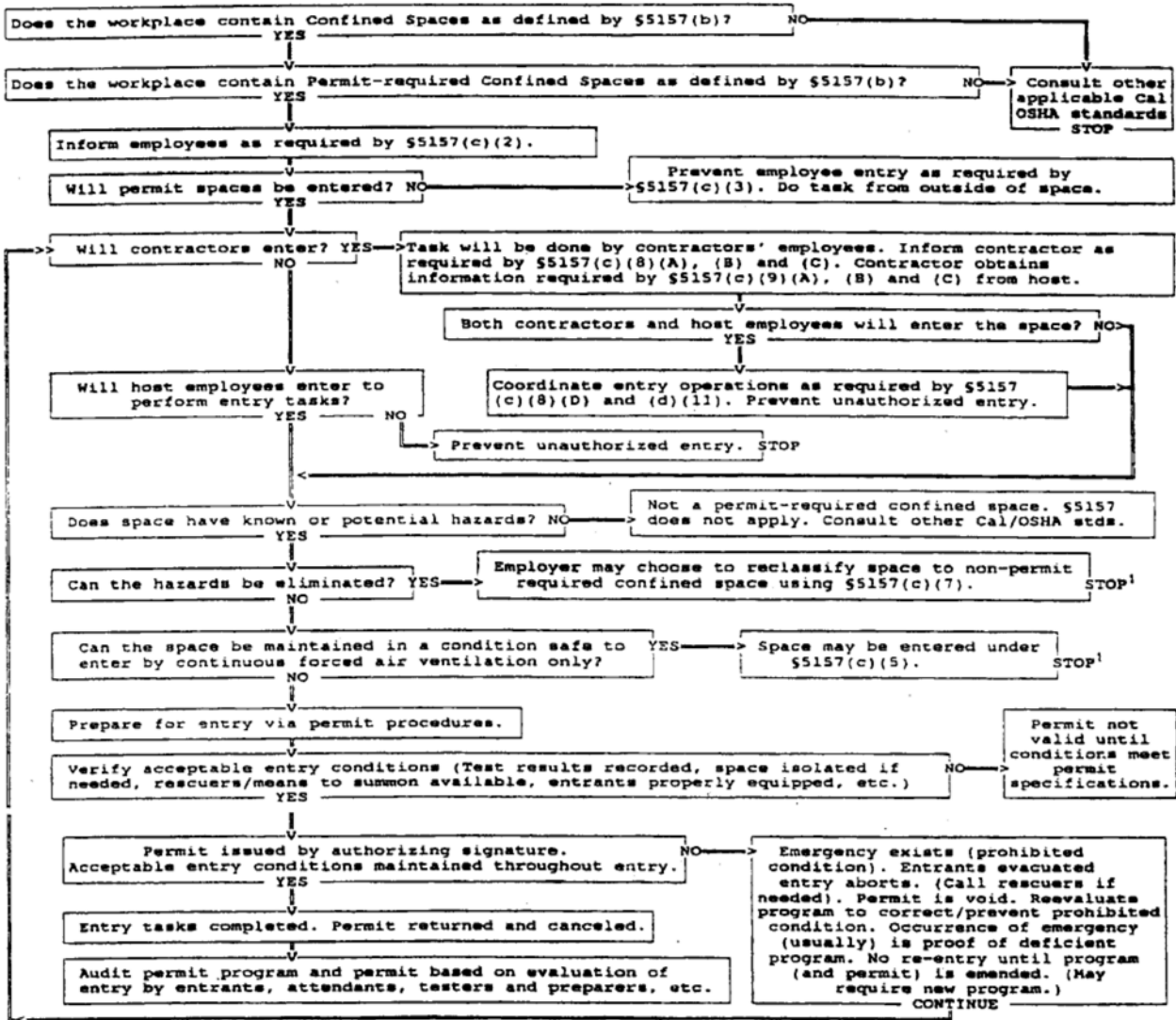
**REMARKS:**  
 \_\_\_\_\_  
 \_\_\_\_\_

| Air Tester Name | ID# | Instrument(s) Used<br>(For example: oxygen meter, combustible gas indicator, etc.) | Model # or Type | Serial# or Unit ID |
|-----------------|-----|------------------------------------------------------------------------------------|-----------------|--------------------|
|                 |     |                                                                                    |                 |                    |
|                 |     |                                                                                    |                 |                    |
|                 |     |                                                                                    |                 |                    |
|                 |     |                                                                                    |                 |                    |
|                 |     |                                                                                    |                 |                    |

| <b>ATTENDANTS AND ENTRANTS</b>                                                                      |                |                                      |                          |
|-----------------------------------------------------------------------------------------------------|----------------|--------------------------------------|--------------------------|
| <b>Attendant(s)<br/>(Required for all confined space<br/>work except alternate entry)</b>           | <b>ID#</b>     | <b>Confined Space<br/>Entrant(s)</b> | <b>ID#</b>               |
|                                                                                                     |                |                                      |                          |
|                                                                                                     |                |                                      |                          |
|                                                                                                     |                |                                      |                          |
|                                                                                                     |                |                                      |                          |
|                                                                                                     |                |                                      |                          |
|                                                                                                     |                |                                      |                          |
|                                                                                                     |                |                                      |                          |
|                                                                                                     |                |                                      |                          |
| <b>REMARKS:</b><br>_____                                                                            |                |                                      |                          |
| <b>SUPERVISOR AUTHORIZATION - ALL CONDITIONS SATISFIED</b><br><br>Department or phone number: _____ |                |                                      |                          |
| <b>EMERGENCY CONTACT PHONE NUMBERS:</b>                                                             |                |                                      |                          |
| AMBULANCE<br>_____                                                                                  | FIRE:<br>_____ | SAFETY:<br>_____                     | RESCUE<br>TEAM:<br>_____ |
|                                                                                                     |                |                                      | OTHER:<br>_____          |

**Attachment: Confined Space Flow Chart**

**Appendix A -- Permit-Required Confined Space Decision Flow Chart**



OSHSB - 98(4/84)

NOTE: Authority cited: Section 142.3, Labor Code. Reference: Section 142.3, Labor Code.

**HISTORY**

1. New Appendix A filed 11-24-93; operative 12-24-93 (Register 93, No. 48).



## IIPP Attachment 6: SAFE DRIVER PROGRAM

### 1.0 FACILITY INFORMATION

Facility Name: Ontario International Airport Authority  
Facility Address: 1923 E Avion St, Ontario, CA 91761

**Program Administrator:** Mark Thorpe  
CEO  
Ontario International Airport Authority  
Office: (909) 544-5426  
mthorpe@ontarioca.gov

**Primary Designee:** Ann Richey  
Risk Management Director  
City of Ontario  
Office: (714) 914-3870  
arichey@ontarioca.gov

**Secondary Designee:** Chris Waller  
Consultant / OIAA Environmental Manager  
Alta Environmental  
Office: (909) 544-5169  
Chris.Waller@altaenviron.com

### 2.0 PROGRAM COMPLIANCE

This program will apply to all workers who drive maintenance vehicles at Ontario International Airport Authority.

All drivers are to maintain a high level of safety awareness and responsible driving behavior. Drivers must follow the requirements outlined in this program. Violations of this program may result in disciplinary action up to, and including, suspension of driving privileges or dismissal.

The department head is the responsible party for implementing this program and the training and documentation of training in compliance with the Ontario International Airport Authority Injury and Illness Prevention Program.

### **3.0 DRIVER SELECTION**

Only authorized employees may drive company vehicles at any time. Prior to being authorized and assigned, the following items will be checked. Drivers must have a valid un-restricted driver's license.

Driving records of all employees authorized to drive on company business will be checked on an annual basis. In addition, all drivers will be enrolled in the DMV Pull Notice Program upon hire.

Employees that do not meet these requirements are not authorized or allowed to drive company vehicles or drive their own vehicle at Ontario International Airport.

### **4.0 DRIVER TRAINING**

All maintenance personnel at OIAA who drive maintenance vehicles, will be given a copy of the Driving Safety Rules and Vehicle Use Policy and required to read and sign for them. Safe driving will also be discussed at safety meetings.

### **5.0 VEHICLE USE POLICY**

- Personal and off duty use of OIAA vehicles is prohibited.
- Only authorized employees may drive OIAA vehicles. No other family members may drive company vehicles.
- Non-employee passengers are not permitted in vehicles at any time, unless they are business related.
- Seat belts must always be worn in OIAA vehicles.
- No employee is permitted to drive vehicles while impaired by alcohol, illegal or prescription drugs, or over the counter medications.
- Employees shall not engage in any activities that distract them from driving while operating vehicles. This includes eating, reading maps, texting, looking for reports or files and talking on a cell phone without a hands-free device.
- All accidents involving vehicles must be reported immediately.
- Employees with two or more preventable accidents in a three-year period, or that obtain three points on their driving record, will be subject to a loss of their driving privileges or have their driving privileges restricted.

### **6.0 VEHICLE INSPECTION & PREVENTIVE MAINTENANCE**

All vehicles must be inspected by the driver prior to each use. Mechanical defects will be repaired immediately. Vehicle inspections will include the following equipment:

- Lights
- Turn signals
- Emergency flashers
- Tires
- Horn
- Brakes
- Fluids



- Windshield condition and wiper condition
- Mirrors

All vehicles will be maintained in accordance with the manufacturers' recommendations. It is the responsibility of the individual assigned the vehicle to ensure proper maintenance and repairs are performed. If your vehicle is not safe, do not drive.

## **6.0 ACCIDENT INVESTIGATION**

All incidents will be reviewed to determine their causes, patterns, trends, and if they were preventable and to understand the root causes (conditions that make driving mistakes more likely).

Where possible, witness's statements will be obtained and photos used to document the scene of the accident and the damage. Police reports will also be obtained whenever possible. The following guidelines will be used to help determine preventability.

### **6.1 Determining Accident Prevention**

An accident is preventable if the driver could have done something to avoid it. Drivers are expected to drive defensively. Which driver was primarily at fault, which received a traffic citation, or whether a claim was paid has no bearing on preventability. If there was anything the driver could have done to avoid the collision, then the accident was preventable.

An accident was non-preventable when the vehicle was legally and properly parked, or when properly stopped because of a highway patrol officer, a signal, stop sign, or traffic condition.

The following should be considered when making the above determinations:

- Does the investigation indicate that the driver considers the rights of others, or is there evidence of poor driving habits that need to be changed?
- Does the investigation indicate driver awareness? Such phrases as "I did not see," "I didn't think," "I didn't expect," or "I thought" are signals indicating there probably was a lack of awareness, and the accident was preventable. An aware driver should think, expect, and see hazardous situations in time to avoid collisions.
- Was the driver under any physical stresses that could have been contributory? Did the accident happen near the end of a long day or long drive? Did overeating contribute to fatigue? Did the driver get prior sufficient sleep? Is the driver's vision faulty? Was the driver feeling ill?
- Was the vehicle defective without the driver's knowledge? Was a pre-trip inspection done, and would it have discovered the defect? A car that pulls to the left or right when the driver applies the brakes, faulty windshield wipers, and similar items are excuses, and a driver using

them is trying to evade responsibility. Sudden brake failure, loss of steering, or a blowout might be defects beyond the driver's ability to predict. However, pre-trip inspections and regularly scheduled maintenance should prevent most of these problems. If either of these are the cause of the accident, then the accident was probably preventable by the driver.

- Could the driver have exercised better judgment by taking an alternate route through less congested areas to reduce the hazardous situations encountered?
- Could the driver have done anything to avoid the accident?
- Was the driver's speed safe for conditions?
- Did the driver obey all traffic signals?
- Was the driver's vehicle under control?

## VEHICLE INSPECTION CHECKLIST

|                                                                                                   |           |                              |
|---------------------------------------------------------------------------------------------------|-----------|------------------------------|
| <b>Date:</b>                                                                                      |           | <b>Mileage:</b>              |
| <b>License Plate/Vin:</b>                                                                         |           | <b>Mileage/Last Service:</b> |
| <b>Item</b>                                                                                       | <b>OK</b> | <b>Problem</b>               |
| Registration & Insurance:<br>Current/in vehicle                                                   |           |                              |
| Headlights/Taillights/Brake Lights:<br>Working/Cracked                                            |           |                              |
| Horn:<br>Working                                                                                  |           |                              |
| Brakes:<br>Will emergency hold/other problems                                                     |           |                              |
| Windshield Wipers:<br>Working/good condition                                                      |           |                              |
| Windshield:<br>No cracks/vision impairment                                                        |           |                              |
| Tires:<br>Proper inflation/<br>Tread 1 mm minimum                                                 |           |                              |
| Exhaust System:<br>No leaks/noise/smoke                                                           |           |                              |
| Rear/Side View Mirrors:<br>All intact/working                                                     |           |                              |
| Doors/Windows:<br>Open & close/no cracks                                                          |           |                              |
| Fuel Tank:<br>No leaks/Cap secure                                                                 |           |                              |
| Seat Belts:<br>One for each seat/working                                                          |           |                              |
| Engine/Other fluids:<br>Filled to correct level                                                   |           |                              |
| Emergency Safety Equipment:<br>Cones/fire extinguisher/first aid<br>kit/water/radio/strobe lights |           |                              |



## IIPP Attachment 7: ERGONOMICS PROGRAM

### 1.0 FACILITY INFORMATION

Facility Name: Ontario International Airport Authority

Facility Address: 1923 E Avion St, Ontario, CA 91761

**Program Administrator:** Mark Thorpe  
CEO  
Ontario International Airport Authority  
Office: (909) 544-5426  
mthorpe@ontarioca.gov

**Primary Designee:** Ann Richey  
Risk Management Director  
City of Ontario  
Office: (714) 914-3870  
arichey@ontarioca.gov

**Secondary Designee:** Chris Waller  
Consultant / OIAA Environmental Manager  
Alta Environmental  
Office: (909) 544-5169  
Chris.Waller@altaenviron.com

### 2.0 PROGRAM COMPLIANCE

This program will apply to all workers who are at risk of developing repetitive motion injuries (RMIs) at Ontario International Airport Authority (OIAA).

The department head is the responsible party for implementing this program and the training and documentation of training in compliance with the OIAA Injury and Illness Prevention Program (IIPP).

### 3.0 ERGONOMIC HAZARDS

Ergonomic hazards are those workplace conditions that pose a biomechanical stress to the worker or that contribute to the risk of developing RMIs. Such hazardous workplace conditions include, but are not limited to, faulty workstation layout, improper work methods, improper tools, and job design problems such as awkward postures, force requirements, and repetition rate.

### **3.1 Repetitive Motion Injuries (RMI)**

RMI Incidents are injuries and illnesses that affect muscles, nerves, tendons, ligaments, joints and spinal discs, that are developed by workers when a major part of their job involves word processing, bending over, awkward work posture, lifting heavy objects, using continuous force, working with vibrating equipment, impact tools, manual pipetting and doing repetitive motions.

### **3.2 RMI Risk Factors**

- Frequency: The rate at which specific physical motions or exertions are repeated
- Force: Level of physical exertion by or pressure to any part of the body
- Duration: The length of any period of work activity that poses a RMI risk.
- Posture: The position of a body part during work activity
- Vibration and Temperature: Exposure to localized or whole-body vibration or exposure of hands and feet to temperature extremes which causes discomfort
- Recovery Time: The amount of time separating repetitive motions or exertions, or the amount of time separating periods of any work activity posing a RMI risk, which is needed to prevent fatigue of the body parts performing the activity
- Mechanical Stress: Stress on a small area of soft tissue, by a small, firm surface or object.

### **3.3 RMI Signs and Symptoms of Workers suffering from RMIs**

Workers may experience less strength for gripping, less range of motion, loss of muscle function and inability to do everyday tasks. Common symptoms include:

- Painful joints
- Pain, tingling or numbness in hands or feet
- Pain in wrists, shoulders, forearms, knees
- Fingers or toes turning white
- Back or neck pain
- Stiffness
- Shooting or stabbing pains in arms or legs
- Swelling or inflammation
- Burning sensation

## **4.0 RMI CONTROL MEASURES**

### **4.1 Engineering Controls**

RMI risk control measures include, but are not limited to, devices (such as adjustable workstations, tables, chairs, ergonomic accessories, equipment, and tools) and physical modifications to work stations, equipment, tools, production processes, or any other aspect of the work environment.

### **4.2 Administrative Controls**

Administrative Controls may include the following:

- Short breaks
- Job rotation

- Stretching techniques.
- An Ergonomic Evaluation & Control which is a process for identifying, analyzing and using feasible engineering and administrative controls to prevent Repetitive Motion Injuries

## **5.0 EMPLOYEE TRAINING**

Employee training will include the following elements:

- Exposures which have been associated with RMI's.
- The symptoms and consequences of injuries caused by repetitive motion.
- The importance of reporting symptoms and injuries to the employer.
- The methods used by the employer to minimize RMI's.

Training is provided to employees as follows:

- Initial training is provided as part of the establishment of the ergonomics program;
- Upon completion of a work site evaluation which identifies exposures which may cause or may have caused RMI's;
- To all new potentially exposed employees;
- To all potentially exposed employees given new job assignments for which training has not previously been received.

Employee Training will be documented in compliance with the OIAA Illness and Injury Prevention Program.

## **6.0 EMPLOYEE ERGONOMIC SELF ASSESSMENT**

### **6.1 Office/Computer Work Stations**

When sitting at your workstation, are your:

- Ears, shoulders, and hips aligned?
- Back's natural curves maintained?
- Shoulders relaxed?
- Elbows close to your body?
- Forearms parallel to the floor?
- Wrists and hands straight?
- Knees even with or slightly lower than your hips?
- Feet resting comfortably on the floor?

Have you checked the following items?

- Chair height
- Lower back support
- Computer monitor position and height (Top of monitor should be at top of forehead)
- Screen contrast and brightness
- Placement of task lamps and window blinds
- Telephone setup
- Position of input devices (Mouse and keyboard should be at front edge of desk.)

To get your blood moving and to relieve muscle tension, get up from your desk two or three times per hour. During these breaks, be sure to:

- Shrug your shoulders
- Shake your arms
- Stretch your legs and back
- Rotate your ankles and wrists
- Close your eyes for a few seconds

## **6.2 Industrial Work**

During your shift, do you:

- Take breaks to stretch and rest muscles during repetitive motion?
- Lift objects with your leg strength (rather than your back)?
- Carry heavy objects close to your body?
- Push objects with your weight instead of pulling them?
- Keep your body position neutral, without twisting or slouching?
- Limit contact stress by using the right tool for the job?
- Have padding on tool handles or wear special gloves to reduce vibration?
- Wear the right equipment when working in hot, cold, or noisy environments?

Have you checked your:

- Work height so that you can work without slouching over or reaching up?
- Shoes to make sure they provide comfort, support, and shock absorption?
- Body position, making sure you periodically change the way you stand or sit?

To get your blood moving and to relieve muscle tension, take a break from work when you can.

During these breaks, be sure to:

- Shrug your shoulders
- Shake your arms
- Stretch your legs and back
- Rotate your ankles and wrists
- Close your eyes for a few seconds

## **7.0 REPORTING RMIs**

- Report signs and symptoms of RMIs and perceived work-related ergonomic hazards to your supervisor
- Follow appropriate instructions and safe practices
- Organize the work environment to minimize frequent repetitive motions which could lead to injuries. Examples of motions to minimize are reaching, twisting, and bending
- Use appropriate tools, equipment, parts and materials in the manner established by your supervisor or manufacturer

- Report damaged, malfunctioning tools, equipment or materials to your supervisor in a timely fashion

## **8.0 ERGONOMIC EVALUATIONS REQUESTED BY PHYSICIANS**

When an employee receives a written request from their physician to have an ergonomic evaluation completed, the employee shall notify a program designee as soon as possible. A member of OIAA staff will meet with the employee and arrange for a complete an assessment of the employee's work areas. Upon completion of the assessment. a follow up meeting with the supervisor of the employee will be arranged to implement any recommendations for necessary improvements to the workstation. Any equipment that may be required from an ergonomic evaluation shall be paid for by OIAA.





## **IIPP Attachment 8: FALL PROTECTION AND LADDER SAFETY PROGRAM**

### **1.0 FACILITY INFORMATION**

Facility Name: Ontario International Airport Authority

Facility Address: 1923 E Avion St, Ontario, CA 91761

**Program Administrator:** Mark Thorpe  
CEO  
Ontario International Airport Authority  
Office: (909) 544-5426  
mthorpe@ontarioca.gov

**Primary Designee:** Ann Richey  
Risk Management Director  
City of Ontario  
Office: (714) 914-3870  
arichey@ontarioca.gov

**Secondary Designee:** Chris Waller  
Consultant / OIAA Environmental Manager  
Alta Environmental  
Office: (909) 544-5169  
Chris.Waller@altaenviron.com

### **2.0 PROGRAM COMPLIANCE**

This program will apply to all workers at Ontario International Airport Authority.

When working where there is a hazard of falling more than 7½ feet from the perimeter of a structure, unprotected sides and edges, leading edges, through shaft ways and openings, sloped roof surfaces steeper than 7:12, or other sloped surfaces steeper than 40 degrees not otherwise adequately protected. Fall protection is also required when working in boom lifts. In addition, this program will address the appropriate and correct use of ladders and ladder safety.

The department head is the responsible party for implementing this program and the training and documentation of training in compliance with the Ontario International Airport Authority Injury and Illness Prevention Program.

### **3.0 TYPES OF HAZARDS**

Fall protection is required when workers are working at heights of 6 feet or greater above a lower level. It applies at heights of less than 6 feet when working near dangerous equipment such as working over machinery with open drive belts, pulleys or gears or open vats of degreasing agents or acid.

Common hazards requiring fall protection are listed below:

- Wall openings where employees are working on, at, above or near wall openings where the outside bottom edge of the wall opening is 6 feet or more above lower levels and the inside bottom edge of the wall opening is less than 39 inches above the walking/working surface
- Holes that are more than 6 feet above lower levels
- Leading edges that an employee is working on and that is 6 feet from a leading edge (e.g. edge of roof)
- Excavations that are 6 feet or greater deep
- When working on framework or reinforcing steel-climbing or otherwise moving at a height greater than 24 feet.
- Hoist areas 6 feet or greater that require a worker to lean through the access area or out over the edge
- Overhand bricklaying which is conducted 6 feet or more above lower levels or where a worker must reach more than 10 inches below the level of a walking/working surface
- Precast concrete or residential construction where workers are installing precast members or conducting related operations such as grouting
- Ramps, Runways and other walkways at a height at a height of 6 feet or more must have a guardrail system
- Low slope roofs with unprotected edges and sides
- Steep roofs with unprotected edges and sides

### **4.0 TYPES OF FALL PROTECTION**

There are four types of fall protection systems which will be used when employees are exposed to fall hazards working at a height greater than 7 ½ feet:

- Standard guardrails, cables or floor hole covers
- Personal fall arrest system
- Positioning devices
- Fall restraint systems

#### **4.1 Standard Guardrails, Safety Cables, or Covers**

Guardrails are the easiest and most cost-effective methods of providing fall protection and have a very high success rate. Standard guardrails, safety cables, floor hole and sky light covers are our preferred means of fall protection on job sites. The following rules shall be followed when using these fall protection methods:

- Railings shall be constructed of wood, or in an equally substantial manner from other materials, and shall consist of a top rail not less than 42 inches or more than 45 inches in

height measured from the upper surface of the top rail to the floor, platform, runway or ramp level and a mid rail. The mid rail shall be halfway between the top rail and the floor, platform, runway or ramp. "Selected lumber" free from damage that affects its strength, shall be used.

- Wooden posts shall be not less than 2 inches by 4 inches in cross section, spaced at 8-foot or closer intervals.
- Wooden top railings shall be smooth and of 2-inch by 4-inch or larger material. Double, 1-inch by 4-inch members may be used for this purpose, provided that one member is fastened in a flat position on top of the posts and the other fastened in an edge-up position to the inside of the posts and the side of the top member. Mid rails shall be of at least 1-inch by 6-inch material.
- The rails shall be placed on the side of the post that will afford the greatest support and protection.
- All railings, including their connections and anchorage, shall be capable of withstanding without failure, a force of at least 200 pounds applied to the top rail within 2 inches of the top edge, in any outward or downward direction, at any point along the top edge. When the 200-pound test load is applied in a downward direction, the top edge of the guardrail shall not deflect to a height less than 39 inches above the walking/working level.
- Mid-rails, screens, mesh, intermediate vertical members, solid panels, and equivalent members shall be capable of withstanding, without failure, a force of at least 150 pounds applied in any downward or outward direction at any point along the mid-rail, screen, mesh, or other intermediate member.
- Railings exposed to heavy stresses from employees trucking or handling materials shall be provided additional strength using a heavier stock, closer spacing of posts, bracing, or by other means.
- The ends of the rails shall not overhang the terminal posts, except where such overhang does not constitute a projection hazard.
- Railings shall be so surfaced as to prevent injury to an employee from punctures or lacerations, and to prevent snagging of clothing.
- Steel banding and plastic banding shall not be used as top rails or mid-rails.
- Railings receiving heavy stresses from employees trucking or handling materials shall be provided additional strength using a heavier stock, closer spacing of posts, bracing, or by other means.

- Floor, roof and skylight openings shall be guarded by a standard railing and toe boards or a cover. Covering shall be capable of safely supporting the greater of 400-pounds or twice the weight of worker(s) and material(s) placed thereon.
- Coverings shall be secured in place to prevent accidental removal or displacement, and shall bear a pressure sensitized, painted, or stenciled sign with legible letters not less than one inch high, stating: "Opening--Do Not Remove." Markings of chalk or keel shall not be used.
- Ladderway floor openings or platforms shall be guarded by standard railings with standard toe boards on all exposed sides, except at the entrance to the opening, with the passage through the railing either provided with a swinging gate or so offset that a person cannot walk directly into the opening.
- Floor holes, into which persons can accidentally walk, shall be guarded by either a standard railing with standard toe boards on all exposed sides, or a floor hole cover of standard strength and construction that is secured against accidental displacement. While the cover is not in place, the floor hole shall be protected by standard railings.
- Wall openings, from which there is a drop of more than 4 feet, and the bottom of the opening is less than 3 feet above the working surface, shall be guarded with either a standard rail or intermediate rail or both.
- An extension platform outside a wall opening onto which materials can be hoisted for handling shall have side rails or equivalent guards of standard specifications. One side of an extension platform may have removable railings to facilitate handling materials.
- Wall opening protection barriers shall be of such construction and mounting that, when in place at the opening, the barrier will withstand a load of at least 200 pounds applied in any direction (except upward).
- All elevator shafts in which cages are not installed and which are not enclosed with solid partitions and doors shall be guarded on all open sides by standard railings and toe boards.
- A full body harness and lanyard are required when using boom lifts.

## **4.2 Personal Fall Arrest Systems**

Personal fall arrest systems consist of a full body harness and a shock-absorbing lanyard attached to suitable anchorage. They are also an effective means of preventing fall accidents. The system does not actually stop the fall but safely stops the worker from hitting the level below. Fall arrest systems will be our preferred means of protection when standard guardrails, safety cables, or

covers are not practical. The following rules, in addition to the manufacturer's requirements and OSHA regulations, will be observed:

- Ropes and straps (webbing) used in lanyards, lifelines, and strength components of body harnesses shall be made from synthetic fibers except when they are used in conjunction with hot work where the lanyard may be exposed to damage from heat or flame.
- Anchorages used for attachment of personal fall arrest equipment shall be independent of any anchorage being used to support or suspend platforms and capable of supporting at least 5,000 pounds per employee attached, or shall be designed, installed, and used as part of a complete personal fall arrest system which maintains a safety factor of at least two; and under the supervision of a qualified person.
- The attachment point of the body belt shall be located in the center of the wearer's back. The attachment point of the body harness shall be located in the center of the wearer's back near shoulder level, or above the wearer's head.
- Where practical, the anchor end of the lanyard shall be secured at a level not lower than the employee's waist, limiting the fall distance to a maximum of 4 feet.
- Harnesses, lanyards, and other components shall be used only for employee protection as part of a personal fall arrest system and not to hoist materials.
- Personal fall arrest systems and components subjected to impact loading shall be immediately removed from service and shall not be used again for employee protection until inspected and determined by a competent person to be undamaged and suitable for reuse.
- Workers shall be provided with prompt rescue of employees in the event of a fall or shall assure that employees are able to rescue themselves.
- Personal fall arrest systems shall be inspected prior to each use for wear, damage and other deterioration, and defective components shall be removed from service.
- Any lanyard, safety harness, or drop line subjected to in-service loading, as distinguished from static load testing, shall be immediately removed from service and shall not be used again for employee safeguarding.
- Personal fall arrest systems shall not be attached to guardrails, unless the guardrail is capable of safely supporting the load.
- Each personal fall arrest system shall be inspected not less than twice annually by a competent person in accordance with the manufacturer's recommendations. The date of each inspection shall be documented.

- Personal fall arrest systems will be rigged such that an employee can neither free fall more than 4 feet, nor contact any lower level.
- Personal fall arrest systems will bring an employee to a complete stop. They will also limit maximum deceleration distance an employee travels to 3.5 feet and have sufficient strength to withstand twice the potential impact energy of an employee free who falls 6 feet, or the free fall distance permitted by the system, whichever is less.

#### **4.3 Positioning Device Systems**

Positioning device systems are designed to allow employees to work with both hands free at elevated locations. By their very nature, they provide some level of fall protection. They are not as effective as railings or fall arrest systems. Positioning device systems may be used together with a fall arrest system for greater safety. Their use shall conform to the following provisions:

- Positioning devices shall be rigged such that an employee cannot free fall more than 2 feet.
- Positioning device systems shall be inspected prior to each use for wear, damage, and other deterioration, and defective components shall be removed from service.
- Body belts, harnesses, and components shall be used only for employee protection (as part of a personal fall arrest system or positioning device system) and not to hoist materials.
- The use of non-locking snap hooks is prohibited.
- Anchorage points for positioning device systems shall support two times the intended load or 3,000 pounds, whichever is greater.

#### **4.4 Personal Fall Restraint**

Fall restraint systems are designed to prevent the wearer from reaching the edge or danger area and thus prevent them from falling. Body belts or harnesses may be used for personal fall restraint.

- Body belts shall be at least one and five-eighths (1 5/8) inches wide.
- Anchorage points used for fall restraint shall support 4 times the intended load.
- Restraint protection shall be rigged to allow the movement of employees only as far as the sides of the working level or working area.

All safety belts, harnesses and lanyards placed in service or purchased on or before February 1, 1997, shall be labeled as meeting the requirements contained in ANSI A10.14-1975, Requirements for Safety Belts, Harnesses, Lanyards, Lifelines and Drop Lines for Construction and Industrial Use.

All personal fall arrest, personal fall restraint and positioning device systems purchased or placed in service after February 1, 1997, shall be labeled as meeting the requirements contained in ANSI A10.14-1991 American National Standard for Construction and Demolition Use, or ANSI Z359.1-1992 American National Standard Safety Requirements for Personal Fall Arrest Systems, Subsystems and Components.

## 5.0 PORTABLE LADDER SAFETY

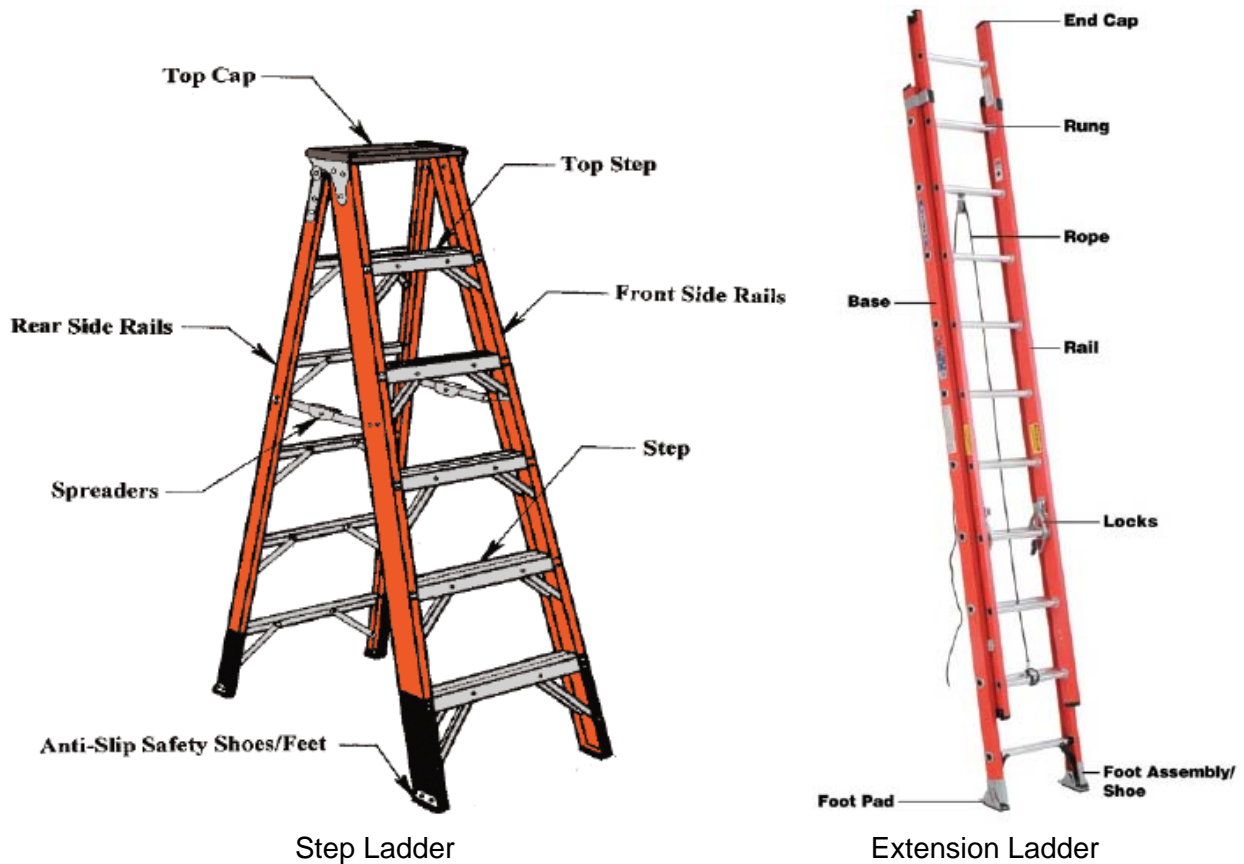
Portable ladders are typically either stepladders or extension ladders and are a means for workers to conduct maintenance, repairs or other tasks in areas otherwise inaccessible because of the height of the area where maintenance or other activities must be conducted.

### 5.1 Stepladder

A stepladder is a portable, self-supporting, A-frame ladder. It has two front side rails and two rear side rails. Generally, there are steps mounted between the front side rails and bracing between the rear side rails.

### 5.2 Extension Ladder

Extension ladders are also known as “portable ladders”. Extension ladders usually have two sections that operate in brackets or guides allowing for adjustable lengths. Because extension ladders are not self-supporting they require a stable structure that can withstand the intended load.



### **5.3 Articulating, Combination, Multi-Position or Sectional Ladder**

An articulating ladder is a non-self-supporting or self-supporting portable ladder, adjustable or non-adjustable in length. It consists of two or more sections of ladder that may be combined to function as a single ladder. The overall length of the assembled sections designates its size. They can be used to access areas above uneven surfaces.



Articulated Ladder

## **6.0 CORRECT LADDER CHOICE**

Ladders are designed and constructed to safely hold up to a specified amount of weight. Ladders come in five (5) different Duty Rating identified by their “Type”. The Duty Rating is defined as the maximum safe load capacity of the ladder. A person’s fully-clothed weight plus the weight of any tools and materials that are carried onto the ladder must be less than the duty rating.

### **6.1 Duty Ratings**

Use a ladder that can sustain at least four times the maximum intended load, except that each extra-heavy duty type 1A metal or plastic ladder shall sustain at least 3.3 times the maximum intended load. To determine the correct ladder, consider your weight plus the weight of your load.



Do not exceed the load rating and always include the weight of all tools, materials and equipment. Duty ratings are summarized below:

| Duty Rating      | Use        | Type | Load (lbs) |
|------------------|------------|------|------------|
| Special          | Rugged     | 1AA  | 375        |
| Extra Heavy Duty | Industrial | 1A   | 300        |
| Heavy            | Industrial | 1    | 250        |
| Medium           | Commercial | II   | 225        |
| Light            | Household  | III  | 200        |

## 7.0 FALL PROTECTION USE

Ladders may be used WITHOUT the user wearing a personal harness tied off to a CalOSHA certified fall protection anchor, when a leaning or extension ladder can be tied-off and stabilized to a permanent structure, or a step ladder is used on a level firm surface, and then work is done within the following specific activities:

- When using the ladder to gain access from one level to another without carrying anything in your hands.
- When using a ladder for access to a work area where work is conducted while standing on the ladder, provided the user can ascend and descend using both their hands during the entire up/down movement on the ladder.
- When working aloft on the ladder provided both of the user's feet are stationary on one rung.
- and the work area requiring two handed work is within the ladder's 'foot print' (i.e. no reaching beyond the base legs of the ladder with both hands).
- When the user can use three-point contact (both their feet plus one hand) for stability when reaching and working outside the ladder's 'foot print' using only one 'free' hand.
- When the ladder user's feet are below the top two rungs of a leaning single/extension-ladder, or are below the top two steps and top cap of a step ladder.
- When doing elevated 'fine two-handed work' within the 'foot print' of the ladder, where a user is using both hands to conduct light-weight work without the use of power tools. (Example: Twisting a wire nut on two to three 12-gage or smaller wires, hammering a nail into wood, or unscrewing a light bulb and installing a replacement light bulb.)
- When using a small cordless power tool such as a ¼" bit (or smaller) hand-drill that is not likely to cause imbalance should the power tool bind during use.

- When using a corded power tool within the ‘foot print’ of the ladder using only one hand to control the tool, and otherwise having 3-point contact on the ladder.

Fall protection must be used in all other ladder-use situations unless it can be demonstrated that the planned work activities are equivalently safe to the above noted requirements.

Alternatives to using fall protection include temporary scaffolding with appropriate railings, the use of a “Lift Pod”, the use of Genie lifts or bucket trucks, etc., and should be considered before using ladders in such situations.

## **8.0 LADDER INSPECTION**

A competent person must visually inspect stepladders for visible defects on a periodic basis and after any occurrence that could affect their safe use. Defects include, but are not limited to:

- Structural damage, split/bent side rails, broken or missing rungs/steps/cleats and missing or damaged safety devices.
- Grease, dirt or other contaminants that could cause slips or falls.
- Paint or stickers (except warning or safety labels) that could hide possible defects.
- Locks or tags damaged ladders to insure they will not be used until repaired.
- Renders damaged ladders that cannot be repaired unusable by cutting them into pieces or other destructive means, and then assures proper disposal of them.
- Assures that any wooden ladders in use are not painted with any color other than clear wood sealer to allow detailed inspection of wood grain and quality. Wood ladders that are painted or not clear-finished with the wood grain visible for inspection must be destroyed.
- If not already done so by the manufacturer, mark portable metal ladders with the words:

**“CAUTION DO NOT USE AROUND ELECTRICAL EQUIPMENT”**

## **9.0 WORKER TRAINING**

As part of their work activities, ladder users receive documented training once on the contents of this program and the general safe-work procedures it contains. In addition, site-specific or task-specific safe-work orientation/tail-gate training may be needed in the use of ladders for unusual operations. Annual review of the general requirements and safe-work rules of this program is appropriate for tailgate or periodically scheduled safety meetings. All training will be documented and records maintained as required by the Illness and Injury Prevention Program.

## **10.0 SAFE WORK PRACTICES**

Select a ladder that is the proper length and “duty rating” for the intended work.

A leaning or extension ladder must extend at least 36” above the edge of a roof/mezzanine when properly installed.

A step ladder must be tall enough so that you don't have to stand on the top or top two rungs of the ladder to access your work.

- Do not use electrically conductive (e.g. aluminum) ladders for electrical work or near live electrical parts.
- Inspect the ladder for broken or defective parts prior to each use.
- Remove damaged or defective ladders from use and notify department management of the problem ladder.
- Do not place ladders where they can be accidentally struck or displaced.
- If the ladder is used in an area where anyone could walk under it, the area must be cordoned off with a visual barrier such as yellow caution tape to alert pedestrians to the hazard of something falling from the ladder.
- Ladders must not be placed in passageways, doorways, driveways, or any location where they may be displaced by activities being conducted on any other work, unless protected by barricades or guards.
- For leaning or extension ladders, tie, block, or otherwise secure while in use.
- Do not splice ladders together.
- Always face the ladder while ascending and descending.
- Do not stand on the top two rungs of a single ladder or an extension ladder;
- Do not stand on the top cap and top two steps of a step ladder.
- Do not stand on the top three rungs of ladders unless there are members of an adjacent structure that provide a firm handhold, or the ladder user is protected by a personal fall protection system (e.g., positioning device or fall restraint system) tied off to a CalOSHA certified fall protection anchor.
- If working outside of the ladder's footprint, or when standing on the upper-most parts of the ladder as noted above, use an appropriate fall protection system
- Do not place planks on the top cap or any other part of a ladder.

- Do not use the X-bracing or other structures on the rear section of a stepladder for climbing unless the ladder is designed to be climbed from both sides.
- Make sure that a stepladder is properly set up and that the spreader is locked in place before use.
- Do not use the stepladder as a lean-to ladder.
- Always use a tool belt and other 'hands-free' carrying devices when ascending and descending a ladder.
- When working aloft, secure tools and supplies so they cannot fall from the ladder



## **IIPP Attachment 9: FIRE PREVENTION**

### **1.0 FACILITY INFORMATION**

Facility Name: Ontario International Airport Authority  
Facility Address: 1923 E Avion St, Ontario, CA 91761

### **2.0 EMERGENCY PERSONNEL NAMES AND PHONE NUMBERS**

Persons responsible for emergency planning and information including that all required emergency exits are clearly identified in the offices, shops, and warehouse and that all required firefighting and emergency equipment, including first aid supplies is available and in good condition.

Health and Safety Program Administrator:

Name: Mark Thorpe  
Title: CEO  
Organization: Ontario International Airport Authority  
Phone: (909) 544-5426  
Email: mthorpe@flyontario.com

Primary Designee, Risk Management Director:

Name: Ann Richey  
Title: Risk Management Director  
Organization: City of Ontario  
Phone: (714) 914-3870  
Email: arichey@ontarioca.gov

Secondary Designee; Health, Safety, and Environmental Management Contractor:

Name: Chris Waller  
Title: Consultant / OIAA Environmental Manager  
Organization: Alta Environmental  
Phone: (909) 544-5169  
Email: Chris.Waller@altaenviron.com

ONT Fire Station 10 (Safety Base): 911 or (909) 986-3371

ONT Construction and Maintenance Services (CMS) Staff: (909) 544-5254

### **3.0 MANAGEMENT RESPONSIBILITIES**

- Posting a facility map designating all emergency evacuation routes and the locations of all firefighting equipment and emergency supplies and equipment. These maps will be posted in at least two locations in the facility.
- Training all employees on the procedures to be followed in the event of fire, earthquake or other emergency including how to properly notify other affected employees.
- Identifying potential fire hazards in the office, shop and warehouse and ensuring that adequate steps are taken to prevent fires.
- Ensuring that combustible trash and materials are removed promptly from the facility, and that all flammable and combustible liquids are properly stored and handled.

### **4.0 FIRE PREVENTION IN OFFICES, SHOPS AND WAREHOUSES**

The following procedures will be used to prevent fires in offices, shops and warehouses.

- All accumulated combustible trash and debris will be removed as soon as practical.
- Flammable liquids will only be stored and dispensed from UL approved safety containers designed for that purpose.
- All rags soaked with flammable or combustible liquids will be properly stored in closed metal containers.
- Appropriate precautions will be taken to prevent fires when torch cutting, welding or soldering.
- Compressed gas cylinders containing flammable or explosive gasses will be properly stored in the upright position with their caps on and protected from heat or puncture. Fuel gas and oxygen shall be separated at least 20 feet when stored.
- Smoking or open lights are prohibited within 50 feet of flammable liquid or gas storage and dispensing areas.
- Flammable solvents will not be used for cleaning purposes.
- A fire extinguisher, rated not less than 2A, shall be provided for each 3,000 square feet of the floor area, or fraction thereof. Where the floor area is less than 3,000 square feet, at least one extinguisher shall be provided.
- Travel distance from any point of the protected area to the nearest fire extinguisher shall not exceed 75 feet.

- At least one fire extinguisher, rated not less than 2A, shall be provided on each floor. In multi-story buildings, at least one fire extinguisher shall be located adjacent to the stairway at each floor level.
- A fire extinguisher, rated not less than 10B, shall be provided within 50 feet of wherever more than 5 gallons of flammable or combustible liquids or 5 pounds of flammable gas are being used on the job site. This requirement does not apply to the integral fuel tanks of motor vehicles.
- Portable fire extinguishers shall be inspected monthly, or at more frequent intervals by the employer, and serviced at least annually by a person licensed or registered by the State Fire Marshal. NOTE: Inspection is a "quick check" that an extinguisher is available and will operate. It is intended to give reasonable assurance that the extinguisher is fully charged and operable. This is done by seeing that it is in its designated place, that it has not been actuated or tampered with, and that there is no obvious or physical damage or condition to prevent operation.
- Suitable fire control devices, such as portable fire extinguishers, shall be available at locations where flammable or combustible liquids are stored.
- At least one portable fire extinguisher, having a rating of not less than 20-B units, shall be located outside of, but not more than 10 feet from, the door opening into any room used for flammable liquid storage.
- At least one portable fire extinguisher, having a rating of not less than 20-B units, shall be located not less than 25 feet, nor more than 75 feet, from any flammable liquid storage area located outside.

## **5.0 EMPLOYEE EMERGENCY ALERT SYSTEM**

The system or method(s) to be used to employees of an emergency are:

- ONT Operations Radio System
- Alarms and Public Announcement System
- Everbridge Notification System (email, SMS, and voice call)

## **6.0 EMERGENCY EVACUATION PROCEDURES**

Evacuation route maps have been posted in each work area. The following information is marked on evacuation maps:

- Exits/Emergency exits
- Primary and secondary evacuation routes
- Locations of fire extinguishers
- Fire alarm pull stations' location
- Assembly points

## **6.1 Procedures:**

- Do not use elevators
- Evacuate quickly-without running-to the nearest exit specified in safety training or in the posted facility diagram. Use an alternate if that exit is blocked; you should know at least two evacuation routes
- Identify critical employees who remain to operate critical plant operations before they evacuate
- Proceed to the assembly point and stay there until all accounted for and authorized to leave the premises
- Until authorized, do not return to the work place

## **7.0 FIRST AID AND MEDICAL EMERGENCIES**

The following persons are designated and trained first aid providers:

- Fire Station 10 Personnel

Do not provide medical attention unless you are trained and have the necessary supplies available

First aid supplies are available at the Maintenance Office Lunchroom and Fire Station 10.

In the event of a medical emergency, request medical assistance by calling the phone number listed for reporting emergencies.





## **IIPP Attachment 10: HAZARD COMMUNICATION PROGRAM**

### **1.0 FACILITY INFORMATION**

Facility Name: Ontario International Airport Authority

Facility Address: 1923 E Avion St, Ontario, CA 91761

### **2.0 RESPONSIBLE PARTIES**

Person(s) responsible for hazard communication planning and information

**Program Administrator:** Mark Thorpe  
CEO  
Ontario International Airport Authority  
Office: (909) 544-5426  
mthorpe@ontarioca.gov

**Primary Designee:** Ann Richey  
Risk Management Director  
City of Ontario  
Office: (714) 914-3870  
arichey@ontarioca.gov

**Secondary Designee:** Chris Waller  
Consultant / OIAA Environmental Manager  
Alta Environmental  
Office: (909) 544-5169  
Chris.Waller@altaenviron.com

### **3.0 TYPES OF HAZARDOUS SUBSTANCE HAZARDS**

A hazardous substance is one which present a physical or health hazard.

#### **3.1 Health Hazard**

A health hazard is defined as any substance that causes acute or chronic health effects in exposed employees. Health hazards are substances that are cancer causing, a reproductive hazard, toxic, irritant, corrosive, sensitizer, raior cause harm to liver, kidneys, brain or central nervous system, blood system, lungs, eyes, skin or mucus membranes.

Each hazardous substance must be identified in the work place; an inventory of the Safety Data Sheet by maintenance department are appended to this program.

### **3.2 Physical Hazard**

A physical hazard is any substance that is combustible liquid, compressed gas, flammable, explosive, organic peroxide, pyrophoric, unstable (reactive) or water reactive.

### **4.0 INVENTORY OF HAZARDOUS SUBSTANCES**

A hazardous substance includes the following:

- The *Hazardous Substance List* (Code of California Regulations (CCR), Title 8, Section 339) "The Director's List of Hazardous Substances".
- *Code of Federal Regulations (CFR), Part 1910, Subpart Z, "Toxic and Hazardous Substances"* Occupational Health and Safety Administration; and CCR, Title 8, Section 5155, "Air Contaminants"
- *Threshold Limit Values for Chemical Substances in the Work Environment*, American Conference of Governmental Industrial Hygienists (ACGIH) 2017
- *Annual Report on Carcinogens*, National Toxicology Program (NTP) 2016
- *Monographs*, International Agency for Research on Cancer (IARC), World Health Organization
- *Safety Data Sheet* for substances listed as reproductive or cancer causing
- *CCR, Title 8, Section 12000*, under the Safe Drinking Water and Toxic Enforcement Act of 1986 (Proposition 65), "Chemicals Known to the State to Cause Cancer or Reproductive Toxicity" (published annually by Cal/EPA Office of Environmental Health Hazard Assessment)
- Any other substance that presents a physical or health hazard as determined by scientific evidence

A comprehensive inventory of hazardous substances is located at the Environmental Office at the Maintenance Administration Building. In addition, each shop or building has a list of the hazardous substances contained within the area.

### **4.1 Proposition 65 List of Chemicals**

The list of Proposition 65 List of Chemicals will be updated and information provided by the following individual:

Name: Chirs Waller, Alta Environmental

Phone: (909) 544-5169

### **5.0 SAFETY DATA SHEETS**

Cal/OSHA revised the Hazard Communication Standard (HCS) found in Title 8 of the California Code of Regulations (T8CCR), Section 5194 to align with the Globally Harmonized System (GHS) of classification and labeling of chemicals. Changes in the Hazard Communication Standard affect both chemical suppliers (manufacturers, importers, distributors) and employers whose employees may be exposed to hazardous chemicals. GHS is an international approach that standardizes chemical hazard classification, labeling and safety data sheets.

The revision to the HCS requires suppliers to use the same classification criteria for each type of health and physical hazard as required by GHS. Detailed instructions for evaluation, classification, categorization of the hazards and use of label elements are provided in the mandatory Appendices A, B, C, D, and F of the standard (T8 CCR 5194).

### **5.1 SDS Inventory**

- A current record of SDSs is maintained and checked to ensure that there is a corresponding and current SDS for each product in current use.
- An SDS must be provided prior to or with any shipment of hazardous substances
- If an SDS is needed from a supplier, the department supervisor will request the document to be sent promptly by email or fax. If an SDS cannot be obtained from a vendor within 25 days, a telephone call or written request will be made to Cal/OSHA:

Division of Occupational Safety and Health  
Deputy Chief of Health and Engineering Services  
1515 Clay Street, Room 1901  
Oakland, California 94612

SDSs inventories are located at each shop and/or building.

### **5.2 SDS Health and Safety Review and Update**

When an SDS is received, it will be reviewed for changes in health and safety information and if there are changes to this information, employees will receive new training; all training will be documented and will be conducted no later than 30 days of the SDS review.

The individual who will review the SDS is:

Name: Chirs Waller, Alta Environmental                      Phone: (909) 544-5169

### **5.3 SDS Archive**

Material Safety Data Sheets (MSDS) or SDS for chemicals no longer in use will be archived with the dates of use noted and the date the chemical was withdrawn from use.

Archived MSDS/SDS are located at the Environmental Office at the Maintenance Administration Building. To retrieve or review an archived MSDS or SDS, contact:

Name: Chirs Waller, Alta Environmental                      Phone: (909) 544-5169

### **5.4 SDS Availability for Employee Review**

Employees may review Safety Data Sheets by contacting the following individual:

Name: Chirs Waller, Alta Environmental                      Phone: (909) 544-5169

## 5.5 Proposition 65 Warnings

Proposition 65 warnings concerning chemicals that pose a cancer or reproductive hazard are provided to employees during initial and annual training and when new information is available.

## 6.0 LABELS AND OTHER FORMS OF WARNING

Primary chemical containers are bags, barrels, bottles, boxes, cans, cylinders and drums that you receive from the manufacturer. These containers should be labeled following the GHS mandates per the GHS label example above and including all six labeling elements.

1. **Signal Word.** The signal word indicates hazard level. It's like a safety sign header for your chemicals. "Danger" is used for the most severe instances, while "Warning" is less severe.
2. **GHS Symbols (Hazard Pictograms).** These are used to identify hazardous products and are commonly grouped by chemical/physical risk, health risk and environmental risk.
3. **Manufacturer Information.** This identifies the manufacturer's company name, address and telephone number.
4. **Precautionary Statements/First Aid.** These are phrases that are tied to each hazard statement. They describe general preventative, response, storage or disposal precautions. These statements will be found on the chemical's Safety Data Sheet. Similar to Hazard Statements, Precautionary Statements can be identified by a P-Code (like P100).
5. **Hazard Statements.** These are phrases that describe the nature of hazardous products and the degree of hazard. Hazard statements should be found on the chemical's Safety Data Sheet (SDS) and identified by an H-Code (like H100).
6. **Product Name or Identifiers.** Simply identify the product or chemical name. Additional identifiers can be noted to the right of the Manufacturer's information (#1).

When a label is on a container directly from a supplier, this label cannot be removed, altered or defaced. If it needs to be replaced, the new label must contain the same information as the original. All containers with hazardous contents must be properly labeled to convey the information to employees. Labels must be legible and prominently displayed and must be consistent with the GHS labeling system including hazard pictograms, signal words, precautionary statements and any supplemental information. A GHS label example is shown below:



Secondary containers are usually smaller than primary containers like, spray bottles, jugs, or jars. They usually hold chemicals that are transferred to from a primary container. Secondary containers must comply with GHS labeling requirements except when the following criteria are met:

- The material is used within the work shift of the individual who makes the transfer
- The worker who made the transfer is in the work area the entire time during use
- The container stays in within the work area and in the possession of the worker who filled the container

OSHA has not changed the general requirements for secondary container labeling specifically. Employers have the option to create their own workplace labels by using all of the information provided by the manufacturer or using a combination of the elements in the GHS label example above specific to the hazards of the chemicals.

Employers may continue to use rating systems such as the National Fire Protection Association (NFPA) diamonds or Hazardous Materials Identification System (HMIS) requirements for workplace labels, as long as they are consistent with the HazCom 2012 / GHS standard.

Secondary containers with hazardous contents will be labeled as follows



If applicable, the labels, signs and other warnings will be printed in other languages.

## **7.0 EMPLOYEE TRAINING AND INFORMATION**

Employee training is initially provided to all employees and for all new employees and the following information will be provided:

- The requirements of the hazard communication regulation, including employee's rights under the regulation
- The location and availability of the written hazard communication program
- Any operation in their work area, including non-routine tasks, where hazardous substances or Proposition 65 carcinogens/reproductive toxins are present and exposures are likely to occur
- Methods and observation techniques used to determine the presence or release of hazardous substances in the work area
- Protective practices the company has taken to minimize or prevent exposure to these substances
- How to read labels and review SDSs to obtain hazard information
- Physical and health effects of hazardous substances including simple asphyxiation, combustible dust and pyrophoric gas hazards as well as hazards not otherwise classified of the chemicals in the workplace
- Symptoms of overexposure
- Measure employees need to put into practice to reduce or prevent exposure to these hazardous substances using engineering controls, work practices, and use of personal protective equipment
- Emergency first aid procedures to follow if employees are exposed to hazardous substances
- The location and interpretation, if needed, of warning signs or placards to communicate that a chemical known to cause cancer or reproductive toxicity is used in the workplace

Employees will receive additional training when a new hazard is introduced into the workplace or whenever employees might be exposed to hazards at another employer's work site.

All training materials used must be appropriate in both content and vocabulary for the educational level, literacy level and language comprehension level of the employees. Employees will be given an opportunity to ask questions of the person(s) conducting the training.

### **7.1 New Hazard Training**

When new hazards are identified (either from new chemical use or new information on the SDS) employees will be trained within 30 days of receipt of this new information.

### **7.2 Periodic Refresher Training**

Periodic refresher training is administered as part of the annual Hazardous Waste Training.

### 7.3 Training Documentation

All HazCom training is documented on the “Initial Safety Training Certificate” and “Additional Safety Training Certificate:” All training documents are maintained at the OIAA Administration Building.

### 8.0 HAZARDOUS NON-ROUTINE TASKS

On occasion, employees will be required to perform hazardous non-routine tasks. Prior to starting such tasks, affected employees will be given information by their supervisor on hazards to which they may be exposed during such an activity.

This information will include the following topics:

- Specific hazards
- Measures in place to reduce the risk of these hazards including such engineering controls, including ventilation, presence of another employee (buddy system) respiratory protection program and establishing emergency procedures.
- Required protective/safety measures including but not limited to respiratory protection, fall protection, eye protection and protective coveralls.

The following non-routine hazardous tasks have been identified at this site:

| Non-Routine Task | Hazardous Substance | Safety Measures Required |
|------------------|---------------------|--------------------------|
|                  |                     |                          |
|                  |                     |                          |
|                  |                     |                          |
|                  |                     |                          |
|                  |                     |                          |

### 9.0 SPECIFIC HAZARDS

All personnel will receive appropriate training on the specific hazards of work they perform, and the proper precautions for protection against those hazards. Training will be conducted for new employees and whenever a new hazard is introduced into the workplace. Such hazards may include the following:

- New equipment
- Hazardous materials
- New operating procedures
- New job assignments
- Whenever a new or previously unrecognized hazard is identified

Specific topics may include, but are not limited to, the following:

- Fire prevention techniques and fire extinguisher use.
- Obtaining emergency medical assistance and first aid.
- Disaster preparedness and response, including building evacuation procedures.
- Health and safety for computer users.
- Back care, body mechanics, and proper lifting techniques.
- Hazard communication, including training on SDSs, chemical hazards and container labeling.
- Proper housekeeping.
- Chemical spill reporting procedures.

## **10.0 OUTSIDE CONTRACTORS**

The safety of our vendors and contractors is important to Ontario International Airport Authority. Adequate hazard communication training must be provided by all outside contractors to each of their employees. Prior to initiating work for OIAA, contractors must provide documentation to show each employee has received hazard communication training in accordance with CalOSHA, the Department of Toxic Substances Control (DTSC), and other federal, state, and local regulations.

Outside contractors are also responsible for site- and job-specific hazard communication and health and safety training. Contractors must prepare employees for potential hazards encountered during projects at or for OIAA, such as confined space entry, airfield access, etc. Job-specific training must be completed and documented prior to initiation of work.





## **IIPP Attachment 11: HEAT ILLNESS PREVENTION PLAN**

### **1.0 FACILITY INFORMATION**

Facility Name: Ontario International Airport Authority  
Facility Address: 1923 E Avion St, Ontario, CA 91761

### **2.0 RESPONSIBLE PARTIES**

Person(s) responsible for heat illness planning and information

|                               |                                                                                                                                         |
|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| <b>Program Administrator:</b> | Mark Thorpe<br>CEO<br>Ontario International Airport Authority<br>Office: (909) 544-5426<br>mthorpe@ontarioca.gov                        |
| <b>Primary Designee:</b>      | Ann Richey<br>Risk Management Director<br>City of Ontario<br>Office: (714) 914-3870<br>arichey@ontarioca.gov                            |
| <b>Secondary Designee:</b>    | Chris Waller<br>Consultant / OIAA Environmental Manager<br>Alta Environmental<br>Office: (909) 544-5169<br>Chris.Waller@altaenviron.com |

### **3.0 OUTDOOR WORK LOCATIONS**

Many roles and responsibilities at OIAA involve outdoor work. In addition, many buildings, such as hangars, are not climate controlled, and may become hot during warm days. The following job titles can include outdoor work:

- |             |               |                      |
|-------------|---------------|----------------------|
| • Carpenter | • Electrician | • Laborer            |
| • Painter   | • Landscaper  | • AC Technician      |
| • Locksmith | • Mechanic    | • Supervisor         |
| • Plumber   | • Inspector   | • Equipment Operator |

Locations where outdoor work may occur include, but are not limited to, the air operations area (AOA), Construction and Maintenance Services (CMS) yard, airport terminals, parking lots, landscaped areas, hangars, trash transfer area, and other facility grounds.

#### 4.0 IDENTIFYING HEAT ILLNESS TYPES

The following heat related conditions that employees may experience and the symptoms and causes of each condition are listed below:

| <b>Heat Illness</b> | <b>Symptoms</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>Causes</b>                                                                                                                |
|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|
| Heat Rash           | Appears as a cluster of red pimples or small blisters, most likely to be found on the neck and upper chest, in the groin, under the breasts, and in elbow creases                                                                                                                                                                                                                                                                                                                                                                                                                 | Excessive sweating during hot humid weather; body reduces its ability to sweat and thereby reducing body's tolerance to heat |
| Heat Cramps         | Painful or involuntary muscle spasms; more likely in calves, abdomen and/or back                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Electrolyte imbalance caused by sweating                                                                                     |
| Heat Exhaustion     | Extreme weakness or fatigue, giddiness, nausea or headache. Skin is clammy and moist; body temperature is normal or slightly elevated. Sweating continues but may stop if temperature rises rapidly and heat stroke occurs.<br>Symptoms include: <ul style="list-style-type: none"> <li>• Heavy sweating with cool moist skin</li> <li>• Fast but weak pulse rate</li> <li>• Shallow, fast breathing</li> <li>• Paleness</li> <li>• Muscle cramps</li> <li>• Excessive fatigue</li> <li>• Dizziness</li> <li>• Headache</li> <li>• Nausea/vomiting</li> <li>• Fainting</li> </ul> | Exposure to high temperature results in loss of fluid through sweating and from not drinking enough replacement fluids       |
| Heat Stroke         | Mental confusion, delirium, loss of consciousness, convulsions or coma. Body temperature of 102 <sup>o</sup> -104 <sup>o</sup> F or higher. Hot dry skin that may be red, mottled or bluish. Pulse can be rapid and weak; throbbing headache, shallow breathing                                                                                                                                                                                                                                                                                                                   | Body fails to regulate core temperature. Sweating stops and body can no longer release excess heat                           |

## **5.0 PREVENTING HEAT ILLNESS**

Ontario International Airport Authority has taken the following measures to prevent heat illness among employees:

- Training
- Provision of water
- Shade and cool-down rest areas
- Heat Acclimatization
- Emergency response
- Training for all employees and supervisors
- Sick employees
- Monitoring weather

### **5.1 Training**

All employees (supervisory and non-supervisory) must be trained before the employee begins work that may result in exposure to the risk of heat illness. The training will include but is not limited to the following:

- The environmental and personal risk factors for heat illness, as well as the added burden of heat load on the body caused by exertion, clothing and personal protective equipment.
- Ontario International Airport Authority procedures for complying with the requirements of Code of California Regulations (CCR) Title 8, Section 3395, including but not limited to provision of water, shade, cool-down rests and access to first aid and the employees right to exercise their protective rights under this standard without retaliation.
- The importance of frequent consumption of small quantities of water, up to 4 cups per hour, when the work environment is hot and employees are likely to be sweating more than usual in the performance of their work tasks.
- Understanding of acclimatization which is the temporary and gradual physiological change in the body that occurs when the environmentally induced heat load to which the body is accustomed is significantly and suddenly exceeded by sudden environmental changes. The body needs time to adapt when temperatures rise suddenly, and an employee risks heat illness by not taking it easy when a heat wave strikes or when starting a new job that exposes the employee to heat to which the employee's body has not yet adjusted.
- Different types of heat illness, the common signs and symptoms of heat illness and appropriate first aid and emergency responses to different types of heat illness.
- The understanding that heat illness may progress quickly from mild symptoms and signs to serious and life-threatening illness.
- The importance of immediately reporting to supervisor, signs and symptoms of heat illness in themselves or co-workers.
- Procedures for responding to signs and symptoms of possible heat illness including emergency procedures, if necessary.

- Contacting emergency medical services, transporting sick employees to a location for treatment by emergency responders and clear and concise directions for emergency responders to reach the work site.
- Designated employees on each shift to provide the following:
  - Monitor employees on shade/cool-down rests and asked if he/she are experiencing symptoms of heat illness
  - Notify supervisor if symptoms of heat illness are reported by the employee or observed during work or cool-down rest
  - Initiate emergency medical response, if necessary

### **5.2.1 Supervisor Training**

Supervisory training for heat illness prevention will consist of the following topics prior to assignment to supervise employees who may be exposed to the risk of heat illness:

- All training as described above in section 5.1.
- Procedures to implement all the requirements of heat illness prevention and to respond to workers exhibiting signs and symptoms of heat illness, including emergency procedures
- Weather report monitoring and how to respond to hot weather advisories

### **5.2.2 Heat Acclimatization**

Additional training will consist of the following:

- How to adjust work schedules and breaks at the beginning of the warm season or during the initial exposure by a new employee to provide a period of acclimatization. Acclimatization for employees will be conducted as follows:
  - New employees, or those employees who have been newly assigned to a high heat area will be closely observed by the supervisor or designee for the first 14 days.
  - The intensity of the work will be lessened during a two-week break-in period (such as scheduling slower paced, less physically demanding work during the hot parts of the day and the heaviest work activities during the cooler parts of the day (early-morning or evening).
  - Steps taken to lessen the intensity of the workload for new employees will be documented.

### **5.3 Cool-Down Recovery**

Employees will be allowed to take paid cool-down recovery periods of at least 5 minutes when the employees feel the need to do so to protect themselves from heat illness.

### **5.4 High Peak Temperatures – 95 °F and above**

Adjustments will consist of the following measures:

- Before starting work, tailgate meetings will be held, to review the company heat illness prevention procedures, the weather forecast and emergency response.
- If schedule modifications are not possible, workers will be provided with an increased number of water and rest breaks and will be observed closely for signs and symptoms of heat illness.

- Observing employees for alertness and signs or symptoms of heat illness.
- Designating one or more employees on each worksite as authorized to call for emergency medical services, and allowing other employees to call for emergency services when no designated employee is available.
- How to adjust work/break schedules during periods of high heat to reduce exposure during daily periods of peak heat. Adjustment of work schedules will be implemented when peak temperatures reach 95°F or above. These adjustments will include the following:
  - Each employee will be assigned a “buddy” to be on the lookout for signs and symptoms of heat illness and to ensure that emergency procedures are initiated when someone displays possible signs or symptoms of heat illness.
  - Effective communication by voice, direct observation or electronic means will be maintained so employees can contact a supervisor, if necessary.
  - Cool-down rest breaks may be required more frequently, may last for slightly longer than 5 minutes and more water consumed than 4 cups per hour per employees; additional water supplies must be made available.

## **5.5 Weather Monitoring**

Supervisors will monitor the weather as follows:

- Weather forecasts and information are available from the National Weather Service at [www.nws.noaa.gov](http://www.nws.noaa.gov).
- The forecasts **MUST** be monitored in advance to evaluate the risk level for heat illness so that necessary work modifications may be made.
- Weather will be periodically checked at the work site on hot days; a thermometer may be used if the measurement is not taken in a shaded area.

## **5.6 Provision of Water**

- Continuous access to fresh, pure and suitably cool drinking water (piped or bottled in sanitary containers) that comply with Cal/OSHA standards.
- During hot weather, the water will be cooler than ambient temperature, but not so cool as to cause discomfort.
- Sufficient supplies to provide one quart (4 cups) of water to each employee per hour. Water containers must be checked and replenished during the shift to ensure that enough water is available.
- Water will be placed as close as practicable to areas where employees are working to encourage the frequent consumption of water. Bottled water or containers, if issued to employees, must be labeled with the worker’s name to prevent cross contamination. If the work area is large, water must be placed in multiple locations.
- Workers are encouraged to consume water frequently during the work shift in small quantities (up to 4 cups per hour) even if they are not thirsty.

## 5.7 Shade/Cool-Down Rest Areas

Shade shall be present when the temperature exceeds 80 °F. When the outdoor temperature in the work area exceeds 80 °F OIAA will have and maintain one or more areas with shade while employees are present.

- Shade provided must provide blockage of direct sunlight and be in a location as close as practicable to the work area.
- Shade may be open to the air or provided with ventilation or cooling.
- Shade available must accommodate all employees who are on a break at any point in time, including those who remain on-site during mealtimes.
- Shaded areas must be large enough that the employees may sit in a normal posture without physical contact with each other.
- Meal, rest and recovery (cool-down) periods may be rotated as necessary.
- When the outdoor temperature in the work area exceeds 80°F, one or more shade areas will be maintained at all times while employees are present.
- Shade will be provided in a timely manner when requested by the employee.
- The shade may not cause any other health or safety hazard or be placed in an area where use will be deterred or discouraged.
- Employees will be allowed and encouraged to take cool-down rest in the shade for at least 5 minutes at a time when they feel the need to do so. Please contact the following individual if you believe you are being denied a cool-down rest:

Name: Ann Richey, City of Ontario

Phone: (714) 914-3870

- Any employee who takes a cool-down rest will be:
  - Monitored
  - Asked if they are experiencing symptoms of heat illness
  - Encouraged to remain in the shade
  - Not ordered back to work until signs /symptoms of heat illness have diminished
  - Not ordered back to work in less than 5 minutes in addition to the time needed to access shade

## 5.8 Employees Exhibiting Signs and Symptoms of Heat Illness

If signs and symptoms of heat illness are observed or reported during an employee's cool-down rest period, the following procedures will be implemented:

- The employee must be continuously monitored.
- Initiate first aid/emergency response, as required.

- Do not leave an employee with signs and symptoms of heat illness unattended or send home without implementing on-site first aid or emergency response as required.

Heat illness may progress quickly from mild symptoms and signs to serious and life-threatening illness.

## **6.0 HEAT ACCLIMATIZATION**

Heat acclimatization is the process by which the body adjusts to work in the heat; acclimatization typically takes place within a period of 4 to 14 days of regular work for at least 2 hours per day in the heat. This acclimatization period will vary by individual. To become acclimatized to working in heat, the following procedures will be implemented:

- Weather will be monitored by Supervisors as described in Section 5.2.4 of this program.
- A heat wave means any day in which the predicted high temperature will be at least 80°F and at least 10 degrees F higher than the average daily temperature in the preceding 5 days.
- During heat waves, all employees will be closely observed by either a supervisor or other trained, designated person.
- New employees or those individuals not heat acclimatized will be closely observed by a supervisor or trained designated person.
- The following adjustments may be made to assist with a new employee's acclimatization:
  - Work tasks that will lessen the physical intensity of the work
  - Scheduling a slower pace for the work
  - Assigning less physically demanding work during the hottest part of the day
  - Changing the shift schedule
  - Removing non-essential tasks
  - Any other steps to reduce the physical demands of the work

Supervisors and trained designated persons must stay alert to the presence of signs and symptoms of heat illness with new employees during heat waves.

## **7.0 EMERGENCY RESPONSE**

At each work location, all employees must be provided with access to means to contact a supervisor, emergency services or 911 when necessary. Radios or mobile telephones may be used if these devices are checked and ensured to be reliable and functional with acceptable reception.

If emergency response is required, the following measures will be implemented:

- Clear and specific directions will be posted at the work site or given to each employee to instruct emergency services or 911 how to most rapidly reach the work site.
- Employees will be trained how to transport the sick employee to a location where emergency responders may provide care.

- Supervisors and employees will be trained to recognize the signs and symptoms of heat illness.
- Supervisors will take the immediate necessary action if they observe signs and symptoms of heat illness or if such are reported to them.
- A person will be designated to ensure that emergency procedures are implemented and to provide first aid, if appropriate.
- Employees exhibiting signs or symptoms of heat illness will be monitored and not left alone; on-site first aid or appropriate emergency medical services will be provided.
- If there are indicators of heat illness observed, the employee will be kept cool and comfortable once emergency responders are called.

### **7.1 Reporting Emergencies**

The person reporting the emergency must provide the emergency responder with the following information

- Employer's name
- Nature of the emergency
- Location of the victim
- Directions to the work site (given to employee or posted at the work site)

Employees must notify supervisor to report heat illness in themselves or other employees.

If they cannot immediately reach a supervisor, the following emergency responders must be called.

Medical assistance: Fire Station 10 (Safety Base): 911 or (909) 986-3371

Company Nurse: (877) 518-6711

Fire Department: City of Ontario Fire Department: (909) 395-2002

Police: City of Ontario Police Department: (909) 395-2001

### **7.2 Notification Method**

The following notification method will be used to alert supervisors and emergency services of a situation requiring assistance:

- ONT Operations Radio System
- Alarms and Public Announcement System
- Everbridge Notification System (email, SMS, and voice call)

### **7.3 Designated First Aid Providers**

The following persons are designated and trained first aid providers:

- Fire Station 10 Personnel



Do not provide medical attention unless you are trained and have the necessary supplies available

First aid supplies are available at the Maintenance Office Lunchroom and Fire Station 10.

In the event of a medical emergency, request medical assistance by calling the phone number listed for reporting emergencies.

#### **7.4 Handling a Sick Employee**

When an employee exhibits possible signs or symptoms of heat illness, a trained first aid worker or supervisor will check the employee and provide first aid or call for emergency services as needed.

- A sick worker will not be left alone in the shade as heat illness can progress rapidly and may become life threatening
- If there is no supervisor on-site, or a supervisor cannot be immediately reached, emergency services will be called

**If severe heat illness is suspected, emergency medical personnel must be contacted immediately.**

The following first aid must be implemented while awaiting emergency services arrival on-site:

- Move the worker to shade to cool off
- Give small amounts of water if the victim is conscious and not vomiting
- Remove excess layers of clothing
- Assist in cooling-fans, ice packs in groin and underarms, soak clothing in water or place wet towels on the body

#### **8.0 HIGH HEAT PROCEDURES**

These procedures are applicable when the temperature equals or exceeds 95°F:

- Employees will be observed for alertness and signs or symptoms of heat illness using the following:
  - Direct observations by the supervisor or other designated observer for small groups of 20 or fewer employees
  - Mandatory buddy system
  - Regular communication with employees working alone
  - Other effective means of observation/monitoring to ascertain the condition of the employee and provide emergency response if needed.
- Effective communication so employees can communicate with a supervisor when necessary
- Pre-shift safety meetings will review high heat procedures
- Employees will be encouraged to consume water and take cool-down breaks of at least 5 minutes in duration as needed

One or more employees are designated and authorized to call for emergency medical services, plus employees can use assigned radios to contact the Safety Base when necessary. Designated employees to call emergency services:

Lodis Woodmore, Tim Armenta, and Connie Sorenson.

**IF THE ABOVE INDIVIDUAL IS UNAVAILABLE, ANY EMPLOYEE CAN  
CALL FOR EMERGENCY MEDICAL SERVICES**



## IIPP Attachment 12: LOCK-OUT/TAG-OUT PROGRAM

### 1.0 FACILITY INFORMATION

Facility Name: Ontario International Airport Authority

Facility Address: 1923 E Avion St, Ontario, CA 91761

**Program Administrator:** Mark Thorpe  
CEO  
Ontario International Airport Authority  
Office: (909) 544-5426  
mthorpe@ontarioca.gov

**Primary Designee:** Ann Richey  
Risk Management Director  
City of Ontario  
Office: (714) 914-3870  
arichey@ontarioca.gov

**Secondary Designee:** Chris Waller  
Consultant / OIAA Environmental Manager  
Alta Environmental  
Office: (909) 544-5169  
Chris.Waller@altaenviron.com

### 2.0 PROGRAM COMPLIANCE

This program will apply to workers in the following shops:

- Electrical Shop
- Paint Shop
- Carpenter Shop
- Landscaping Shop
- Plumbing shop
- Mechanical Repair Shop
- Air Conditioning Shop
- Locksmith shop

All workers, when performing service, maintenance, cleaning and repairs, will adhere to this program to minimize injuries from electrical, mechanical, hydraulic, pneumatic, chemical, thermal or other energy sources when performing the above activities.

All employees will be instructed in the significance of electrical safety, energy control procedures, and lock-out / tag-out. Each new employee shall be instructed by their Supervisor in the purpose and use of these procedures as part of the overall Illness and Injury Prevention Program.

## 2.1 Program Exceptions

- Work performed on cord or plug connected electrical equipment, if exposure to the hazards of unexpected energy release of the equipment is controlled by unplugging the equipment from the energy source, **and if the plug is under the exclusive control of the worker performing the repair or maintenance task.**
- Minor tool changes or adjustments that take place that are routine, repetitive and integral to the use of the equipment, **if alternative procedures demonstrate that effective protection for workers is in place.**
- Operations that must be performed on systems providing essential services such as gas, steam or water, and that
  - Continuity of service is essential
  - Shutdown of the system is impractical
  - **Documented procedures demonstrate that effective protection for workers is in place.**

## 3.0 WORKING ON ENERGIZED SYSTEMS

Work shall not be performed on exposed energized parts of equipment or systems until the following conditions are met:

- Responsible supervision has determined that the work is to be performed while the equipment or systems are energized.
- All work is conducted in accordance with the requirements of NFPA Standard 70E for Electrical Safety.
- Involved personnel have received instructions on the work techniques and hazards involved in working on energized equipment and appropriate equipment to perform the job has been provided.
- Suitable personal protective equipment has been provided and is used. Suitable insulated gloves shall be worn for voltages in excess of 300 volts, nominal.
- Suitable eye protection, including face shield and safety glasses or goggles, has been provided and is used.

- Suitable Arc Flash and Arc Blast protection is provided for high voltage work.
- Fire resistant clothing such as Nomex suits are worn.
- Where required, suitable barriers, barricades, tags, or signs are in place for personnel protection.

After the required work on an energized system or equipment has been completed, an authorized person shall be responsible for:

- Removing from the work area any personnel and protective equipment.
- Reinstalling all permanent barriers or covers.

### **3.0 LOCK-OUT/TAG-OUT PROTOCOL**

Machinery or equipment capable of **movement** shall be stopped and the power source de-energized or disengaged, and locked out. If necessary, the moveable parts shall be mechanically blocked or secured to prevent inadvertent movement during cleaning, servicing or adjusting operations unless the machinery or equipment must be capable of movement during this period to perform the specific task. If so, the hazard of movement shall be minimized.

Equipment or power-driven machines equipped with lockable controls, or readily adaptable to lockable controls, shall be locked out or positively sealed in the "off" position during repair work and setting-up operations. In all cases, accident prevention signs and/or tags shall be placed on the controls of the equipment or machines during repair work.

A sufficient supply of accident prevention signs or tags and padlocks, seals or other similarly effective means that may be required by any reasonably foreseeable repair will be available.

### **4.0 GENERAL LOCK-OUT/TAG OUT PROCEDURE**

Prior to engaging in a shutdown and locking out machinery or equipment, the scope and purpose of the Lock-Out/Tag-Out must be defined and the preliminary steps outlined below must be considered.

- Define the type and magnitude of the energy involved
- Define the associated hazards of the energy involved
- Define what control measures for the energy involved
- Define the procedures needed to perform the shutdown including isolating, blocking and securing machines and equipment
- Locate all energy sources that power the equipment to be serviced including hidden sources of energy; many machines and equipment may have more than one source of power
- Determine how and where to place, remove and transfer locks
- Determine who is responsible for the locks

- Testing the machine or equipment to confirm lock-out

Once the preliminary steps are completed and prior to engaging in service disruptions or equipment lock-out, all affected personnel must be notified of the disruption, anticipated duration and anticipated restoration of services.

#### **4.1 Isolating Equipment and Installing Lock-Out Devices and Tags**

- If the equipment is operating, shut it down by the normal stopping procedure (such as: depress stop button, open toggle switch).
- Operate the switch, valve, or other energy isolating devices so that the energy source(s) (electrical, mechanical, hydraulic, other) is disconnected or isolated from the equipment.
- Stored energy, such as that in capacitors, springs, elevated machine members, rotating fly wheels, hydraulic systems, and air, gas, steam or water pressure, must also be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down. Lockout energy isolating devices with an assigned individual lock and a tag with d name, department, how to reach you, the date and time of tagging and the reason for the lockout.
- After ensuring that no personnel are exposed and as a check on having disconnected the energy sources, operate the push button or other normal operating controls to make certain the equipment will not operate. CAUTION: Return operating controls to neutral position after the test.

### **NEVER USE ANOTHER WORKER'S LOCK AND NEVER LEND YOURS**

#### **4.2 Procedure Involving More Than One Person**

If more than one individual is required to lock out equipment, each shall place his/her own personal lock on the energy isolating device(s). One designated individual of a work crew or a Supervisor, with the knowledge of the crew, may lock out equipment for the whole crew. In such cases, it may be the responsibility of the individual to carry out all steps of the lockout procedure and inform the crew when it is safe to work on the equipment. The designated individual shall not remove a crew lock until it has been verified that all individuals are clear.

#### **4.3 Shift or Personnel Changes**

If a lockout procedure will extend into the following shift, the authorized employee who originally placed the lock will remove it and it will immediately be replaced with the lock of the authorized employee who is to continue the repair or maintenance on that equipment or machine for the following shift.

#### **4.4 Restoring Equipment to Service**

After the work is completed and the equipment is ready to be returned to normal operation, this procedure must be followed:

- Remove all non-essential items.
- See that all equipment components are operationally intact, including guards and safety devices. Repair or replace defective guards before removing lockouts.
- Remove each lockout device using the correct removal sequence.
- Make a visual check before restoring energy to ensure that everyone is physically clear of the equipment.

## **5.0 WORKER TRAINING**

Authorized employees shall receive training covering the following topics:

- Recognition of hazardous energy sources.
- Types and magnitude of hazardous energy in the workplace.
- Methods, devices, and procedures used to lockout, verify lockout, and otherwise control hazardous energy on all pieces or types of equipment (including cord and plug onnected equipment).
- Procedures for removing locks and returning a machine or piece of equipment to operation.
- Transfer of lockout responsibilities.

## **6.0 OUTSIDE CONTRACTORS**

Any on-site outside contractors and their subcontractors that perform servicing or maintenance or any operations where a hazardous energy source may present hazards or injury to workers must abide by this policy.

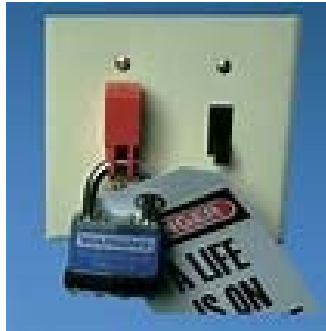
Outside contractors must provide their Lock-Out/Tag-Out program with policy, methods and effectiveness to Ontario International Airport Authority for review and acceptance.

Outside contractors covered by this program shall apply their own locks and tags to equipment; locks and tags that are similar but not identical to those used by OIAA may be used.

If the outside contractor does not know how to lock-out and test the equipment, an authorized designee of OIAA may lock out the equipment with the outside contractor holding the key to the lock until the work is complete.

## 7.0 EXAMPLES OF LOCK-OUT/TAG-OUT DEVICES

This is an example of a wall switch lock-out



- Remove the screws from the switch plate
- Adjust the switch lock-out device over the switch plate and install it on the switch
- Position switch in desired position
- Close the switch lock-out device place your lock and tag through the device hasp

This is an example of a plug lock-out/110 volts

- Insert the plug into the box
- Close the cover of the box
- Insert lock and tag through the hasp of the device

Shown Open below:



Shown closed below:





Device shown with lock and tag



These are examples of a circuit breaker box lock-out device. This device slides right onto a breaker switch and clamps down to prevent accidental or unauthorized circuit flipping.

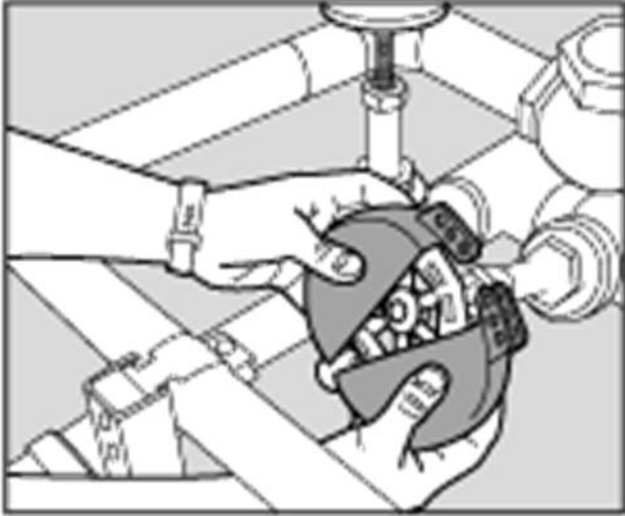
Device Shown in Open Position



Device Shown in Closed Position



Below are images of various types of valve lock-out devices. These devices are available in various configurations for different types of equipment.



The following pages are meant as a lock-out/tag-out sequencing and checklist and will be used as project documentation and part of the overall safety records for the OIAA Illness and Injury Prevention Program.



## 1.0 EQUIPMENT EVALUATION FOR LOCK-OUT/TAG-OUT PROCEDURE

Equipment type/Name: \_\_\_\_\_

Location of equipment  
(building/room: \_\_\_\_\_

Reason for equipment lock-out: \_\_\_\_\_

Anticipated Lock-out duration (specify dates/hours & service  
restoration): \_\_\_\_\_

Affected Services: \_\_\_\_\_

Affected personnel/departments: \_\_\_\_\_

## 2.0 LOCK-OUT/TAG-OUT PROCEDURE-IDENTIFY ENERGY SOURCES

- Electrical plug or outlet
- Back up energy (e.g. back up generator)
- Main control (circuit breaker or main power switch)
- Valve or other control
- Other (specify) \_\_\_\_\_

## 3.0 IDENTIFY RESIDUAL ENERGY

- Pressurized air
- Pressurized water
- Hydraulic
- Springs/coils
- Compressed gas
- Kinetic energy (fan or flywheel)
- Gravity-falling objects
- Other (specify) \_\_\_\_\_

**4.0 IDENTIFY EQUIPMENT POWER CONTROLS**

- Valve(s)
- Switch(s)
- Circuit breaker(s)
- Other (describe) \_\_\_\_\_

**5.0 AFFECTED PERSONNEL/DEPARTMENT NOTIFICATION**

Departments affected and locations \_\_\_\_\_:

Person(s) notified \_\_\_\_\_ Date/Time \_\_\_\_\_

Notification method(s) \_\_\_\_\_

Person(s) notified \_\_\_\_\_ Date/Time \_\_\_\_\_

Notification method(s) \_\_\_\_\_

Person(s) notified \_\_\_\_\_ Date/Time \_\_\_\_\_

Notification method(s) \_\_\_\_\_

**6.0 ENERGY ISOLATION**

List all necessary steps to isolate power and list locations of each power control to be locked-out:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**7.0 IDENTIFY LOCK-OUT DEVICES AND TAGS ARE REQUIRED**

- Main control lock-out
- Valve lock-out
- Power plug/cord lock-out
- Control box lock-out

- Main switch lock-out
- Other (specify)\_\_\_\_\_

**8.0 IDENTIFY BLOCK-OUT IS REQUIRED (IF NECESSARY)**

---

---

**9.0 ADDITIONAL EQUIPMENT TAG-OUT WITH NOT LOCK-OUT/BLOCK-OUT**

---

---

**10.0 DISSIPATE/RESTRAIN RESIDUAL ENERGY**

- Grounding
  - Repositioning
  - Other
- 

**11.0 TESTING EQUIPMENT AFTER LOCK-OUT IS IN PLACE**

Identify & list operating control to verify that the equipment is locked out:

---

---

List & sequentially number each step for equipment lock-out verification:

---

---

---

---

---

Submitted by:

Name (Print):\_\_\_\_\_ Signature:\_\_\_\_\_

Submitted to:\_\_\_\_\_

Date/Time:\_\_\_\_\_

How submitted:

- Physical/paper copy
- E-mail
- Fax