

# Injury & Illness Prevention Program



**LIFE SAFETY**  
Associates

1876 Hartog Drive  
San Jose CA 95131

# Table of Contents

---

<b>Table of Contents</b>	<b>2</b>
<b>Section One</b>	<b>4</b>
Introduction .....	4
<b>Section Two</b>	<b>5</b>
Scope & Purpose .....	5
2.1 Scope .....	5
2.2 Purpose .....	5
<b>Section Three</b>	<b>6</b>
Reference Documents & Definitions.....	6
3.1 Reference Documents.....	6
3.2 Definitions.....	7
First aid treatment -.....	7
Occupational injury - .....	7
Occupational illness -.....	7
Recordable injury, illness or death -.....	7
<b>Section Four</b>	<b>8</b>
Responsibilities .....	8
4.1 It is the responsibility of Corporate and Site EH&S Coordinators .....	9
4.2 Legal Reporting Requirements .....	10

Contents will vary based on your site and related risks

<b>Section Five</b>	<b>11</b>
Program Elements.....	11
5.1 Program Goals .....	11
5.2 Safety Rules .....	11
5.3 Inspections .....	12
5.4 Occupational Illness And Injury .....	13
5.5 Employee Communication And Recognition.....	14
5.5.1 Disciplinary Action.....	14
5.5.2 Supervisor responsibilities: .....	15
5.5.3 Identifying reasons for noncompliance with regulations: .....	15
5.5.4 Disciplinary Procedures: .....	16
<b>Section Six</b>	<b>17</b>
Correction of Hazards .....	17
<b>Section Seven</b>	<b>19</b>
General Safety Training .....	19
7.1 Training By Supervisors.....	21
<b>Section Eight</b>	<b>22</b>
Records & Documentation .....	22
<b>Section Nine</b>	<b>23</b>
Audits & Assessments.....	23

# Emergency Action Plan



**LIFE SAFETY**  
Associates®

1876 Hartog Drive  
San Jose CA 95131

# Table of Contents

---

<b>Table of Contents</b>	<b>2</b>
<b>Section One</b>	<b>6</b>
Preface.....	6
Use Of This Manual.....	6
<b>Section Two</b>	<b>7</b>
Life Safety Features .....	7
2.1 Sprinkler Systems.....	7
2.2 Fire Alarm, Strobe Lights and Smoke Detection.....	7
2.3 Public Address.....	7
2.4 Life Safety System Panel.....	7
2.5 Emergency Exit Signs.....	8
2.6 Pull Stations.....	8
2.7 Extinguishers .....	8
2.8 Roof .....	8
2.9 Utility Location Information .....	8
2.10 Emergency Phone Numbers.....	9
2.11 Hospitals.....	9
<b>Section Three</b>	<b>10</b>
Emergency Action Plan Overview .....	10
3.1 Chain of Command.....	10
3.2 Arrangements with Outside Agencies.....	10
<b>Section Four</b>	<b>11</b>
Emergency Action Plan Initiation.....	11
4.1 Evacuation Conditions .....	12
4.2 Notification to Evacuate .....	12
4.3 Shelter-In-Place .....	13

**Emergency Action Plan**

**Contents will vary based on your site and related risks**

4.4 Building Evacuation Coordinators (BEC) ..... 13  
    BEC Responsibilities ..... 14  
4.5 Physically Challenged Escorts (PCE) ..... 15

**Section Five 16**

Emergency and Evacuation Procedures ..... 16  
    5.1 Evacuating the ill or Injured ..... 17  
    5.2 Building Evacuation ..... 17  
    5.3 Assembly Areas ..... 17  
    5.3.1 Assembly Area Map ..... 18  
    5.4 Security ..... 19  
    5.5 Fire ..... 19  
        5.5.1 Fire discovered inside your office ..... 19  
        5.5.2 Fire discovered outside of your office ..... 20  
        5.5.3 Fire safety reminders ..... 21  
        5.5.4 Fire prevention tips ..... 21  
        5.5.5 Fire extinguisher location & basic operation ..... 22  
    5.6 Earthquake Procedures ..... 22  
    5.7 Chemical Release ..... 24  
    5.8 Flooding ..... 26  
    5.9 Medical Emergencies ..... 27  
    5.10 Explosions ..... 28

**Additional Emergency Procedures 29**

Recommendations and Guidance ..... 29  
    6.1 Shut-Down / Start-up ..... 29  
    6.2 Armed Intrusion ..... 29  
        6.2.1 Intruder Inside ..... 29  
        6.2.2 Intruder Outside ..... 30

**Emergency Action Plan**

**Contents will vary based on your site and related risks**

6.3 Bomb Threat.....	30
6.3.1 Telephone Bomb Threats .....	30
6.3.2 Written Bomb Threats .....	31
6.3.3 Personal Receipt of Bomb Threats .....	31
6.3.4 Searching Your Office Area for A Suspected Bomb.....	32
6.3.5 Suspicious Packages (delivered) .....	32
6.3.6 Suspected Bomb Safety Precautions.....	33
6.4 Power Failure .....	34
6.4.1 Evacuating .....	34
6.5 Civil Disturbance.....	34
6.6 Violence in the Workplace .....	34
6.6.1 Defining.....	35
6.6.2 Recommended Procedures .....	35
6.7 Personal Safety .....	37
<b>Checklist</b>	<b>38</b>
Armed Intruder Identification checklist.....	38
Bomb Threat Questionnaire .....	39
<b>Checklist</b>	<b>41</b>
Post Evacuation .....	41
<b>Checklist</b>	<b>42</b>
BEC.....	42
<b>Checklist</b>	<b>43</b>
Evacuation Log Sheet .....	43
<b>Checklist</b>	<b>44</b>
Incident Log.....	44

Fire Prevention Plan

Contents will vary based on your site and related risks

# Fire Prevention Plan



**LIFE SAFETY**  
Associates®

1876 Hartog Drive  
San Jose CA 95131



# Table of Contents

---

<b>Table of Contents</b>	<b>3</b>
<b>Section One</b>	<b>4</b>
Purpose.....	4
Program Review.....	4
<b>Section Two</b>	<b>5</b>
Program Objectives.....	5
<b>Section Three</b>	<b>6</b>
Program Responsibilities.....	6
3.1 Site EH&S Coordinator.....	6
3.2 Supervisors.....	7
3.3 Employees.....	7
<b>Section Four</b>	<b>8</b>
Plan Implementation.....	8
4.1 Good Housekeeping.....	8
4.2 Maintenance.....	8
<b>Section Five</b>	<b>10</b>
Types of Hazards.....	10
5.1 Electrical Fire Hazards.....	10
5.2 Portable Heaters.....	11
5.3 Office Fire Hazards.....	11
5.4 Cutting, Welding, and Open Flame Work – HOT WORK.....	11

**Fire Prevention Plan**

**Contents will vary based on your site and related risks**

5.5 Flammable and Combustible Materials.....	13
5.5.1 Class A Combustibles.....	13
5.5.2 Class B Combustibles.....	13
5.6 Smoking.....	15
<b>Section Six</b>	<b>16</b>
Training .....	16
<b>Appendix A</b>	<b>17</b>
Fire Risk Survey .....	17
<b>Appendix B</b>	<b>17</b>
Fire Prevention Checklist .....	18
<b>Appendix C</b>	<b>18</b>
Exit Checklist.....	18
<b>Appendix D</b>	<b>21</b>
Hot Work Application & Permit.....	21

---

# Hazard Communications



1876 Hartog Drive  
San Jose CA 95131

# Table of Contents

---

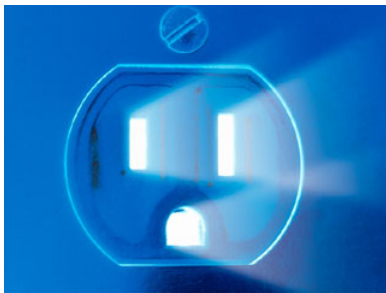
<b>Table of Contents</b>	<b>2</b>
<b>Section One</b>	<b>4</b>
Purpose.....	4
<b>Section Two</b>	<b>5</b>
Scope .....	5
<b>Section Three</b>	<b>6</b>
Program Responsibilities.....	6
3.1 Site EH&S Coordinator .....	6
3.2 Supervisors & Managers .....	6
3.3 Employees.....	7
<b>Section Four</b>	<b>8</b>
Definitions .....	8
4.1 Right-to-Know.....	8
4.2 Chemical.....	8
4.3 Hazardous Chemical .....	8
4.4 Physical Hazard.....	8
4.5 Health Hazard.....	9
4.6 Material Safety Data Sheets (MSDS) .....	9

**Hazardous Communications Plan**

**Contents will vary based on your site and related risks**

<b>Section Five</b>	<b>10</b>
Procedures .....	10
5.1 Container Labeling .....	10
5.2 Material Safety Data Sheets (MSDS) .....	10
<b>Section Six</b>	<b>12</b>
Training .....	12
<b>Section Seven</b>	<b>13</b>
Hazardous Materials & Prop 65 Chemicals .....	13
7.1 List of Chemicals .....	13
7.2 Prop 65 Chemicals .....	13
7.2.1 Warning Labels .....	14
7.2.2 OSHA Regulated Carcinogens .....	14
<b>Section Eight</b>	<b>16</b>
Contractors.....	16

# Hazardous Energy Control Program



**LIFE SAFETY**  
Associates®

1876 Hartog Drive  
San Jose CA 95131

# Table of Contents

<b>Table of Contents</b>	<b>i</b>
<b>Section One</b>	<b>1</b>
Purpose .....	1
<b>Section Two</b>	<b>2</b>
Scope .....	2
<b>Section Three</b>	<b>4</b>
Program Responsibilities .....	4
3.1 Supervisors .....	4
3.2 Site EH&S Coordinator .....	4
3.3 Additional Site EH&S Coordinator Responsibilities .....	5
<b>Section Four</b>	<b>6</b>
Definitions .....	6
4.1 Affected and Other Employees .....	6
4.2 Assigned Individual Lock .....	6
4.3 Authorized Lockout/Tagout Employee .....	6
4.4 Energy Forms .....	7
Electrical .....	7
Chemical .....	7
Pressure .....	7
Vacuum .....	7
Ionizing Radiation .....	7
Non-Ionizing Radiation .....	7
Potential Energy .....	7
Hazardous Energy .....	7
4.5 Hazardous Energy Control .....	8
Isolated .....	8
Dissipated .....	8
Blocked .....	8

**Hazardous Energy Plan**

**Contents will vary based on your site and related risks**

Energy Isolating Device .....	8
Hazard Zone .....	8
High Voltage System.....	8
Lockout .....	9
Lockout Device.....	9
Low Voltage System .....	9
Normal Production, Normal Production Operation .....	9
Qualified High Voltage Electrical Worker .....	9
Tagout.....	10
Tagout Device.....	10
Stored Energy Source.....	10
<b>Section Five</b>	<b>11</b>
Program Components .....	11
5.1 Situations Involving More Than One Person Locking Out.....	12
5.2 Procedure Involving Personnel Changes During The Job .....	12
5.3 Procedure When Work Is Left Unfinished .....	13
5.4 Procedure When One Employee Leaves The Area Without Removing His/Her Lock .....	13
5.5 Procedure When Physical Locking Is Impossible.....	13
5.6 Procedure When Machine Testing Is Required During A Lockout .....	14
5.7 Lock Out Requirements For Specific Situations.....	14
Work on pressure or vacuum systems: .....	14
Work on Electrical Power Systems or Equipment: .....	14
5.8 Restoring Equipment To Service .....	14
5.9 This program does not cover the following conditions .....	15
5.10 Enforcement .....	15
5.11 Reporting .....	16



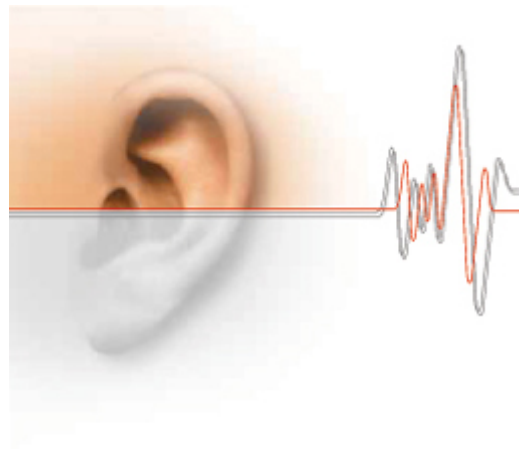
**Hazardous Energy Plan**

**Contents will vary based on your site and related risks**

<b>Section Six</b>	<b>17</b>
Training Requirements & Competency Assessment .....	17
<b>Appendix A</b>	<b>17</b>
Abandoned Lock Removal Authorization Form .....	18
<b>Appendix B</b>	<b>18</b>
Hazardous Energy Control Procedure Review Checklist.....	19

---

# Hearing Conservation Program



**LIFE SAFETY**  
Associates®

**1876 Hartog Drive  
San Jose CA 95131**

# Environmental, Health, & Safety

Site	Document #	Revision
All Lab/Manufacturing Sites	02-EHS-02-005	Rev. 00
<b>Hearing Conservation Program</b>		

## Table of Contents

---

<b>Table of Contents</b>	<b>2</b>
<b>Section One</b>	<b>4</b>
Policy .....	4
<b>Section Two</b>	<b>5</b>
Responsibilities.....	5
2.1 EH&S Coordinators.....	5
2.2 Supervisors.....	6
2.3 Employees .....	6
<b>Section Three</b>	<b>7</b>
Noise Evaluation and Surveillance Procedures .....	7
3.1 Identification of Hazardous Noise Areas .....	7
3.2 Noise Measurements and Exposure Assessments.....	7
3.3 Area Measurements.....	8
3.4 Personal Monitoring .....	8
3.5 Re-monitoring of Hazardous Noise Areas.....	9
<b>Section Four</b>	<b>10</b>
Noise Control Methods .....	10
4.1 Engineering and Administrative Controls .....	10
4.2 Personal Protective Equipment.....	10
4.3 Types of Hearing Protective Devices .....	11
4.4 Selection of Hearing Protective Devices .....	12

# Environmental, Health, & Safety

Site	Document #	Revision
All Lab/Manufacturing Sites	02-EHS-02-005	Rev. 00
<b>Hearing Conservation Program</b>		

4.5 Issuance of Hearing Protective Devices .....	12
4.6 Use of Hearing Protective Devices .....	12
4.7 Hearing Protection Performance Information.....	13
<b>Section Five</b>	<b>14</b>
Medical Surveillance.....	14
5.1 Notification .....	14
5.2 Audiometric Testing .....	14
<b>Section Six</b>	<b>15</b>
Training Requirements .....	15
<b>Section Seven</b>	<b>16</b>
Recordkeeping .....	16
<b>Appendix A</b>	<b>17</b>
Noise .....	17
<b>Appendix B</b>	<b>19</b>
Training Outline .....	19
<b>Appendix C</b>	<b>21</b>
OSHA Standard.....	21
Cal/OSHA 8 CCR 5095. General – Fed OSHA 29 CFR 1910.9521	
8 CCR 5096. – 29 CFR1910.95 (b) (1) Exposure Limits for	
Noise .....	22
8 CCR 5097. – 29 CFR 1910.95 Hearing Conservation	
Program.....	24
8 CCR 5099. – 29 CFR1910.95 Training Program .....	29
8 CRR 5100. – 29 CFR 1910.95 Recordkeeping.....	30