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SAFETY AND OCCUPATIONAL HEALTH PROGRAM
VOLUME 2

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SECTION 13: HAZARD COMMUNICATION PROGRAM

13.1. GENERAL. The Hazard Communication (HAZCOM) Program, part 1910.1200, establishes specific requirements for identifying chemical hazards in the workplace, developing and maintaining hazardous chemical inventories, labeling chemical containers, using SDS, and training supervisors and employees. This section prescribes DeCA policies and procedures used to communicate this information and apply to all DeCA employees who use or are potentially exposed to hazardous chemicals in the workplace.

13.2. SCOPE.

a. DeCA HAZCOM Program applies to ALL DeCA employees who have potential on-the-job exposure to hazardous chemicals. It is DeCA's policy to hold each supervisor accountable for ensuring their employees are knowledgeable of the specific SOH requirements associated with tasks involving use or potential exposure of identified hazardous chemicals. The determination of which employees must be included in the program is based on the PPE Hazard Assessment and/or Industrial Hygiene assessment that must be conducted for each facility.

b. In some cases, employees that are primarily office workers may be excluded from HAZCOM training. However, if their job activities involve routine exposure to chemical agents, they must be trained. For example, an office employee who makes routine field surveys and frequently enters areas where operations involve the use of hazardous chemicals, or services document copiers with developer/toner, is potentially exposed to those chemicals and must be trained.

c. Contract and vendor employees performing work within government facilities are covered by their employer's HAZCOM Program. They must receive information from their employer concerning potential exposure to hazardous chemicals that could be encountered while working within the facility. The facility's HAZCOM Program must have established methods (availability of Hazardous Chemical Inventory and SDS) for informing contractors about possible hazards to which their employees may be exposed. Also, the commissary must request a copy of the contractor's hazardous chemical inventory and SDS of products they use in the facility. Therefore, ensure that contracts contain provisions requiring the contractor to notify the commissary of any hazardous chemicals that the contractor may bring into the facility for their use.

13.3. PROGRAM ELEMENTS. The following provides information to assist managers and DeCA SOH officials in developing, implementing, and evaluating a comprehensive HAZCOM Program at a DeCA facility. Six program elements make up a basic HAZCOM Program. To ensure minimum requirements are met, DeCA activity managers will:

a. Element 1: HAZCOM Program and Learn the Standard/Identify Responsible Staff. Obtain a copy of OSHA's Hazard Communication Standard, 29 CFR 1910.1200 and become

familiar with its provisions. It is important to become familiar with these provisions to determine what is needed for compliance in the workplace. To ensure an effective hazard communication program, and address all of the necessary components, responsibility for implementation of hazard communication should be assigned to a designated point of contact. The person designated for overall program coordination should then identify staff to be responsible for particular activities, such as training. The facility management will establish a HAZCOM Program plan that describes how the program will function within the activity. While the plan does not have to be lengthy, it must:

- (1) Be a written document.
- (2) Clearly describe the organization's program requirements and how they will be accomplished.
- (3) Describe plans for required container labeling and other forms of warning.
- (4) Describe how SDSs will be obtained for each hazardous chemical used in the work area.
- (5) Describe how SDSs will be made available to employees in the facility.
- (6) Describe how HAZCOM information and training will be provided to employees.
- (7) Discuss procedures for inventory of all hazardous chemicals known to be present in the workplace, and how each line item will be cross-referenced to its SDS file on the inventory listing.
- (8) Explain how workers will be informed of hazards connected with non-routine jobs, such as dealing with accidental spills and refrigerant leaks.
- (9) Explain how workers will be informed of hazards associated with chemicals contained in unlabeled pipes, such as Freon.
- (10) Inform as to how contract employers will be advised on existing chemical hazards their employees may encounter while working in the facility and indicate how the activity will ensure they obtain copies of SDSs on products the contractor brings into the facility.
- (11) Available to representatives of OSHA or NIOSH, and DeCA employees or employee representatives upon request.

b. Element 2: Hazardous Chemicals and Inventory List. Identify all hazardous chemicals in the workplace.

(1) The hazard assessment is one of the most critical steps in implementing a HAZCOM Program. Its purpose is to determine the identity and location of hazardous chemicals used in the workplace, and which employees will be covered by the activity's program. It relies heavily on

the judgment and knowledge of managers and employees regarding all chemicals used. For these reasons, the hazard assessment should be conducted with the assistance of an installation safety specialist, industrial hygienist, bioenvironmental engineer, or the Area Safety Manager (ASM). The results of the hazard assessment are used to prepare a written inventory of hazardous chemicals for which SDSs must be acquired, and to determine the extent of employee training. The hazard assessment should be updated when changes in work activities and processes occur.

(2) The results of the hazard assessment should be documented. There are several steps in conducting a hazard assessment.

(a) Step 1. The first step involves the definition of hazardous chemicals. As defined by OSHA, “hazardous chemical” means any chemical that is a physical or health hazard. It does not include hazardous wastes regulated by EPA, tobacco products, wood products, food, drugs, and cosmetics used or consumed by employees at the workplace. Many of these items are excluded because they are subject to other specific Federal regulations that address proper labeling and hazard notification.

1. Any chemical used in the workplace that poses a potential health or physical hazard, as defined by OSHA, or by authority of DeCA/SOHS, must be included in the hazard assessment. However, some DeCA workplaces may use common consumer products such as household detergents and cleansers, soap, typing correction fluid (e.g., White-Out), etc., which may be excluded from the hazard assessment provided it can be shown that they are used in the same manner and approximate quantities, and the frequency of exposure (no more than approximately once a month) as would be expected in their typical consumer applications. This does not include commercial sodium hypochlorite solution (Clorox) that is used to regularly disinfect work surfaces for microbial contamination (it should be included in the program). If there is any question regarding the classification of a particular chemical, contact the ASM.

2. Health Hazard. OSHA defines a health hazard as chemical for which there is statistically significant evidence based on at least one study conducted IAW established scientific principles that acute or chronic health effects may occur in exposed employees. The term “health hazard” includes chemicals which are carcinogens, toxic or highly toxic agents, reproductive toxins, irritants, corrosives, sensitizers, hepatotoxins, nephrotoxins, and neurotoxins, agents which act on the hematopoietic system, and agents which damage the lungs, skin, eyes, or mucous membranes.

3. Physical Hazard. OSHA defines a physical hazard as a chemical for which there is scientifically valid evidence that it is a combustible liquid, a compressed gas, explosive, flammable, an organic peroxide, an oxidizer, pyrophoric, unstable (reactive) or water-reactive.

(b) Step 2. The second step is to consider only those chemical agents known to be used in the workplace. DeCA activities are not required to perform any special analyses to identify an unknown agent, such as a chemical intermediate in a complex reaction. However, they must consider any information already available that indicates the presence of a hazardous agent, such as previous industrial hygiene monitoring or chemical analyses.

(c) Step 3. The third step is to determine which employees have a potential for exposure to the chemical. In most cases, the determination that a chemical is simply present for an employee's use in the work area will be enough to establish a potential for employee exposure.

(3) General Principles for Recognizing Health Hazards. When conducting a hazard assessment, there are several questions which can be asked to help organize the effort and to ensure that nothing important is overlooked:

(a) What hazardous chemicals are being used and in what quantities?

(b) Are there warning labels on drums or containers that identify the chemical and caution against breathing vapors, against allowing skin contact, or state that the chemical is flammable, combustible, corrosive, etc.? If so, obtain SDS for these chemicals.

(c) What does each operation involve? For example, are chemicals being heated with or without combustion? Are dry materials being dumped or mixed? Are liquids being sprayed? How often are each of these operations performed?

(d) Are employees required to wear respirators or other protective equipment while using the chemicals?

(e) Look for obvious signs of exposure while using or after using certain products:

- Do you see airborne dust, smoke, or mist?
- Can you smell any odors from solvent vapors or gases?
- Do you develop an unusual taste in your mouth?
- Do your eyes burn or does your throat and nose become irritated?

(f) Have any employees complained of such symptoms as:

- Skin rash or dermatitis
- Coughs, tightness of the chest, difficulty in breathing
- Stuffy sinuses that does not improve
- Headaches, dizziness, light-headedness
- Loss of appetite, fatigue, nausea
- Numbness in the fingers, hands, arms, and legs

(g) Do symptoms go away or get better when employees are away from work?

(4) Prepare a Hazardous Chemical Inventory List.

(a) One of the products of a hazard assessment is a complete listing of hazardous chemicals, DeCAF 30-115, Hazardous Chemical Inventory. This inventory must be periodically updated (at least annually) as new chemicals come into the workplace or old ones are no longer

used. The program POC will forward the hazardous chemical inventory to the ASM by March 31 each year.

(b) The hazardous chemical inventory must contain the identity of the chemicals identified during the hazard assessment. The name used on the inventory to identify the chemical does not have to be its scientific chemical name. Common, trade or product names may be used. However, the names used on the inventory must also reference its corresponding SDS. There will be a master inventory list for the entire facility. Additional lists can be developed for individual locations within a facility, i.e., meat department, grocery department, or produce department.

(c) The inventory may be maintained on hard copy (paper), or electronic media (computer), but a hard copy must be made available to employees or any person conducting an accident investigation or inspecting the program. Employees must be informed of the inventory location and how to access the information to allow them to gain information concerning their potential exposures.

(d) The OSHA Standard requiring retention of employee medical and exposure records (according to Part 1910.1020 of reference (g)) also allows inclusion of chemical inventories and SDS in them. However, the SDS and chemical inventories need not be retained for 30 years provided some record of the chemical identity, where it was used, and when it was used, is kept for this same timeframe.

c. Element 3: Labeling. Ensure that incoming product containers have proper warning labels, if necessary.

(1) Container Labeling. In general, chemical containers must be labeled with the identity of the contents and appropriate hazard warnings. The label for each hazardous chemical shall include the product identifier used on the SDS. The labels on shipped containers shall also include the name, address, and telephone number of the chemical manufacturer, importer, or responsible party. The label for each hazardous chemical that is classified shall include the (a) signal word, (b) hazard statement(s), (c) pictogram(s), and (d) precautionary statement(s) specified for each hazard class and associated hazard category. (Refer to CFR Title 29, Part 1910.1200 Appendix C).

(2) Labeling information may appear on the container surface (e.g., labels) or may be attached to the container (e.g., tags, tickets, process sheets). Containers include bags, barrels, bottles, boxes, cans, cylinders, drums, reaction vessels, etc.

(3) In most cases, containers of incoming products containing hazardous chemicals will already be labeled by the manufacturer, supplier, or distributor to satisfy OSHA HAZCOM requirements and DoT requirements. Therefore, the major requirement under this provision would be to check the adequacy of existing labels.

(4) Existing Labels. An existing label on a container brought into the workplace can be removed or altered only if the container is immediately relabeled with the new identity and

hazard information. Most chemical containers will be properly labeled by the manufacturer. The most efficient approach to labeling would be to leave these labels intact. There are situations where existing labels may need to be replaced or supplemented.

(a) If hazardous materials in bulk containers are repackaged or redistributed into smaller containers used by more than one employee on more than one work shift, then each usable container must be labeled. An example is mixing Clorox solutions, or other sanitizers, in a plastic spray bottle that will be used by more than one person or on more than one work shift. Also, any existing labels that may not remain legible, because of environmental conditions over the useful life of the container, should be replaced. In this case, weather-resistant labels or tags would be appropriate for containers subjected to conditions in the meat department or outdoors. Additionally, some chemicals, when splashed or spilled, may degrade the markings on the container label. Therefore, label inks and markings should be used that are not soluble in the liquid content of the container.

(b) The most widely used and recognized labels are the DoT shipping labels. While these labels do not meet OSHA requirements for proper HAZCOM, they do identify the general class of material in the shipping container (e.g., poison, corrosive, flammable liquid, other regulated material). Because these labels are designed for hazard warning during transport, they are not, by themselves, sufficient warning of the hazards workers may encounter while using or handling the material. Nonetheless, these labels can provide some indication of the key hazards. All employees covered by the program should be trained to recognize the DoT labels and know the difference between them and proper HAZCOM labels. The DoD Hazardous Chemical Warning Labeling System, sponsored by the Defense Logistics Agency, Hazardous Materials Information Resource System (HMIRS) Program can also be used to acquire container labels for hazardous chemicals. Request for labels within HMIRS must be made through either the host installation safety office or the DeCA ASM.

(5) Labeling Exemptions and Alternatives. There are four situations that are exempt from, or allow alternatives to, the labeling requirement: containers labeled under other Federal laws; portable containers; stationary containers; and within-activity labeling.

(a) Labels Required by Other Agencies. Other Federal agencies (EPA, etc.) require labeling on the articles they regulate to inform users of ingredients and hazards. These articles are exempt from any additional labeling requirement under the HAZCOM Program. However, most pesticides should be included as part of the HAZCOM Program if they are used by DeCA or contractor employees in the workplace. Consumer products stocked for resale may or may not be included depending on how and if they are used in the workplace.

(b) Portable Containers. Portable containers into which hazardous chemicals are transferred from labeled containers and which are intended only for the immediate use of the employee performing the transfer are exempt from the labeling requirements. This labeling exemption is intended to prevent the ineffective use of labels for certain activities such as dispensing a few ounces of degreaser or sanitizer from an unmarked spray bottle. However, labels are required for any container where confusion may occur if it is not labeled; such as when

products are left in unmarked portable containers for other employees' use or beyond a work shift.

(c) **Stationary Containers and Vessels.** Alternative methods of labeling, such as signs, placards, and other written forms of warning, are permitted in lieu of affixing labels to individual stationary process containers. Signs, placards or batch/process sheets can be placed or posted in close proximity to the container. However, the alternative method of labeling must provide the same information as a label; that is, identifying the substance and its principle hazard(s). In addition, employees must be informed, as part of their HAZCOM training, of any alternative labeling methods used that are unique to their work area.

(d) **Within-Activity Labeling.** Employers can label in-house containers with labels (or placards). The label information must contain:

- Product identifier
- Signal word
- Hazard statements
- Pictograms
- Precautionary statements
- Chemical manufacturer, importer, or other responsible party's name, address, and telephone number

(e) Employers can label in-house containers with the product identifier (same as GHS) and words, pictures, symbols, or combination thereof, which provide at least general information regarding the hazards of the chemicals, and which, in conjunction with the other information immediately available to employees under the hazard communication program, will provide employees with the specific information regarding the physical and health hazards of the hazardous chemical (CFR, Title 29, Part 1910.1200(f)(6)(i) and (ii)).

(f) Hazardous chemicals excluded from HAZCOM labeling requirements are described in Part 1910.1200(b) (5) of Title 29, CFR. Outside of the United States, hazardous chemicals must be labeled IAW applicable HAZCOM regulations as specified in the SOFA, FGSSs, or other host nation agreement. Many of these chemicals, though excluded from HAZCOM, have alternative labeling requirements such as chemicals regulated by:

- Section 2015 of Title 15, U.S.C.
- Section 136 of Title 7, U.S.C.
- Section 201 of Title 27, U.S.C.
- Section 2601 of Title 15, U.S.C.

d. **Element 4: Develop a File of Safety Data Sheets (SDS).** The SDS is a document that describes the physical and chemical properties of products, their physical and health hazards, and special precautions for safe handling, use, and storage.

(1) All facilities are required to have an SDS for each hazardous chemical that is used in the facility. The HAZCOM standard does not require SDS to be maintained for any consumer

products sold in the commissary unless employees in the workplace ask for it or use them beyond the “consumer usage” rule. If new and significant information becomes available concerning a product, the chemical manufacturer, importer, or distributor must add it to the SDS within three months. Incoming SDS on products already in use, for which an SDS already exists, should be reviewed. A comparison of new and old SDS is useful because it may identify situations where a “new” hazard associated with a chemical has been identified, or a “new” ingredient is included in a currently used product. In those cases, additional training of employees is required.

(2) Information on the SDS can be used in training employees on hazards associated with using and storing the product, and in dealing with emergency spills and leaks. Activity managers may find it necessary to consult other information sources, including the services of available industrial hygienists or medical experts to verify the accuracy and completeness of SDS.

(3) An SDS must be maintained for each hazardous chemical on the inventory. The activity’s purchasing, receiving, inventory control and safety representative should make sure all incoming initial shipments of products to be used by the commissary, which contain hazardous chemicals, include an SDS. While SDSs are not required to be physically attached to a shipment, they must accompany or precede the shipment. In cases where an activity makes repetitive procurements of the same chemical from the same supplier, the SDS may already be on file in the facility. Although subsequent shipments of the same item may have an SDS attached, only the initial shipment is required to have one.

(4) To ensure coordination, the following procedures are encouraged for implementation:

(a) Ensure that every hazardous chemical that enters the facility is ordered through a standard procurement procedure.

(b) Have information on new products reviewed and approved by installation SOH personnel before processing the purchase order.

(c) If the facility serves as a distribution point for other DeCA activities, the SDS must be copied and forwarded with the chemical shipment.

(d) Ensure all purchase orders include a request for an SDS and labels that meet the requirements of the OSHA Standard (CFR Title 29, Part 1910.1200.)

(5) Though not required, purchase orders should state that the hazardous chemical would be purchased only if an SDS is provided. Shipping, receiving, and warehousing operations will not accept products containing hazardous chemicals unless an SDS accompanies the shipment or is already on file. If necessary, most SDS may be obtained from DeCA or host installation safety offices, the company’s web site, or generic SDS web sites. If an SDS is not available through these channels, a letter can be used to send (by return receipt) to a supplier to request an SDS. If the requested SDS is not received, keep a record of attempts made to obtain it. This

documentation should include the dates of the requests, copies of those requests, and the date and nature of any response received.

(6) SDS prepared by various companies may differ in their formats. Regardless of the SDS format, the OSHA Standard requires certain information to be supplied as follows:

- Identification
- Hazard(s) identification
- Composition/information on ingredients
- First-Aid measures
- Fire-fighting measures
- Accidental release measures
- Handling and storage
- Exposure controls/personal protection
- Physical and chemical properties
- Stability and reactivity
- Toxicological information
- Ecological information
- Disposal considerations
- Transport information
- Regulatory information
- Other information, including date of preparation or last revision

(7) Access to Chemical Inventories and SDS. Ensure employees and employee representatives (union) have immediate, unrestricted access to chemical inventories and SDS. These may be posted on a bulletin board or kept in a binder at a location known to all employees. Employees may access this information with a simple verbal request directly to their supervisor or through their union representative. Copies of chemical inventories and SDSs must be readily accessible to employees during each work shift when they are in their work areas.

(a) SDS must be maintained physically at the facility, not at a remote location elsewhere (i.e., Zone or Area in place of the commissary or CDC).

(b) There are no requirements for dealing with the retention of SDS for substances no longer used. However, the OSHA Access to Exposure and Medical Records Rule (according to part 1910.1020 of reference (g)) requires retention of some historical record of the chemicals that were used in the past; as well as, medical and environmental monitoring records, and records of employee exposure for at least 30 years.

e. Element 5: Training. Develop a training program to inform supervisors and employees about the provisions of the HAZCOM Program. The HAZCOM standard requires employers to provide a training program for their employees. While this program does not have to be elaborate or extensive, it must be documented, and any training received will be annotated on the employees' DeCAF 30-72. Training sources may include participation in the supporting

installation program, or a training program provided through DeCA channels. Affected DeCA employees must receive training on:

- (1) The purpose and requirements of the DeCA HAZCOM Program. Employees must thoroughly understand their specific program responsibilities.
- (2) Methods employees can use to detect the presence or release of toxic chemicals in the workplace.
- (3) Visual appearance or odor of hazardous chemicals that might be released.
- (4) Any alarm or warning systems.
- (5) Existence of any environmental or medical monitoring programs.
- (6) Types of operations in their work areas where hazardous chemicals are present and the physical and health hazards associated with those chemicals.
- (7) Specific measures to protect themselves from the hazardous chemicals; such as protection afforded by engineering controls, safe work practice guidelines, emergency procedures, and use of PPE.
- (8) Explanations of the labeling system requirements and the system used in the facility.
- (9) Location and availability of the written HAZCOM Program, hazardous chemicals inventory lists, and SDS.

f. Element 6: Evaluate and Reassess Program. The hazard communication program will be reviewed periodically to ensure it is current, functional and meeting the objectives. Revise the program as appropriate to address changed conditions in the workplace (e.g., new chemicals, new hazards, etc.).

SECTION 14: PERSONAL PROTECTIVE EQUIPMENT (PPE)

14.1. GENERAL. Required PPE that is not personal in nature (i.e., worn solely by one individual) shall be provided to employees at no cost. Payment for personal use type PPE (e.g., safety shoes) can be subject to labor management negotiations. DoDI 6055.01 authorizes the purchase and maintenance of PPE.

a. PPE includes special clothing and protective devices for hearing, eyes, face, head, feet, and extremities. Whenever practical, managers and supervisors will ensure that hazards are eliminated or controlled by employing engineering or administrative controls. Only after these controls have been applied to the maximum extent, will PPE be identified as the primary means to protect personnel against residual hazards. DeCA ASM or installation safety personnel, and the installation industrial hygienist or bioenvironmental engineer, will be consulted for guidance concerning the selection and use of PPE. Back belts, back supports, and wrist supports are not PPE and should not be used on the job by DeCA employees unless prescribed by a doctor.

b. The use of environmental differential pay or a hazard pay differential for employees does not relieve management from the responsibility to provide employees with PPE and to continue efforts to modify operations or processes, and eliminate or reduce working conditions that warrant special pay.

c. Some areas may be designated as “PPE required for entry” because the operations or equipment involved in the area present a moderate or high potential for injury. Signs will be posted to make the hazard known to all personnel who may enter into the area. The wearing of specified PPE is a condition for entry into those areas or to operate that equipment. This policy applies to all DeCA employees or contractors who work in such areas.

14.2. RESPONSIBILITIES.

a. The facility manager is responsible for ensuring that a PPE hazard assessment (e.g., evaluate work areas, work practices, and SDS of products used in the workplace) is conducted to determine if hazards are present, or are likely to be present, which necessitate the use of PPE when engineering or administrative controls do not provide adequate protection. Requirements for PPE addressed in the assessment will correspond with employees’ DeCAF 30-72, Section 5, Person Protective Equipment.

b. The PPE hazard assessment is to be completed by the establishment's safety representative, facility manager's subject matter expert (SME) of the work area, or qualified SOH personnel (i.e., installation safety specialist, DeCA ASM). The individual(s) conducting the assessment will provide a written certification document (locally designed document) that identifies the workplace evaluated; the person certifying that the evaluation was completed; the date(s) of the hazard assessment. The document can be titled “Certified PPE Hazard Assessment” or “Certification of PPE Hazard Assessment”. Assessments conducted at the

facility level will be forwarded to a qualified SOH person for validation and certification (signed endorsement).

c. If the hazards are not assessed prior to the conduct of the SPAR, the DeCA ASM can perform this assessment during the SPAR evaluation. Any exposure restrictions or requirements for PPE, noted in the evaluation, will be discussed with the local management/civilian personnel office for inclusion in job descriptions as a condition of employment.

d. Workplace or work practice evaluations may differ from one evaluator to another. When this occurs, the general rule of thumb will be “the most stringent recommendation will apply.” Until this hazard assessment is completed, PPE guidance provided at Table 1, of this Volume, will be used. Heads of DeCA activities, through the designated SOH official or designated representative, shall:

- (1) Select and provide PPE when it is required.
- (2) Ensure that PPE conforms to OSHA, NIOSH, ANSI, or other national or international consensus standards.
- (3) Ensure appropriate medical evaluation of each employee to determine their capability to perform assigned tasks when there is reasonable expectation that the use of PPE may result in undue physiological stress.
- (4) Provide training to personnel who are required to use PPE. This training will be recorded on DeCAF 30-72.
- (5) Ensure that PPE worn by personnel fits properly.
- (6) Availability of generic PPE sizes such as 3XL, 2XL, XL, L, M, and S for outer garments, satisfies this requirement.
- (7) Ensure that appropriate periodic inspection, cleaning, disinfecting, and maintenance of PPE is performed by trained personnel/user.
- (8) Provide proper storage of PPE to guard against environmental conditions or damage that might degrade the effectiveness of the equipment.
- (9) Ensure compliance with the prescribed use of PPE. All supervisors and managers will become involved in this effort by personal example. In cases of noncompliance, managers shall document the noncompliance and consider disciplinary action (refer to DeCAD 50-4) as a corrective measure against the offender and the supervisor, if appropriate.
- (10) Identify instances of nonuse, misuse, or malfunction of PPE that results in injury or occupational illness. These deficiencies shall be recorded on safety inspection reports or as cause factors in accident reports, as appropriate.

(11) Ensure that each hazardous area or equipment is marked/labeled to inform employees of the major work hazards or health risks involved and the PPE that is needed.

(12) Ensure that employee provided PPE is adequate to protect against the hazard (meets required ANSI standard) and is properly maintained and cleaned.

(13) Strictly prohibit the use of defective or damaged PPE.

14.3. PPE FOR VISITORS. Visitors may be required to comply with local PPE requirements of the DeCA work location if required by the activity's written procedures. The host, guide, or department supervisor will inform them of the requirements and provide them with the proper PPE for the hazard. However, the host must ensure proper sanitation of any loaner PPE.

14.4. ACQUISITION OF PPE. Once the need for PPE has been determined, the requirement will be submitted to the HQ DeCA., Directorate of Contracting, for procurement action unless it can be purchased locally using a government purchase card. For HA DeCA and FOA, the requirement will be submitted to the DeCA/SOHS safety representative. Additionally, if an employee chooses to procure their own PPE, the facility safety representative will evaluate the PPE and ensure it complies with the requirements.

14.5. RECORD KEEPING. Issuance and training, regarding the use of PPE, shall correspond with the facility's PPE hazard assessment and be recorded on each employee's DeCAF 30-72, Personal Protective Equipment.

14.6. TRAINING. DeCA activities will provide training to each employee who is required to use PPE. Each employee shall be trained to know when PPE is necessary; what PPE is necessary; how to properly wear, remove, adjust, and clean PPE; the PPE limitations; and the proper care, maintenance, useful life expectancy, and disposition of unserviceable PPE.

a. Each affected employee shall demonstrate an understanding of the training specified in the preceding paragraph and the ability to use PPE properly before they are allowed to perform work requiring the use of PPE.

b. When a manager, supervisor, or activity safety representative has reason to believe that any employee who was previously trained does not have the understanding and skill required to properly use the PPE, or after a period of time has not retained the required understanding or skill, the employee will be retrained. Circumstances where retraining is also required include, but are not limited to, the following situations:

(1) Changes of equipment or work processes in the workplace.

(2) Changes in the types of PPE that is used.

14.7. SPECIFIC PPE REQUIREMENTS. Inherent hazards associated with tasks or functions in some workplaces within DeCA call for the use of foot protection, head protection, insulated clothing, gloves and aprons, hearing protection, eye protection and fall protection. The following are the requirements and specifics for PPE:

a. Foot Protection. Each employee will use protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole of the footwear. Where such employees are exposed to wet/slippery floors, the soles of footwear will be slip-resistant. Foot protection is designed to prevent injury to employees' feet. Safety-toe footwear should be comfortable and suitable for working long periods on hard surfaces and must meet or exceed American Society of Testing Materials Standard F2413-05 I/C 75, an equally effective standard (e.g., European Union standard EN 345), or provide documented protection equivalent to these standards. Personnel who perform infrequent foot hazard tasks (e.g., management, summer/youth hire employees, cashier personnel stocking a display or operating MHE) are only required to wear safety-toe footwear while performing these tasks.

(1) Personnel performing tasks which have been identified by a qualified safety professional as hazardous to the metatarsal area (ball) of the foot will be provided with safety-toe shoes equipped with metatarsal guards. Safety shoes with metatarsal guards will not be used when personnel are engaged in any type of climbing activities (i.e., ladders, steps).

(2) Personnel working in wet environments or other work areas subject to slippery floor surfaces will wear footwear equipped with slip-resistant soles.

(3) Procurement of Safety Shoes. The DeCA activity manager (e.g., store director, CDC facility manager) will determine the cost for safety footwear and how it will be procured. DeCA Area office management can issue an Area-wide policy that prescribes their procurement practice (e.g., how and where safety shoes are purchased with maximum cost per shoe). This procurement practice is best accomplished through a coordinated effort among activity management, the ASM, and DeCA contracting personnel with consideration towards cost per pair (comparison of multiple vendors in terms of cost and quality experience), annual total cost, government purchase card usage, prompt availability of shoes, and selection of the proper type based upon the potential hazard exposure(s). Employees who work in areas where they are subject to their footwear becoming water soaked from cleanup or other operations in the workplace are authorized two pair of protective footwear.

(4) Replacement of Protective Footwear. DeCA provided protective footwear will be replaced on a pair-for-pair turn-in basis. Replacement will occur when normal wear and tear render the footwear unserviceable IAW local management judgment. The replaced pair will be discarded.

b. Protective Headwear. Protective headwear (hardhats) is designed to protect the head of the wearer from injury due to impact or penetration from falling or propelled objects, and against accidental bumping of the head. Protective headwear will be provided to employees who by nature of their work are potentially exposed to head injury. Protective headwear will be

maintained in a sanitary and serviceable condition. Management personnel, in coordination with SOH professionals, will designate areas within their activity that require the wearing of protective headwear. However, as a minimum, protective headwear will be used by all persons (employees, visitors, contractors, vendor stockers, sales representatives) who must work in the immediate vicinity (a radius of 10 feet) of overhead stocking operations, or when overhead stock is being manipulated using a PIT. Where overhead-stocking operations might cause stock to be pushed over the “back side” of shelving into an adjacent aisle, that area of the adjacent aisle will be considered as being within the immediate vicinity of overhead-stocking operations.

(1) Signs. Caution signs will be posted in areas where protective headgear may be required and will identify the conditions under which it must be worn.

(2) Hard Hats. Hard hats must conform to ANSI Z89.1, Safety Requirements for Industrial Head Protection. They must not be painted nor have decals or other devices attached to them. In extreme cold, helmet liners will be provided when protective headwear is issued. Liners will fasten securely in the helmet.

(3) Bump Caps. Bump caps are not “hard hats.” They are constructed out of thin shelled, lightweight plastic that does not meet ANSI Z89.1 design requirements, and will not be used as substitutes for hard hats.

c. Eye and Face Protection. Eye and face protection is required where there is a possibility of injury from caustic cleaning materials, flying particles, splatters, or chips. Eye protection can be provided by safety glasses or safety goggles (impact, chemical splash, or combination types), and face protection is provided by a face shield. Signs will identify eye hazard operations/areas and be conspicuously posted.

(1) The PPE hazard assessment survey will identify any operation(s) deemed to be a potential eye hazard. It is suggested that this effort also be coordinated with the installation safety office or installation activity responsible for sight conservation.

(2) The general requirements for any type of eye protection prescribed depends upon the nature of work performed and the type of hazard present. Eye protectors shall provide adequate protection against the particular hazards for which they were designed. They shall be reasonably comfortable when worn, fit snugly, and shall not unduly interfere with the movement of the wearer; be durable, easily cleaned, and capable of being disinfected; kept in good repair; distinctly marked to facilitate identification of the manufacturer; and designed, constructed, and tested IAW ANSI Z87.1.

(3) Prescription Safety Glasses. Prescription safety glasses are designed for employees who need vision corrective lenses and protection for their eyes from flying particles that could shatter normal spectacle lenses. However, purchasing prescription safety glasses for employees is not automatically required simply because they are performing a job task requiring eye protection. Therefore, if it is determined by qualified SOH officials that an employee who wears prescription glasses or contact lenses needs additional protection, the first strategy should be to provide the employee with goggles or oversized nonprescription safety glasses to wear over their

prescription eyewear. These devices provide the necessary protection and are cost effective. However, if these devices interfere with the positioning of an employee's prescription eyewear, then prescription safety glasses may be procured.

(4) Face Shields. Face shields protect the face, not specifically the eyes. Granted, some eye protection is provided; however, if eye and face protection is required, eye protection must be provided by wearing either safety glasses or goggles and the face protection is provided by wearing the face shield over the safety glasses or goggles.

(5) Protection Against Radiant Energy. Each affected employee will use equipment with filter lenses that have a shade number appropriate for the work being performed for protection from injurious light radiation.

d. Hand Protection. Employees are required to use appropriate hand protection when their hands are exposed to hazards such as those from skin absorption of harmful substances, severe cuts or lacerations, severe abrasions, punctures, chemical burns, thermal burns, and harmful temperature extremes. Results from the PPE hazard assessment, and guidance from a chemical's SDS will provide information for the proper selection of hand protection. Additionally, supervisors must carefully select PPE based on the hazards; for example, before procuring cut resistant gloves consult ASTM F1790-05, the standard used to measure cut resistance. Prior to issuing a latex product, communication with employees is needed to determine any sensitivity to latex products (latex allergies); substitution with another type product may be required.

e. Hearing Protection. When hearing protectors are required, they will muffle noise levels to below 85 dBA. A variety of hearing protectors must be provided/available (e.g., various types and sizes of disposable earplugs/ear muffs) to aid in proper fit and wearing acceptance.

(1) Preformed earplugs will only be used when obtained from medical/health (host installation or private) and fitted by their trained professionals. A carrying case will be provided with these preformed earplugs. Medically trained personnel must examine the fit and condition of preformed earplugs at least annually.

(2) Disposable earplugs will be available in sufficient quantity to supply the demands of their need.

(3) Ear muffs require cleaning and maintenance, and this care must conform to the manufacturer's guidance. If individually issued, the receiving personnel are responsible to provide this care. Care and cleanliness for muff(s) available for general use are the responsibility of the appropriate supervisor.

(4) Personnel working in or entering designated "hazardous noise areas" shall always carry hearing protectors. When noise sources are operating, personnel shall wear their hearing protection devices regardless of exposure time.

f. Fall Protection Equipment. Fall protection equipment must be provided and worn whenever employees are elevated on PIT 6 feet or more above floor level. This equipment will

consist of a chest and body harness with lanyard that limits free fall to 4 feet. Units employing only a waist belt will not be used. Fall protection equipment shall be properly maintained and inspected for condition prior to each use. Supervisors will use inspection or checklist or the manufacturer's manual to conduct and document monthly inspections of fall protection equipment. Documentation will be maintained for at least one year. Any unit in use that has actually prevented a worker from falling, where the equipment suspended the worker's entire body weight, will be discarded and replaced. Consult the fall protection manufacturer's manual for expiration dates and equipment documentation.

g. General and Other PPE. Table 1, DeCA Operations Requirement PPE, lists frequently occurring DeCA operations where prescribed PPE must be worn. The list is not all inclusive and local managers or commissary officers may identify additional work situations and hazards that require PPE. The facility's Certified PPE Hazard Assessments is the primary document that prescribes the necessity for PPE. Table 1 is provided for generic PPE usage and guidance only.

Table 1 - DeCA Operation Requirement for PPE

PPE TYPE	OPERATION	REQUIREMENT
Eye/Face Protection [NOTE: Face shields are not considered eye protection. If eye protection is required, then safety glasses (with shields) or goggles must be worn.]	Meat Department and CMPP	Optional; no-fog/nonprescription goggles (impact and chemical splash).
	Cleaning Operations	Consult installation bioengineer, safety office, ASM, or request guidance from DeCA/SOHS.
	All departments - metal or rigid plastic band cutting and making cardboard bales	Mandatory. Goggles (impact) or face shield.
	All departments - battery charging	Mandatory. Chemical splash goggles and face shield if handling electrolyte or removing battery vent caps.
Hearing Protection	Operating lawn care Equipment (mowers, leaf blowers, snow blowers, etc.)	Mandatory.
	All departments	Consult installation bioengineer, safety office, ASM or request guidance from DeCA/SOHS.
Safety-Toe, Slip-Resistant Shoes	Meat Department and CMPP	Mandatory.
	Grocery Department Warehouse Workers Store Workers Produce Department Deli/Bakery	Mandatory for those workers whose duties require them to pull and stock merchandise if they are manipulating cases, perform work in areas that have a potential for slips/falls, and those using stocking carts or operating PIT. This requirement also extends to workers (e.g., cashiers) who are assigned these duties on a temporary basis regardless of the length of time involved.
	Cleaning Operations	Consult installation bioengineer, safety office, ASM, or request guidance from DeCA/SOHS.

PPE TYPE	OPERATION	REQUIREMENT
Aprons	Meat Department	Optional. Cut-resistant aprons may be required based on the type of cutting performed and the PPE hazard assessment.
	Battery Charging	Mandatory. Rubber aprons required if handling electrolyte or removing battery vent caps.
Boots, Rubber or Synthetic	Cleaning Operations	Consult installation bioengineer, safety office, ASM, or request guidance from DeCA/SOHS.
Gloves	Warehouse	Mandatory. Leather – for manually handling pallets, cases with broken glass, metal case bands, or other objects that have the potential to cut or puncture hands or fingers; and when making cardboard bales.
	Cleaning Operations	Consult SDS consult installation bioengineer, safety office, ASM, or request guidance from DeCA/SOHS.
	Meat Department	Mandatory. Wire mesh or cut resistant fiber is required while cutting or trimming with hand knives. Do not use these gloves while operating powered equipment. Kevlar, wire mesh, or Spectrum cut-resistant gloves on both hands when cleaning the meat slicer (meat and deli departments). Cut-resistant gloves required while sharpening knives and handling band saw blades. Arm guards are required when the knife cutting process requires the blade to be drawn towards the arm area.
	Battery Charging	Mandatory. Rubber - mandatory if handling electrolyte or removing battery vent caps.
	Produce Department	Mandatory. Cut-resistant gloves required when cutting large produce (e.g., watermelons) and while sharpening knives.
	Deli/Bakery Department	Mandatory. Cut-resistant or wire mesh gloves required when cleaning and sharpening slicer blade and while sharpening knives.
Head Protection	Warehouse	Mandatory. Hard-hats - ANSI Class C when working within 10 feet of an overhead PIT or overhead manual stock moving operation.
Fall Protection Safety Harness and Lanyard	Warehouse	Mandatory when working 6 feet or more above floor level on an open platform. Consult with installation or DeCA safety staff for other specialized applications or situations.
Cold Environment Clothing (insulated headwear, jacket, trousers/coveralls, gloves, and safety-toe boots).	Grocery or Meat Department Walk-in Freezers	Mandatory for all.

SECTION 15: FIRE PROTECTION AND PREVENTION, LIFE SAFETY, AND EMERGENCY SERVICES

15.1. POLICY. Fire protection and prevention services are normally provided by either the host installation or local departments through ISAS or other agreements. Criteria for ISAS are addressed in DoDI 4000.19 and DeCAD 70-12. The facility manager is responsible for assuring that the agreement specifies the services needed and that the supplier provides these services. Normally these services include all normal services related to fire protection and fighting operations, alert service, and rescue operations; and inspections for fire hazards, servicing of portable extinguishers, and related training programs. Customarily these services are non-reimbursable. Coordination should be made with the ASM should any issues/concerns arise.

15.2. FIRE PROTECTION. DeCA engineers are responsible for incorporating proper firefighting equipment and fire detection/alarm services into new and renovated facilities and add/alter construction of such as part of the project's acceptance stage. The host installation fire department/safety office and/or DeCA safety professionals/representatives are responsible for evaluating the workplace to ensure continuance of the proper selection and placement of these equipment/devices. Fire extinguisher maintenance and testing must be completed by either the host installation/local fire department or contracted to a company specializing in this work. The facility manager/representative is responsible for conducting the monthly visual inspections (unless the local fire department office performs this monthly visual inspection as part of their support services).

a. Monthly documented inspections of firefighting equipment will ensure that firefighting equipment:

(1) Is in its designated locations (e.g., mounted on storage hook or placed within cabinet) and operational/charged.

(2) Is clearly visible, properly identified, and immediately accessible.

(3) Has not been tampered with, actuated or discharged, and there are no visible physical defects, corrosion, or other conditions that would affect their operation. A tag or other written record will record the inspector's initials and date of inspection. Documentation will be maintained for at least one year.

b. Facility managers will ensure that each portable fire extinguisher receives an annual preventive maintenance check. Portable fire extinguishers found damaged during inspection (e.g. having significant dents or excessive corrosion on the container) will be turned in for annual maintenance (hydrostatic test) regardless of the next scheduled annual service. In addition, extinguishers are required to be hydrostatically tested at intervals specified to the type of extinguisher. The installation/local fire department or the ASM can determine these time intervals.

c. If portable fire extinguishers are removed from service for maintenance and recharging, an alternate equivalent protection will be provided.

d. DeCA personnel shall receive fire protection training from their supervisor as part of their initial orientation. Training will be documented on Section 2 of DeCAF 30-72. Training shall include as a minimum:

(1) Where manual activated fire alarms are located and how and when to activate them.

(2) How to report a fire by phone; i.e., phone number to call, building identification, what information to give the fire department. It is recommended that data (e.g., the building number, and the fire reporting, police, and ambulance phone numbers) be readily available next to each telephone.

(3) Where firefighting equipment is located (e.g., a schematic (scale drawing of the facility) that identifies the various locations of fire extinguishers, standpipe hoses).

(4) Location of emergency exits and evacuation procedures, to include assisting the physically handicapped.

(5) Relevant codes (e.g., Black-Fire, Blue-Medical Life Threat, White-Medical Non-Life Threat, Gray-Weather Emergency) on DeCAF 40-235, DeCA Employee Emergency Code Badge, to include the procedures to follow when any of these events are initiated. The “Green” code on this form involves a “HAZMAT” incident and although it may not be fire related, the local fire department/environmental response team may be the responding agent; and therefore, should also be included in the Fire Protection Training Program.

(6) To ensure employees know how to use a fire extinguisher, and to meet the requirements of the National Fire Protection Association (NFPA) Life Safety Code, all employees will be trained annually on the use of portable fire extinguishers. A training outline such as Pull – Aim – Squeeze – Sweep (P.A.S.S.), will meet this requirement, or they may attend fire extinguisher demonstrations provided on most installations. This training will be included and documented on the DeCAF 30-72.

(7) The options to allow employees to fight small fires may vary per DeCA site depending upon that site’s firefighting and evacuation procedures. Generally, it is DeCA policy for a 100 percent evacuation of the building and for all firefighting activities to be performed by the supporting fire department crews.

e. Fire Extinguisher Placement. Portable fire extinguishers shall be provided, selected, and distributed based on the classes of anticipated workplace fires; and on the size and degree of hazard that would affect their use.

Fire Hazards	Travel Distance to Any Fire Extinguisher
Class A (Combustibles)	75 feet (22.9 m) or less
Class B (Liquids)	50 feet (15.2 m) or less
Class C (Electrical)	Based on the appropriate pattern for existing Class A or Class B hazards

f. Flammable Liquid Container and Portable Tank Storage.

(1) At least one portable fire extinguisher having a rating of not less than 12-B units shall be located outside of, but not more than 10 feet from, the door opening into any room used for storage.

(2) At least one portable fire extinguisher having a rating of not less than 12-B units must be located not less than 10 feet or more than 25 feet from any Class I or Class II liquid storage area located outside of a storage room, but inside a building.

15.3. FIRE PREVENTION. Fire prevention can be accomplished by controlling fuels (e.g., flammable or combustible waste materials [paper, cardboard, oil soaked rags]; flammable or combustible liquids, chemicals, and ignition) and ignition sources (e.g., smoking materials, welding sparks, pilot lights). All employees must continually evaluate their work areas to eliminate the opportunity for combustible fuel and ignition elements to join and create a fire, and upon notice, take action to prevent fire ignition.

a. The careless handling and disposal of smoking materials is responsible for more fires than any other single item. The striking of matches, operation of mechanical lighters, or smoking are prohibited unless the installation fire chief has approved the areas or portion of the area and identified it as a designated smoking area. DeCA facility managers will designate areas for employees to smoke, that are beyond 50 feet from fire exits, points of egress, and any potential fire hazards. Smoking materials will be discarded into receptacles/devices that are specifically designed for that purpose. After ensuring all smoking materials are fully extinguished, these receptacles will be emptied, as needed.

b. Automatic timing devices will not be used to turn on electrical appliances unless personnel are present in the facility at the time the devices are in operation.

c. Space heaters/other personal heaters will not be used without the approval of the installation fire department or installation authority.

d. Storage of flammable liquids, paints, or other chemicals in the building is prohibited except in an approved flammable storage cabinet or a designated area designed specifically for this purpose, and this storage site has been approved by the local fire authority. Any exception must be coordinated with the ASM and approved, in writing, by the local fire department.

e. "Hot Work Permit" refers to the host installation/DeCA's written authorization to perform non-routine operations (e.g., riveting, welding, cutting, burning, heating) capable of providing a

source of ignition. Normally, a contractor, due to a renovation/repair project, conducts these operations. Coordination with the host installation safety/fire office must be accomplished during the project planning stage to determine any requirements to obtain a “hot work permit” prior to work startup.

f. Excessive accumulations of flammable and combustible products (e.g., paper, cardboard, oily rags, pallets) must be avoided to minimize potential fire fuel.

g. Interior decorations and commissary store product displays shall be made of flame resistant materials which comply with NFPA Standard 701.

15.4. EMERGENCY ACTION PLAN (EAP). Each facility will develop a written EAP for response to natural and man-made disasters to ensure the safety of employees and patrons from fires and other emergencies. Coordination of these plans should be made with the installation emergency preparedness officer and fire chief for potential integration within the installation’s disaster/fire disaster preparedness plan.

a. As a minimum, the EAP shall include.

(1) A scale drawing of the facility showing emergency exits, escape routes, and exterior assembly area(s). Locations of “safe havens” or places within the facility which afford the greatest protection from hazards associated with high winds and other storms, should also be depicted.

(2) The preferred means for reporting fire and other emergencies. This reporting element must address communication to both external responding offices (e.g., fire, security, Emergency Medical Services [EMS]) and internally to personnel located within the facility (e.g., use of alarms, PA system, word-of-mouth).

(3) Step-by-step emergency evacuation procedures, to include assigning of employees to perform certain tasks such as ensuring the orderly evacuation of employees, visitors, and patrons; including procedures for personnel with physical disabilities.

(4) Step-by-step procedures for moving employees and patrons to the safe haven area during threatening storm conditions (e.g., tornadoes, hurricanes).

(5) Procedures for employees who remain to perform critical operations before they evacuate.

(6) Procedures to account for all employees after evacuation (at the exterior assembly area) or the interior “safe haven” area.

(7) The names or job titles of persons or departments who can further explain duties outlined in the plan.

- b. The plan shall be exercised at least annually and updated as necessary.
- c. The plan must be reviewed with each employee when the plan is developed/revised, during the new employee's initial briefing, and when responsibilities under the plan change.
- d. Stores conducting mock fire evacuation drills during store operating hours is not required, nor recommended. Store evacuation "practice" should be accomplished during nonoperational hours or by conducting a conceptualized evacuation by talking about the process/procedures during council/department meetings. Coordinate drills with the installation fire chief.
- e. Identifying exterior assembly areas must consider personnel movement away from the facility coinciding with first responder traffic approaching the building. Care must be taken to ensure that personnel are not placed in harm's way of approaching vehicles and that response time is not delayed by waiting for personnel to cross roadways. For bomb threats or other like threats, alternate assembly area(s) may be necessary to ensure sufficient distance away from the building and to provide an unknown/multiple assembly area to reduce the exposure from a secondary threat. Coordination should be made with both the installation anti-terrorist official and emergency preparedness official.

15.5. EGRESS, EXITS, AND EXIT MARKINGS. DeCA engineers are responsible for ensuring that DeCA facilities (whether new construction or renovation projects) are designed with required number of exits, proper travel distance paths, and proper sized aisle/passageways to enable prompt evacuation of the building.

a. At least two exits, separate from each other, must be provided where the blocking of any single exit due to fire or smoke may endanger occupants. More than two exit routes must be available in a workplace if the number of employees, size of the building, the occupancy, or arrangement of the workplace is such that all employees would not be able to evacuate safely during an emergency. A single exit route is permitted where the number of employees, size of the building, the occupancy, or arrangement of the workplace is such that all employees would be able to evacuate safely during an emergency. The facility's/work area's exit routes must be able to support the maximum occupant load and remain a permanent part of the workplace.

b. Doors, passageways, or stairways that are neither exits nor ways to an exit (but may be mistaken for an exit) will be clearly marked "NOT AN EXIT" or have a sign indicating their actual use (e.g., "STORAGE ROOM" or "BASEMENT"). Size of lettering should be the same as for exits. Preferred color is black lettering on a white background. The nearest equivalent commercially available signs are satisfactory.

c. Every exit will be marked by an approved sign (the word "EXIT" in plain legible letters not less than six inches high and not less than 3/4-inch wide) visible from any direction of exit access (approaching pedestrian traffic). The exit sign can be either internally or externally illuminated. Sign color is not specified, but is usually either red or green. Sign placement shall ensure that no point within an exit access corridor is in excess of 100 feet from the nearest externally illuminated sign, and not in excess of the marked rating for internally illuminated sign.

When the direction to the nearest exit may not be apparent to an occupant, an exit sign with an arrow indicating direction will be used.

d. The means of egress (exit access, exit, and exit discharge) will be continuously illuminated during occupancy to ensure visibility during use and served by emergency lighting to ensure visibility during an event of failure of normal lighting. Emergency lighting equipment will have a functional test conducted monthly for 30 seconds and an annual test of the system for 90 minutes. This test can be conducted by the facility safety representative, maintenance contractor, the local fire department, etc. Manual tested (push button) and self-testing/self-diagnostic battery operated emergency lighting equipment will have a written record of visual inspections and tests, and records shall be kept by the owner for inspection by the authority having jurisdiction. Computer-based, self-testing/self-diagnostic systems shall be capable of providing a report of the history of tests and failures at all times. If unsure what equipment is installed in the facility, contact the local fire prevention office for assistance. Records will be maintained for one year. If the test is conducted by the local fire department, a record of the test must be provided to facility management or provided upon request. A copy of the test records will be maintained in the Safety Continuity Binder (SCB).

e. Exit access will be arranged so it is not necessary to travel through any area of high hazard potential to reach the exit unless the path of travel is effectively shielded by suitable partitions or other physical barriers.

f. A door from a room to an exit, or to a way of exit access, shall be the side-hinged swinging type. It shall swing with exit travel when the room is occupied by more than 50 persons or used for high hazard occupancy. At least three feet of clear space will be maintained around self-closing fire doors.

g. Areas around exit doors and passageways shall be free of obstructions. The exit route shall lead to a public way. No lock or fastening will be used to prevent escape from inside the building. Emergency exit doors will open freely without hindrance.

h. No doors will open directly onto a flight of stairs. A platform will be used and the swing of the door will not reduce the effective width to less than 20 inches.

i. Dual swinging doors without view windows will be marked "IN" and "OUT."

j. Storm mats will be placed inside personnel entrances during inclement weather and the floors will be mopped to eliminate slipping hazards.

k. Power-operated sliding doors (e.g., photo-electric actuated doors) will not be installed unless these doors have battery backup systems or can be opened manually to permit exit travel if there is a power failure. If doors must be opened manually instructions will be posted (i.e. push to open, pull to open, etc.).

l. Power sliding doors at entrances to the facility will have readily visible and durable signs posted on the inside stating "IN EMERGENCY PUSH TO OPEN" or other appropriate

statement. Letters will not be less than 1 in. (25 mm) high on a red contracting background. This signage will be readable from the egress side of each door opening and located at a height between 36 in. (914 mm) and 60 in. (1524 mm) above the floor. Additionally, signs with ½ in. letters reading “AUTOMATIC DOOR”, will be visible from both sides and similarly affixed to the doors.

m. Outdoor exit route must be covered/roofed if snow or ice is likely to accumulate along the route, unless the snow or ice accumulation will be removed before it presents a slipping hazard or snow accumulation blocks the exit route.

15.6. AUTOMATIC EXTERNAL DEFIBRILLATOR (AED). Facility managers of each DeCA establishment will coordinate with their host installation medical services offices to determine the necessity for an AED.

a. DeCA is legally prohibited from expending funds for AED acquisition, installation, or maintenance of those devices in commissary facilities pursuant the fiscal laws of the United States, 31 U.S.C. §1301(a). Any conflict with this policy and the equipment owner should be forwarded to the DeCA Office of the General Counsel for resolution.

b. An AED is the responsibility of the servicing medical treatment facility supporting the installation. That responsibility includes the determination of need, procurement and placement of the device, training of individual(s) at the location on the proper use of the equipment, maintenance of the equipment, downloading the recorded information within the device when it has been used, preparing a report on the use of the device for the site where it was located and, if necessary, remedial training on the use of the device.

c. The AED assessment should consider which individual(s) in the facility need training to provide a seamless presence of trained operators. Local facility managers may opt to select specific personnel by first seeking volunteers to receive this AED training. Depending upon the number and mix of volunteers, a second strategy of assigning individuals to serve as AED operators may be necessary.

d. The AED assessment should consider whether personnel volunteered/assigned to receive training as an AED operator are included into a Bloodborne Pathogen Program exposure plan.

15.7. FIRST AIDS AND KITS. First aid kits will be obtained for use to administer self-care for minor injuries. The kit should only contain the basic supplies needed to treat these minor injuries (e.g., small cuts and scrapes). The selected first aid kit will state that its contents conform to ANSI SZ308.1-2009, Minimum Requirements for Industrial Unit-Type First Aid Kits. For DeCA facilities at overseas locations, first aid kits will meet the host nation standard. All injured employees are encouraged to seek professional medical advice, no matter how small or insignificant the injury. Should local management appoint an employee the duty to render first aid care, this assigned employee will receive all proper training to perform in this capacity and the facility will implement an exposure control plan for Bloodborne Pathogens.

SECTION 16: GENERAL SAFETY REQUIREMENTS

16.1. HAZARDS/HUMAN FACTORS.

a. Wet floors can cause slips and falls, which are a leading cause of injuries in commissaries. Contributing factors are improper footwear, hurrying, spills, and objects left in aisles (i.e., boxes, litter, carts).

b. Meat processing operations involve potentially serious hazards, including lacerations and amputations from knives, saws, and slicers. The meat band saw is involved in many injuries with complacency, fostered by repetition of the tasks done with this piece of equipment as a contributing factor. Quite often injuries occur because the guard has not been adjusted for maximum protection on the specific cut being performed. Suet (animal fat) and meat particles on floors make the walking surface extremely slippery.

c. Employees throughout DeCA activities are required to lift objects. When improperly performed, manual lifting can result in injuries ranging from a sore back to ruptures. Contributing factors are failure to use MHE, attempting to lift too heavy a weight, overextending physical capabilities, lifting with back muscles instead of leg muscles, attempting to lift heavy items overhead, and lifting from an awkward position by twisting the torso without moving the feet in the direction of upper body motion. All DeCA personnel shall receive training in proper lifting techniques. This training will be documented on DeCAF 30-72.

d. Persons using MHE (powered and non-powered) or working where MHE is in operation are exposed to foot injuries. Shelf stockers often use razor-sharp box cutters that can lacerate hands, fingers, arms, and legs. Employees working in cold storage lockers are exposed to extreme cold temperatures and may develop frostbite or hypothermia unless proper protective clothing is worn, and may also slip and fall on icy or frozen surfaces.

16.2. HOUSEKEEPING.

a. All areas of DeCA activities, to include places of employment, passageways, storerooms, and service rooms shall be kept clean, orderly, and in a sanitary condition.

b. Utility closets will not be used as trash collection points.

(1) Dust mops, brooms, and wet mops shall be hung vertically on brackets or in storage racks. Wet broom and mop heads will be hung in the down position.

(2) Cleaning materials treated with chemicals may be subject to spontaneous combustion and shall be stored separate from other combustible items. The installation fire department will be contacted for guidance, if needed.

c. Supplies used in building or equipment cleaning will be kept separate from food products. The preferred method is to store cleaning supplies in storage closets or lockers designated for that purpose. Quantities of steel wool used for cleaning will be controlled and kept in an enclosed metal container. Only noncombustible sweeping compounds and adsorbents will be used. Used sweeping compounds or adsorbents will be stored in a closed metal container.

d. It is hazardous to use fuels (such as gasoline) to clean floors or clothing; toxic cleaning agents; or flammable liquids of any kind for cleaning purposes. The use of flammable or toxic liquids for floor cleaning purposes is prohibited. Do not mix cleaning agents because the result can produce toxic gases. For instance, mixing ammonia with Clorox produces chlorine gas that is an extremely deadly vapor.

e. Trash handling is an integral part of the housekeeping process. The proper disposal of combustible waste materials is important. The removal of combustible waste products at the end of each shift is mandatory and additional waste removal may be necessary. Adequate trash bins, cans, baskets, and other proper containers shall be provided to encourage proper waste disposal. If nonmetallic waste or trash cans are used, they shall be approved by the installation fire department.

(1) Both clean and dirty rags will be kept in separate metal containers with metal lids (approved by the installation fire department). These containers will be stenciled to identify their contents. Lids will either be self-closing or kept closed.

(2) Empty cartons and packing materials will be broken down and disposed of promptly. Carton banding will be disposed of when removed. If cartons are nailed shut, the nails will be disposed of when the carton is opened.

(3) When possible, outdoor trash receptacles will be located a minimum of 10 feet from any building. Lids will always be kept closed and the area around the receptacle will be kept clean.

(4) Waste disposal methods will incorporate DeCA pollution prevention strategies.

f. Clothing lockers will be ventilated, kept clean, orderly, and nothing will be stored on top or under the locker.

g. Break areas will be clean, orderly, and will be provided with noncombustible trash cans with self-closing lids or other receptacles as approved by the installation fire department.

h. Matting, or other types of movable floor coverings used where unpackaged foods are handled, will be cleaned as required by the installation medical services.

i. Storage will not be permitted under stairways, under raised floors, or within 18 inches of ceiling levels of buildings, to include mechanical and boiler rooms, unless approved by the installation fire department. Materials will not be stacked against buildings or in front of doors and exits. Aisles and passageways will not be blocked.

j. Areas behind freezers/refrigeration units, other electrically operated units, water heaters, or other energy producing devices will be free of combustible materials.

k. The store's safety representative and Commissary Contract Monitor will monitor contractor utility closets and cleaning product storage areas to ensure these areas are safe and properly maintained.

16.3. WALKING/WORKING SURFACES, AISLES, AND PASSAGEWAYS. Essential regulatory OSHA information is included below, along with DeCA requirements. OSHA standards according to CFR Title 29, Part 910.22, Part 1910.23, and Part 1910.24 will be reviewed for more detailed information on walking surfaces, industrial stairs, guarding floor, wall openings, and holes, aisles, and passageways.

a. Layout. Proper layout, spacing, and arrangement of equipment, displays, passageways, aisles, etc., are essential to orderly operations and avoid congestion. Proper layout is best achieved in the planning stages, with recommendations from the safety office, fire department, bioenvironmental engineer/industrial hygienist, and installation engineer.

b. Floor Condition. DeCA personnel shall maintain floors in good condition and free of defects that can endanger workers and patrons, or interfere with the handling of merchandise.

(1) DeCA personnel will ensure that aisles, passageways, and walkways are maintained in a manner that would not hinder emergency egress of patrons and staff, or the approach of firefighting equipment. Access to electrical panels, electrical disconnects, emergency eyewash units, fire extinguishers, or fire alarm pulls will not be blocked or obstructed in any way.

(2) Floor surfaces shall be kept clean and free of water and other slippery materials. When slippery substances are spilled, they shall be immediately cleaned or covered with a noncombustible absorbent material. Drip pans should be used wherever the possibility of spilling or dripping exists. Whenever floors are being cleaned or finishing compounds have just been applied, signs will be posted to warn patrons and employees of a slipping hazard. The size and placement of these signs will be at the discretion of the activity's head but shall be visible before a person enters the hazardous area. These caution signs will be yellow and black.

(3) Extreme caution will be used when using floor stripper. Avoid walking on areas where stripper has been applied. Stripping of finishes on floor tile containing asbestos will not be performed.

c. Load Capacity. An engineer (DeCA/host installation) will determine maximum floor loading capacity for all above grade (including areas above basement) storage areas. The weights of equipment, such as hoists suspended under a floor, will also be considered when determining floor-loading capacity. The supervisor is responsible for posting permanent floor load signs in plain view. Letters will be large enough to be clearly legible at a distance of 50 feet. The installation civil engineer shall approve, prior to installation, all equipment weighing more than 500 pounds. Supervisors will ensure heavy loads are evenly distributed.

d. Floor Sloping and Drains. When possible, drains will be provided when wet processes are used. Floors shall be sloped to allow liquids to naturally flow to the drains. Drains shall be kept clear to prevent clogging, especially when hazardous or contaminated material is used. All new construction shall provide for drains in wet process areas. If drains are not available, the area will be immediately roped off, cleaned up, and dried before permitting personnel to enter the area. Drains will be provided for all plumbed emergency eyewash stations that are not located in areas subject to wash down, to facilitate the required weekly system flush.

e. Guards for Floor and Wall Openings.

(1) Every floor opening, such as a hatchway, chute, roof-top skylight, pit, trapdoor, manhole, or ladder way shall be guarded. The type of guard used is dependent on the location, reason for the opening, and frequency of use. One of the following guards shall be installed to protect personnel.

(a) Standard Railings and Toe Boards. These railings and toe boards shall be permanently attached leaving only one exposed side. The exposed (access point) side will have a removable railing. When not in use, the railing will be installed.

(b) Floor Opening Cover. A cover will be used for less frequently used openings where traffic across the opening prevents the use of fixed railings (e.g., openings located in aisle spaces). Cover strength specifications shall have the same rated load capacity as the floor. Cover design, installation, and related hardware shall not present a tripping hazard. The cover will be closed when not in use. The opening shall be protected by removable railings that leave only one exposed side when the cover is open or removed. Someone will be in constant attendance at this exposed side.

(2) Every stairway and ladder way shall be guarded by a standard railing and toe board on all open sides, except at the entrance of the opening. If there is danger of a person walking straight into the opening, a swinging gate or offset passage shall be used.

(3) All open-sided floors, platforms, runways, and catwalks four feet or more above the ground shall be guarded on all open sides. Guards will consist of standard railings. Toe boards are required wherever falling objects may present a hazard. Removable railings may be placed at entrances and where operating conditions necessitate.

(4) Every permanent or temporary wall opening (to include window openings [during construction] located less than three feet above floor level) where there is a 4-foot or more drop shall be guarded. Guards include railings, doors, slats, grillwork, half-doors, or equivalent protection. The guard may be removable, but shall be installed when the opening is not in use. A removable toe board shall be used where falling materials may present a hazard. Grab handles should be installed on each side of the opening four feet above floor level when required by the operation.

(5) General specifications for standard railings, toe boards, and other guards used for floor and wall openings are found in CFR Title 29, Part 1910.23.

(a) Railings. Guard railings consist of securely mounted top rails, intermediate rails, and posts. They have a height of 36 to 44 inches from the floor. Heights greater than 44 inches are permissible, but may require additional mid-railings if the opening beneath the top rail is 19 inches or greater. Railings shall be capable of withstanding a load of 200 pounds applied in any direction, at any point on the rail.

(b) Toe Boards. Toe boards are made of any 4-inch high (nominal) rigid material. They can be solid or with openings not greater than 1-inch. They will be securely fastened in place with not more than a 1/4-inch clearance from the floor.

f. Stairways and Ramps. The selection of a particular type of fixed industrial stairway or ramp is mostly dependent upon the location, intended use, and the environmental conditions that exist. To prevent mishaps, stairs and ramps will be kept clean, free of obstructions or slippery substances, and in good repair at all times. Supervisors will ensure that:

(1) Bulletin boards and other objects that could distract a person's attention are not placed in stairwells or at ramps.

(2) Loose boards, unsecured treads, protruding nails, and torn or worn stair treads are repaired or replaced immediately.

(3) Slippery or worn treads and surfaces are either replaced or rendered safer by coating them with nonslip surface materials.

(4) Stair nosing's are securely fastened and rounded or beveled to prevent personnel from catching their heels on the treads.

(5) Railings and handrails are smooth, free of splinters or burrs, and securely mounted.

(6) Outside stairways and ramps are cleared of snow and ice and that abrasive materials, such as sand or ash, are readily available and used during inclement weather.

(7) Obstructions in areas where there is less than 6 feet, 8 inches of headroom over stairs are padded (preferably). When they cannot be padded, they are color coded to highlight the hazards with yellow or yellow-and-black stripes. In all cases, caution signs are used to warn people of low clearances.

(8) Ramps intended for disabled persons' use will be designed and constructed to conform to the Architectural Barriers Act and Americans with Disabilities Act (ADA).

(9) Stairway Handrails. Standard hand railings shall be provided on open and enclosed sides of all stairways and stair platforms.

(a) On stairways less than 44 inches wide and with both sides enclosed, at least one handrail will be available, preferably on the right side descending. When one side of a stairway

is open, a railing will be available on the open side. If both sides of the stairway is open, both sides will have railings.

(b) Stairways 88 or more inches wide, one handrail will be on each enclosed side, one stair railing on each open side, and one intermediate stair railing located approximately midway of the width.

16.4. ELECTRICAL. Unsafe electrical conditions and practices may result in serious injury to personnel or severe property damage. DeCA employees shall be constantly on the alert to detect electrical hazards and shall report any hazard to their supervisor as soon as it is observed.

a. Installation/Repair. Only authorized, qualified electricians will install, service, or repair electrical equipment or wiring. Self-help projects which involve electrical wiring are not authorized. Remove defective electrical equipment/cords from service immediately.

b. Receptacles. Electrical receptacles and cover plates will be free of cracks and securely mounted. Multiple plug adapters will not be used because of the risk of overloading electrical circuits. A power surge protector is not considered a multiple plug adapter when used only to protect electronic components such as desktop computers. Power surge protectors will not be used as an “extension cord” in lieu of permanent electrical receptacles.

c. Plugs.

(1) When in use, plugs will be inserted fully so no parts of the pins are exposed.

(2) The grounding pin is a safety feature. The grounding pin will be checked frequently by supervisors to ensure it has not been accidentally broken or removed. The pin will not be cut off nor will an adapter be used (which allows a three-prong plug to fit a two-prong receptacle).

(3) All plugs will be of molded plastic or rubber, dead front construction, and shall be firmly attached to the cord to prevent pulling against wire connection points.

d. Flexible Cords/Extension Cords. Electrical cords shall be of an approved type (Nationally Recognized Testing Laboratory (NRTL) or Underwriters’ Laboratories, Inc. (UL) listed) and shall not be subjected to electrical currents or voltages greater than their rated capacity.

(1) Cords will be inspected frequently by supervisors for signs of fraying, cracking, wear, or any damage that could be a sign of possible short-circuiting. Defective cords will be taken out of service. A certified, licensed electrician can only repair cords. If unreparable, the cord will be destroyed by cutting into several pieces and discarded.

(2) Cords shall not be:

(a) Hung over nails, rafters, or in a manner that constitutes a safety or fire hazard.

- (b) Taped, stapled, or fastened to woodwork or walls.
 - (c) Run through walls, ceilings, floors, doorways, windows, or similar openings; or hung from fire suppression system devices (e.g., sprinkler heads, sprinkler water supply pipes).
 - (d) Attached to building surfaces or concealed in ceilings, walls, or floors.
 - (e) Placed under rugs, carpets, or other combustible materials.
 - (f) Walked on nor will equipment be allowed to run over them. (If cords must be placed in travel lanes, they will be protected by hard rubber molded housings or bridges).
 - (g) Kinked, stretched, or bent excessively. (Practices of this nature will damage internal wire strands).
 - (h) Unsupported or not placed in a resting manner so as not to provide strain relief at the connecting point.
- (3) Cords shall be continuous in length without splices. They shall be kept dry and free from oil or grease.
- (4) A grommet or some means of clamping approved by the NEC will be installed where cords pass through equipment housings to prevent abrasion of the cord insulation. The means used will hold the cord firmly so there is no pull or strain put on the connecting point.
- (5) Extension cords will not be used in lieu of permanent or fixed wiring. If used, extension cords will have a single connection and not be interconnected (daisy chained) with other extension cords, surge protector power strips, multi-outlet strips or other devices.
- (6) Equipment connected by flexible cords will be disconnected when not in use for extended periods of time or at the end of the work shift, and will be double insulated unless grounded either by a three-wire cord or a separate ground wire.
- (7) Electrical wiring or conduits will not be used as hangers for clothing or supports of any nature.
- e. Disconnecting Means. Circuit breakers, fuse boxes, and disconnect switches shall be legibly marked to indicate the equipment, outlet(s), or receptacle(s), etc., they control, unless the purpose is evident.
- (1) Circuit breakers and disconnect switches shall be clearly marked to indicate whether they are in the open (off) or closed (on) position.
- (2) Over-current devices shall be readily accessible to each employee or authorized building management personnel. They will not be located where they will be exposed to physical damage or in the vicinity of easily ignitable material.

(3) Electrical controls, panels, and disconnects shall not be blocked or otherwise obstructed by stored equipment or materials of any kind. Clear spaces in front of these panels shall not be less than 3 feet.

(4) Larger fuses or breakers will not be substituted nor will bypass wires be used.

(5) Circuit breakers shall not be taped in the "ON" position. Breakers that frequently trip are an indicator of possible electrical problems with the circuit or equipment they service and shall be promptly reported.

(6) Each newly installed disconnecting device shall be designed to accept Lockout/Tagout devices.

(7) Disconnect switches/receptacles dedicated for machines that are required to be unplugged during Lockout/Tagout procedures will be located/positioned for easy access.

(8) Circuit breaker boxes and fuse boxes shall not be locked by commissary personnel unless it controls the only piece of equipment connected to the box.

f. Guarding of Live Parts. Electrical outlets, switches, junction boxes, etc., will have cover plates securely installed. Cover plates shall be free of cracks or other defects that could cause them to be ineffective. All unused openings (knock out plugs) in switch housings, junction boxes, etc., shall be covered. Rigid conduits will be securely attached to the box and flexible conduits shall be firmly secured by a clamping device where the conduit enters the box. This will prevent abrasion to the conduit and will not allow a strain to be put on the connecting points.

g. Equipment Grounding. (Does not apply to double insulated equipment.)

(1) Frames of electrical motors, regardless of voltage, shall be grounded. All covers will be securely fastened. Motor data plates will be legible and will not be painted over.

(2) Exposed noncurrent carrying metal parts of fixed equipment that may become energized under abnormal conditions shall be grounded.

(3) Cord and plug connected equipment (found in most DeCA operations) whether fixed, stationary, or portable, will be grounded, unless double insulated.

h. Ground Fault Circuit Interrupters (GFCI). These devices provide excellent employee protection and shall be used as follows:

(1) Mandatory in all new commissaries and those undergoing modifications in areas (e.g., wet locations) specified by the appropriate electrical codes.

(2) Recommended on all exterior electrical receptacles.

i. Weatherproof Electrical Systems. These will be installed where lamp holders, fixtures, or receptacles are used in wet or damp locations, such as perishable storage areas (to include all refrigerated areas, both storage and food processing).

16.5. ILLUMINATION. Poorly lighted areas are breeding grounds for poor housekeeping and mishaps. All aisles, passageways, offices, processing areas, stairs, ramps, docks, parking lots, and other exterior areas shall be adequately lighted.

a. Lights over long flights of stairs should have three-way pole switches at the top and bottom landings so they may be turned on or off at either position.

b. Control of light is important to avoid glare and harsh shadows. Soft shadows are usually acceptable, but harsh shadows should be avoided since they may obscure hazards or interfere with visibility. Provide additional lighting in situations where existing lighting is not sufficient. Contact the installation industrial hygienist or bioenvironmental engineer if the level of illumination in an area is in question.

16.6. MACHINERY, EQUIPMENT, AND GUARDS.

a. Operating Instructions. Department managers will maintain manufacturer's manuals for all machinery or equipment under their control. In the absence of these, supervisors will develop local operating instructions to include job safety, maintenance, lubrication, and inspection. Such instructions will identify operator and maintenance technician responsibilities.

b. Training. Supervisors will ensure that employees who will operate powered machinery or equipment are trained and qualified on that equipment. The training will include proper operation, safety precautions, hazard recognition, Lockout/Tagout, and emergency shutdown procedures for each piece of equipment they will use. Additionally, supervisors will inform operators of equipment repairs they are authorized to perform and train them in the proper maintenance procedures. Supervisors will annotate Section 3 of DeCAF 30-72 to reflect this training.

c. PPE. Supervisors will ensure operators are trained on the specific PPE requirements of the equipment they will use.

d. Safe Operating Practices. The following are general safety precautions that apply to all equipment:

(1) Workers will not attempt to clean (or clear jammed material) any part of a machine until all moving parts have come to a complete stop and the power source has been disconnected (cord and plug equipment) or the power disconnecting switch is turned off and either locked or tagged out.

(2) Loose fitting clothing, neckties, finger rings, bracelets or watches, or other apparel that may become entangled in moving machinery, power transmission apparatus, or moving parts will not be worn.

(3) Hair nets or caps will be worn to keep hair under control and safely away from moving machinery, power transmission apparatus, or moving parts.

(4) Machines will be used only for work within the rated capacity specified by the machine manufacturer.

(5) Machines will be maintained so (while running) they are free of excessive or abnormal vibration.

(6) Machines will never be left unattended with the control switch in the "ON" position. The operator will remain at the machine until all motion has ceased.

(7) Electrical equipment will be unplugged at the outlet or turned off at the circuit breaker/disconnect switch before washing the equipment or the surrounding area when water could splash on the equipment. Electrical components will be protected when there is a danger of water or cleaning liquids entering them.

e. Machine Layout.

(1) Machines that are subject to movement because of vibration, rotation, or other reasons, shall be securely fastened to prevent their movement while operating. Exceptions to this are machines (e.g., meat slicers) that have very little vibration or movement and can be satisfactorily held in position with rubber feet.

(2) Sufficient space for material handling and maintenance will be provided around each machine. Appropriate DeCA safety personnel and the installation engineer should be contacted for assistance on layout concerns.

f. Maintenance and Repair.

(1) When maintenance or repair is needed, whether it is done by the operator or a specialized repairman, machines and equipment will be completely shut down and the disconnect switch locked in the "OFF" position. Machines equipped with a cord and plug will be unplugged and the repairman will maintain control of the plug.

(2) All guards, interlocks, and safety devices will be in place prior to restoring power, unless their removal is required by the manufacturer's manual for an operational check.

g. Inspection. Supervisors will ensure that all operators inspect machines prior to the start of each shift, following a new setup, or when operators change. They will also ensure that:

(1) Operating components are in good working order.

(2) Guards, interlocks, or other protective devices are securely mounted, operating properly, and in proper adjustment.

h. Electrical.

(1) Wiring of all machinery will comply with the NEC and/or host nation comparable code(s).

(2) Machines will have under-voltage protective devices installed to safeguard workers from the hazards of sudden, unexpected startup upon restoration of power following a power fluctuation or failure. DeCA safety or installation safety personnel and department managers shall identify those machines that require this protection and ensure under-voltage protection devices are installed, if needed.

(3) Control switches (ON and OFF) will be easily accessible to workers at their normal operating positions so they will not need to reach over moving parts of the machine to activate the switch. The printed word "STOP" or the color red will identify control switch stop functions. Positive pressure control switches will not be wedged for continuous operation. The motor "START" switch shall be protected against accidental/inadvertent operation. Foot treadle controls shall be protected against accidental/inadvertent operation and shall have a nonslip surface.

(4) Identified damage/broken/unserviceable equipment (e.g., damaged power cords, broken baler, damaged battery charger, etc.) will be effectively taken out of service (labeled and disconnected from energy source) to prevent use.

i. Guarding. One or more methods of machine guarding shall be provided to protect the operator and other employees in the area of the machine from hazards created by the point of operation, in-running nip points, rotating parts, flying chips, and power transmission apparatus. Machines will not be operated unless all guards are securely in place and operational. Any time the guards are removed, the power cord will be disconnected or a disconnecting means will be turned off and locked out.

16.7. PERSONAL HYGIENE AND SANITATION. Guidance on personal hygiene and sanitation in commissaries is provided in deca 40 series directives. Each commissary will develop an internal sanitation self-inspection program to ensure compliance. Installation medical personnel are invited to periodically evaluate the effectiveness of the sanitation program and provide technical guidance on personal hygiene and prevention of food-borne illnesses.

a. Employee Restrooms.

(1) Restrooms shall have at least one water closet, maintained clean and sanitary, and include covered containers for sanitary napkins (as appropriate).

(2) Separate restrooms shall be provided for each sex. If this is impractical due to the size of the facility, a locking device will be provided on the inside of the restroom door to prevent inadvertent access when it is occupied.

(3) The number of water closets (including the number of urinals for male restrooms) will be IAW the requirements of OSHA CFR Title 29, Part 1910.141.

(4) Each restroom shall have hot (tepid) and cold running water, hand soap (dispensed, anti-bacterial liquid), and individual hand towels or warm air blowers.

(5) Employees shall wash hands thoroughly with soap and warm water before leaving restrooms. Signage informing of this requirement shall be posted within all restrooms used by employees.

(6) Beverages or food will not be stored or consumed in restrooms.

(7) Noncombustible trashcans with self-closing lids will be provided in all restrooms.

b. Pest Management. DeCA facilities shall be constructed, equipped, and maintained to prevent the entrance or harborage of rodents, insects, and other pests of any kind.

c. Sanitation.

(1) Any container used for solid or liquid waste that may spoil shall be leak proof, easy to clean and maintained in a sanitary condition. The container shall have a tight fitting cover unless the container can be maintained in a sanitary condition without a cover.

(2) Garbage cans and bone barrels shall be washed daily with hot soapy water.

16.8. EXTERIOR AREAS. Parking facilities and surrounding pedestrian walkways involve hazards of collision and falls. The surface of parking lots and pedestrian walkways should be smooth and hard to eliminate the frequent injuries that occur from stony or rough surfaces. Good drainage is essential.

a. Parking spaces should not encroach on fire hydrant zones, first responder lanes, approaches to corners, bus stops, loading zones, or clearance space for islands.

b. Landscaping should be planned so trees and shrubbery do not create blind spots at roadway or walkway intersections. Proper maintenance of landscaping should be scheduled to prevent growth from creating blind spots.

c. Adequate lighting shall be provided for safety and security.

d. Installation plans for ice and snow removal should include DeCA parking lots, warehouse and other receiving areas, and pedestrian walkways.

- e. Convenient parking spaces shall be reserved for handicapped patrons IAW the ADA.
- f. Patron shopping carts and bagger carryout carts shall not be stored or allowed to accumulate where they block vehicular or pedestrian traffic.
- g. Walkways shall be kept clear of obstacles that block the right-of-way or present slipping and tripping hazards. Walkways should be marked to indicate changes in elevation.
- h. Heads of DeCA activities are responsible for the timely removal of accumulated snow or ice. Abrasive materials or salt will be used on walk surfaces when it is impractical or impossible to remove snow and ice.
- i. Night lighting will be used to highlight hazards.
- j. When loose gravel or crushed rock is used for surfacing, the largest dimensions of material used will not exceed ½-inch.
- k. Motor vehicles will not be operated over walkways unless installation engineering has certified the load bearing capacity of the surface.
- l. Broken or unevenly cracked surfaces will be repaired.
- m. All grounds adjacent to work facilities will be well policed and kept free of hazardous materials.
- n. Materials will not be stored, left under or piled against buildings, doors, exits, or stairways.
- o. During the growing season, frequent lawn mowing and edging is necessary to keep installation grounds in good condition. Weeds will not be permitted to grow excessively or to accumulate near buildings.
- p. All open drainage ditches that present a potential hazard will be guarded by fences or barriers, illuminated at night, and clearly identified by day.
- q. Heads of DeCA facilities will ensure that any exterior construction work at their facility is clearly identified by sign(s) that can be read from at least 50-feet. Illumination will be used for easy sighting after dark.

16.9. FINGER RINGS. Store Directors/Facility Managers will identify in writing those tasks where wearing a finger ring (to include wedding bands) while working may present undue risk of injury. In some instances, supervisors may determine that individuals will not wear rings while engaged in all work activities throughout the department, in lieu of identifying individual tasks. Supervisors must advise employees of this possible hazard and include this information as part of

the employee initial SOH briefing, as required. The following listed tasks are ones that present potential for finger ring injury:

- a. Most climbing, ascending, or descending where the individual might fall with their ring catching on an object, resulting in an injury.
- b. Working on elevated surfaces such as ladders, platforms, high reach vehicles, and stake bed trucks.
- c. Performing material handling operations in the warehouse.
- d. Performing maintenance.

16.10. PORTABLE RADIOS, RECORDED MUSIC PLAYBACK DEVICES, AND CELLULAR TELEPHONES. Portable radios and music playback devices may be used in commissary workplaces providing the volume level is not excessive where they create hazardous noise levels or distract workers. Management personnel have the authority to restrict use of these devices when volume levels are excessive. Radio and music playback devices that require the use of headphones or headsets, and cellular telephones may only be used in break areas while employees are on authorized break. If necessary, Store Directors/Facility Managers may elect to prohibit all of these devices in all work areas.

16.11. PORTABLE LADDERS. These are wood, metal, or fiberglass ladders that can be readily moved or carried, and may have side rails joined at intervals by steps, rungs, cleats, or rear braces.

a. Stepladders. A stepladder is defined as a self-supporting portable ladder, nonadjustable in length, having flat steps, and a hinged back. The size is designated by the overall length of the ladder measured along the front edge of the side rails. They are used for general maintenance and erecting displays. Stepladders will normally not be used in stocking operations.

b. Ladder Stands. A worker is often required to climb a ladder to get stock. Only heavy-duty material-handling ladders shall be used. These may be on rollers, but shall have a braking mechanism with rubber feet that contact the surface as the worker's weight is imposed on the ladder. If a working platform is provided, standard guardrails to protect the worker from falls while reaching for stock shall be provided.

c. Step Stools. Step stools used within the commissary for stocking will be of a type designed to disengage any wheels and become immovable when weight is applied. The use of plastic cartons, milk or soft drink cases, pallets, carts, or any other item not designed as a step stool will not be used.

d. Storage and Care. Dampness will cause rust and will deteriorate metal parts. Aluminum and fiberglass ladders are rust resistant but may contain steel braces and fasteners that will rust.

Ladders will be stored in a warm, dry location out of direct sunlight, if possible. If ladders are stored vertically, secure the ladder with a fastening or attaching mechanism to a wall or cage, to prevent accidental injuries and damages. Ladders shall be inspected prior to each use and those that have developed defects shall be withdrawn from service for repair or destruction and tagged or marked as “DANGEROUS, DO NOT USE.”

16.12. HAND TOOLS. Information on hand tools most frequently used by grocery, produce, and meat department’s personnel is as follows:

a. Screwdrivers. Maintain standard, straight blade screwdrivers with their working edges square and free from chipped areas. Screwdrivers that have cracked or loose handles will be disposed of and replaced with new ones. Do not use screwdrivers as a prying tool nor strike with a hammer. In using the screwdriver, match the blade to the fastener slot size and avoid using too large or too small a blade. Use Phillips screwdrivers in the correct size relative to the fastener. Do not use worn Phillips or any special fastener screwdriver.

b. Hammers. Discard any hammer with a loose or damaged handle. Discard any hammer if its head shows dents, cracks, chips, mushrooming, or excessive wear (redressing is not recommended). Nail hammers are designed for driving unhardened common and finishing nails and nail sets, using the center of the hammer face. Do not use ball peen hammers for this purpose.

c. Pry Bars. Use the proper size and kind for the job. When possible, use bars that have a point or toe to grip the object to be moved and a heel to act as a pivot or fulcrum. In some cases, use a block of wood under the heel to prevent the bar from slipping and injuring the hand. Do not use damaged bars and do not use a pry bar as a hammer.

d. Bolt Cutters. Use the proper size and type for the job at hand. Insure the handles are dry and free from foreign matter that might cause slippage. When not in use, bolt cutters will be secured in a locked room, drawer, or cabinet.

e. Box Cutters. Most commercially available cutters use special removable blades as the cutting edge. Cut parallel to or away from the body, not toward the body. Keep the other hand away from the direction of cut. Place old blades in a separate container for disposal; do not throw them in waste cans. Store cutters in suitable locations where accidental contact with the blade is eliminated. Do not place cutters in clothing waistbands or pockets. Ensure that shelf stockers keep box cutters in a compartment on their carts where the blade is protected.

f. Band cutters. Never break bands by applying leverage with a claw hammer, crowbar, or other tool; use band cutters. When cutting metal or rigid plastic bands, place one gloved hand on the nearest portion of the band, then if the band “springs,” it will move away from the worker. Cut bands square, never at an angle. Dispose of banding immediately after it is removed from cartons. Refer to the PPE hazard assessment or Table 1 for required PPE.

16.13. WORKING ALONE. “Working alone” can be defined as having no other employee nearby or within shouting distance; or working without the interaction of other workers or without supervision. A work example may be having a single worker working in a separate department or a lone worker working inside a freezer. In facilities other than electric power generation, transmission and distribution that fall outside of the scope of OSHA CFR Title 29, Part 1910.269, there is no general OSHA standard that deals with the situation of an employee “working alone” except in specific situations such as emergency response, interior structural firefighting, or working in permit-required confined spaces. Again, the “working alone” requirement is not dependent on medical treatment response time. The management decision to have an employee working alone must consider the hazard level of the task(s) to be performed (identify the hazards, assess the risks, and ensure controls are in place), its location, the frequency of monitoring the alone employee (making communication contact), and most importantly, input from the worker.

a. Monitoring a lone worker may be accomplished by making either physical contact or by having voice-only contact (e.g., using a radio, walkie-talkie, and phone). In extreme situations, a personal alarm alerting system may be needed.

b. Monitoring frequency (i.e., how often to make contact with the alone worker) is dependent upon the hazard assessment of the work. An example of a contact scenario may be as follows: Contacts with a meat cutter who performs custom cuts after normal meat department hours may need to be every 30 minutes; and prior to and immediately after using meat cutting equipment. The worker should provide input to as to the expected cutting duration (e.g., 15 minutes). The worker makes contact, states that he will be cutting for 15 minutes, and will make contact after work is accomplished. This time limit alerts the other person that if no call is received within that approximate time, that physical contact must be made to verify the wellbeing of the cutter.

SECTION 17: ADMINISTRATIVE AREAS AND COMPUTER ROOMS

17.1. SCOPE. Administrative areas (office work areas) are largely inherent to DeCA and Area HQ facilities, but smaller administrative offices can be found at each DeCA establishment (e.g., administrative office for a commissary, CDC and CMPP). Administrative areas are normally classified as low hazard/low risk areas; however, the potential for injury and illness (e.g., back strain, eyestrain, musculoskeletal disorders) does exist.

17.2. RESPONSIBILITIES. The office manager/supervisor is responsible for ensuring that all employees know and follow safety policies. Failure to enforce/follow safety procedures may result in disciplinary action of the employee and supervisor.

a. The manager/supervisor will work closely with the facility's/directorate level safety representative. The safety representative's function is to assist in any safety related efforts (e.g., providing safety information, assisting in department's area inspections, and serving as a safety liaison to facility management, assisting in providing safety training).

b. The manager/supervisor is responsible to provide safety training with coinciding documentation (DeCAF 30-72) for employees; investigate and complete accident reports should an accident occur; conduct (or assist) periodic safety inspections of work areas and initiate action to correct discrepancies

17.3. OFFICE ERGONOMICS. Refer to DeCAM 30-17.1, Volume 1, Section 9.

17.4. MISCELLANEOUS SAFETY.

a. Filing Cabinets. Filing cabinets can cause injuries to employees if used improperly. Never bump file drawers closed with any part of the body. Always place hands on the drawer handle making sure fingers are not curled over the edge as the drawer closes. Close all file drawers immediately after use to avoid having an inattentive person walking into it. Only open one file drawer at a time to prevent the cabinet from toppling over. Climbing or standing on file drawers or cabinets will not be permitted for any reason. File drawers containing heavier files or fuller loads should always be located in the lower part of the cabinet to prevent the cabinet from tipping over when the drawers are open.

b. Chairs. Chairs are never to be used as a standing surface, as a step stool, or as an apparatus (similar to a cart) to transport items. Chairs that are broken or in a level of ill repair to question their structural integrity will be taken out of service and tagged with a "DO NOT USE" sign/label until repair or disposed.

c. Paper cutters. Paper cutters will be equipped with a guard or other device to lock the blade in the down or safe position. When not in use, the blade will always be closed and locked in the safe position.

17.5. COMPUTER ROOMS. The following standards apply to DeCA activities to protect facilities, equipment, records, and life safety during computer room operations.

a. Area and Room Construction. The computer area (area where the computer room and computer support rooms are located) shall be separated from other occupancies within the building by fire-resistant rated construction (floor, ceiling, walls) and interior finishes. The computer room itself shall be separated from other occupancies in the computer area by fire-resistant rated construction and interior finishes. The fire resistance rating of the construction shall be commensurate with exposure but not less than 1-hour for both the area and room. The fire-resistant walls shall extend from the area/room's structural floor to the structural floor above or to the roof. Decking and structural supporting members for raised floors shall be of noncombustible materials. Cable openings or other penetrations through fire-rated structures shall be fire stopped with materials that provide at least equal fire resistance rating as the penetrated structure.

b. Materials and Equipment Permitted in Computer Rooms. Only computer equipment and support equipment is permitted in the computer room. Office furniture in the computer room shall be of metal construction. Only approved, self-extinguishing type trash receptacles shall be used.

c. General Storage.

(1) Paper stocks, inks, unused recording media, and other combustibles within the computer room shall be restricted to the absolute minimum necessary for efficient operation. Any such materials in the computer room shall be kept in totally enclosed metal cabinets or, if provided for in individual machine design, shall be limited to the quantity prescribed by the equipment manufacturer.

(2) Reserve stocks of paper, inks, unused recording media, and other combustibles shall be stored in one or more rooms outside the computer room.

(3) The space beneath raised floors shall not be used for storage purposes.

(4) Abandoned cables shall not be allowed to accumulate. Cables not identified for future use shall be removed.

d. Fire Protection and Detection Equipment.

(1) Automatic Sprinkler Systems. Automatic sprinkler systems shall be provided to protect the computer room or computer areas where:

(a) The enclosure of a unit in a computer system, or the unit's structure, is built all, or in part, of a significant quantity of combustible materials.

(b) The operation of the computer room or area involves a significant amount of combustible materials.

(c) The building is otherwise required to have fire sprinklers.

(d) Issues of water drainage and accumulation must be addressed.

(2) Automatic Fire Detection Systems. Automatic detection equipment of a smoke detection type shall be installed to provide early warning of a fire. These systems shall be installed in the following locations:

(a) At the ceiling level throughout the computer room and areas.

(b) Below the raised floor of the computer room and areas which contain cables.

(c) Above suspended ceilings and below raised floors of computer rooms and areas where these spaces are used to circulate air to other parts of the building.

(3) Portable Extinguishers.

(a) Portable extinguishers suitable for use on electronic equipment shall be provided.

(b) Extinguishers with a minimum rating of 2-A shall be provided for use on fires in ordinary combustible materials, such as paper and plastics. Dry chemical extinguishers shall not be permitted.

(c) A sign shall be located adjacent to each portable extinguisher and shall plainly indicate the type of fire for which it is intended.

(4) Gaseous Total Flooding Extinguishing Systems. Where there is a critical need to protect data in process, reduce equipment damage, and facilitate return to service, consideration can be given to the use of gaseous agent inside units or total flooding systems in sprinkler or non-sprinkler computer areas.

(a) Where gaseous agent or inert gas agent total flooding systems are used, they shall be designed, installed, and maintained IAW the requirements of their respective NFPA National Fire Code. The agent selected shall not cause damage to the computer equipment and media.

(b) Where operation of the air handling system would exhaust the agent supply, it shall be interlocked to shut down when the extinguishing system is actuated.

(c) Alarms shall be provided to give positive warning of a pending discharge and an actual discharge to enable complete evacuation of the discharge area.

(d) Should the discharge agent be capable of establishing concentration that is potentially health hazardous, reentry will not be permitted until it has been determined that the atmosphere is safe.

e. Training. Designated computer area personnel shall be continually and thoroughly trained in the functioning of the alarm system, desired response to alarm conditions (including evacuation procedures), location of all emergency equipment and tools, and the use of all available extinguishing equipment. This training shall encompass both the capabilities and limitations of each available type of extinguisher, and proper operating procedures of the extinguishing systems. Training will be documented on DeCAF 30-72. Authorized computer room employees will brief their visitors to the computer room on alarm and evacuation procedures.

17.6. TELEWORK. Safety guidance for telework is provided within DeCAM 50-24.1. Each employee working at home should designate one section of the home as the telework station for purposes of the telework agreement and complete and sign a self-certification safety checklist as part of the initial submittal of the DD Form 2946 prior to beginning the telework arrangement. The goal is to ensure that all the requirements to do official work are met in an environment that allows the tasks to be performed safely.

SECTION 18: MEAT DEPARTMENT/CENTRAL MEAT PROCESSING PLANT (CMPP)

18.1. RESPONSIBILITIES. Meat department operations present a variety of potential hazards requiring care and attention by supervisors and workers to prevent injuries and property damage. The department manager is responsible for ensuring that all employees know and follow safety rules. Failure to enforce/follow safety procedures (e.g., wearing PPE) may result in disciplinary action of the supervisor and employee.

a. The manager/supervisor will work closely with the facility's/directorate level safety representative. The safety representative's function is to assist in any safety related efforts (e.g., providing safety information, assisting in department's area inspections, and serving as a safety liaison to facility management, assisting in providing safety training).

b. The manager/supervisor is responsible to provide safety training with coinciding documentation (DeCAF 30-72) for employees; investigate and complete accident reports should an accident occur; conduct (or assist) periodic safety inspections of work areas and initiate action to correct discrepancies.

18.2. RECEIVING AND STORAGE.

a. Meat department employees authorized to operate PIT (e.g., forklifts, electric pallet jacks) will adhere to all the requirements addressed within Volume 1, Section 11 of this manual.

b. MHE (powered and non-powered) will be used to the fullest extent possible to reduce or eliminate manual handling of shipments. Storage areas should have space for both pallets and storage shelves, to reduce the need for stacking product over shoulder height, and to accommodate slow moving product. All employees who perform lifting tasks will be trained on proper lifting techniques. No less than two persons, to minimize the risk of back injury, should perform lifting tasks required for weights of more than 51 pounds for men and 40 pounds for women. Storage practices should avoid stacking shipments higher than shoulder level; however, if necessary, step stools, safety ladders or other climbing/reaching devices must be available to assist personnel in pulling product stored at this level. Storage practices should avoid low lifts (e.g., single pallet of product) by placing additional empty pallets (two or three) beneath the loaded pallet to raise the bottom row of product 8 to 12 inches above floor level, or raising the height of the bottom shelf on manufactured racks. This "pallet-raising" practice can best be performed while the shipment is at the receiving/loading dock area whereby a forklift can elevate the shipment pallet to enable placing the empty pallets underneath. Similar practice of elevating pallets off the floor should be used during receiving and in-checking process.

c. Work areas shall be organized with designated storage areas and marked aisle/passageways. Aisles/passageways shall be unobstructed and maintained in as dry condition as possible.

d. Freezer/Coolers. Freezer door entrance ways should be visually inspected daily to discover ice buildup with corrective actions taken, as necessary. The interior emergency door opener device will be inspected/activated daily to ensure proper operation. These areas will be visually checked for occupants prior to locking and will have signage placed on the door stating this requirement. All light units will be checked to ensure that their protective housing/cover is in place and secured. Also refer to Section 19.2, Walk-In Freezers/Coolers.

e. Thermal insulating clothing should be made available and worn by personnel working within the freezer. (Requirement depends on result of area's PPE hazard assessment.)

18.3. PROCESSING AREA.

a. Floors. An orderly and clean work area is essential to safe operations in a meat department.

(1) Floors will be kept clear of debris, equipment, and supplies which could hinder movement of personnel. Water, blood drippings, and meat scraps will be cleaned from floor areas at least daily and more frequently when conditions warrant. To aid in keeping floors clean and to enhance employee comfort and safety, slip-resistant, tapered-edge rubber anti-fatigue mats of a design for use in a meat processing area, and can be removed and easily cleaned, are recommended for use in processing areas. Employees should use anti-fatigue matting at each workstation that requires prolonged standing. Heavy paper or corrugated cardboard obtained from rolls may also be used provided the floors are thoroughly cleaned after use. The use of wax-coated cardboard (cut-out sections from packaged meat boxes), sawdust, and wooden chips on the floors, are strictly prohibited in all meat department areas.

(2) Freezers/coolers will be periodically checked for ice buildup/sheeting on the floor, especially at the door location, and removed when necessary. All personnel will be briefed on this potential slip hazard location.

b. Control of Hazardous Energy (Lockout/Tagout) Program. Whenever machines require servicing, cleaning, or maintenance, the energy source (circuit breaker or other main power switch) must be locked or tagged in the "OFF" position to prevent unexpected energization or start-up until the work is completed. This procedure must be accomplished whenever it is necessary to clean, repair, or clear jammed work from powered machinery. It does not apply to cord and plug connected electric machines or equipment for which the hazards of unexpected startup is controlled by unplugging it from the energy source and by the plug being under the "exclusive control" of the person performing the servicing, cleaning, or maintenance. The meat department manager (the installation/DeCA ASM or facility safety representative can assist with this action), will evaluate their operations that use powered machinery to determine if Lockout/Tagout procedures are required. Volume 1, Section 12 provides procedural criteria for the Lockout/Tagout Program.

c. PPE. The Meat Department Manager will ensure that a written, documented hazard assessment of the department's work areas and work practices (used to determine if hazards are

present or likely to be present which necessitates the use of PPE) has been accomplished. Volume 2, Section 14 provides procedural criteria for the PPE Hazard Assessment.

d. Hearing Conservation. The Meat Department Manager will ensure that a hazardous noise survey has been conducted on the Meat Department work area and that it is current based upon the present equipment in use and their layout. This survey is a one-time requirement. However, if new equipment or processes are introduced into the work area, or if the work area is reconfigured, then a new survey must be conducted. If hazardous noise is present, elements of the HCP addressed in Volume 1, Section 8 will be implemented.

e. HAZCOM (Chemical Safety). The Meat Department Manager will identify all hazardous chemicals used within the Meat Department. If present, the manager will also assist in identifying all Meat Department personnel exposed to these chemicals and will ensure implementation of the HAZCOM criteria addressed in Volume 2, Section 13.

f. Knives. The key principles to avoid laceration injuries from working with knives is to provide training on the usage, handling and storage, knife selection, and sharpening; and on the wearing of proper protective equipment for the work being performed.

(1) When knives are not being used in actual cutting, place them in scabbards, sheaths, racks, or drawers with the blades protected.

(2) Do not use knives as a positioning tool to stab, lift, or move a product. Never lay a piece of meat on a knife, the user may forget the knife is under the meat and cause a serious injury.

(3) Right- and left-handed meat cutters should be positioned so as not to interfere with each other's work or operation, and adequate space should be provided for all cutting operations.

(4) Butcher steels used for sharpening or shaping knives will be guarded at the handles by metal, leather, or stiff rubber disks. Knives will be maintained in a sharp condition. A sharp knife requires less force to perform cuts; thereby, reducing stress to the body.

(5) Wear cut-resistant metal mesh or metal reinforced fiber mesh gloves when using knives. Additional PPE requirements will be IAW the PPE hazard assessment of the cutting operation.

(6) Keep knife handles clean and dry. Greasy or wet handles may result in serious injuries. Always grip cutting instruments firmly. Never hold a knife in the hand while carrying objects.

(7) Never place a knife in a sink full of soapy water as it hides the knife and one might grip the cutting edge.

g. Electrical Safety. Water/moisture proof caps on electrical receptacles located in wet/damp areas will be provided to properly seal the device. Missing or damaged caps will be repaired/replaced upon discovery.

h. Machinery and Equipment. The meat department manager will maintain manufacturer's operator manuals for all machinery or equipment under their control. In the absence of these manuals, the manager will develop local operating instructions (JHA) to include job safety, maintenance, lubrication and inspection procedures. These manuals or locally developed operating instructions will be used to train operators on the equipment. Machines will not be left unattended while operating, and will not be operated unless all guards are securely in place and operational. Additional safety information for machinery and equipment is provided within Volume 2, Section 16.6.

(1) Band saw.

(a) Before turning on the saw, the band saw upper guide and blade guard shall be adjusted to the specific thickness of the meat being sawed, thus minimizing blade exposure. Follow manufacturer recommendations when adjusting blade guard height. For both Hobart and Biro band saws, the blade guard should be adjusted only as high as necessary to make the desired cut. Specifically for Biro band saws, in accordance with manufacturer recommendations, the guard height should always be less than ½-inch above meat. Adjustments to the blade guide/guard shall not be made until rotation of the machine has stopped. Proper blade tension shall be maintained at all times. Shut off the meat saw motor immediately if the blade jumps the wheel.

(b) During operation of the band saw, operators shall maintain a 5-inch safety separation distance between their hands and the blade. When cutting with the band saw, use the left hand to remove and stack cuts behind the blade. Never place the hand in front of the blade to remove cuts. While using a traveling carriage, move the carriage to the right and pull the product towards the operator and away from the blade to begin the next cut. For stationary carriage, pull the product towards the operator and away from the blade to begin the next cut.

(c) An operator shall not leave the machine unattended until the blade has stopped running. Personnel operating the band saw will not wear metal mesh or reinforced fiber gloves. As a rule, a band saw operator has the options to wear no gloves; only the cloth gloves; or if wearing a plastic/vinyl glove, it must be covered with a cloth glove.

(d) A safety pusher plate or platform is provided, and shall be used, on the carriage of saws for safely cutting the last few pieces of meat (short ends). The safety pusher plate shall be in good repair and move smoothly without excessive resistance. Use an appropriate food grade lubricant to ensure smooth operation of the pusher plate; repair or replace pusher plates that do not operate smoothly.

(e) All doors covering the band saw wheels shall be kept closed during operation.

(f) The height of the table for the band saw should be adjusted to make it relatively easy for the operator to handle the cutting operation.

(g) Band saw blades are sharp and must be handled with care and stored in an area to avoid inadvertent contact. The PPE hazard assessment must determine the necessity for wearing cut-resistant gloves while handling blades during assembly, disassembly, and cleaning.

(2) Grinder.

(a) The bowl opening, safety plate, will never be removed except for cleaning purposes. If removal is necessary, ensure that Lockout/Tagout procedures have been implemented.

(b) Always use the plunger to feed meat into the grinder. Never use the hands. Do not attempt to remove anything from the machine while it is running.

(c) Ensure Lockout/Tagout or maintain exclusive control of the power source of equipment before commencing disassembly and cleaning operations.

(d) Never attempt to grind frozen meat.

(3) Meat Cleaver.

(a) Wear cut-resistant gloves while handling the blades.

(b) Follow Lockout/Tagout procedures or maintain exclusive control of the power source, prior to disassembly and cleaning operations.

(4) Meat Tenderizer/Cuber.

(a) Do not use the meat tenderizer/cuber without the provided guard, as the tenderizer is designed to pull meat through the blades and without the guard in place, the operator's fingers or hands can be pulled into the blades.

(b) If meat becomes stuck in the cutting blades, turn off the power, implement Lockout/Tagout procedures, and remove the obstruction.

(c) Do not insert hands or metal objects into cutting blades.

(d) Prior to performing cleaning operations on the machine, ensure that all power is disconnected by following Lockout/Tagout procedures or maintain exclusive control of the power source for the equipment.

(5) Meat Slicer.

(a) Never turn the machine on unless the knife guard is in position. Never run the machine when not slicing meat.

(b) Keep clear of the knife edge when putting meat into machine. Do not hold product with fingers, let meat gravity feed or use the pusher plate provided with the machine. Do not attempt to slice frozen meat.

(c) Clean the slicer only after the machine has been turned off, slice thickness adjusted to zero, and Lockout/Tagout procedures have been completed. Refer to the department's personal protection equipment hazard assessment report to determine the necessity for wearing cut-resistant gloves while cleaning/handling the blade. For cord and plug connected machines, maintain exclusive control of the power source by unplugging the machine and placing the plug within reach and under control of the operator. After cleaning, replace the knife guard as soon as possible to prevent injuries.

(6) Bulker.

(a) The PPE hazard assessment must determine the necessity for wearing cut-resistant gloves while handling blades during assembly, disassembly, and cleaning.

(b) Ensure that the machine has been properly locked/tagged out. For cord and plug equipped machines, maintain exclusive control of the power source by unplugging the machine and placing the plug within reach and under control of the operator.

(c) Be aware of all potential finger pinch points during setup and disassembly.

(d) Use proper lifting techniques while positioning the conveyor belt and ensure that the floor area around the bulker is free of clutter and slippery surfaces.

(7) Automatic Access Wrapping Machine.

(a) The PPE hazard assessment must determine the necessity for wearing cut-resistant gloves while handling blades during assembly, disassembly, and cleaning.

(b) Ensure that the machine has been properly locked/tagged out. For cord and plug equipped machines, maintain exclusive control of the power source by unplugging the machine and placing the plug within reach and under control of the operator.

(c) Be aware of all potential finger pinch points during setup and disassembly.

(d) Use proper lifting techniques while positioning the conveyor belt and ensure that the floor area around the bulker is free of clutter and slippery surfaces.

18.4. SALES FLOOR AND DISPLAY CASES. The exterior condition of display cases should be checked during department safety inspections to ensure proper condition (e.g., free of broken/cracked see-through panels, free from damage/sharp metal edges).

18.5. BOX CUTTER AND THEIR REPLACEMENT BLADES. To prevent product contamination from foreign material (i.e. Metal shavings, metal chips), box cutters and their replacement blades are prohibited within the meat processing room, packaged meat holding rooms, and in the area behind the meat display case. Knives are prohibited for use as a box cutter. A box cutter with an unbreakable retractable blade can be used to open boxes in the meat storage room. Box cutters and their replacement blades will not be used to open plastic bags/packages containing meat. Knives can be used to open plastic bags containing meat.

18.6. OTHER APPLICABLE SAFETY CRITERIA (NOT ALL INCLUSIVE). Detailed safety requirements for pit, energy-control (Lockout/Tagout), hazardous materials, PPE, etc. Are located in DeCAM 30-17.1, Volume 1 and 2 and must be applied where applicable.

SECTION 19: GROCERY AND WAREHOUSE DEPARTMENT

19.1. RESPONSIBILITIES. Grocery department operations present a variety of potential hazards requiring care and attention by supervisors and workers to prevent injuries and property damage. The department manager is responsible for ensuring that all employees know and follow safety rules. Failure to enforce/follow safety procedures (e.g., wearing PE) may result in disciplinary action of the supervisor and employee.

a. The manager/supervisor will work closely with the facility's/directorate level safety representative. The safety representative's function is to assist in any safety related efforts (e.g., providing safety information, assisting in department's area inspections, and serving as a safety liaison to facility management, assisting in providing safety training).

b. The manager/supervisor is responsible to provide safety training with coinciding documentation (DeCAF 30-72) for employees; investigate and complete accident reports should an accident occur; conduct (or assist) periodic safety inspections of work areas and initiate action to correct discrepancies.

19.2. WAREHOUSE AND RECEIVING OPERATIONS.

a. Receiving and loading docks.

(1) Frequently used loading docks should be located away from streets and intersections. Vehicles parked at docks shall not block general purpose vehicle routes unless control devices (i.e., cones, barricades, warning signs) are used to redirect traffic.

(2) Dock surfaces shall provide a smooth and even surface for MHE and workers. Where necessary, aisle ways should be established and marked. Edges of docks shall be marked when there is a chance of workers falling. Markings will be 4-inch wide yellow or yellow and black-striped lines. Where the potential for serious injury exists from a person walking or falling off the dock, or the dock surface is higher than 4 feet above ground level, removable railings shall be installed which will not interfere with surrounding operations.

(3) Dock widths will be 2-feet wider than the widest vehicle or most common material being transported. Additional clearance shall be provided to permit safe turns.

(4) Mechanized equipment will be used when appropriate. Order filling, merchandise inventory, and other related tasks should be planned so workers are not raised by PIT up to the pallet racks/shelves, but instead the pallets are brought down to them at floor level. The safest and most efficient method is to always keep the fewest number of people working above floor level for the least amount of time. When elevated work cannot be avoided, personal PPE and PIT safety equipment shall be used as prescribed in Volume 1, Sections 11 and 14.

(5) Aisles shall be wide enough to enable employees to move about freely while handling material or removing it from bins, racks, or piles. Aisles will be clearly marked. Trucks, material, and other objects not in use will not be allowed to stand or extend into pedestrian aisles. Aisles leading to circuit breakers, emergency eyewash stations, fire alarm pulls, sprinkler valves, fire exits, and fire extinguishing equipment shall be kept clear.

(6) Floor surfaces, platforms, and ramps shall be kept clean and in good condition. Ramps used by PIT will have their slope calculated. Ramps in excess of 10 percent will have a caution sign posted adjacent to the ramp and observable to the operators.

(7) Dock boards used in trailer loading and unloading should be capable of holding four times the expected load and be wide enough to permit easy maneuvering. Workers will ensure the dock boards are in a secure position and have substantial contact with the dock (or loading platform) and the carrier's equipment. Dock boards will be lowered or slipped into place and not dropped. If stored upright, they will be secured from falling.

(8) The necessity for wearing PPE will be determined by the facility's PPE hazard assessment.

(9) Electrically operated receiving bay doors shall have the control switches located so the doors may be observed during the complete range of movement while opening and closing. Controls shall be clearly marked and distinguishable and wired so the doors move only when pressure is applied to the actuating switch and movement stops when the switch is released. Each electrically operated door shall be equipped with a manual override to allow operation during power outages. Overhead doors that use cables to support their weight for opening or closing movement will be equipped with automatic safety stops to halt door movement in the event the cable(s) break.

(10) Wheel chocks will be available and used for each receiving bay, which uses PIT forklifts to on/off-load trucks. Receiving bays which have mechanical restraining devices built into the dock (dock locks) are exempt from this requirement except when the restraining devices are inoperable. Therefore, it is recommended that each bay have a dedicated set of chocks.

(11) The edges of roofs over exterior loading docks shall have sufficient gutters and downspouts to prevent excessive rainwater buildup or runoff on the dock.

(12) A pallet puller and chain will be used only in situations where MHE cannot enter trailers being offloaded, and no other means to offload are available. The chain will be inspected prior to use. A safety zone will be established between the pallet and PIT, and to the sides for a distance of at least 30 feet. Orange or red safety cones will identify the safety zone. The PIT operator and a safety observer standing outside the safety zone will ensure the safety zone is clear, and the trailer is properly chocked before engaging in pallet pulling operations. The pallet will be pulled to the edge of the trailer using the slowest speed needed to move the pallet. Care must be taken to avoid sudden jerks or fast speeds.

b. General Warehouse Operations.

(1) All warehouse employees may be subject to wearing PPE. The necessity for PPE will be determined by the facility's PPE hazard assessment.

(2) An 18-inch clearance will be maintained on stacks less than 15-feet high; and a 36-inch clearance maintained on stacks over 15-feet high from sprinklers, joists, rafters, beams, and roof trusses. When combustible materials are involved, regardless of stack height, a 36-inch clearance shall be maintained. A 24-inch clearance shall be maintained between stored materials and substandard firewalls. The installation fire department will be consulted if the fire rating of a wall is unknown.

(a) An 18-inch clearance will be maintained around light or heating fixtures.

(b) When supplies are stacked above the horizontal level of lower roof truss members or beams, horizontal clearance between supplies and structural members or other installed devices will be 18 inches.

(3) In warehouses, aisle marking and widths may be any color so long as they clearly define the area considered as aisle space. The lines may be composed of dots, squares, strips, or continuous; but they too must define the aisle area. The recommended width of aisle markings varies from two to six inches; therefore, any width two inches or more is considered acceptable. The recommended width of aisles is at least three feet wider than the largest equipment to be used. The minimum width of an aisle will be four feet. The DeCA ASM must approve exceptions to these marking requirements.

(a) All loading docks, stairways, and any area that changes elevation will be identified by painting solid yellow or yellow and black stripes along the edge at the point of the elevation change. The edges of MHE entry and exit doors shall be similarly highlighted.

(b) All corners of storage racks and other permanent type fixtures within the warehouse shall be highlighted by painting or taping solid yellow or diagonally cut yellow and black stripes at least 36 inches high. Bollards or corner guards may also be used to protect entry and exit ways, or other resources. Corner guards are not required to highlight corners of storage racks.

(c) Warehouse storage racks shall be installed and inspected IAW manufacturer's instructions. The Facility Manager and/or the Grocery Manager will visually inspect racks periodically to verify they are in safe condition; free of damaged and deformed (bent or twisted) shelves and vertical and horizontal supports. Any damage that occurs to a rack system will be reported to a supervisor for immediate inspection. Any rack beams, supports, struts, etc. with rips, tears, or deflections ½ inch or greater will be replaced. If structural integrity of the rack system is in question, the supervisor will contact either the installation safety office, DeCA engineer or area ASM for assistance. The rack's storage weight capacity will be posted and not exceeded. Vertical supports will be secured to the floor by at least one bolt and rear safety guards (push through grate/bar) installed where items stowed can be pushed through the rack into open aisles. Safety pins will be installed for each horizontal support brace (front and back) and at least two cross supports will be used on each pallet stored on open racks.

(4) Overreaching and stretching to reach overhead objects shall be avoided. A ladder appropriate for the situation will be used. Climbing on pallet racks is prohibited.

(5) Stocking carts or hand trucks (dollies) will not be loaded to restrict the operator's travel view/loaded with excessive weight for the operator to easily maneuver.

(6) Lamps and lamp holders for fixed lighting located above aisles through which vehicles are commonly driven, or that may otherwise be exposed to physical damage, will be located not less than 12-feet above the floor.

(7) Unserviceable pallets (i.e., broken, splintered, badly warped, loose boards, protruding nails) shall not be used. These pallets will be either returned to the appropriate vendor or distributor; or if beyond repair, disposed of properly.

(a) Wooden shipping pallets will not normally be used as walking or working surfaces as they are not designed for this purpose. However, when used on a material order selector/ picker, and when the operator is wearing approved fall protection equipment as specified in Volume 2, Section 14.7, the operator may step onto the raised pallet to perform required duties. Prior to standing on the pallet, the selector/picker will be positioned alongside the material racks with minimal space maintained between the racks and the selector/picker. The operator will ensure the weight limitations of the selector/picker are not exceeded, including the weight of the operator. Pallets will not be used as work surfaces on any other MHE such as narrow aisle reachers, walkie-stackers, swing reaches, pallet jacks, and forklifts.

(b) All palletized and unpalletized merchandise shall be placed and secured in a safe manner to preclude rocking and tipping of pallets and to prevent unbalanced stacks. There shall be at least two cross member supports placed under each pallet of merchandise stored in the racks.

(c) Pallets not in use should be neatly stacked for storage. They can be stored both inside and/or outside; however, the local fire prevention/protection authority (such as the local fire department chief) must be conferred with to determine proper placement, quantity, and storage height. They will never be stood vertically on end, but shall be stacked flat, one upon the other, no higher than 20 pallets. (The 20 pallet limit is for wooden pallet. Plastic pallets may be stored to the same vertical height.) Rationale: This number increase will aid in reducing square footage required to store pallets. This increase pallet height does carry some additional safety/risk management concerns. These include, but are not limited to, ensuring sprinkler heads are not obstructed/struck by the pallets, adding/removing pallets above shoulder height are performed by a forklift to prevent/reduce risks to back injuries, and stacking pallets plumb (i.e., straight up and down) to prevent falling over.

(d) Unused pallets can be stacked on top of each other as an ergonomic tool to raise the working height of loaded pallets off the floor and minimize exposure to low level manual lifting tasks.

(e) Pallets identified for use to display bulk containers of product on the sales floor will be of best quality available. These pallets will be free of any defects (missing, cracked, or splintered boards, exposed nails) that may cause injury to employees or patrons.

(f) The use of plastic pallets may raise the fire load capacity of an area to the next highest commodities class, and their use/storage must be conferred with the local fire authority to determine the adequacy of current sprinkler systems. Dead (unloaded) plastic pallets will not be stored within the racks.

(8) Roller and gravity chutes are the most commonly used conveyors in DeCA operations. A guardrail should be used on each side of the rollway to guide merchandise and prevent it from running off the conveyor. This is especially advisable at corners and turns.

(a) A live roller conveyor has electrical power applied to all or some of the rollers. They shall be designed to eliminate hazards from pinch points and moving parts.

(b) Personnel shall never be allowed to climb or step upon any conveyor.

c. Walk-In Freezers/Coolers.

(1) Each walk-in refrigerator and freezer will be equipped with at least one door that can be opened from the inside, if locked on the outside, to permit escape. The door will either be equipped with an immediate accessible quick release opener or a lift-off safety bar mounted on the inside of the door. Quick release opening devices will be periodically checked for proper function and repaired if found unserviceable. Supervisors and/or QAEs will ensure all DeCA/contract employees and vendor stockers who may be required to enter these areas are aware of door emergency exit features and how they operate. If the doors are locked or can be locked, they will be equipped with permanent signs mounted on the outside door surface that read: "DETERMINE NO ONE IS INSIDE BEFORE LOCKING DOOR." At DeCA facilities where the local language is other than English, the sign will be bilingual; in English and the local language. These signs may be produced locally and should be designed or laminated to withstand environmental conditions, if necessary.

(2) If only one person is assigned to work in the walk-in freezer, the worker will not enter without someone else knowing they are working alone inside the freezer. A worker from the store may serve this purpose. If such an arrangement is not possible, the employee who will be working in the freezer shall notify their supervisor or another local management official before entering and after exiting the freezer. Dependent upon the task(s) to be performed, a frequency of contact (e.g., every 15 minutes) will be established between the worker and this other individual to ensure the well-being of the worker. Volume 2, Section 16.13, has additional guidance on working alone.

(3) Necessity for PPE will be determined by the PPE hazard assessment for the operations. If required, PPE that contact the skin (e.g., headgear, gloves) will be personally issued. If required, outer garments (e.g., coverall, parka) may be provided for group wear.

(4) Storage racks shall be in safe condition, free of broken or bent shelves, and supported on solid legs. Adequate air space will be maintained between storage racks and walls. Merchandise will not be stacked against refrigerator/freezer walls.

(5) Adequate aisle space shall be provided for MHE and personal access to palletized product and internal shelving.

(6) Blower fans shall be properly guarded to preclude personal injury. All lights are to be operational with safety globes or guards in place.

(7) Accumulation of ice on freezer room walls, ceiling, and floor will be removed whenever a buildup of ice becomes noticeable. Door seals and curtains will be maintained in proper condition to aid in preventing icing and replaced when no longer serviceable to prevent ice buildup.

(8) The tops of freezers/coolers, unless specifically approved by the area engineer, will not be used as a storage area.

d. Balers/Compactors.

(1) Only trained DeCA employees, contractor employees and vendor stockers can load and operate (i.e., turn on/off) balers and compactors. Only trained DeCA/contractor employees can unload balers and compactors. The baler/compactor operator/instruction manual will be used to provide this instruction/training. If a JHA has been conducted on the baler operations, it will also be used as part of the instruction/training program. Training will be conducted prior to first use, with refresher training provided whenever local DeCA management has reason to believe that any affected personnel who has already been trained does not have the understanding and skill required to safely operate the equipment or when equipment changes occur. The individual selected to conduct this training must be familiar with the operation of the baler/compactor and could include, but not be limited to, the equipment's manufacturer representative, facility safety representative, or an experienced DeCA employee considered by local management as capable of conducting this training. Receipt of different equipment will require retraining.

(a) Training for DeCA employees will be recorded on DeCAF 30-72, Section 3.

(b) The contractor shall ensure all contractor employees who use the baler/compactor are trained in the safe operation of this equipment. Contractor will maintain record of this training and present it upon request to the commissary QAE for verification.

(2) Any individual under the age of 18 may not operate or unload balers/compactors, or assist another individual with these tasks. Sixteen- and seventeen-year-old trained workers can only load (i.e., place cardboard inside) balers/compactors when all of the following conditions are met:

(a) The balers/compactors meet ANSI Z245.5-1990 standard for balers and ANSI Z245.2-1992 for compactors, or any other standard that is adopted by ANSI and certified by the Secretary of Labor to be at least as protective of the safety of minors as the ANSI standards.

(b) Balers and compactors have an on/off switch incorporating a key-lock or other system, and control (i.e., operation) of the system is maintained by an individual authorized to operate the unit and who is 18 years old or older.

(c) The baler/compactor on/off switch is maintained in the “OFF” position when not in use.

(d) Balers and compactors have signs posted on the front and near the controls which states, “TO BE OPERATED BY AUTHORIZED EMPLOYEES ONLY. This machine meets ANSI standard Z245.5-1990 (for balers) and Z245.2-1992 (for compactors). Employees who are 16 or 17 years of age may only load paper or cardboard into this machine. No employee under the age of 18 may operate or perform unloading tasks.”

(3) The baler loading chamber door (safety gate) shall be in satisfactory operating condition and shall be lowered prior to operating the baler and must remain lowered during the entire compression stroke. The baler must be equipped with a safety interlock switch to prevent operation unless the safety gate is lowered. If the safety gate/safety interlock switch is not functioning properly, the baler/compactor shall be effectively taken out of service so it cannot be used until repairs are completed.

(4) Balers will be equipped so the baler ram will reverse travel if the loading chamber door is obstructed.

(5) On balers/compactors located outside commissaries, doors will be kept completely closed and secured, if possible, any time operators are not in the immediate vicinity (i.e., in sight of the unit). Operators must check for person(s) inside or around the equipment before use and before securing the equipment. When the baler/compactor is left unattended, operators will ensure the start switch is locked “OFF” and the key is removed, or the equipment’s electrical disconnect device is turned off and locked out to prevent an unauthorized, untrained individual from activating the baler/compactor. Key control measures will be implemented to ensure key(s) are issued only to personnel authorized to operate/unload the baler/compactor. When the facility is closed for operations, management will ensure that the exterior baler/compactor has been de-energized/locked out to prevent unauthorized operation.

(6) The perimeter of the floor area near the bale chamber door that the bale will be ejected on will be marked with yellow stripes to indicate the hazard area for personnel to stand clear of while making a bale, normally a 6- by 6-foot boxed area. Horizontal balers equipped with a hinged bale chamber door will, in addition to having the same bale discharged area marked with yellow stripes, have the floor area that encompasses the full movement of the chamber door similarly marked.

(7) PPE needs will be IAW the results of the PPE hazard assessment of the operation. PPE usage during bale unloading activities may include items such as safety-toe footwear, leather gloves, and eye protection.

(8) Baling wire will be stowed in a location and manner not to create an impalement hazard from inadvertent contact or a tripping hazard.

(9) An adequate work area will be provided around the baler/compactor to permit safe maintenance, servicing, and cleaning; and this area will be free from obstructions that could create a slip or trip hazard.

(10) Protection of the operator of horizontal balers/compactors having a loading height less than 42 inches from the point of operation (i.e., the area where work is actually performed upon the material) shall be accomplished by one of the following means:

(a) Sustained manual pressure controls, with the control panel located in such a way that the operator cannot reach the loading zone or pinch-point areas while depressing the start (on) control. - OR -

(b) The point of operation guard/barrier shall prevent entry of any part of the body into the point of operation. The guard/barrier will create no pinch-point between the guard and moving parts; offer maximum visibility of the point of operation; and be easily accessible for inspection and maintenance.

19.3. SALES FLOOR AND DISPLAYS.

a. Floors. Floors shall be maintained in a clean, dry, and uncluttered manner. Removal of cardboard while constructing mass and end cap displays should be organized and prepared for subsequent (prompt) disposal to prevent clutter and unsafe work practices. Sales floor surfaces and their cleaning treatment should promote a slip-resistant condition. Immediately block off the floor area adjacent to a spill and mop the area dry as soon as possible. Sweep broken glass into a dustpan, rather than picking it up by hand, and carefully remove it.

b. Mats. Matting can be used in various sections of the sales floor area (e.g., produce, entrance ways, and dairy coolers) to aid in maintaining a safe floor. Mats should be checked often to ensure they are lying flat (e.g., no rolls or curled edges), not over-saturated with water, or unsightly with excessive debris.

c. Floor Tiles. Floor tiles will be maintained in good condition. Tiles that are cracked/broken will be promptly replaced. Prior to replacement, the floor tiles must be identified as whether they contain asbestos or not. Match work procedures according to the result of the determination.

d. Asbestos Floor Tiles. Vinyl floor tiles installed prior to 1980 may have ACM. Specifications for the “as built” construction plan, the DeCA Area engineer or ASM, or the host installation asbestos management office may be able to confirm the presence of asbestos.

Otherwise, floor tiles installed prior to 1980 will be considered as PACM. Specific safety procedures for ACM/PACM is provided in Volume 1, Section 8.

e. Display Case. The exterior condition of display cases will be checked during department safety inspections to ensure proper condition (e.g., free of broken/cracked see-through panels; free from damage/sharp metal edges). Ensure the following on frozen and chilled food display cases:

(1) Compressors and fans are adequately guarded to preclude personal injury.

(2) Food storage areas are free from sharp or jagged edges and solidly supported.

(3) All food cases are grounded using 3-wire receptacles. Service cord/conduit cable is in good repair and not “pinched” between the case and a nearby structure. Service cords for roll-around cases will be positioned out of the path of travel when the case is moved. Inspecting the condition of these cords must be included in the periodic safety surveys of the sales floor area.

(4) Proper food case temperature is maintained and all leakage (e.g., gas, water) is immediately reported and cleaned up.

(5) Water, food, and other drippings on the floor are immediately blocked off and cleaned as soon as possible.

(6) All electrical connections are unplugged at the outlets or turned off at the circuit breaker with Lockout/Tag out procedures implemented prior to cleaning, servicing or maintaining display cases.

(7) Care should be taken when removing and discarding light bulbs in need of replacement to prevent breakage and the potential for cuts and abrasions.

f. Walk-In Coolers. Walk-in coolers (e.g., dairy cooler) safety criteria parallels those mentioned in Section 19.

g. Stocking. Because the public has free access to a large portion of these operations, take extra care to maintain safe operating conditions.

(1) MHE (non-powered) will be used to the fullest extent to transport product to the sales floor for stocking. Do not overload to prevent potential musculoskeletal injury and to prevent striking an object or person. When using manual pallet jacks to move palletized loads onto the sales floor, use caution and proper operating practices (such as raising the load, avoiding sharp turns, ensuring the jack’s wheels are in good condition) to avoid damaging the flooring materials. Local policy may be made concerning the use of electric pallet jacks on the sales floor. Managers should consider adequate aisle space and patron safety during peak hours.

(2) Do not leave box cutters unattended when not being used. When not in use, the blade will be retracted fully into the cutter’s case. Cutters with permanently exposed blades are prohibited. Ensure used blades are disposed of in a safe manner. Knives are prohibited for use

as box cutters. When opening a box, cut only one side at a time, while making sure to keep the body (especially the other hand) away from the cutting path of the blade. Reposition the box or the body to cut each side around the box. Each facility will develop their procedure for safely discarding used blades.

(3) Report any damage to shelving components immediately to the supervisor to initiate prompt repairs. Replace damage shelving immediately when replacement shelving is available. Dependent on the damage type, immediate local repairs or isolation of the damage section may be needed to provide protection for both stockers and patrons.

(4) Be alert for broken glass when reaching into packing cases in which glass items have been shipped. If removal of broken glass is required, use cut-resistant gloves. Procedures for safely discarding broken glass will be established by each facility.

(5) Do not leave boxes, carts, and other packing in the walking/shopping areas.

(6) Milk crates will not be used as a step stool.

h. Palletized Displays. Pallets used to display bulk products will be selected based upon the high quality available in the store. Pallets used for this purpose will not have any missing boards, splinters, exposed nails, or other defects that may cause harm to patrons or employees. Devices such as a “pallet guard” or locally developed barriers can be used to isolate potential hazards from pallets with ill repairs/tripping hazards from exposed corners.

i. Merchandizing. Product displays will be placed/built as not to create a safety hazard. Merchandise shelving and display cases shall be arranged to accommodate the most spacious aisles practical with a logical smooth flow for heavy foot traffic. Layout should avoid blind corners to prevent collisions; however, where unavoidable, mirrors should be mounted to afford views around those corners. The height of each end cap display should reflect a consistent profile, compatible in height with the products allocated to the top shelf of the gondola run located behind the end cap within the interior (center) aisles of the store.

(1) Decorations will not be placed as to obstruct viewing emergency exit signs or to obstruct the spray pattern from sprinkler heads. Decorations/signage hanging from the ceiling above passageways will have their lower edge positioned no lower than seven (7) feet above the floor surface to prevent it from striking personnel in the head/face area.

(2) Displays/decorations will not be placed to restrict or obstruct emergency exit ways, exit doors, fire alarm devices, or fire extinguishers.

j. Mass Displays. When building mass displays, do not stack product too high for customers to reach or create a dangerous situation where unstable stacks of product could fall. Plexiglas or other materials used for intermediate shelving should have smooth, round corners, and be in overall good condition.

k. Shopping Carts. Shopping carts will be continuously observed and inspected monthly for damage. Damaged carts will be taken out of service until repaired. This monthly inspection will be recorded on a locally developed form and contain at least the date of the inspection and name of the individual conducting the inspection. This record of inspection will be maintained for one year. Carts with damaged child safety seats, damaged specially designed child carriers, or damaged/missing child safety belts will be removed from service until repairs are made. Child safety straps are often damaged when nesting carts, as they get tangled up in the other cart. It is recommended to snap straps together during the inspection so they will not be damaged and need replacement.

(1) Motorized shopping carts that are identified by the manufacturer as “indoor use only” will only be used indoors. Prior to charging, the service cord and plug will be inspected for damage (i.e. broken outer shield, missing grounding pin). Cart storage and charging locations must not block aisles, exit ways, fire extinguishers, etc., and remain easily and readily accessible by disabled patrons. Periodically “test drive” motorize carts to ensure proper operation.

(2) Shopping cart manufacturers’ recommended safety inspection and maintenance program for the cart and restraint system will be implemented. Actual conduct of these services can be conducted using in-house personnel or integrated into the cart’s servicing/maintenance contract.

(3) Shopping cart corrals located in parking lots will be securely fastened to the ground to prevent movement. Damaged corrals will be repaired or removed.

19.4. VENDOR COOKING. Such operations, if not properly controlled, can create serious safety, fire, and health hazards. Store directors shall develop a local policy letter to address how they will ensure the following standards are met. Before implementation, it will be coordinated with installation safety, fire, and food quality assurance officials.

a. Vendor cooking demonstrations must be located and equipment arranged and used so they pose no hazards to patrons, employees, and facilities. Only electrical operated cooking devices will be used.

b. Avoid locating demonstrations in the middle of shopping aisles.

c. Ensure tables or stands for placement of equipment are stable and equipment is not located on them close to the edge where it could fall if bumped. Demonstrators actively cooking products for patron sampling will not leave cooking equipment unattended when in use or while the cooking equipment is still hot to the touch. When hot oils are in use, lids must be secured and monitored at all times.

d. Vendors must place knives and other utensils in a safe, out-of-the-way location when not being used.

- e. All equipment brought in by the vendor must be inspected by the store, department, or general manager, or commissary safety representative to ensure it is in good operating condition.
- f. If extension cords are used, they must be rated to carry the electrical load of the cooking appliances to be used. The ampere rating of the extension cord must meet or exceed the rating of the appliance. Cords will be properly placed to prevent clutter and tripping hazards.
- g. If the appliance requires an electrical ground, ensure the electrical connection provides one (e.g., electrical cord ground pins are not broken or missing).
- h. Vendors should be briefed on safety procedures to include cooking hazards, tripping hazards, the location of the nearest fire alarm pull station/fire extinguisher, and evacuation routes.
- i. The commissary safety representative will periodically monitor cooking demonstrations to ensure the operations remain safe.

19.5. OTHER APPLICABLE SAFETY CRITERIA (NOT ALL INCLUSIVE). Detailed safety requirements for pit, energy-control (lockout/tag out), hazardous materials, etc. Are located in DeCAM 30-17.1, Volume 1 and 2 and must be applied, where applicable.

SECTION 20: PRODUCE DEPARTMENT

20.1. RESPONSIBILITIES. Produce department operations present a variety of potential hazards requiring care and attention by supervisors and workers to prevent injuries and property damage. The department manager/general manager is responsible for ensuring all employees know and follow safety rules. Failure to enforce/follow safety procedures (e.g., wearing PPE) may result in disciplinary action of the employee and supervisor.

a. The manager/supervisor will work closely with the facility's/directorate level safety representative. The safety representative's function is to assist in any safety related efforts (e.g., providing safety information, assisting in department's area inspections, and serving as a safety liaison to facility management, assisting in providing safety training).

b. The manager/supervisor is responsible to provide safety training with coinciding documentation (DeCAF 30-72) for employees; investigate and complete accident reports should an accident occur; conduct (or assist) periodic safety inspections of work areas and initiate action to correct discrepancies.

20.2. RECEIVING AND STORAGE.

a. Produce employees authorized to operate PIT (e.g., forklifts, electric pallet jacks) will adhere to all the requirements addressed within Volume 1, Section 11 of this manual.

b. MHE (powered and non-powered) will be used to the fullest extent possible to reduce or eliminate manual handling of shipments. Storage areas should have space for both palletized and individual boxes. Walkways around pallet storage areas must be maintained to permit unobstructed access to enable proper lifting practices. As a general rule, boxed product should not be stowed above shoulder height unless a stepping stool or safety ladder can be used to prevent these over-the-shoulder lifts. All employees who perform lifting tasks will be trained on proper lifting techniques. No less than two persons, to minimize the risk of back injury, should perform lifting tasks required for weights of more than 51 pounds to minimize the risk of back injury. Storage practices should avoid stacking shipments higher than shoulder level; however, if necessary, safety ladders or other climbing/reaching devices must be available to assist personnel in pulling product stored at this level. Storage practices should avoid low lifts (e.g., single pallet of product) by placing additional empty pallets (2 or 3) beneath the loaded pallet to raise the bottom row of product 8- to 12-inches above floor level. This "raising" practice can best be performed while the shipment is at the receiving/loading dock area whereby a forklift can elevate the shipment pallet to enable placing the empty pallets underneath.

c. Shipment receiving tasks such as band (metal/plastic) removal will be assessed to determine appropriate safety controls (such as wearing PPE). Until a PPE hazard assessment has been conducted on band removal operations, personnel will wear eye impact protection and abrasion resistant gloves (e.g., leather gloves) when cutting or pulling metal or rigid plastic bands from crates or other items. Banding will be immediately disposed of when removed.

d. Tools shall be available, in good condition, and properly stored for opening crates, containers and cartons. Tool condition should be an item of review during periodic safety inspections. Hammers with loose or damaged handles/heads will not be used. Tool usage will match the tool purpose (e.g., do not use a screwdriver as a pry bar, do not use a pry bar as a hammer).

e. Work areas shall be organized with designated storage areas and marked aisle/passageway. Aisles/passageways shall be unobstructed and maintained in as dry condition as possible.

20.3. PROCESSING AREA.

a. Floors. Floors shall be kept clean and dry to the fullest extent possible. Produce debris and wet floors increase risk to a slip/trip/fall accident. The necessity for slip-resistant footwear will be determined by the facilities PPE hazard assessment document.

b. Mats. Anti-fatigue matting will be used at each workstation that requires prolonged standing by employees. This matting shall be of type suitable for the produce work environment (e.g., tapered edges, slip-resistant, and easily cleaned).

c. Knives. Trimming knives will be stored in scabbards or knife racks when not in use. Each knife-cutting task will be reviewed as a part of the store's PPE hazard assessment to determine the necessity for protective equipment (e.g., necessity to wear cut resistant gloves during product preparation such as sharpening knives, and cutting large melons). Proper containers will be used to store knives during the air drying stage of the cleaning/sanitizing process.

d. Disposal Equipment Operations. The operator will not attempt to remove jammed or clogged items from a powered garbage disposal while the equipment is in operation or connected to a live power source; the equipment must first be de-energized using Lockout/Tagout procedures. The equipment operator's manual will be used to provide training to employees (annotate training on DeCAF 40-132).

e. Garbage and Trash. If the garbage disposal area is adjacent to or part of the general receiving area, a continuous cleaning program must be initiated to keep floors and dock areas clear of refuse and waste to prevent slippery/cluttered surfaces used by mobile equipment and pedestrians. Garbage cans shall be washed daily using hot soapy water. Covers will be in place when the cans are not being filled or emptied. Trash and garbage cans shall be leak-proof and adequate in number and size. Garbage and trash containers shall be moved on dollies/carts to eliminate having to carry them manually.

f. Carton Cutters. Most commercially available cutters use special retractable, removable blades as the cutting edge. Cut parallel to or away from the body, not toward the body. Keep other hand away from the direction of cut. Place old blades in a separate puncture proof container for disposal. Do not throw them in waste cans. Store cutters in scabbards or suitable

locations where accidental contact with the blade is eliminated. Cutters should not be placed in clothing waistbands or pockets.

g. Special Processing. Some produce processing operations include the need to wash/soak the product in a chlorine solution (normally a tepid solution of 100 ppm chlorine --two teaspoons or one capful of household bleach per one gallon of water-- for one minute) and to clean and sanitize knives and preparation surfaces. When mixing the chlorine solution, care must be taken not to create a chemical splash hazard. PPE usage will be dependent upon the results of the PPE hazard assessment (until an assessment is conducted and documented, personnel making the chlorine solution will wear chemical splash proof goggles).

h. Powered Equipment. Wrapping machines shall not be used without safety covers over the wrapping mechanism. Operators will not attempt to remove jammed or clogged items from a powered machine (e.g., trimmer, wrapper) while the equipment is in operation or connected to a live power source. The equipment must first be de-energized using Lockout/Tagout procedures or by establishing exclusive control as indicated in Volume 1, Section 12.

i. MHE/PIT. Periodic preventive maintenance must be performed on carts and other equipment to ensure proper working order. Department managers will ensure employees who operate PIT (e.g., electric pallet jacks or forklifts) have successfully completed training required by Volume 1, Section 11.

j. Emergency Eyewash Unit. Access to the emergency eye/face wash station will be unobstructed to permit ready access. The emergency eyewash unit must be operated weekly for 3 minutes to ensure proper operation and to flush contaminants from the apparatus. The Produce Manager will maintain an in-house log sheet to record the initials of the individual performing the maintenance and the date of its occurrence for two years. Portable, self-contained eyewash units are not authorized in facilities containing a plumbed water supply. If a portable unit is currently in use, it will be maintained according to the manufacturer's procedures and actions taken to initiate a work request to install a plumbed unit. Either the ASM or local safety office will be consulted to ensure the proper emergency eyewash unit is procured.

20.4. SALES FLOOR AND DISPLAYS. Floors shall be kept clean and dry to the fullest extent possible. Produce debris and wet floors increase risk to a slip/trip/fall accident.

a. Watering. Whether watering is performed manually or by automatic spray system, ensure that any water on the sales floor is promptly cleaned up to prevent slipping accidents. Automatic spray systems should be monitored to ensure the spray pattern is properly adjusted.

b. Mats. Mats will be strategically used adjacent to case displays to provide slippery floor protection from water over spray and produce debris. Mats must lay flat and be without rolls or curled edges/corners.

c. Pallet Displays. Pallets used to display bulk products will be selected based upon the highest quality available in the store. Pallets used for this purpose will not have any missing,

splintered or cracked boards, exposed nails, or other defects that may cause harm to patrons or employees; and covered with decorative base wrap or enclosed within special purpose pallet guard devices.

d. Mass Displays. When building mass displays, do not stack product too high for customers to reach or create a dangerous situation where unstable stacks of product could fall. Plexiglas or other materials used for intermediate shelving should have smooth, rounded corners and be in overall good condition.

e. Stocking. Only carts designed to catch/contain water (e.g., a removable drip pan) will be used to stock wet produce. When using manual pallet jacks to move palletized loads onto the sales floor, use caution and proper operating practices (such as raising the load, avoiding sharp turns, ensuring the jack's wheels are in good condition) to avoid striking others or damaging the flooring materials.

20.5. OTHER APPLICABLE SAFETY CRITERIA (NOT ALL INCLUSIVE). Detailed safety requirements for pit, energy-control (Lockout/Tagout), hazardous materials, PPE, etc. Are located in DeCAM 30-17.1, Volume 1 and 2 and must be applied, where applicable.

SECTION 21: CUSTOMER SERVICE DEPARTMENT

21.1. RESPONSIBILITIES. Customer Service Department (CSD) operations present a variety of potential hazards (e.g., slippery floors, overexertion from scanning duties) requiring care and attention by supervisors and workers to prevent injuries and property damage. The department manager/general manager is responsible for ensuring all employees know and follow safety rules. Failure to enforce/follow safety procedures (e.g., performing proper scanning techniques) may result in disciplinary action of the employee and supervisor.

a. The manager/supervisor will work closely with the facility's/directorate level safety representative. The safety representative's function is to assist in any safety related efforts (e.g., providing safety information, assisting in department's area inspections, and serving as a safety liaison to facility management, assisting in providing safety training).

b. The manager/supervisor is responsible to provide safety training with coinciding documentation (DeCAF 30-72) for employees; investigate and complete accident reports should an accident occur; conduct (or assist) periodic safety inspections of work areas and initiate action to correct discrepancies.

c. Supervisors will ensure each cashier receives adequate training in proper scanning and proper lifting techniques to help reduce the likelihood of cumulative trauma disorders (CTD) and muscle strains. The training will consist of viewing available DeCA cashier safety training videos ("Simplifying Scanning at DeCA") or using interactive computer training modules, briefing employees on local operating procedures, and performing proper lifting demonstrations. Refresher training must occur when the front-end department manager or local safety representative continually observes improper scanning techniques.

d. The CSD Manager will encourage employees to promptly report any CTD symptoms suspected to be associated with the job, task, or working environment. Through coordination with the facility's management and safety representative, establish procedures for employees who experience such symptoms to be evaluated by a physician. Early recognition and prompt treatment of musculoskeletal symptoms may prevent the need for major medical intervention. Use of the host installation occupational physician, for this evaluation, is highly recommended.

21.2. OPERATIONS. Various types of CTDs from performing repetitive tasks (e.g., scanning merchandise), and simple muscle strains from attempting to lift/slide large, heavy items across the scanner are the greatest potential cause of injuries in the front-end department. To reduce the risk of injury involved in performing cashier functions, check stands have been ergonomically designed to "fit the worker" as much as possible. Cashiers should not attempt to scan large, difficult-to-handle items (e.g., 20-pound bags of dog food). Instead, allow the conveyors to move the product and then roll it over to locate involved in performing cashier functions, check stands have been ergonomically designed to "fit the worker" as much as possible. Cashiers should not attempt to scan large, difficult-to-handle items (e.g., 20-pound bags of dog food). Instead, allow the conveyors to move the product and then roll it over to locate the Universal

Product Code (UPC) and ring it up manually. Cashiers are encouraged to wear flat-sole or other comfortable shoes, maybe even cushion inserts, while at the registers to enhance personal comfort.

a. Prior to beginning their shift, each cashier will check the keyboard support mountings to tighten loose connections and to adjust its configuration to match their body dimensions to maintain an ergonomically safe-neutral posture.

b. Cashiers will use proper scanning techniques (e.g., “power slide”, waiting for the conveyor belt to move items to the scanner, keying in codes when item does not scan at the second attempt) to process items. The scanner gun will be used per the manufacturer’s guidance to avoid manual manipulation of oversize/heavy items.

c. CSD Managers will ensure that tapered edge anti-fatigue mats that fit the floor area of the cashier’s work area are provided and used by employees at each check stand.

d. The register’s pullout auxiliary bagging shelf, if equipped, will not be used as a seat/sitting device.

e. Each cashier must be constantly alert to patrons overloading the incoming belt. An overload belt increases the opportunity for items to fall off the register stand as the belt automatically starts and stops to move the items to the scanner. Upon notice, politely ask the patron to rearrange the items in a safe manner.

f. Cashiers will use pauses that occur as part of the transaction (e.g., waiting for the customer to load the incoming belt and to render payment) as “micro-breaks” to rest their body to recover from the exertions of scanning.

g. Rest periods/breaks must conform to local collective bargaining agreements. For locations that are not represented by a labor union, the work/rest regimen should be locally tailored to adequately reduce the physical stresses created from continuous scanning duties.

h. Cashiers will not perform scanning duties while sitting unless the checkout system is of design and directed by operating procedures by the manufacturer to be operated by a seated operator.

21.3. CHECK STAND MAINTENANCE AND OPERATION. Defective, broken, or malfunctioning parts and equipment on check stands are a hindrance to smooth, efficient cashier operations and increase the risk of employee and patron injuries.

a. Prior to beginning their shift, each cashier will check the scale-scanner unit to ensure proper installation to provide a continuous level surface between the incoming and outgoing belt sections. This level surface enhances the cashier’s ability to slide products (i.e., using the ergonomic technique of “Power Slide”) through the scan envelope, vice lifting each item.

b. Employees will promptly report to their supervisor any noticed defects or broken/malfunctioning parts and equipment on the check stands. Employees will periodically clean the scanning glass surface during their work shift to improve laser readability and reduce the number of product rescans.

c. Spilled product liquids around the check stand area are another potential cause of cashier and patron injuries. Be alert for these conditions, take interim actions to protect others from slipping and falling, and call for cleanups immediately.

21.4. PPE. Necessity of PPE will be IAW the PPE hazard assessment conducted on CSD operations. Generally, there are no requirements for wearing PPE (e.g., safety-toe footwear) while performing cashier-scanning functions; however, this must be confirmed by the assessment.

a. When cashiers are called upon to perform temporary duties in other departments which require PPE due to an exposure to a hazard and as specified by the PPE hazard assessment document, PPE must be provided and used regardless of the length of the assignment. All other criteria (e.g., training) associated with PPE apply (refer to Volume 2, Section 14).

b. Back supports and wrist braces are not PPE and should not be worn by DeCA employees while on duty unless specifically prescribed by a doctor. If prescribed, employees must furnish a copy of the doctor's order to their supervisor. A copy of this document will be kept on file for the length of the prescribed term.

21.5. STOOLS. As a rule, a stool or other sitting device will not be placed within the check stand (the approximate 2- by 4-foot) work area. (Exceptions include check stand features are of type and designed by the manufacturer to be operated by a sitting cashier; or a stool or other sitting device is required as a reasonable accommodation). Generally, placement of a stool in this workspace interferes with the operation and may create an injury risk.

a. To provide reasonable accommodation under the law to a cashier does not necessarily mandate the placement of a sitting device specifically within the cashier work area. It only requires the employer to permit the employee to continue performing the essential duties of their position with the accommodation. That is, if rest is required, management may provide that rest either in or near the work station.

b. As with any other change of work area/practices, placement or removal of stools from specific work area locations must follow proper labor negotiations procedures.

21.6. OTHER APPLICABLE SAFETY CRITERIA (NOT ALL INCLUSIVE). Detailed safety requirements for pit, energy-control (Lockout/Tagout), hazardous materials, PPE, etc. Are located in DeCAM 30-17.1, Volume 1 and 2 and must be applied where applicable.

SECTION 22: DELI/BAKERY DEPARTMENT (DeCA OPERATIONS)

NOTE: This section is applicable only to those delicatessens and bakeries operated by DeCA employees.

22.1. RESPONSIBILITIES. Deli/bakery department operations present a variety of hazards requiring care and attention by supervisors and workers to prevent injuries and property damage. The Department Manager/General Manager is responsible for ensuring all employees know and follow safety rules. Failure to enforce/follow safety procedures (e.g., wearing PPE) may result in disciplinary action of the supervisor and employee.

a. The manager/supervisor will work closely with the facility's/directorate level safety representative. The safety representative's function is to assist in any safety related efforts (e.g., providing safety information, assisting in department's area inspections, and serving as a safety liaison to facility management, assisting in providing safety training).

b. The manager/supervisor is responsible to provide safety training with coinciding documentation (DeCAF 30-72) for employees; investigate and complete accident reports should an accident occur; conduct (or assist) periodic safety inspections of work areas and initiate action to correct discrepancies.

22.2. RECEIVING AND STORAGE.

a. Deli/bakery employees authorized to operate PIT (e.g., forklifts, electric pallet jacks) will adhere to all the requirements addressed within Volume 1, Section 11 of this manual.

b. MHE (powered and non-powered) will be used to the fullest extent possible to reduce or eliminate manual handling of shipments. Storage areas should have space for both pallets and storage shelves to reduce the need for stacking product over shoulder height, and to accommodate slow movers. All employees who perform lifting tasks will be trained on proper lifting techniques. No less than two persons, to minimize the risk of back injury, should perform lifting tasks required for weights of more than 51 pounds. Storage practices should avoid stacking shipments higher than shoulder level; however, if necessary, safety ladders or other climbing/reaching devices must be available to assist personnel in pulling product stored at this level. Storage practices should avoid low lifts (e.g., single pallet of product) by placing additional empty pallets (2 or 3) beneath the loaded pallet to raise the bottom row of product 8- to 12-inches above floor level, or raising the height of the bottom shelf on manufactured racks. This "pallet-raising" practice can best be performed while the shipment is at the receiving/loading dock area whereby a forklift can elevate the shipment pallet to enable placing the empty pallets underneath. Similar practice of elevating pallets off the floor should be used during receiving and in-checking process.

c. Work areas shall be organized with designated storage areas and marked aisle/passageways. Aisles/passageways shall be unobstructed and maintained in as dry condition as possible.

d. Freezer/Coolers. Freezer door entranceways should be visually inspected daily to discover ice buildup with corrected actions taken as necessary. The interior emergency door opener device will be inspected/activated daily to ensure proper operation. These areas will be visually checked for occupants prior to locking and will have signage placed on the door stating this requirement. All light units will be checked to ensure that their protective housing/cover is in place and secured.

e. Thermal insulated clothing will be made available and worn by personnel working within the freezer.

22.3. PROCESSING AREA.

a. Floors. Floors will be kept clear of debris, equipment, and supplies which could hinder movement of personnel. Water, blood drippings, and food scraps will be cleaned from floor areas at least daily and more frequently when conditions warrant. To aid in keeping floors clean and to enhance employee comfort and safety, slip-resistant, tapered-edge rubber anti-fatigue mats of a design for use in a deli/bakery processing area, and that can be removed and easily cleaned, are recommended for use in processing areas. Employees should use anti-fatigue matting at each workstation that requires prolonged standing. Heavy paper or corrugated cardboard obtained from rolls may also be used provided the floors are thoroughly cleaned after use. The use of wax-coated cardboard (cut-out sections from packaged deli/bakery boxes), sawdust, and wooden chips on the floors, are strictly prohibited in all deli/bakery department areas.

b. Freezers/Coolers. Freezers /coolers will be periodically checked for ice buildup/sheeting on the floor, especially at the door location, and removed when necessary. All personnel will be briefed on this potential slip hazard location.

c. Control of Hazardous Energy (Lockout/Tagout) Program. Whenever machines require servicing, cleaning, or maintenance, the energy source (circuit breaker or other main power switch) must be locked or tagged in the "OFF" position to prevent unexpected energization or startup until the work is completed. This procedure must be accomplished whenever it is necessary to clean, repair, or clear jammed work from powered machinery. It does not apply to cord and plug connected electric machines or equipment for which the hazards of unexpected startup is controlled by unplugging it from the energy source, and by the plug being under the "exclusive control" of the person performing the servicing, cleaning or maintenance. The deli/bakery department manager, with assistance from the installation/DeCA ASM or store safety representative, will evaluate their operations that use powered machinery to determine if Lockout/Tagout procedures are required. Volume 1, Section 12 of this manual provides procedural criteria for the Lockout/Tagout Program.

d. PPE. The Deli/Bakery Department Manager will ensure that a written, documented hazard assessment of the department's work areas and work practices (used to determine if hazards are present, or likely to be present which necessitates the use of PPE) has been accomplished. The selection and use of PPE will be IAW results of this assessment. PPE required within the Deli/Bakery Department may include eye/face protection; metal mesh or metal reinforced fiber gloves; cold environment clothing (insulated headgear, jacket, trousers/coveralls, gloves); heat resistant gloves/mittens; and slip-resistant, safety-toe safety shoes. Volume 2, Section 14 of this manual provides procedural criteria for the PPE program.

e. Deli/Bakery Department Manager. The Deli/Bakery Department Manager will identify all hazardous chemicals used within the deli/bakery department. If present, the manager will also assist in identifying all Deli/Bakery Department personnel exposed to these chemicals and will ensure implementation of the HAZCOM criteria addressed in Volume 2, Section 13 of this manual.

f. Knives. The key principles to avoid laceration injuries from working with knives is to provide training on the usage, handling and storage, knife selection and sharpening, and wearing of proper protective equipment for the work being performed.

(1) When knives are not being used in actual cutting, place them in scabbards, sheaths, racks, or drawers with the blades protected.

(2) Do not use knives as a positioning tool to stab, lift, or move a product. Never lay food items on top of a knife, the user may forget the knife is under the food and cause a serious injury.

(3) Right- and left-handed deli/bakery cutters should be positioned so as not to interfere with each other's work or operation. Adequate space should be provided for all cutting operations.

(4) Butcher steels used for sharpening or shaping knives will be guarded at the handles by metal, leather, or stiff rubber disks. Knives will be maintained in a sharp condition. A sharp knife requires less force to perform cuts; thereby, reducing stress to the body.

(5) Wear cut-resistant (metal mesh or metal reinforced fiber mesh) gloves when using and sharpening knives. Additional PPE requirements will be IAW the PPE hazard assessment of the cutting operation.

(6) Keep knife handles clean and dry. Greasy or wet handles may result in serious injuries. Always grip cutting instruments firmly. Never hold a knife in the hand while carrying objects.

(7) Never place a knife in a sink full of soapy water as it hides the knife and one might grip the cutting edge.

g. Electrical Safety. Water/moisture proof caps on electrical receptacles located in wet/damp areas will be provided to properly seal the device. Missing or damaged caps will be repaired/replaced upon discovery. Appliances equipped with a grounded service plug will have its ground prong attached and in good condition.

h. Machinery and Equipment. The Deli/Bakery Department Manager will maintain manufacturer operator manuals for all machinery or equipment under their control. In the absence of these, they will develop local operating instructions, to include job safety, maintenance, lubrication, and inspection. These manuals or locally developed operating instructions will be used to train operators on the equipment. Machines will not be left unattended while operating, and will not be operated unless all guards are securely in place and operational. Child labor laws do not permit employees younger than 18 years of age to operate, set up, adjust, clean, oil, or repair power-driven equipment such as meat slicers or bakery mixers. Cord and plug service equipment that have a ground conductor must have the ground prong affixed to its service plug.

i. Deli Slicer.

(1) Never turn the machine on unless the blade guard is in position. Never run the machine when not slicing meat.

(2) Keep clear of blade edge when putting meat/cheese into machine. Do not hold product with fingers, let product gravity feed or use the pusher plate provided with the machine. Do not attempt to slice frozen product.

(3) Cut-resistant or metal mesh gloves must be worn when cleaning or wiping down all slicers. For cord and plug equipped machines, the cord will be unplugged and within reach and observable. Lockout/Tagout procedures will be used for hardwired machines. Clean the slicer only after slice thickness has been adjusted to zero. After cleaning, replace the blade guard as soon as possible to prevent injuries.

(4) If possible, the height of the table for the slicer should be adjusted to make it relatively easy for the operator to handle the cutting operation.

(5) Always keep one's eyes on the work while using a slicer.

j. Rotisserie Chicken Oven/Warmer.

(1) Do not attempt to clean warmer while hot.

(2) Follow Lockout/Tagout procedures or establish exclusive control prior to disassembly and cleaning operations.

(3) Skewers points are very sharp. Use care when placing product on the skewers.

(4) Grease, glass doors, and equipment parts are hot and can cause burns. Use care during operation and cleaning.

(5) Rotisserie ovens placed on countertops or tables will be secured to prevent them from falling or tipping.

k. Oven.

(1) Heat-resistant mittens must be worn when placing or removing product from all ovens.

(2) Clear space on the table for placing hot food before removing the food from the oven.

(3) Do not attempt to clean a hot oven or hot heating elements.

(4) Prior to performing cleaning operations on the oven, ensure that all power is disconnected by following Lockout/Tagout procedures.

1. Helium Compressed Gas Cylinders. Helium gas cylinders used within the department will be properly secured to prevent them from falling and properly stowed to avoid being struck by other equipment. When not in use, cylinder will be stored with the protective valve cap in place. The department is responsible for obtaining a SDS and for insuring that “Helium Gas” is included on the facility’s hazardous chemical inventory (DeCAF 30-115). Using the SDS, affected employees will be trained/educated on the hazards of helium gas and appropriate safety procedures/precautions.

22.4. SALES FLOOR AND DISPLAYS. For display cases, the exterior condition of display cases should be checked during department safety inspections to ensure proper condition (e.g., free of broken/cracked see-through panels, free from damaged/sharp metal edges).

22.5. OTHER APPLICABLE SAFETY CRITERIA (NOT ALL INCLUSIVE). Detailed safety requirements for pit, energy-control (Lockout/Tagout), hazardous materials, PPE, etc. are located in DeCAM 30-17.1, volume 1 and 2 and must be applied, where applicable.

SECTION 23: CENTRAL DISTRIBUTION CENTERS (CDC)

23.1. RESPONSIBILITIES. CDC operations present a variety of potential hazards (extremely high operation tempo, constant material handling activities and industrial work shop operations) requiring care and attention by supervisors and workers to prevent injuries and property damage. The department manager/general manager is responsible for ensuring that all employees know and follow safety rules. Failure to enforce/follow safety procedures (e.g., vehicle operating speeds) may result in disciplinary action of the supervisor and employee.

a. The manager/supervisor will work closely with the facility's/directorate level safety representative. The safety representative's function is to assist in any safety related efforts (e.g., providing safety information, assisting in department's area inspections, and serving as a safety liaison to facility management, assisting in providing safety training).

b. The manager/supervisor is responsible to provide safety training with coinciding documentation (DeCAF 30-72) for employees; investigate and complete accident reports should an accident occur; conduct (or assist) periodic safety inspections of work areas and initiate action to correct discrepancies.

c. Supervisors will ensure each employee receives adequate training in proper material handling and lifting techniques to help reduce the likelihood of cumulative trauma disorders (CTD) and muscle strains. Refresher training must occur when the supervisor observes a drop in expected performance or employee actions indicate the need for additional training.

23.2. WAREHOUSE, RECEIVING AND STORAGE.

a. CDC. CDC employees authorized to operate PIT (e.g., forklifts, walker-riders, and electric pallet jacks) will adhere to all the requirements addressed within Volume 1, Section 11 of this manual.

b. MHE (powered and non-powered). Will be used to the fullest extent possible to reduce or eliminate manual handling of shipments. Storage areas should have space for both pallets and storage shelves, to reduce the need for stacking product over shoulder height, and to accommodate slow moving product. All employees who perform lifting tasks will be trained on proper lifting techniques. No less than two persons, to minimize the risk of back injury, should perform lifting tasks required for weights of more than 51 pounds. Storage practices should avoid stacking shipments higher than shoulder level; however, if necessary, safety ladders or other climbing/reaching devices must be available to assist personnel in pulling product stored at this level. Storage practices should avoid low lifts (e.g., single pallet of product) by placing additional empty pallets (two or three) beneath the loaded pallet to raise the bottom row of product 8 to 12 inches above floor level, or raising the height of the bottom shelf on manufactured racks. This "pallet-raising" practice can best be performed while the shipment is at the receiving/loading dock area whereby a forklift can elevate the shipment pallet to enable

placing the empty pallets underneath. Similar practice of elevating pallets off the floor should be used during receiving and in-checking process.

c. Receiving and loading Docks.

(1) Frequently used loading docks should be located away from streets and intersections. Vehicles parked at docks shall not block general purpose vehicle routes unless control devices (i.e., cones, barricades, warning signs) are used to redirect traffic.

(2) Dock surfaces shall provide a smooth and even surface for MHE/PIT and workers. Where necessary, aisle ways should be established and marked. Edges of docks shall be marked when there is a chance of workers falling. Markings will be 4-inch wide yellow or yellow and black-striped lines. Where the potential for serious injury exists from a person walking or falling off the dock, or the dock surface is higher than 4 feet above ground level, removable railings shall be installed which will not interfere with surrounding operations.

(3) Dock widths will be 2-feet wider than the widest vehicle or most common material being transported. Additional clearance shall be provided to permit safe turns.

(4) Mechanized equipment will be used when appropriate. Order filling, merchandise inventory, and other related tasks should be planned so workers are not raised by PIT up to the pallet racks/shelves, but instead the pallets are brought down to them at floor level. The safest and most efficient method is to always keep the fewest number of people working above floor level for the least amount of time. When elevated work cannot be avoided, personal PPE and PIT safety equipment shall be used as prescribed in Volume 1 and 11, Sections 5 and 14.

(5) Aisles shall be wide enough to enable employees to move about freely while handling material or removing it from bins, racks, or piles. Aisles will be clearly marked. Trucks, material, and other objects not in use will not be allowed to stand or extend into pedestrian aisles. Aisles leading to circuit breakers, emergency eyewash stations, fire alarm pulls, sprinkler valves, fire exits, and fire extinguishing equipment shall be kept clear.

(6) Floor surfaces, platforms, and ramps shall be kept clean and in good condition. Ramps used by PIT will have their slope calculated and grades 10 percent or higher will have a warning sign posted and observable to the operator.

(7) Dock boards used in trailer loading and unloading should be capable of holding four times the expected load and be wide enough to permit easy maneuvering. Workers will ensure the dock boards are in a secure position and have substantial contact with the dock (or loading platform) and the carrier's equipment. Dock boards will be lowered or slipped into place and not dropped. They will be stored in a safe place and not stood on the edge or end when not in use.

(8) The necessity for wearing PPE will be determined by the facility's PPE hazard assessment.

(9) Electrically operated receiving bay doors shall have the control switches located so the doors may be observed during the complete range of movement while opening and closing.

Controls shall be clearly marked and distinguishable and wired so the doors move only when pressure is applied to the actuating switch and movement stops when the switch is released. Each electrically operated door shall be equipped with a manual override to allow operation during power outages. Overhead doors that use cables to support their weight for opening or closing movement will be equipped with automatic safety stops to halt door movement in the event the cable(s) break.

(10) Wheel chocks will be available and used for each receiving bay which uses PIT forklifts to on/off-load trucks. Receiving bays which have mechanical restraining devices built into the dock (dock locks) are exempt from this requirement except when the restraining devices are inoperable. Therefore, it is recommended that each bay have a dedicated set of chocks.

(11) The edges of roofs over exterior loading docks shall have sufficient gutters and downspouts to prevent excessive rainwater buildup or runoff on the dock.

(12) A pallet puller and chain will be used only in situations where MHE/PIT cannot enter trailers being offloaded, and no other means to offload are available. The chain will be inspected prior to use. A safety zone will be established between the pallet and PIT, and to the sides for a distance of at least 30-feet. Orange or red safety cones will identify the safety zone. The PIT operator and a safety observer standing outside the safety zone will ensure the safety zone is clear, and the trailer is properly chocked before engaging in pallet pulling operations. The pallet will be pulled to the edge of the trailer using the slowest speed needed to move the pallet. Care must be taken to avoid sudden jerks or fast speeds.

d. General Warehouse Operations.

(1) All warehouse employees may be subject to wearing PPE. The necessity for PPE will be determined by the facility's PPE hazard assessment.

(2) An 18-inch clearance will be maintained on stacks less than 15-feet high; and a 36-inch clearance maintained on stacks over 15-feet high from sprinklers, joists, rafters, beams, and roof trusses. When combustible materials are involved, regardless of stack height, a 36-inch clearance shall be maintained. A 24-inch clearance shall be maintained between stored materials and substandard firewalls. The installation fire department will be consulted if the fire rating of a wall is unknown.

(a) An 18-inch clearance will be maintained around light or heating fixtures.

(b) When supplies are stacked above the horizontal level of lower roof truss members or beams, horizontal clearance between supplies and structural members or other installed devices will be 18 inches.

(3) In warehouses, aisle marking and widths may be any color so long as they clearly define the area considered as aisle space. The lines may be composed of dots, squares, strips, or continuous; but they too must define the aisle area. The recommended width of aisle markings varies from 2 to 6 inches; therefore, any width 2 inches or more is considered acceptable. The

recommended width of aisles is at least 3-feet wider than the largest equipment to be used. The minimum width of an aisle will be 4-feet. The DeCA regional safety professional must approve exceptions to these marking requirements.

(a) All loading docks, stairways, and any area that changes elevation will be identified by painting solid yellow or yellow and black stripes along the edge at the point of the elevation change. The edges of MHE/PIT entry and exit doors shall be similarly highlighted.

(b) All corners of storage racks and other permanent type fixtures within the warehouse shall be highlighted by painting or taping solid yellow or diagonally cut yellow and black stripes at least 36 inches high. Corner guards should be placed at the corners of palletized merchandise temporarily stored on the warehouse floor (such as in the receiving area). These guards will also be highlighted with yellow or yellow and black diagonal stripes. These may be locally purchased or manufactured. Corner guards are not required to highlight corners of storage racks.

(4) Overreaching and stretching to reach overhead objects shall be avoided. A ladder appropriate for the situation will be used. Climbing on pallet racks is prohibited.

(5) Stocking carts or hand trucks (dollies) will not be loaded to restrict the operator's travel view/loaded with excessive weight for the operator to easily maneuver.

(6) Lamps and lamp holders for fixed lighting located above aisles through which vehicles are commonly driven, or that may otherwise be exposed to physical damage, will be located not less than 12-feet above the floor.

(7) Unserviceable pallets (i.e., broken, splintered, badly warped, loose boards, protruding nails) shall not be used. These pallets will be either returned to the appropriate vendor or distributor; or if beyond repair, disposed of properly.

(a) Wooden shipping pallets will not normally be used as walking or working surfaces as they are not designed for this purpose. However, when used on a material order selector/ picker, and when the operator is wearing approved fall protection equipment as specified in Volume 2, Section 14, the operator may step onto the raised pallet to perform required duties. Prior to standing on the pallet, the selector/picker will be positioned alongside the material racks with minimal space maintained between the racks and the selector/picker. The operator will ensure the weight limitations of the selector/picker are not exceeded, including the weight of the operator. Pallets will not be used as work surfaces on any other MHE/PIT such as narrow aisle reachers, walkie-stackers, swing reaches, pallet jacks, and forklifts.

(b) All palletized and unpalletized merchandise shall be placed and secured in a safe manner to preclude rocking and tipping of pallets and to prevent unbalanced stacks. There shall be at least two cross member supports placed under each pallet of merchandise stored in the racks.

(c) Pallets not in use should be neatly stacked for storage. They can be stored both inside and/or outside; however, the local fire prevention/protection authority (such as the local fire department chief) must be conferred with to determine proper placement, quantity, and storage height. They will never be stood vertically on end, but shall be stacked flat, one upon the other, no higher than 20 pallets. (The 20 pallet limit is for wooden pallet. Plastic pallets may be stored to the same vertical height.) Rationale: This number increase will aid in reducing square footage required to store pallets. This increase pallet height does carry some additional safety/risk management concerns. These include, but are not limited to, ensuring sprinkler heads are not obstructed/struck by the pallets, adding/removing pallets above shoulder height are performed by a forklift to prevent/reduce risks to back injuries, and stacking pallets plumb (i.e., straight up and down) to prevent falling over.

(d) Unused pallets can be stacked on top of each other as an ergonomic tool to raise the working height of loaded pallets off the floor and minimize exposure to low level manual lifting tasks.

(e) The use of plastic pallets may raise the fire load capacity of an area to the next highest commodities class, and their use/storage must be conferred with the local fire authority to determine the adequacy of current sprinkler systems. Dead (unloaded) plastic pallets will not be stored within the racks.

(8) Roller and gravity chutes are the most commonly used conveyors in DeCA operations. A guardrail should be used on each side of the rollway to guide merchandise and prevent it from running off the conveyor. This is especially advisable at corners and turns.

(a). A live roller conveyor has electrical power applied to all or some of the rollers. They shall be designed to eliminate hazards from pinch points and moving parts.

(b) Personnel shall never be allowed to climb or step upon any conveyor.

e. Walk-in Freezers/Coolers and Drive-In Cold Rooms

(1) Each walk-in refrigerator/freezer and drive-in cold room will be equipped with at least one door that can be opened from the inside, if locked on the outside, to permit escape. The door will either be equipped with an immediate accessible quick release opener or a lift-off safety bar mounted on the inside of the door. Supervisors will ensure all employees who may be required to enter these areas are aware of door emergency exit features and how they operate. If the doors may be locked, they will be equipped with permanent signs mounted on the outside door surface that read: "DETERMINE NO ONE IS INSIDE BEFORE LOCKING DOOR." The closest commercially available sign may be used as a substitute. At DeCA facilities where the local language is other than English, the sign will be bilingual; in English and the local language. These signs may be produced locally and should be designed or laminated to withstand environmental conditions, if necessary.

(2) If only one person is assigned to work in the walk-in freezer, the worker will not enter without someone else knowing they are working alone inside the freezer. A co-worker

may serve this purpose. If such an arrangement is not possible, the employee who will be working in the freezer shall notify their supervisor or another local management official before entering and after exiting the freezer. Dependent upon the task(s) to be performed, a frequency of contact (e.g., every 15 minutes) will be established between the worker and this other individual to ensure the wellbeing of the worker.

(3) Necessity for PPE will be determined by the PPE hazard assessment for the operations. If required, PPE that contact the skin (e.g., headgear, gloves) will be personally issued. If required, outer garments (e.g., coverall, parka) may be provided for group wear.

(4) Storage racks shall be in safe condition, free of broken or bent shelves, and supported on solid legs. Adequate air space will be maintained between storage racks and walls. Merchandise will not be stacked against refrigerator/freezer walls.

(5) Adequate aisle space shall be provided for MHE and personal access to palletized product and internal shelving.

(6) Blower fans shall be properly guarded to preclude personal injury. All lights are to be operational with safety globes or guards in place.

(7) Accumulation of ice on freezer room walls, ceiling, and floor will be removed whenever a buildup of ice becomes noticeable. Door seals and curtains will be maintained in proper condition to aid in preventing icing and replaced when no longer serviceable to prevent ice buildup.

(8) The tops of freezers/coolers, unless specifically approved by the Area engineer, will not be used as a storage area.

(9) Vehicles entering or exiting cold room will sound the vehicle horn prior to driving through environmental conditioning vertical strip curtains.

f. Balers/Compactors.

(1) Only trained DeCA employees can load and operate (i.e., turn on/off) and unload balers and compactors. The baler/compactor operator/instruction manual will be used to provide this instruction/training. If a JHA/job safety analysis has been conducted on the baler operations, it will also be used as part of the instruction/training program. Training will be conducted at least annually, with refresher training provided whenever local DeCA management has reason to believe that any affected personnel who has already been trained does not have the understanding and skill required to safely operate the equipment. The individual selected to conduct this training must be familiar with the operation of the baler/compactor and could include, but not be limited to, the equipment's manufacturer representative, facility safety representative, or an experienced DeCA employee considered by local management as capable of conducting this training. Receipt of different equipment will require retraining.

(2) Any individual under the age of 18 may not operate or unload balers/compactors, or assist another individual with these tasks. Sixteen- and seventeen-year-old trained workers can only load (i.e., place cardboard inside) balers/compactors when all of the following conditions are met:

(a) The balers/compactors meet ANSI Z245.5-1990 standard for balers and ANSI Z245.2-1992 for compactors, or any other standard that is adopted by ANSI and certified by the Secretary of Labor to be at least as protective of the safety of minors as the ANSI standards.

(b) Balers and compactors have an on/off switch incorporating a key-lock or other system, and control (i.e., operation) of the system is maintained by an individual authorized to operate the unit and who is 18 years old or older. Key control measures will be implemented to ensure key(s) are issued only to personnel authorized to operate/unload the baler/compactor.

(c) The baler/compactor on/off switch is maintained in the “OFF” position when not in use.

(d) Balers and compactors have signs posted on the front and near the controls which states, “TO BE OPERATED BY AUTHORIZED EMPLOYEES ONLY. This machine meets ANSI standard Z245.5-1990 (for balers) and Z245.2-1992 (for compactors). Employees who are 16- or 17-years-old may only load paper or cardboard into this machine. No employee under the age of 18 may operate or perform unloading tasks.”

(3) The baler loading chamber door (safety gate) shall be in satisfactory operating condition and shall be lowered prior to operating the baler and must remain lowered during the entire compression stroke. The baler must be equipped with a safety interlock switch to prevent operation unless the safety gate is lowered. If the safety gate/safety interlock switch is not functioning properly, the baler on/off switch or energy disconnect switch shall be locked out/tagged out and it will not be used until repairs are completed.

(4) Balers will be equipped so the baler ram will reverse travel if the loading chamber door is obstructed.

(5) On balers/compactors located outdoors, doors will be kept completely closed and secured, if possible, any time operators are not in the immediate vicinity (i.e., in sight of the unit). Operators must check for person(s) inside or around the equipment before use and before securing the equipment. When the baler/compactor is left unattended, operators will ensure the start switch is locked “OFF” and the key is removed, or the equipment’s electrical disconnect device is turned off and locked out to prevent an unauthorized, untrained individual from activating the baler/compactor. Key control measures will be implemented to ensure key(s) are issued only to personnel authorized to operate/unload the baler/compactor. When the facility is closed for operations, management will ensure that the exterior baler/compactor has been de-energized/locked out to prevent unauthorized operation.

(6) The perimeter of the floor area near the bale chamber door that the bale will be ejected on will be marked with yellow stripes to indicate the hazard area for personnel to stand

clear of while making a bale, normally a 6- by 6-foot boxed area. Horizontal balers equipped with a hinged bale chamber door will, in addition to having the same bale discharged area marked with yellow stripes, have the floor area that encompasses the full movement of the chamber door similarly marked.

(7) PPE needs will be IAW the results of the PPE hazard assessment of the operation. PPE usage during bale unloading activities may include items such as safety-toe footwear, leather gloves, and eye protection.

(8) Baling wire will be stowed in a location and manner not to create an impalement hazard from inadvertent contact or a tripping hazard.

(9) An adequate work area will be provided around the baler/compactor to permit safe maintenance, servicing, and cleaning; and this area will be free from obstructions that could create a slip or trip hazard.

(10) Protection of the operator of horizontal balers/compactors having a loading height less than 42 inches from the point of operation (i.e., the area where work is actually performed upon the material) shall be accomplished by one of the following means:

(a) Sustained manual pressure controls, with the control panel located in such a way that the operator cannot reach the loading zone or pinch-point areas while depressing the start (on) control. - OR -

(b) The point of operation guard/barrier shall prevent entry of any part of the body into the point of operation. The guard/barrier will create no pinch-point between the guard and moving parts; offer maximum visibility of the point of operation; and be easily accessible for inspection and maintenance.

g. Industrial Pallet Wrapping Operations.

(1) Wrapping machines shall not be used without safety covers over the wrapping mechanism. Operators will not attempt to remove jammed or clogged items from a powered machine (e.g., trimmer, wrapper) while the equipment is in operation or connected to a live power source. The equipment must first be de-energized using Lockout/Tagout procedures as indicated in Volume 1, Section 12.

(2) Floors around wrapping machines will be marked to indicate hazardous areas where moving machine parts or spinning pallets may injure personnel. Only the operator of the wrapping machine will be in the wrapping area when the machine is moving and only to secure the first wrap on the pallet. In cases where the vertical wrap feeder is out-of-order, hand wrapping is allowed. The vertical wrap feeder mechanism must be repaired at the earliest opportunity.

(3) When wrapping a pallet, the pallet will be included in the first wrap to secure the wrapped merchandise to the pallet.

23.3. INDUSTRIAL WORKSHOPS.

a. Maintenance Shop.

(1) All wood and metal working machines will have machine guards installed to protect the operator and other employees in the machine area from hazards such as those created by point of operations, in-going nip points, rotating parts, flying chips, and sparks.

(2) The front, rear and sides areas of moving blades, pulleys, gears and belts less than seven (7) feet above the flood or working level will be enclosed.

(3) Abrasive Wheel Machines since as grinders will have the abrasive wheel enclosed; the work rest lower flange opening adjusted to 1/8 inch with the adjustable upper tongue maintained at 1/4 inch from the wheel periphery. Immediately before mounting a new abrasive wheel, or changing to a different type of wheel, all wheels are to be closely inspected and sounded by the user (ring test) to make sure they have not been damaged in transit, storage, or otherwise.

(4) Machines designed for a fixed location will be securely anchored to prevent walking or moving.

(5) Working areas around fixed industrial machinery will be marked with the appropriate floor markings. These areas will not cross entrances or exits to rooms or protrude into aisle ways.

(6) Jack load ratings will be legibly and permanently marked in a prominent location. When the jack is in use, it will be cribbed, blocked or otherwise secured not to move. Jacks are to be inspected every six months and when subject to abnormal load or shock, inspected immediately before and after use.

(7) Compressed air lines will be marked with maximum psi. Compressed air shall not be used for cleaning purposes except where reduced to less than 30 psi, and then only with effective chip guarding and personal protective equipment. Warning signs will be posted if required.

(8) When overhead electrical or hand operated chain hoist are in use, rated load will be plainly marked on each side and visible from the ground or floor. A minimum of three (3) inches overhead and two (2) inches laterally will be provided and maintained between the moveable hoist and any obstructions. Hoist limit switch must be installed and in good working order. Prior to daily use, an inspection will be performed. The manufacturer's manual will have inspection criteria and charts for how much wear, twisting and throat opening is acceptable for the hook.

(9) Vehicle lifts will be operated only by trained personnel and operators will follow the safety precautions set in place by the manufacture. The area around the lift will be marked and no people will be in or around the vehicle as it is being lifted. Also, no one should walk under the vehicle until the load-locking device is engaged. When lifting, first raise the vehicle

approximately one foot off the ground. Shake the vehicle to make sure it is secure on the adjustable lift supports and then raise the vehicle the rest of the way. When lowering the vehicle, ensure all people, parts and equipment is removed from the lifting area.

(10) Personnel servicing single and multi-piece rim tire will be trained and demonstrate the ability to service rim tires safely. This includes the performance of demounting and deflation the tire; inspection and identification of components; the need to use a restraining device or barrier; mounting and re-inflating the tire, and the understanding of the necessity of standing outside the trajectory both during inflation of the tire and during inspection of the rim wheel following inflation. While inflating multi piece rim tires, operators will use an authorized restraining device (e.g. tire cage), and a 10 foot air hose with clip-on chuck connected to the tire valve stem and an in-line valve with a pressure gauge or a pre-settable regulator.

(11) Painting of vehicles and equipment and painting within facilities will be limited to “spot painting only” when using paints that produce hazardous fumes. Spot painting consist of paintwork needed to cover bare metal due to scratches in paint or to cover replacement parts. Spray painting will only be allowed outdoors or where adequate ventilation is in place. Respiratory protection will be available. OSHA standard 1910.178 requires precautions be taken when a lift truck is painted. These precautions keep performance approval markings and safety information readable, and govern materials that are applied to the forklift and limit the types of forklifts that may be driven into a paint booth or spray room. Painters must not paint over these markings. Where permanent or temporary paint booths are constructed, they must be equipped with a mechanized ventilation system to remove harmful fumes and airborne residues from the booth. Air exhaust may not be re-circulated and must be directed away from the booth's air intakes.

(12) Hazardous Materials (HAZMAT) will be stored, used, and disposed of in accordance with host installation practices.

b. Permanent Welding Shops and Temporary Welding Operation.

(1) Welding fumes are known to be hazardous to general health and can cause respiratory illness. Non-fatal effects of welding fumes include fever, a wide variety of respiratory illnesses, fatigue and chills. Conditions that can lead to death include lung and larynx cancer, as well as cancer of the urinary tract, and kidney failure. According to OSHA, the symptoms of metal poisoning from welding fumes are similar to common flu symptoms, including fever, aches and pains, and nausea. Inhaled fumes from welding is a workplace danger that you can avoid with proper safety practices and instruction.

(a) The welding will position themselves where their face is out of range of the fume plume and in the opposite direction of airflow. In this way, the fumes are not blowing into you're the welder's face. A mask or respirator may be required when working with welding equipment.

(b) Where permanent indoor welding operations are established, a ventilation system will be installed. When using a filter system, stay within range of it to ensure proper filtering.

This area is generally slightly less than a foot from the device's end. Several ventilation options are available, such as a downdraft work table, adjustable vacuum inlet system, or vacuum nozzle attached to the welding gun. Managers should contact the local industrial hygiene or bio/environmental office to request a survey for installation of ventilation systems.

(c) If determined by the PPE hazard assessment that a respirator is required due to the exposure to welding fumes, the welder must first receive a medical evaluation by a physician or other licensed health care professional (e.g. company doctor or servicing occupational health nurse), and complete the mandatory OSHA Respirator Medical Evaluation Questionnaire found in OSHA 29 CFR 1910.134, Appendix C. Additionally, welders will be fit-tested for each type of respirator in use. As a result of the respirator determination requirement, a written respiratory protection program with required site-specific procedures and element will be put in place.

(d) Before beginning to weld, conduct a walk-through survey of the work area and parts you will be welding. All combustible materials must be either removed from the areas, or shielded from heat, slag and sparks. If this cannot be done, welding and cutting shall not be performed. Management must designate an individual responsible for authorizing cutting and welding operations in areas not specifically designed for such processes. Many host installations require a fire inspector's authorization to perform temporary welding operations. In these cases, the inspector will inspect the area and issue a "Hot Permit" that allows welding to take place if there are no fire hazards. Hot Permits are normally issued for a "one-time welding operation" and expire upon completion. Managers should contact the host fire department for local requirements.

(e) When welding must take place adjacent to workers or other persons, view of the welding arc ray will be shielded by means of a noncombustible or flameproof screen or persons in the area removed while welding is taking place or will wear appropriate goggles.

(f) Fire watchers shall be required whenever welding or cutting is performed in locations where other than a minor fire might develop. This is required when:

1 Appreciable combustible material, in building construction or contents, closer than 35 feet (10.7 m) to the point of operation;

2 Appreciable combustibles are more than 35 feet (10.7 m) away but are easily ignited by sparks.

3 Wall or floor openings within a 35-foot (10.7 m) radius expose combustible material in adjacent areas including concealed spaces in walls or floors.

(g) Fire watchers shall have fire extinguishing equipment readily available and be trained in its use. They shall be familiar with facilities for sounding an alarm in the event of a fire. They shall watch for fires in all exposed areas, try to extinguish them only when obviously within the capacity of the equipment available, or otherwise sound the alarm. A fire watch shall be maintained for at least a half hour after completion of welding or cutting operations to detect and extinguish possible smoldering fires.

(h) All gas cylinders should be stored upright and a safe distance away from the welding area. The hoses should be completely uncoiled and free of any grease or dust. Transport cylinders only in approved carriages and with caps in place. Tanks containing flammable materials that are to be welded need thorough cleaning and testing for flammable residue before starting work.

c. Pallet Repair and Storage Facilities.

(1) Outdoor pallet facilities will be covered when possible.

(2) The facility will be outfitted with firefighting equipment adequate to extinguish wood fires. When possible, stored pallets will be away from main structures.

(3) Facility grounds will be regularly policed to prevent the excessive buildup of unserviceable boards, splinted wood and nails.

(4) A free standing stack of “serviceable” pallets will not exceed 20 pallets in height unless it is supported on two sides (side and rear by touching stacks). Supported stacks will not exceed 35 pallets in height.

(5) Only serviceable pallets may be redistributed to DeCA agencies. A serviceable pallet is a pallet that has all structural support boards in good condition and all top and bottom deck boards fully installed. Nails will be hammer down flush with the wood surface.

(6) Unserviceable pallets will not be thrown onto unstable piles of pallets. Pallets will be stacked flatly or disassembled and disposed of immediately.

(7) Nail guns will only be used by trained employees. Supervisors will use the nail gun operator’s manual for training and training will be document. Nail guns used in the repair of pallets will be serviceable and must have safety mechanisms in working order. Safety mechanisms differ depending on the styles and manufacture of the gun. Some guns force the user to use a specific sequence to discharge a nail. Operators must first, push the nozzle against the nailing spot and then pull the trigger to discharge a nail. This is called a “sequential” firing mechanism; the trigger won't pull unless the nozzle is depressed. Sequential firing mechanisms are widely considered to be safest. Injury or death can result due to accidents or improper use of nail guns. When using nail guns, precautions must be taken.

(a) The operator will keep their finger away from the trigger until ready to fire. The operator will push the nozzle into the nailing spot before pulling the trigger, whether or not the gun has a sequential firing mechanism. Accidents have occurred if you hold the trigger pulled, you could bump the nozzle against yourself or someone else, potentially causing serious injury.

(b) The operator will check to ensure nail will not fire completely through the wood. The operator can use the nail gun to test the wood in a safe location before nailing at the job site. Don't fire into a piece of wood when there are other workers directly on the other side.

(c) The operator will check to ensure finger from the trigger after each use. When carrying the gun or holding it in between uses, the finger will be away from the trigger area. The nail gun will not be tucked under the arm while walking or climbing a ladder. The gun will not aim at anyone. Careful attention will be paid to placement of hands, knee and feet when using the nail gun. Always consider the gun loaded with nails and ready to fire.

(d) Nails used in nail guns will have a treaded shank and long enough to penetrate 1 and ¼ inches into the deck board. After reattaching a board, inspect for protruding nails. Nails will not be allowed to protrude through the wood.

(e) When inspecting, servicing, loading the gun or when finished with the nailing work, immediately disconnect the gun from the air supply line and/or compressor. The discharged air pressure will render the nail gun safe. Always point the nail gun in a safe direction when reconnecting the air supply line.

23.4. OTHER APPLICABLE SAFETY CRITERIA (NOT ALL INCLUSIVE). Detailed safety requirements for pit, energy-control (Lockout/Tagout), hazardous materials, PPE, etc. are located in DeCAM 30-17.1, Volume 1 and 2 and must be applied, where applicable.

GLOSSARY

G.1. ACRONYMS.

ACM	Asbestos Containing Materials
ADA	Americans with Disabilities Act
ADUSD	Office of the Deputy Under Secretary of Defense
AED	Automatic External Defibrillator
ANSI	American National Standards Institute
ASM	Area Safety Manager
ASTM	American Society for Testing and Materials
CAR	Corrective Action Report
CASU	Cooperative Administrative Support Unit
CCG	General Counsel
CCSAC	Corporate Services branch/Logistics
CDC	Central Distribution Center
CCH	Human Resources Division
CCSAC	Corporate Services Branch
CFR	Code of Federal Regulations
cm	Centimeter
CMPP	Central Meat Processing Plant
COPEC	Chief Logistic Services
CSP	Certified Safety Professional
CY	Calendar Year
DASHO	Designated Agency Safety and Health Official
dB	Decibels
dba	Decibels Average
DoD	Department of Defense
DeCA	Defense Commissary Agency
DeCAD	Defense Commissary Agency Directive
DeCAF	Defense Commissary Agency Form
DeCAM	Defense Commissary Agency Manual
DIRep	DeCA Interest Report
DoD	Department of Defense
DOF	Facilities Construction and Sustainment Division
DoDI	Department of Defense Instruction
DOL	Department of Labor
EAP	Emergency Action Plan
ECOMP	Employee's Compensation Operations & Management Portal
EPA	Environmental Protection Agency
E.O.	Executive Order
EOC	Emergency Operations Center

FCAW	Flux Cored Arc Welding
FECA	Federal Employee Compensation Act
FOA	Field Operating Activity
FOIA	Freedom of Information Act
FPO	Functional Process Owner
FY	Fiscal Year
GFCI	Ground Fault Circuit Interrupters
GHS	Global Harmonized System
GMAW	Gas Metal Arc Welding
GPM	Gallons Per Minute
GS	General Schedule
GTAW	Gas Tungsten Arc Welding
HAZCOM	Hazard Communication
HBV	Hepatitis B Virus
HCP	Hearing Conservation Program
HIV	Human Immunodeficiency Virus
HMIRS	Hazardous Materials Information Resource System
HQ	Headquarters
IAA	Inter and Intra Agency Agreement
IAW	In Accordance With
I&E	Installations and Environment
IMSAFE	Integrated Monthly Safety Action/Focus Elements
JHA	Job Hazard Analysis
LE	Infrastructure Support Group
LELD	Chief Distribution and Transportation
LN	Local National
MHE	Material Handling Equipment
MP	Sales, Marketing & Policy Group Health and Safety Directorate
SOH	
SOHS	Health and Safety Staff
NEC	National Electrical Code
NFPA	National Fire Protection Association
NIOSH	National Institute for Occupational Safety and Health
NLT	No Later Than
NRTL	Nationally Recognized Testing Laboratory
OCONUS	Outside Continental United States

OPM	Office of Personnel Management
ORK	OSHA Record Keeper
OSHA	Occupational Safety and Health Administration
OWCP	Office of Workers' Compensation Program
PACM	Presumed Asbestos Containing Materials
P.A.S.S.	Pull – Aim – Squeeze – Sweep
PIT	Powered Industrial Trucks
POC	Point of Contact
PPE	Personal Protective Equipment
PRCS	Permit-Required Confined Spaces
PSI	Pounds Per Square Inch
PWS	Performance Work Statement
QAE	Quality Assurance Evaluator
RAC	Risk Assessment Code
SCB	Safety Continuity Binder
SDS	Safety Data Sheet
SOH	Safety and Occupational Health
SME	Subject Matter Expert
SPAR	Safety Program Assistance and Review
SPL	Sound Pressure Levels
SO	Store Operations Group
SSG	Special Staff Group
STS	Standard Threshold Shift
TB	Tuberculosis
TOI	Target of Interest
TOO	Targets of Opportunity
TWA	Time-Weighted Average
UL	Underwriters Laboratories
U.S.	United States
U.S.C	United States Code
WRMD	Work-Related Musculoskeletal Disorder

G.2. DEFINITIONS.

Administrative Controls. Any procedure that significantly limits exposure to ergonomic risk factors by control or manipulation of the work schedule or manner in which work is performed. Includes job rotation, use of rest breaks or alternative tasks, and job enlargement to increase task variability.

Confined Space. For an area to be determined as a “confined space,” it must satisfactorily meet all of the following: A **space** with limited entry and egress and not suitable for human inhabitants. An example is the interior of a storage tank, occasionally entered by maintenance workers but not intended for human occupancy.

Conveyor. A device for moving or transporting bulk materials, packages, or objects in a predetermined direction. Conveyors may be power operated or gravity operated and are configured to meet specific needs.

Engineering Controls. Physical changes to work stations, equipment, materials, facilities, or any other relevant aspect of the work environment that reduce or prevent exposure to ergonomic risk factors.

Ergonomics. The field of study that seeks to fit the job to the person, rather than the person to the job. This is achieved by the evaluation and design of workplaces, environments, jobs, tasks, equipment, and processes in relationship to human capabilities and interactions in the workplace.

Ergonomic Risk Factors. Actions in the workplace, workplace conditions, or a combination thereof may cause or aggravate a Work-Related Musculoskeletal Disorder (WRMD). Risk factors include, but are not limited to: repetitive, forceful, or prolonged exertions; frequent or heavy lifting; pushing, pulling, or carrying of heavy objects; a fixed or awkward work posture; contact stress; localized or whole body vibration; cold temperatures and poor lighting (leading to awkward posture). These workplace risk factors can be intensified by work organizations characteristics such as inadequate work-rest cycles, excessive work pace and/or duration, unaccustomed work, lack of task variability, machine work, and piece rate.

Establishment. The term establishment means a single physical location where business is conducted or where services or operations are performed. Where distinctly separate activities are performed at a single physical location, each activity shall be treated as a separate establishment. Typically, an establishment as used in this part refers to a field activity, Area office, installation, or facility.

First Aid. Emergency care or treatment given to an ill or injured person before regular medical **aid** can be obtained.

Hazardous Materials. Substances that can harm life, property, or the environment. These products have physical or chemical properties which require additional care and control to be exercised in their storage, handling, and use. Examples include corrosives, flammables, and toxic chemicals.

Lockout. The placement of a lockout device on an energy-isolating device, IAW an established procedure, that ensures that the energy-isolating device and the equipment being controlled cannot be operated until the lockout device is removed.

Lockout Device. A device that uses a positive means, such as a padlock, to hold a power switch in a safe position to prevent energizing of a machine or equipment.

Medical Treatment. The management and care of a patient to combat disease or disorder. It does not include visits to a physician or other licensed health care professional solely for observation or counseling; or the conduct of diagnostic procedures, such as x-rays and blood tests, including the administration of prescription medications used solely for diagnostic purposes (e.g., eye drops to dilate pupils) or first aid.

OSHA Citations. OSHA may impose a penalty of up to \$7,000 for each violation. De Minimis. De Minimis conditions are those where an employer has implemented a measure different from one specified in a standard, that has no direct or immediate relationship to safety or health. These conditions do not result in **citations** or penalties, January 4, 2012

OSHA Injuries. OSHA requires employers to report all severe work-related **injuries**, defined as an amputation, in-patient hospitalization, or loss of an eye. **Injuries** are coded using the Occupational **Injury** and Illness Classification System.

Other Potentially Infectious Material. OPIM. In addition to blood, the following human body **materials** are considered to be **potentially infectious** with HIV, HBV, or HCV. All body fluids where it is difficult or impossible to differentiate between body fluids. Amniotic fluid. Any body fluid visibly contaminated with blood. October 30, 2017.

PRCS. OSHA defines a **PRCS** as any confined space that meets one or more of the following: “Contains or has a potential to contain a hazardous atmosphere” (the aforementioned bad air) “Contains a material that has the potential for engulfing an entrant”

Permanent Partial Disability. An injury or occupational illness that does not result in death or permanent total disability but, in the opinion of competent medical authority, results in permanent impairment through loss or loss of use of any part of the body. A benefit is paid to an employee due to the complete or **partial** loss of the body, or **partial** loss of use of the body as a whole.

Permanent Total Disability. Any nonfatal injury or occupational illness that, in the opinion of competent medical authority, permanently and totally incapacitates a person to the extent that they cannot follow any gainful occupation. The loss, or the loss of use of both hands, both feet, both eyes, or a combination of any of these body parts as a result of a single accident, shall be considered as a permanent total disability.

Preexisting Condition. An injury or illness is a preexisting condition if it resulted solely from a non-work related event or exposure that occurred outside the work environment.

Restricted Work. As the result of a work-related injury or illness, an employee is kept from performing one or more of the routine functions of their job, or from working the full workday that they would otherwise have been scheduled to work; or a physician or other licensed health care professional recommends that the employee not perform one or more of the routine functions of their job, or not work the full workday that they would otherwise have been scheduled to work.

Routine Functions. An employee's routine functions are those work activities the employee regularly performs at least once per week.

Significant Diagnosed Injury or Illness. Work-related cases involving cancer, chronic irreversible disease, a fractured or cracked bone, or a punctured eardrum must always be recorded under the general criteria at the time of diagnosis by a physician or other licensed health care professional.

Standard Threshold Shift (STS). A change in hearing threshold, relative to the most recent audiogram for that employee, of an average of 10 dB or more at 2000, 3000, and 4000 hertz in one or both ears.

Tag-Out. The placement of a tag on an energy-isolating device, IAW an established procedure, to indicate that the energy-isolating device and the equipment being controlled may not be operated until the tag-out device is removed.

REFERENCES

- ANSI Z136.1, American National Standard for Safe Use of Lasers
ANSI/ITSDF B56.1, Safety Standard for Low Lift and High Lift Trucks
ANSI Z358.1, American National Standard for Emergency Eyewash and Shower Equipment
Code of Federal Regulations, Title 29,
 Part 1904, Recording and Reporting Occupational Injuries and Illnesses, May 3, 2017
 Part 1910, Occupational Safety and Health Standards
 Part 1910.145, Specifications for Accidents Prevention, Signs and Tags
 Part 1910.146, Permit-required Confined Spaces
 Part 1910.178, Powered Industrial Trucks
 Part 1910.1001 Asbestos
 Part 1910.1030 Bloodborne Pathogens
 Part 1926, Subpart AA Safety and Health Regulations for Construction
 Parts 1960, Subpart G and 1960.2(h)-Basic Program Elements for Federal Employees
 Occupational Safety and Health Programs and Related Matters
 Section 651, “Occupational Safety and Health”
Code of Federal Regulations, Title 45, Part 164.512, “HIPAA Regulations Regarding Public Health Information,” January 4, 2018
Code of Federal Regulations, Title 49
 Part 311, Commercial Motor Vehicle Safety (Subchapters I-IV)
 Part 395, Hours of Service of Drivers
 Part 571, Federal Motor Vehicle Safety Standards
 Part 395, Hours of Service of Drivers, February 18, 2014
DeCAD 30-17, “Safety and Occupational Health Programs,” February 2, 2010
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DeCAD 5-02, “Records Management Program,” August 28, 2007
DeCAD 50-04, “Civilian Employee Discipline and Adverse Actions,” August 29, 1994
DeCAD 50-07, “Performance Management Program,” April 4, 2012
DeCAD 50-24, “Telework Guidance,” January 22, 2015
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DoDI 6055.01, “DoD Safety and Occupational Health (SOH) Program,” October 14, 2014
DoDI 6055.04, “DoD Traffic Safety Program,” April 20, 2009, as amended
DoDI 6055.07, “Mishap Investigation, Reporting, and Record Keeping,” June 6, 2011, as amended
DoDI 6055.12, “DoD Hearing Conservation Program (HCP),” December 3, 2010

Executive Order 12196, “Occupational Safety and Health Programs for Federal Employees,”
February 26, 1980