

Table of Contents

Contributors	vii
Using the Handbook	xiii
Chapter 1: Overview: Understanding OSHA	1
The 25 Most-Frequently Cited OSHA Standards	2
Available OSHA Services	4
PA/OSHA Consultation Program	6
Federal and Pennsylvania OSHA Offices	9
Five Common Myths about OSHA Procedures	11
Chapter 2: How to Establish a Safety and Health Program	13
Major Elements of a Safety and Health Program	13
Emergency/Significant Contacts Form	18
The Value of a Safety and Health Management System	19
Establishing a Four-Point Safety and Health Program	27
Chapter 3: How to Conduct a Safety and Health Audit	33
General Industry Inspection Checklist	38
Self-Inspection Checklists	52
Codes of Safe Practices	76
Overall Action Plan Worksheet	77
Chapter 4: How to Establish an Injury/Illness Record Keeping and Reporting System	79
Steps to Follow in Record Keeping	80
Enforcement Policies and Procedures	93
Comparison of Old and New Rule	104
Frequently Asked Questions	106
OSHA No. 300 and 301 Logs	118
Chapter 5: OSHA Inspections: Employer's Rights and Responsibilities	125
OSHA Inspection Priorities	127
Opening Conference, Inspection, Closing Conference	129
Violations, Penalties and Settlements	132
Inspection Detail Definitions	140
Chapter 6: How to Tell Which Standards Apply to You	145
Alphabetical List of General Industry Standards	146
Chapter 7: A Look at the Most Frequently Asked-About Standards	167
Access to Medical and Exposure Records—29 CFR 1910.1020	169
Sample Medical Record Authorization Letter	172
Rules of Procedure Concerning OSHA Access to Employee Medical Records	174

Lockout/Tagout —29 CFR 1910.147	183
Sample Model Lockout/Tagout Program with Explanation	191
Sample Forms for Lockout/Tagout that Companies Can Use	197
Electrical Safety Provisions —29 CFR 1910.301 to 1910.307/29 CFR 1910.331 to 1910.335	213
Electrical Safety Work Practices	221
Powered Industrial Truck Requirements —29 CFR 1910.178	227
Sample Training Program for Powered Industrial Truck Operator	234
Test Yourself—How Much Do You Know About Forklift Safety?	236
Hazard Communication —29 CFR 1910.1200	239
Material Safety Data Sheet (MSDS)	243
HazCom Compliance Assistance Guideline	245
Sample Written HazCom Program	247
HazCom Checklist	252
Hazardous Waste Operations and Emergency Response [HAZWOPER] — 29 CFR 1910.120; 29 CFR 1926.65; 40 CFR 311	253
HAZWOPER Subsection Q Checklist	264
Occupational Exposure to Bloodborne Pathogens —29 CFR 1910.1030	273
Bloodborne Pathogens Exposure Control Plan	281
Occupational Noise Exposure —29 CFR 1910.95	287
Examples of Noise Levels	288
Permit-Required Confined Space Entry —29 CFR 1910.146	293
Sample Program: Permit-Required Confined Space Entry	298
Emergency Procedures Form	302
Permit-Required Confined Space Decision Flow Chart	303
Personal Protective Equipment —29 CFR 1910.132 through 1910.138	305
Sample Form: Personal Protective Equipment Hazard Assessment	310
OSHA Fact Sheet	312
Process Safety Management/Risk Management Program —29 CFR 1910.119	315
List of Chemicals	315
List of Regulated Toxic Substances and Threshold Quantities for Accidental Release Prevention	321
List of Regulated Flammable Substances	325
Respiratory Protection —29 CFR 1910.134	331
Table Showing OSHA’s Assigned Protection Factors	332

Chapter 8: Other OSHA Issues Not Easily Understood	337
Asbestos	337
Indoor Air Quality	343
Radon	345
Chapter 9: Overview of Fall Protection Requirements for Construction and General Industry	347
Fall Protection for Construction	347
Fall Protection for General Industry	352
Chapter 10: Voluntary and Required Training	353
Steps on a Voluntary Training Model	354
Training Requirements and Guidelines, provided by OSHA	359
Index of General Industry Training Requirements	365
Chapter 11: Ergonomics in the Workplace	413
Charts for Analyzing and Reducing WMSD Hazards	418
Chapter 12: Glossary of Terms and Expressions	425
Appendix	429
Occupational Safety and Health Act of 1970	430
OSHA Consultation Directory	461