

Knott Brake Company Contract Worker Safety Regulations and Procedures

I. Contract Workers

1. Contracted workers must follow the same safety rules and use the same PPE as regular employees of Knott Brake Company when appropriate for the area in which they are working.
2. KBC will assign a responsible, properly trained employee to instruct contracted workers in any hazards and the safety practices including Lockout/Tagout procedures required while in the Knott Brake Company
3. This employee will be a certified first-aid responder
4. Contracted workers must inform the KBC representative of any hazards that they may introduce during the work to be completed

II. Haz-Com (Hazardous Communication Program)

A. General Statement

1. To ensure that all employees are trained in the proper use of and are protected from hazards of chemicals in the work place.

B. Responsibility

1. The Plant Manager will make sure the program is current and enforced
2. Purchasing must request a current MSDS and proper handling labels on all chemical purchase orders
3. Shipping/Receiving personnel must check each container for proper labels. Labels must contain the following information:
 - a. Chemical Name
 - b. Hazardous Warning
 - c. Name and address of responsible party
4. Containers without labels can not be received
5. The leadmen are responsible for training employees on each specific chemical used in their department. Training will include the following:
 - a. Any applicable hazards
 - b. The proper PPE (Personal Protective Equipment)
 - c. The proper use of the chemical
 - d. The proper storage of the chemical
6. Secondary containers must be properly labeled when transferring from main container. It will be the responsibility of the leadmen to ensure these containers are labeled correctly. Random audits will be conducted by the Plant Manager.
7. Waste products must be labeled by the generating department leadman or his selected representative.
8. For label definitions see last page

III. MSDS (Material Safety Data Sheet)

- A. MSDS are reviewed upon receipt to identify any hazardous conditions that may exist
- B. After review the MSDS will be placed in the employee book located in the lunchroom. This copy is easily accessible for all employees
- C. KBC personnel are properly trained in how to read these MSDS and the assigned employee will assist the contracted worker with any aspect of the MSDS that is needed

IV. PPE (PERSONAL PROTECTIVE EQUIPMENT)

PPE should be worn when working with chemicals, metals, sharp objects, and extreme heat or cold.

- A. Gloves – furnished by the company
 - 1. Leather
 - a. Chip removal
 - b. Welding – all leather clothing
 - 2. Neoprene or vinyl
 - a. protection from machine coolant
 - b. solvents used in the bonding department
 - 3. Knit with vinyl coating
 - a. protect against abrasion
 - b. cleanliness in bonding operation
- B. Safety Glasses
 - 1. Prevention of three types of eye hazard
 - a. Physical – all departments
 - b. Chemical – Bonding
 - c. Radiant – Welding
 - 3. Put them on before you enter the work area
 - 4. Must be the proper type for the job
 - 5. The company will buy two pair per year per employee
- C. Hearing Conservation
 - 1. Two types of hearing loss
 - a. Continuous or chronic hearing loss
Slow, gradual loss do to long term exposure
 - b. Impulse or acute hearing loss
Instant loss of hearing do to extreme levels of noise
This is usually very painful
 - 2. Ear plugs
 - a. company furnished
 - b. 30 NRR
 - c. keep your hands and ear plugs clean

3. Ear muffs
 - a. company supplies first set and two hygiene kits per year
 - b. 24 NRR
 - c. clean with 3% peroxide

V. Bloodborne Pathogens

General Statement of Program is to provide guidelines and procedure that prevent or minimize the exposure to bloodborne pathogens or other potentially infectious materials.

Definitions

1. Bloodborne Pathogens – Disease causing virus and bacteria, (micro organisms) that are present in the human blood and other body fluids, commonly spread buy sexual transmission or IV drug use.
2. HBV – Hepatitis B Virus
3. HIV – Human Immunodeficiency Virus
4. Exposure Incident – Contact with blood or other infectious material through the eye, mouth, non-intact skin, and or parental contact, (puncture wounds, bites, cuts, needles, etc.).
5. Universal Precautions – Treatment of all human blood and or other body fluids, as if they are infected with HIV, HBV and or other bloodborne pathogens. As a general rule of thumb, always wear your P.P.E.

KBC job classifications

1. Class A - First Aid Responders, responsible to administer first aid and for clean up of contaminated areas.

Denise B.	Ken F.	
Brad D.	Amanda F.	Russ P.
Regina C.	Hans K.	

2. Class B – All other employees, Potential of exposure by accident or by being a “Good Samaritan”.

HBV Vaccination Program

1. Offered to any employee exposed to any body fluid for any reason.
3. If you choose not to be vaccinated, you must sign a statement to that effect.
4. If you later choose so, the vaccination is always available free of charge.
5. All records are kept in our employee files.

4 Major elements to a successful program.

1. Attitude
 - a. use Universal Precaution
2. P.P.E.
 - a. use it correctly
3. Work Practices
 - a. Use the proper P.P.E.
 - b. keep your work area clean
 - c. think before you do
4. House keeping
 - b. use tongs or a brush and dust pan to pick up contaminated glass, metal or clothing
 - c. place all contaminated materials in our red Bio-Hazard bucket kept in the warehouse room, including any body fluids or semi liquefied blood. This will be disposed of according to state and local regulations.
 - d. When cleaning an infected work area use a, 1 part bleach to 10 parts water solution, soak all infected items, tongs, brushes, mops, etc. overnight in the same solution. This solution will lose its effectiveness after 24 HRS.

VI. Controls and Safeguards

1. hand washing facility
 - a. use as soon as possible after first aid is administered
2. Eye wash solution
 - a. inside the first aid kit in the lunch room
 - b. inside the first aid kit in Machining
 - c. on the wall in bonding by the chemical barrels
3. No eating, drinking, applying cosmetics or lip balm, or handling contact lenses is permitted in an area where there is possible exposure likely.
4. Try to minimize splashing, spraying, or splattering during clean up
5. Mouth piping of blood or other body fluids is prohibited

Post exposure follow-up

1. Written report of the accident to follow up health care provider
2. Consultation and testing in regards to possible infection from HIV or HBV
3. Any other follow up treatment that may be necessary
4. Medical evaluation including:
 - a. Document routes of exposure
 - b. Identify and document the source individual
 - c. Obtain consent and test source individual's blood
 - d. Provide the exposed person with test results and information about disclosure laws concerning the source individual's blood

- e. Obtain consent to test exposed individual's blood as soon after the exposure incident as possible
- f. Exposed individual's blood must be kept for 90 days if the individual does not consent to testing for HIV, this is to give the individual time to reconsider their decision.
- g. The health care professional must provide a written report to the employer, along with a statement that the exposed individual has been informed of the results of the evaluation and informed of the action needed, if any, for further treatment.
- h. A copy of the report must be given to the employee within 15 days of the exposure incident.
- i. All findings are confidential and medical records must be kept for all employees who are at risk of being exposed to bloodborne pathogens on the job for 30 years.