



Site Survey

Illustrated Walk-Through

February 19, 2016

Myles Yamamoto
Central District CTE Coordinator

The background features a light green balloon in the top left, a light blue balloon in the middle left, and a light purple balloon in the bottom left. Yellow streamers and triangular flags are scattered around these balloons.

Administrative Requirements

- Records on file
- Safety Program available
- OSHA forms/required posting
- Safety Rules and Policies

THE LAW

STATE OF MICHIGAN DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS DISABILITY COMPENSATION DIVISION NOTICE TO EMPLOYEES

WHEN YOU ARE EMPLOYED BY AN EMPLOYER WHO IS A MEMBER OF THE MICHIGAN WORKERS' COMPENSATION ACT, YOU ARE COVERED BY THE MICHIGAN WORKERS' COMPENSATION ACT. THIS ACT PROVIDES FOR THE PAYMENT OF BENEFITS TO EMPLOYEES WHO ARE INJURED OR BECOME DISABLED WHILE EMPLOYED BY AN EMPLOYER WHO IS A MEMBER OF THE MICHIGAN WORKERS' COMPENSATION ACT.

EMPLOYER'S OBLIGATIONS

When you are employed by an employer who is a member of the Michigan Workers' Compensation Act, the employer is required to provide you with certain benefits. These benefits include: medical benefits, disability benefits, and death benefits. The employer is also required to provide you with a copy of this notice.

EMPLOYEE'S OBLIGATIONS

When you are employed by an employer who is a member of the Michigan Workers' Compensation Act, you are required to provide certain information to your employer. This information includes: your name, address, and Social Security number. You are also required to provide your employer with a copy of this notice.

RETURNING TO WORK

When you are injured or become disabled while employed by an employer who is a member of the Michigan Workers' Compensation Act, you may be required to return to work. If you are required to return to work, you may be eligible for certain benefits. These benefits include: medical benefits, disability benefits, and death benefits.

APPEAL RIGHTS

If you are dissatisfied with the results of a workers' compensation claim, you may have the right to appeal the results. The appeal process is governed by the Michigan Workers' Compensation Act.

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DISABILITY COMPENSATION OFFICE

The Disability Compensation Office is located at 1000 East Main Street, Suite 100, Lansing, Michigan 48906. The office is open from 9:00 a.m. to 5:00 p.m., Monday through Friday. For more information, please call (517) 373-1234.

You Have a Right to a Safe And Healthful Workplace **IT'S THE LAW!**

- You have the right to a safe and healthful workplace. The Occupational Safety and Health (OSHA) Act requires employers to provide a safe and healthful workplace for their employees.
- You have the right to be informed of the hazards in your workplace. Employers are required to provide you with information about the hazards in your workplace.
- You have the right to participate in the development of workplace safety and health programs. Employers are required to provide you with the opportunity to participate in the development of workplace safety and health programs.
- You have the right to refuse to work in a dangerous or health-threatening situation. If you believe that your workplace is unsafe or health-threatening, you have the right to refuse to work in that situation.
- You have the right to file a complaint with OSHA. If you believe that your employer is violating the OSHA Act, you have the right to file a complaint with OSHA.
- You have the right to be protected from retaliation. If you exercise your rights under the OSHA Act, you are protected from retaliation by your employer.



The Occupational Safety and Health Act (OSHA) is a federal law that requires employers to provide a safe and healthful workplace for their employees. OSHA is responsible for enforcing this law and for providing information and assistance to employers and employees.

OSHA
1400
200 Constitution Avenue, N.E.
Washington, D.C. 20046
Telephone: (202) 219-7400
Toll-free: 1-800-368-5868



OSHA
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200 Constitution Avenue, N.E.
Washington, D.C. 20046
Telephone: (202) 219-7400
Toll-free: 1-800-368-5868

Unemployment Insurance Law

You have the right to unemployment insurance. If you have paid \$5.00 a week, there are some conditions that you must meet to be eligible for unemployment insurance benefits. You must have been laid off from your job, and you must be able and ready to work. You must also be unemployed for at least 14 consecutive days. If you are laid off from your job, you must be able and ready to work. You must also be unemployed for at least 14 consecutive days. If you are laid off from your job, you must be able and ready to work. You must also be unemployed for at least 14 consecutive days.

The Hawaii Tele-Chain Room of Unemployment Insurance:
Sundays through Thursdays, 8:30 AM to 5:00 PM. Fridays, 8:30 AM to 4:00 PM. Saturdays, 8:30 AM to 4:00 PM. (Note: Hours of operation may vary due to holidays.)

Unemployment Insurance Offices:
Honolulu Claims Office: 586-8875
Maui Claims Office: 274-4326
Kauai Claims Office: 833-1783
Kauai Claims Office: 833-1783
Maui Claims Office: 274-4326
Honolulu Claims Office: 586-8875

For assistance in finding a job, contact one of the following One-Stop Centers:
Oahu One-Stop Center: 586-8875
Maui One-Stop Center: 274-4326
Kauai One-Stop Center: 833-1783
Honolulu One-Stop Center: 586-8875

Whistleblower Protection Law

You have the right to not suffer from an adverse employment action. An adverse employment action is any action that would harm you in some way. This could include firing you, demoting you, or giving you a bad performance review. You have the right to not suffer from an adverse employment action if you have reported a violation of the law to your supervisor or to a government agency. You have the right to not suffer from an adverse employment action if you have reported a violation of the law to your supervisor or to a government agency.

You Have a Right to a Safe and Healthful Workplace IT'S THE LAW!

- You have the right to a safe and healthful workplace.
- You have the right to know about the hazards in your workplace.
- You have the right to participate in decisions about the hazards in your workplace.
- You have the right to refuse to work in a dangerous situation.
- You have the right to file a complaint with the OSHA.
- You have the right to file a lawsuit against your employer.



The Hawaii Occupational Safety and Health (HOSH) Act. HOSH is the state's version of the federal Occupational Safety and Health (OSHA) Act. HOSH is the state's version of the federal Occupational Safety and Health (OSHA) Act. HOSH is the state's version of the federal Occupational Safety and Health (OSHA) Act.

OSHA
830 Punchbowl Street, Room 425
Honolulu, Hawaii 96813
Telephone: (808) 586-9100
hosh.hawaii.gov

PAY DAY NOTICE

THE DAY IT IS DUE:
If you are paid weekly, your pay must be paid on the day that you are paid.
If you are paid bi-weekly, your pay must be paid on the 15th and 30th of each month.
If you are paid monthly, your pay must be paid on the 1st of each month.

STATE AND FEDERAL LABOR LAW

NOTICE TO EMPLOYEES

NOTICE TO EMPLOYEES
EMPLOYEE POLYGRAPH PROTECTION ACT
This act prohibits an employer from requiring an employee to take a lie detector test as a condition of employment. This act prohibits an employer from requiring an employee to take a lie detector test as a condition of employment.

EMERGENCY NUMBERS

- POLICE: 911
- FIRE DEPARTMENT: 911
- POISON CONTROL: 1-800-235-6263
- OSHA: 1-800-368-5868

Wage and Hour Laws

Minimum Wage	\$4.75
Maximum Hour	8 hours
Minimum Rest	10 minutes
Minimum Break	15 minutes
Minimum Overtime	\$5.15

Disability Compensation Laws

Disability Compensation	\$100.00
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NOTICE TO EMPLOYEES

Notice to Employees	\$100.00
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NOTICE TO EMPLOYEES

State of Hawaii Department of Labor and Industrial Relations

NOTICE TO EMPLOYEES

This notice is to inform you of your rights and responsibilities as an employee. It is your responsibility to read this notice carefully and to understand your rights and responsibilities. It is your responsibility to read this notice carefully and to understand your rights and responsibilities.

Page ____ of ____

OSHA Form 300A

OSHA's Form 300A (Rev. 01/2004) Summary of Work-Related Injuries and Illnesses

Year _____

U.S. Department of Labor
Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

All establishments covered by Part 1904 must complete this Summary page, even if no injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete and accurate before completing this summary.

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the log. If you had no cases write "0."

Employees, former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR 1904.35, in OSHA's Recordkeeping rule, for further details on the access provisions for these forms.

Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
0	0	0	0
(G)	(H)	(I)	(J)

Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
0	0
(K)	(L)

Injury and Illness Types

Total number of... (M)			
(1) Injury	0	(4) Poisoning	0
(2) Skin Disorder	0	(5) Hearing Loss	0
(3) Respiratory Condition	0	(6) All Other Illnesses	0

Post this Summary page from February 1 to April 30 of the year following the year covered by the form

Public reporting burden for this collection of information is estimated to average 58 minutes per response, including time to review the instruction, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistics, Room N-3644, 200 Constitution Ave, NW, Washington, DC 20210. Do not send the completed forms to this office.

Establishment information

Your establishment name _____

Street _____

City _____ State _____ Zip _____

Industry description (e.g., Manufacture of motor truck trailers) _____

Standard Industrial Classification (SIC), if known (e.g., SIC 3715) _____

OR North American Industrial Classification (NAICS), if known (e.g., 336212) _____

Employment information

Annual average number of employees _____

Total hours worked by all employees last year _____

Sign here

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

Company executive Title

Phone Date

Good & clear signage





Emergency Response

- First Aid Supplies
- Emergency telephone numbers
- Posted fire and disaster plan

Organized Housekeeping habits most always equates to a safe environment



FRAGILE

1. Hit outside line for dial tone
2. Press

MED LIFE SERVICES



MED LIFE SERVICES

- Oahu (808) 585-0502
- Maui (808) 661-9522
- Kauai (808) 245-9993
- Hawaii (808) 329-5352

First Aid

First Aid • Safety • AED • Emergency Supplies • Training

TRY CLIP

PEARL

SPRINGS

Student Injury Notification

- Work-Based Learning
- Student Injury Notification Procedures
- Should a student injury occur at the work-based learning site:
- Business mentor or representative will follow business' standard operating procedure to address student injury.
- Business mentor will contact student's parent/guardian.
- Business mentor or representative will contact:
 - The student's physician, if necessary.
 - The school site coordinator (teacher) involved in setting up the work-based learning partnership.
 - If the business mentor or representative cannot contact the teacher, notify the School Administrative Services Assistant (SASA).
- Teacher contacts student's parent/guardian on the nature of the accident and location of the student.
- Teacher immediately informs SASA or the Worker's Compensation designee to start processing of required accident forms (WC-1).
- Telephone NumberCellular Phone NumberName of StudentSchool Site CoordinatorSchool SASAWork-site MentorParent/GuardianFamily PhysicianMedical Insurance / Number:
- Other Information:

A decorative graphic on the left side of the slide features three balloons in light green, light blue, and light purple, each with yellow streamers and triangular flags trailing behind them.

Regulatory Programs in Place

- Hazard Communications
- Blood borne Pathogens
- Lock out/Tag out

**RIGHT TO KNOW
INFORMATION CENTER**

**MATERIAL SAFETY DATA SHEETS
FOR
HAZARDOUS SUBSTANCES**

USED IN THIS AREA



M.S.D.S.

MATERIAL SAFETY DATA SHEETS

**RIGHT TO KNOW
INFORMATION CENTER BINDER**

M.S.D.S.
MATERIAL SAFETY
DATA SHEETS
RIGHT-TO-KNOW
INFORMATION CENTER

THE "CHIP" LABEL

IT TELLS YOU ABOUT THE CHEMICALS YOU WORK WITH

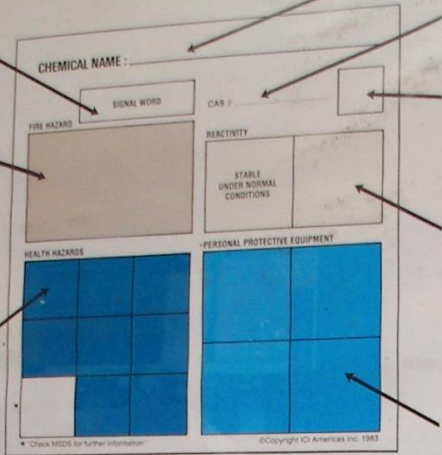
SIGNAL WORD
 This provides information about the hazard level associated with the chemical. Levels include "Danger," "Warning," and "Caution."

DANGER
WARNING **CAUTION**

FIRE HAZARD
 This section indicates the degree of fire hazard for the chemical. The greater the hazard, the larger the flame on the label. You can also get an indication of the chemical's "flashpoint" from this section. "Flashpoint" is the temperature at which the chemical gives off vapors that will burn.



HEALTH HAZARD
 This section tells you what health hazards are associated with the chemical. Included here is information about "routes of entry." (How the chemicals can enter the body). Warnings are also provided regarding any internal organs, such as the heart or nervous system, that the chemical may affect.

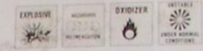


CAS #
 The "Chemical Abstracts Service Number" is a unique number assigned to many chemicals by the Government (similar to a person's Social Security Number). Not all chemicals have a CAS number.

SPECIAL HAZARD
 This tells you if the chemical is especially hazardous because it is a radioactive material, a biological hazard, or a chemical hazard. Other chemicals that have these types of hazards will have special handling requirements.



REACTIVITY
 This section of the label tells you whether the chemical is sensitive to certain conditions or reacts with other types of materials. This information is especially important when determining where to store the chemical.



PERSONAL PROTECTIVE EQUIPMENT
 This section indicates what parts of the body you especially want to protect when working with the chemical. It also shows you what Personal Protective Equipment you should wear to give you this protection.



MATERIAL SAFETY DATA SHEETS

THEY ANSWER YOUR QUESTIONS ABOUT THE CHEMICALS YOU WORK WITH

- What is the chemical name?
- What is in this mixture?
- What are the chemical's physical properties?
- Will it burn?
- If there is a fire, how do I put it out?
- Are there materials this should not come in contact with?
- What will happen to me if this material...
 - Gets into my eyes?
 - Gets on my skin?

MATERIAL SAFETY DATA SHEET

1. CHEMICAL NAME AND OTHER IDENTIFIERS

2. HAZARD IDENTIFICATION

3. COMPOSITION AND INFORMATION ON MIXTURES

4. FIRST AID MEASURES

5. FIRE FIGHTING MEASURES

6. ACCIDENT PREVENTION AND CONTROL

7. HANDLING AND STORAGE

8. EXPOSURE CONTROLS AND PERSONAL PROTECTION

9. PHYSICAL AND CHEMICAL PROPERTIES

10. STABILITY AND REACTIVITY

11. TOXICOLOGICAL INFORMATION

12. ECOLOGICAL INFORMATION

13. DISPOSAL METHODS

14. TRANSPORT INFORMATION

15. REGULATORY INFORMATION

First Aid Measures

Fire Fighting

Accident Prevention and Control

Handling and Storage

Exposure Controls and Personal Protection

Physical and Chemical Properties

Stability and Reactivity

Toxicological Information

Ecological Information

Disposal Methods

Transport Information

Regulatory Information

- What are the first aid procedures?
- How do I clean up a chemical spill?
- What type of protective equipment should be worn?
- Are there any special precautions I should follow?



Effective Dates and Requirements

Effective Completion Date	Requirements)	Responsible Party
December 1, 2013	Train employees on the new label elements and SDS format	Employers
June 1, 2015	Compliance with all modified provisions of the final rule except:	Chemical manufacturers, importers, distributors, and employers
December 1, 2015	The distributor shall not ship containers labeled by the chemical manufacturer or importer unless it is a GHS label	Distributor
June 1, 2016	Update alternative workplace labeling and hazard communication program as necessary, and provide additional employee training for newly identified hazards [and affected vertical standard specific signage]	Employer
Transition Period: 12/2012 to the effective completion dates noted above	May comply with either MIOSHA Part 42, 92 and 430 (final standard), or the current standard, or both	Chemical manufacturers, importers, distributors, and employers

No MSDS, No Problem Go Online and “Google” RHF85 MSDS



MATERIAL SAFETY DATA SHEET

RHF85
14 00

DATE OF PREPARATION
Aug 6, 2013

SECTION 1 — PRODUCT AND COMPANY IDENTIFICATION

PRODUCT NUMBER

RHF85

PRODUCT NAME

HAPS Free Stabilizer, Medium-Slow

MANUFACTURER'S NAME

SHERWIN-WILLIAMS AUTOMOTIVE FINISHES
4440 Warrensville Center Road
Warrensville Hts., OH 44128-2837

Telephone Numbers and Websites

Product Information	(800) 798-5872 www.sherwin-automotive.com
Regulatory Information	(216) 566-2902
Medical Emergency	(216) 566-2917
Transportation Emergency	(800) 424-9300
*for Chemical Emergency ONLY (spill, leak, fire, exposure, or accident)	

SECTION 2 — COMPOSITION/INFORMATION ON INGREDIENTS

% by Weight	CAS Number	Ingredient	Units	Vapor Pressure
2	100-41-4	Ethylbenzene		
		ACGIH TLV	20 PPM	7.1 mm
		OSHA PEL	100 PPM	
		OSHA PEL	125 PPM STEL	
9	1330-20-7	Xylene		
		ACGIH TLV	100 PPM	5.9 mm
		ACGIH TLV	150 PPM STEL	
		OSHA PEL	100 PPM	
		OSHA PEL	150 PPM STEL	
10	110-43-0	Methyl n-Amyl Ketone		
		ACGIH TLV	50 PPM	3.855 mm
		OSHA PEL	100 PPM	
8	103-08-3	2-Ethylhexyl Acetate		
		ACGIH TLV	Not Available	0.4 mm
		OSHA PEL	Not Available	
62	123-86-4	n-Butyl Acetate		
		ACGIH TLV	150 PPM	10 mm
		ACGIH TLV	200 PPM STEL	
		OSHA PEL	150 PPM	
		OSHA PEL	200 PPM STEL	
4	28182-81-2	Hexamethylene Diisocyanate Polymer		
		ACGIH TLV	Not Available	
		OSHA PEL	Not Available	
2	Proprietary	Isophorone Diisocyanate Polymer		
		ACGIH TLV	Not Available	
		OSHA PEL	Not Available	

SECTION 3 — HAZARDS IDENTIFICATION

ROUTES OF EXPOSURE

INHALATION of vapor or spray mist.
EYE or SKIN contact with the product, vapor or spray mist.

EFFECTS OF OVEREXPOSURE

EYES: Irritation.

SKIN: Prolonged or repeated exposure may cause irritation.

INHALATION: Irritation of the upper respiratory system.

HMS Codes

Health	3*
Flammability	3
Reactivity	1

After “Google” of MSDS for Sherwin Williams RHF85 it can be downloaded and printed for their MSDS binder



Secondary Containers

- When you transfer a chemical from its original container to another container, the container you transfer it into is called a "secondary container."
- When Do Secondary Containers Have to Be Labeled?
- Except for a few cases, secondary containers must be labeled. IF IN DOUBT, LABEL IT!

Unlabeled Container

(Secondary container)



Looks like Water? I'm thirsty



Are these containers properly labeled?



2012/09/28

Is it properly labeled?



Very Hazardous incorrect and misleading label



Again an example of improper secondary labeling



Tag out

requires a written **name** and **date**. Use new tag after one year from date written.

If possible store in a locked area with other machines not operating



This placard will change with the new GHS system will have opposite numbers for severity





Housekeeping and Maintenance

- Work areas clean and orderly
- Floors, aisles and work areas clear
- Tools, equipment & materials put away
- Illumination is adequate



OSHA Violation: General Housekeeping

Hazard: Cluttered walkways pose a potential slip/trip hazard.

Cluttered papers, boxes, chemicals, and other materials pose a potential fire hazard.

Mitigation: Clean up of work area.

Housekeeping

The management, care, and servicing of property and equipment of and industrial or commercial building or organization.



2012/09/28

Egress

A way to get out of a place or the act of leaving a place.
Housekeeping affects egress







Injuries from slips and falls leads all categories



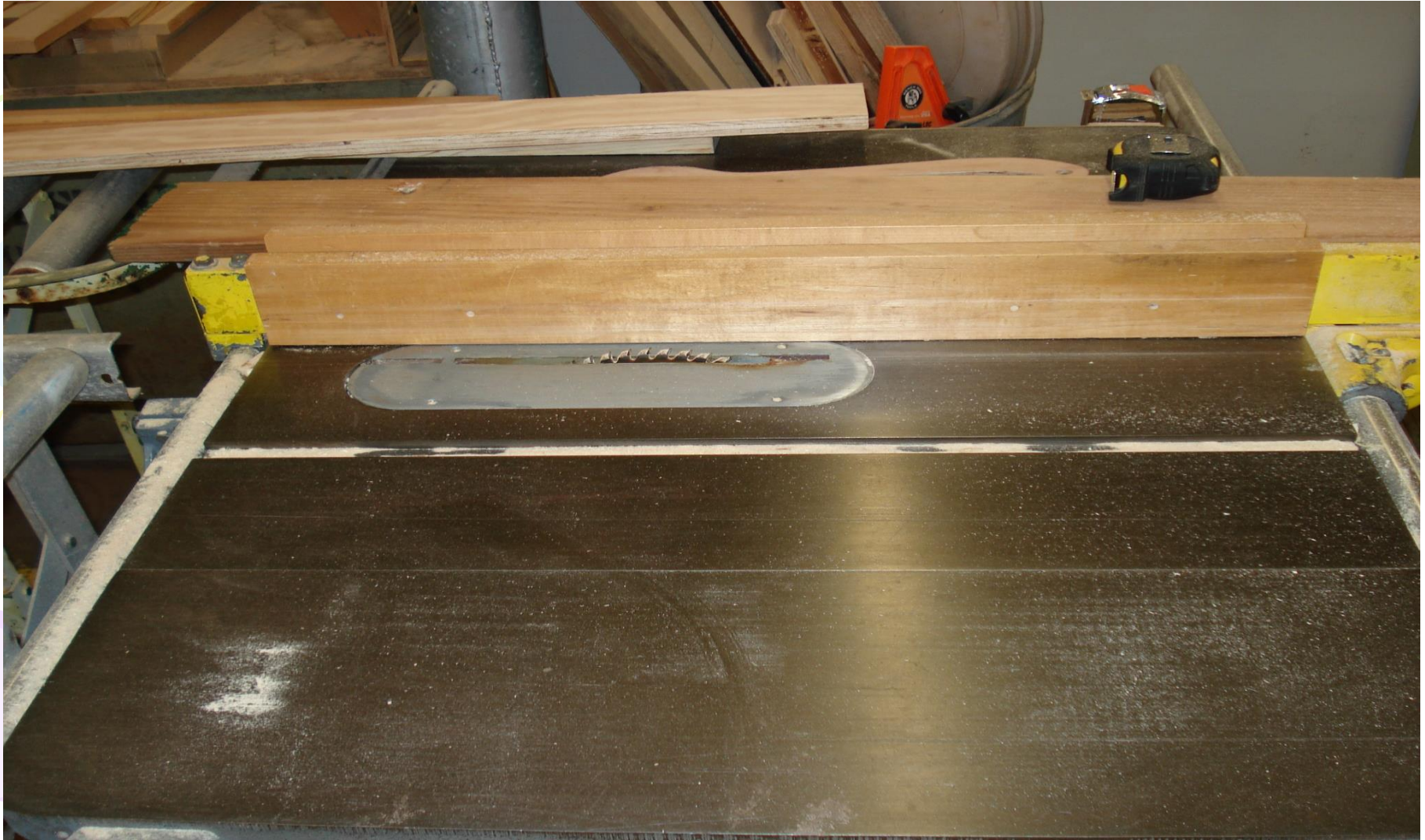




Equipment & Machinery

- General safeguards provided & in use
- Operators trained rules for use posted

Table saw guard not in place



Exposed drive belt and pulley



Machine not anchored is tipping hazard



Equipment is properly anchored



Guards out of tolerance

1/4 inch for tongue

1/8 inch for tool rest



Tanks must be chained to wall
from falling and capped





N-95 Mask requires a Medical Clearance and a Written Program



Eye protection easily accessible
note: fluorescent light fixture is not
protected



This slide leads us into
electrical safety





Electrical Safety

- Path to electrical panel is unobstructed
- No exposed electrical hazards
 - Missing ground pin
 - Frayed wires or damaged insulation

Don't touch electrical equipment if you are not qualified to do so.

Panel is obstructed
Minimum of 30 inches required



Partially obstructed
is still not compliant



Missing Ground Pin



Broken strain relief



Damaged strain relief



Insulation is damaged
possible shock hazard



2012/09/28



Anchored Multistrip



What's not to OSHA codes?

(electrical tape over receptacles and extension chord tied down with tie wrap)

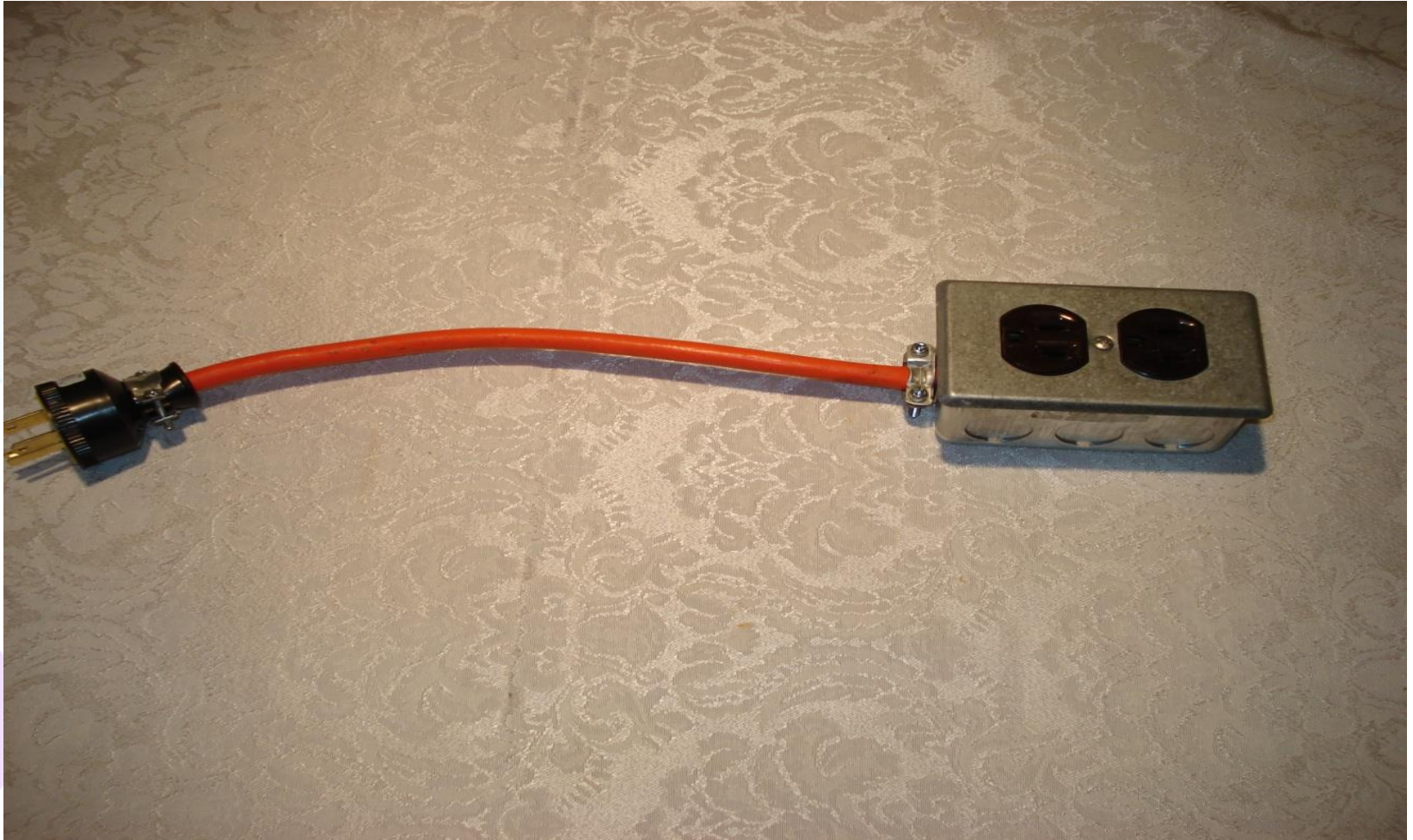




Good use of cord protector in aisles



Extension Chord with utility box is not OSHA compliant



Missing Knockout Tabs



A decorative graphic on the left side of the slide featuring three balloons in light green, light blue, and light purple, with yellow streamers and triangular flags trailing from them.

Fire Protection & Prevention

- Exits marked and accessible
- Alarm system tested (if available)
- Fire Extinguishers available
 - Visibly easy to locate & easily accessible
 - Properly tagged, mounted, & inspected

Exit sign should be at least
6" in height



EXIT



Exit signs must be readily visible including in the loss of electrical power



Good signage and accessibility



Another great example

Fire extinguisher and eye wash station





Extinguisher not mounted and clutter



Flammables are stored properly





Safety Survey Walkthrough

- If it doesn't feel right don't place a student at the worksite
- If you wouldn't want your child to work there, don't place someone else's child there either
- Monitor site after placement and get regular feedback from the teen worker, as to how things are going along.
- Don't forget feedback from the site mentor.

Three balloons (green, blue, and purple) are positioned vertically on the left side of the slide. Each balloon has a string and several small yellow triangular flags attached to it.

Hope that this short presentation will help you
identify hazards during a safety survey

Aloha

