

REVISED
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San Carlos Apache Nnee Bich'o Nii Services



Safety Program

August 31, 2011

Prepared for

**San Carlos Apache
Nnee Bich'o Nii
Services**



**Arizona Department
of Transportation**



Prepared by



START-UP CHECKLIST

Item	Date Completed
<p>Emergency Action Plan - Write an Emergency Action Plan using the Federal OSHA Emergency Action Plan Expert System at http://www.osha.gov/SLTC/etools/evacuation/expertsystem/default.htm (you must turn off your web browser's pop-up blocker to use this website). You may also write your own plan including the required elements which are listed on the website. Print the completed Emergency Action Plan and place it in Appendix 4.</p>	
<p>Sign PPE Certification - Review the personal protective equipment (PPE) hazard assessment and sign the written certification in Appendix 6.</p>	
<p>Safety Program - The Safety Program Manager must read the Safety Program and understand their responsibilities under the program.</p>	
<p>Review Company Profile - Review the Company Profile (Appendix 7) carefully. Make sure the profile accurately describes your company. The contents of this Safety Program are based on the company description which is summarized in the Company Profile. Errors in the Company Profile may produce errors in the Safety Program.</p>	
<p>Review Program with Responsible Parties - Give every responsible party identified in this Safety Program a copy of the program. Brief every responsible party on their responsibilities under this program.</p>	
<p>Create Accident Investigations File - Label a file folder [Accident Investigations] and place it with the Safety Program files. Use this folder to keep documentation of all accident investigation documentation and unsafe condition reports.</p>	
<p>Create OSHA 300 Log File - Label a file folder [OSHA 300 Log] and place it with the Safety Program files. Obtain the required forms from http://www.osha.gov/recordkeeping/index.html and place them in the folder.</p>	
<p>Create Safety Suggestions File - Label a file folder [Safety Suggestions] and place it with the Safety Program files. Use this folder to keep any safety suggestions placed in the Safety Suggestions Box.</p>	

START-UP CHECKLIST (Continued)

<p>Create Safety Meetings File - Label a file folder [Safety Meetings] and place it with the Safety Program files. Use this folder to keep documentation of all safety meetings.</p>	
<p>Create Safety Inspection File - Label a file folder [Safety Inspections] and place it with the Safety Program. Use this folder to keep documentation of formal safety inspections.</p>	
<p>Create Safety Training File - Label a file folder [Safety Training] and place it with the Safety Program files. Use this folder to save the training certification forms signed by employees as documentation of their safety training.</p>	
<p>Create Hearing Protection Program Files - Label file folders [Noise Monitoring Results] and [Audiometric Testing Results] and place these folders with the Safety Program documentation. Place all noise dosimetry and employee audiometric testing reports in these files.</p>	
<p>Create Program Review File - Label a file folder [Program Reviews] and place it with the Safety Program files.</p>	
<p>Initial Safety Training - Give existing employees all of the training required in Appendix 3. The Code of Safe Practices (Appendix 2) must be distributed to all employees and all employees should know how to obtain a copy of the Safety Program upon request. All employees must sign and return a copy of the training certification in Appendix 3.</p>	
<p>Supervisor Heat Stress Training - Train all supervisors on heat stress hazards and their responsibilities for managing heat stress given in Section 3 (page 1).</p>	
<p>Put Up Safety Suggestion Box - Put up a safety suggestion box at the following location: San Carlos Apache Nnee Bich'onii Services Office. Wire a clipboard with suggestion forms or blank paper and a pen to the suggestion box.</p>	
<p>Make Audiometric Testing Arrangements - Establish a system for providing baseline and annual hearing tests (audiograms) to all employees exposed to noise. Many occupational health clinics can provide this service, and on-site audiometric testing services are available in some areas. Ensure that the testing provider will compare annual audiograms with the baseline audiograms and notify the Safety Program Manager if a "Standard Threshold Shift" is detected. The testing provider must also provide the Safety Program Manager with copies of all test results for filing.</p>	

START-UP CHECKLIST (Continued)

<p>Bloodborne Pathogens Exposure Determination - Make the following three lists:</p> <ol style="list-style-type: none"> 1. The job classifications where it is reasonably anticipated that all employees in the classification may experience skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials. 2. The job classifications where it is reasonably anticipated that some employees in the classification may experience skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials. 3. The tasks and procedures or groups of closely related tasks and procedures which may expose employees in the previously listed job classifications to bloodborne pathogens. <p>Employees who provide first aid as part of their assigned duties are considered potentially exposed to bloodborne pathogens and should be included on the appropriate list.</p> <p>Place these lists in Appendix 5, "Bloodborne Pathogens Exposure Determination".</p>	
<p>Bloodborne Pathogen Decontamination Schedules - All supervisors with employees who may be exposed to potentially infectious materials must write schedules detailing the methods and frequencies of decontamination in their work areas.</p>	
<p>Additional Regulatory Requirements - Implement all applicable items on the [Additional Regulatory Requirements] checklist (Appendix 1).</p>	
<p>Conduct Noise Monitoring - Measure the noise exposures for all employees who are potentially exposed to noise. Noise dosimetry generally gives the most accurate results but properly conducted sound level measurements are acceptable in some circumstances. Your workers compensation insurance company or the Arizona Division of Occupational Safety and Health (ADOSH) Consultation Service (http://www.osha.gov/dcsp/smallbusiness/consult_directory.html) may be able to provide free assistance. Inform all employees exposed over 85 dBA of the results, and file the results in the Safety Program documentation [Noise Monitoring Results] file. It may be desirable (but not required) to modify this Safety Program based on the monitoring results (http://www.mysafetyprogram.com).</p>	

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1 SAFETY POLICY

San Carlos Apache Nnee Bich'o Nii Services has implemented this Safety Program in order to provide every employee with a safe and healthy workplace. Our goal is zero accidents, injuries, and occupational illnesses. This program details the procedures used to prevent occupational injuries and illnesses at San Carlos Apache Nnee Bich'onii Services. All employees, supervisors, and managers must comply with the requirements of and perform their responsibilities defined in this program.

It is the intention of San Carlos Apache Nnee Bich'o Nii Services to comply with all applicable Arizona Division of Occupational Safety and Health (ADOSH) regulations. This Safety Program describes the process and procedures used to manage occupational safety and health issues at San Carlos Apache Nnee Bich'onii Services and identifies the most critical regulatory requirements. However, this Safety Program may not include every Arizona Division of Occupational Safety and Health (ADOSH) regulatory requirement that applies to San Carlos Apache Nnee Bich'o Nii Services. Specific regulatory requirements that may apply but are beyond the scope of this Safety Program are listed on the "Additional Regulatory Requirements Checklist" in Appendix 1.

No employee will be required to work in dangerous conditions. No employee will be sanctioned for refusing to work in dangerous conditions or for reporting dangerous conditions.

2. SAFETY PROGRAM MANAGER

The Safety Program Manager has authority and responsibility for the over-all implementation of this program. The Safety Program Manager is Andre Stevens.

3. RESPONSIBILITIES

This section identifies who is responsible for implementing each element of this Safety Program. The actual performance of activities described in this section may be delegated to others, but the ultimate responsibility for ensuring that each program element is implemented correctly remains with the individuals identified below.

3.1 All Managers and Supervisors

Read this Safety Program. - It is important that all managers and supervisors understand how this Safety Program operates.

Set A Good Example - Set a good example by complying with all health and safety requirements established for employees. Act promptly to correct any health and safety issue that is identified.

Follow-up on Unsafe Condition Reports - Follow-up on all unsafe conditions or near miss incidents reported by employees. Report problems that are corrected immediately to the Safety Program Manager verbally. Issues that cannot be corrected immediately must be documented in writing and forwarded to the Safety Program Manager. Inform the Safety Program Manager in writing when appropriate corrective actions are implemented.

Enforce Code of Safe Practices - Discipline employees who do not comply with the Code of Safe Practices (Appendix 2) or behave unsafely in accordance with company discipline policy. At a minimum, discipline must include:

1. Verbal warning and retraining for first offense
2. Written warning for second offense (place copy in employee's personnel file)
3. Suspension without pay or termination for subsequent offenses

Refusal to Perform Dangerous Work and Reporting Dangerous Conditions - Do not sanction employees who refuse work in dangerous conditions until the hazards are corrected. Do not sanction or retaliate against employees who report workplace hazards in any way; they are required to do so by this program. Do not sanction employees who must rest because they are showing signs or symptoms of heat stress; make sure that employees know they can rest in a shady/cool area if they need to. It is important that employees who are experiencing heat stress cool off before the problem becomes a medical emergency.

Imminent Hazards - In the event of an imminent hazard which cannot be corrected immediately, stop work and remove all exposed personnel from the area. Ensure that all employees assigned to correct the hazard are provided all necessary safeguards. Report imminent hazard events to the Safety Program Manager.

Process Changes - Notify the Safety Program Manager of all changes to the work environment which affect the hazards to which employees are exposed or the methods used to protect employees from those hazards. This Safety Program may need to be updated to accommodate the process changes.

Engineering Controls for Noise Exposure - Always consider the impact of process changes on employee noise exposure. Whenever feasible, select lower noise alternatives when purchasing new equipment or modifying existing equipment. Install engineering controls (such as enclosures, sound absorbing foam, or noise barriers) whenever feasible. Note that effective noise reduction is difficult to achieve and often requires specialized engineering effort.

3.2 Safety Program Manager

Complete Start-Up Checklist - Perform all of the tasks identified on the start-up checklist.

Perform Formal Safety Inspections - Conduct Safety Inspections using the appropriate written checklist (see Appendix 1). The inspections must be performed periodically as

described in Section 6 (page 18). Ensure any deficiencies identified are corrected. File the completed checklists in the [Safety Inspections] folder.

Track Corrective Actions to Completion - The need for action to correct workplace safety or health deficiencies may be identified and reported through workplace inspections, suggestions by management or employees, and accident investigations. Ensure that the person responsible for completing each corrective action is clearly documented. Report to the General Manager any required corrective actions that are not completed in a timely manner.

Injury Reporting and Recording - Notify Arizona Division of Occupational Safety and Health (ADOSH) of all fatalities and catastrophes as indicated in Section 11 (page 23). Contact your worker's compensation insurance carrier to determine if additional reporting and recording requirements apply. Record injuries and illnesses in accordance with Arizona Division of Occupational Safety and Health (ADOSH) requirements. Additional information about these requirements and the forms which must be used are available at <http://www.osha.gov/recordkeeping/index.html>. A bloodborne pathogens exposure incident must be recorded and investigated as an injury. Post the OSHA Form 300-A form from February 1 through April 30 as required in Section 11 (page 23).

Accident Investigations - Conduct accident investigations for work related injuries, illnesses, and near miss incidents. Ensure these investigations are performed in accordance with the requirements of this program (Section 11, page 23). Ensure that documentation of completed investigations is filed in the [Accident Investigations] folder of the Safety Program files. Additional guidance on how to perform accident investigations is provided in Appendix 8.

Conduct Safety Meetings - Conduct safety meetings to discuss safety related topics. The meeting frequency is given in Section 4.1 (page 16). The meeting should include discussion of injuries and near misses that have occurred since the last meeting and how to prevent future incidents, and a status report of any open safety issues.

Write down the agenda, date, names of the employees who attended, and notes of any discussions. Ensure that any safety issues that were brought up during the meeting are forwarded to the correct person for resolution. File documentation of all safety meetings in the [Safety Meeting] folder.

Empty Safety Suggestion Box - Empty the Safety Suggestion Box at least weekly and take appropriate action on all suggestions received. Replace the suggestion forms or paper and pen as necessary. File the suggestions in the [Safety Suggestions] folder.

Supervisor and Manager Safety Training - Ensure that all supervisors and managers are aware of their responsibilities under this Safety Program. Ensure that all supervisors and managers are aware of the hazards to which their employees may be exposed and the controls necessary for their employees to work safely.

Supervisor Heat Stress Training - Train all supervisors with employees working in hot environments on the hazards of heat stress (see Appendix 2) and their responsibilities and the procedures for managing heat stress hazards listed in this section (Section 3, page 1) under their department name. Ensure that supervisors understand the procedures they are to follow if one of their employees develops a heat related illness. Document the training and file in the [Safety Training] folder.

New Employee Safety Training - Provide employees with a copy of the Code of Safe Practices (Appendix 2) and perform all of the training required in Appendix 3. Perform additional training if employees are given new job assignments with additional hazards, when new substances, processes, procedures or equipment are introduced into the work area, and when new workplace hazards are recognized. Have the employee date and sign a copy of the safety training certification (at the bottom of the training requirements form). File the completed form in the [Safety Training] folder.

Start-up Safety Training - Ensure that all employees receive initial safety training when this Safety Program is first established.

Maintain MSDS File - Maintain a file containing the MSDS of all materials containing hazardous chemicals used in the workplace. The MSDS file must also include a list of all hazardous chemicals used in the workplace. The MSDS file must be located where it is readily available to all employees. Electronic storage is acceptable providing the information remains available in an emergency and employees are trained on how to use the electronic retrieval system.

MSDS are not required for the following materials (but should be filed when available):

1. hazardous waste

Provide Personal Protective Equipment - Ensure that adequate supplies of the personal protective equipment listed in the code of Safe Practices (Appendix 2) are readily available for use by employees. When possible, stock a variety of suitable models for each type of equipment. Unless employees who wear prescription eyeglasses are provided with prescription safety glasses, ensure that some of the protective eye-wear available can be worn over prescription eyeglasses.

Provide all equipment required to protect employees from exposure to potentially infectious materials. Ensure that personal protective equipment in appropriate sizes is readily accessible at no cost to employees when required. The equipment provided should not permit blood or other potentially infectious materials to pass through to or reach the employee's work clothes, street clothes, undergarments, skin, eyes, mouth, or other mucous membranes under normal conditions for the full duration of use. The types of equipment which may be provided include, but are not limited to gloves, gowns, laboratory coats, face shields, masks, eye protection, mouthpieces, resuscitation bags, pocket masks, or other ventilation devices. Ensure that the equipment is cleaned, laundered, repaired, replaced, and disposed of when necessary at no cost to the employee. Ensure that hypoallergenic gloves, glove liners,

powderless gloves, or other similar alternatives are available for employees who are allergic to the standard gloves.

Ensure an adequate supply of hearing protectors is readily available for employees to use. Ensure employees can select from muff, roll-up, and push-in type hearing protectors. Hearing protectors are provided at no cost to the employees (except that employees may be charged for lost muff-type hearing protectors).

Annual Audiometric Testing - Ensure that all employees exposed to noise receive annual hearing tests.

Audiometric Testing Results - File audiometric testing results in the [Audiometric Testing Results] folder and provide employees with a copy of their testing results. If the testing provider reports an employee has a "Standard Threshold Shift", schedule a retest as described in Section 9 (page 20). Counsel employees with confirmed "Standard Threshold Shift". Inform them that they should take extra precautions because the test results indicate they are losing their hearing. Have employee show you how they wear their hearing protection to verify they are wearing it properly. In some cases it may be necessary to provide the employee with more effective (e.g. higher noise reduction rating or double protection such as plugs and muffs) hearing protection. Notify the employee's supervisor that they have a "Standard Threshold Shift" and the supervisor should verify they are properly wearing their hearing protection when exposed to noise.

A "Standard Threshold Shift" which has been confirmed on 30 day retest, is greater than 25 dB averaged over 2,000, 3,000, and 4,000 Hz (without using age correction), and has been classified as work related by a qualified health care professional must be recorded on the OSHA 300 log (see "Injury Reporting and Recording") in this section.

Noise Monitoring - Perform noise exposure measurements whenever process changes may significantly change employee noise exposures. Measure the noise exposures for all employees who are potentially exposed to noise. Noise dosimetry generally gives the most accurate results but properly conducted sound level measurements are acceptable in some circumstances.

Your workers compensation insurance company or the Arizona Division of Occupational Safety and Health (ADOSH) Consultation Service (http://www.osha.gov/dcsp/smallbusiness/consult_directory.html) may be able to provide free assistance. Inform all employees exposed over 85 dBA of the results, and file the results in the Safety Program documentation [Noise Monitoring Results] file. It may be desirable (but not required) to modify this Safety Program based on the monitoring results.

Bloodborne Pathogen Refresher Training - Ensure all employees who may be exposed to potentially infectious materials (see list of job classifications and tasks in Appendix 5) receive annual refresher training on the bloodborne pathogens training topics listed in Appendix 3. Employees must also receive training when they are assigned new tasks or changes are made to their work procedures.

Hepatitis Vaccination and Exposure Incident Follow-Up - Ensure that all employees who elect to receive HBV Vaccinations receive the full initial course and all booster shots recommended by the U.S. Public Health Service and the physician. Ensure that employees involved in a bloodborne pathogens exposure incident receive confidential medical follow-up as described in Section 10 (page 20). Ensure that the Physician who performs the medical followup receives the following information:

1. A copy of the Arizona Division of Occupational Safety and Health (ADOSH) Bloodborne Pathogens regulation (http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=10051).
2. A description of the exposed employee's duties as they relate to the exposure incident, the route(s) of exposure, and the circumstances under which the exposure occurred.
3. Results of the source individual's blood testing, if available.
4. All available medical records relevant to the appropriate treatment of the employee including vaccination status.

Obtain the evaluating health-care professional's written opinion within 15 days of the completion of the evaluation and give a copy to the affected employee. The opinion for Hepatitis B vaccination must be limited to whether Hepatitis B vaccination is indicated for an employee, and if the employee has received such vaccination. The written opinion should indicate that the employee has been informed of the results of the evaluation and that the employee has been informed about any additional evaluation or treatment that is required. All other findings or diagnoses must remain confidential between the employee and the Physician.

Hazard, Control and Personal Protective Equipment Changes - Update this Safety Program to reflect any changes in the hazards to which employees are exposed, the engineering controls used to protect them from those hazards, or personal protective equipment they use.

Perform Annual Review - Review the effectiveness of this program every year by completing the Program Review Checklist (Appendix 1). Report the results of the review to the General Manager, and place the completed checklist in the [Program Reviews] file. Maintain Safety Program Files - Ensure that all documentation generated by this program is properly filed.

3.3 General Manager

Provide Adequate Resources - Provide sufficient resources to administer this Safety Program and control all occupational health and safety hazards identified by management and employees.

Corrective Actions - Ensure that all safety and health corrective actions that have not been completed in a timely manner (as reported by the Safety Program Manager) are implemented promptly.

Management Representation at Safety Meetings - Ensure that an authorized representative of management attends every safety meeting. Attend safety meetings whenever possible.

Management and Supervision Changes - Ensure that the Safety Program Manager is notified of all changes in company organization or management/supervisor assignments so that this Safety Program can be updated (if necessary) and new managers/supervisors informed of their responsibilities under this program.

See additional responsibilities defined in Section 3.1 (page 1), "All Managers and Supervisors".

3.4 Office Supervisor

Monitor Safety Conditions - Continuously observe your work areas for unsafe actions or conditions and correct any deficiencies noted. Walk around your work area regularly (i.e. daily) in order to perform these observations.

Report all Injuries and Illnesses - Report all work related injuries or illnesses to employees under your supervision to the Safety Program Manager. If the injury or illness involves a fatality or hospitalization of an employee, inform the Safety Program Manager immediately because San Carlos Apache Nnee Bich'onii Services may be required to notify Arizona Division of Occupational Safety and Health (ADOSH) within eight (8) hours. If the Safety Program Manager is not available, see Section 11 (page 23) for the specific reporting requirements. Contact the General Manager immediately to determine who should make any required reports.

Ensure Employees Attend Safety Meetings - Ensure your employees attend Safety Meetings whenever possible. If an employee under your supervision cannot attend a meeting because of absence or any other reason, summarize the key safety related points of the meeting for them as soon as possible.

Inform Trainer of New Employees - Notify the individual responsible for training new employees (Section 5, page 17) whenever new employees that require initial training are hired. Verify that employees under your direct supervision have the skills and knowledge necessary to perform their work safely. Provide employees under your direct supervision with any additional safety training required. Provide or arrange for additional training when employees are given new job assignments with additional hazards, when new substances, processes, procedures or equipment are introduced into the work area, or when new workplace hazards are recognized.

Potentially Infectious Material Contamination - Ensure that equipment contaminated with potentially infectious material is decontaminated when possible. Ensure that all employees and contractors who must use, service, handle, or clean equipment or laundry which is contaminated with blood or potentially infectious materials are notified so that they can take appropriate precautions. Ensure that all contaminated equipment which cannot be properly decontaminated is properly labeled.

Bloodborne Pathogens Decontamination Schedule - Maintain a written schedule detailing the methods and frequencies of bloodborne pathogens decontamination in your work area.

Bloodborne Pathogens Exposure Incident Notification - Notify the person responsible for hepatitis vaccination and exposure incident follow-up (Section 10, page 20) and the person responsible for accident and near miss investigations (Section 11, page 23) of all bloodborne pathogen exposure incidents or bloodborne pathogen related personal protective equipment failures.

Employee Suggestions: Bloodborne Pathogen Control - Periodically solicit input from employees exposed to bloodborne pathogens on what they think the best methods and procedures are to minimize the hazard. Incorporate employee suggestions into the work procedures when appropriate.

See additional responsibilities defined in Section 3.1 (page 1), "All Managers and Supervisors".

3.5 Repair and Maintenance Supervisor

Monitor Safety Conditions - Continuously observe your work areas for unsafe actions or conditions and correct any deficiencies noted. Walk around your work area regularly (i.e. daily) in order to perform these observations.

Report all Injuries and Illnesses - Report all work related injuries or illnesses to employees under your supervision to the Safety Program Manager. If the injury or illness involves a fatality or hospitalization of an employee, inform the Safety Program Manager immediately because San Carlos Apache Nnee Bich'onii Services may be required to notify Arizona Division of Occupational Safety and Health (ADOSH) within eight (8) hours. If the Safety Program Manager is not available, see Section 11 (page 23) for the specific reporting requirements. Contact the General Manager immediately to determine who should make any required reports.

Ensure Employees Attend Safety Meetings - Ensure your employees attend Safety Meetings whenever possible. If an employee under your supervision cannot attend a meeting because of absence or any other reason, summarize the key safety related points of the meeting for them as soon as possible.

Inform Trainer of New Employees - Notify the individual responsible for training new employees (Section 5, page 17) whenever new employees that require initial training are hired. Verify that employees under your direct supervision have the skills and knowledge necessary to perform their work safely. Provide employees under your direct supervision with any additional safety training required. Provide or arrange for additional training when employees are given new job assignments with additional hazards, when new substances, processes, procedures or equipment are introduced into the work area, or when new workplace hazards are recognized.

Update Chemical Hazard Communication Program Training - Ensure employees receive updated training whenever a new chemical hazard is introduced into the work area or you receive updated chemical hazard information from your supplier. Ensure documentation of this training is filed as indicated in Section 5 (page 17).

Inform MSDS Filer of New Materials - Provide the person responsible for maintaining the MSDS file (Section 4.3, page 17) with an MSDS for every new material introduced into your work area and whenever you receive a new MSDS from your supplier.

Additional Personal Protective Equipment Training - Ensure employees receive training whenever new personal protective equipment is introduced into the work area and when an employee is observed using their equipment incorrectly.

Hazard and Control Changes - Notify the Safety Program Manager whenever work process changes affect employee exposures or there are any changes to the personal protective equipment or engineering controls the employees use so that this Safety Program can be updated to reflect the changes.

Equipment Specific Energy Control Procedures - Write equipment specific Energy Control Procedures for all equipment for which the procedure given in Appendix 2 is not adequate. This includes all equipment for which no written maintenance manual is available. Ensure that all employees are aware of and know how to access the equipment specific procedures. The equipment specific procedures should generally include at least those steps described in Appendix 2.

Lockout/Tagout Coordination - Coordinate with the managers of other employers to ensure that appropriate Energy Control Procedures are in place throughout the workplace and that the employees of all employers are aware of those procedures.

Management of Heat Stress - Ensure that cool drinking water (at least one quart per hour) and shade or a cool resting area are available for employees. Encourage employees to drink small amounts of water frequently (up to 4 cups per hour). Ensure that there is a means for obtaining emergency medical services should a heat related illness occur. Ensure that employees know how to summon help should a heat related illness occur.

Changes in Noise Levels - Inform the Safety Program Manager) of process changes that increase employee noise exposure. Additional noise exposure measurements may be

required. See additional responsibilities defined in Section 3.1 (page 1), "All Managers and Supervisors".

3.6 Dispatcher and Drivers Supervisor

Driver Safety Rules – Make sure that all drivers have received, read, and understand the Driver Safety Rules.

Monitor Safety Conditions - Continuously observe your work areas for unsafe actions or conditions and correct any deficiencies noted. Walk around your work area regularly (i.e. daily) in order to perform these observations.

Report all Injuries and Illnesses - Report all work related injuries or illnesses to employees under your supervision to the Safety Program Manager. If the injury or illness involves a fatality or hospitalization of an employee, inform the Safety Program Manager immediately because San Carlos Apache Nnee Bich'o Nii Services may be required to notify Arizona Division of Occupational Safety and Health (ADOSH) within eight (8) hours. If the Safety Program Manager is not available, see Section 11 (page 23) for the specific reporting requirements. Contact the General Manager immediately to determine who should make any required reports.

Ensure Employees Attend Safety Meetings - Ensure your employees attend Safety Meetings whenever possible. If an employee under your supervision cannot attend a meeting because of absence or any other reason, summarize the key safety related points of the meeting for them as soon as possible.

Inform Trainer of New Employees - Notify the individual responsible for training new employees (Section 5, page 17) whenever new employees that require initial training are hired. Verify that employees under your direct supervision have the skills and knowledge necessary to perform their work safely. Provide employees under your direct supervision with any additional safety training required. Provide or arrange for additional training when employees are given new job assignments with additional hazards, when new substances, processes, procedures or equipment are introduced into the work area, or when new workplace hazards are recognized.

Additional Personal Protective Equipment Training - Ensure employees receive training whenever new personal protective equipment is introduced into the work area and when an employee is observed using their equipment incorrectly.

Hazard and Control Changes - Notify the Safety Program Manager whenever work process changes affect employee exposures or there are any changes to the personal protective equipment or engineering controls the employees use so that this Safety Program can be updated to reflect the changes.

Management of Heat Stress - Ensure that cool drinking water (at least one quart per hour) and shade or a cool resting area are available for employees. Encourage employees to drink

small amounts of water frequently (up to 4 cups per hour). Ensure that there is a means for obtaining emergency medical services should a heat related illness occur. Ensure that employees know how to summon help should a heat related illness occur.

Potentially Infectious Material Contamination - Ensure that equipment contaminated with potentially infectious material is decontaminated when possible. Ensure that all employees and contractors who must use, service, handle, or clean equipment or laundry which is contaminated with blood or potentially infectious materials are notified so that they can take appropriate precautions. Ensure that all contaminated equipment which cannot be properly decontaminated is properly labeled.

Bloodborne Pathogens Decontamination Schedule - Maintain a written schedule detailing the methods and frequencies of bloodborne pathogens decontamination in your work area.

Bloodborne Pathogens Exposure Incident Notification - Notify the person responsible for hepatitis vaccination and exposure incident follow-up (Section 10, page 20) and the person responsible for accident and near miss investigations (Section 11, page 23) of all bloodborne pathogen exposure incidents or bloodborne pathogen related personal protective equipment failures.

Employee Suggestions: Bloodborne Pathogen Control - Periodically solicit input from employees exposed to bloodborne pathogens on what they think the best methods and procedures are to minimize the hazard. Incorporate employee suggestions into the work procedures when appropriate.

See additional responsibilities defined in Section 3.1 (page 1), "All Managers and Supervisors".

4. SAFETY COMMUNICATION

San Carlos Apache Nnee Bich'onii Services uses the following methods to communicate with employees regarding safety related issues. Safety communication will be in a form that is understandable to every employee. When necessary, San Carlos Apache Nnee Bich'onii Services will provide language translation of safety communications.

4.1 Safety Meetings

All employees attend regular meetings where safety related topics are presented and discussed. Safety meetings are conducted by the Safety Program Manager; their frequencies are given in Table 4.1.

TABLE 4.1 SAFETY MEETINGS

Company Element	Frequency
San Carlos Apache Nnee Bich'o Nii Services Office	Monthly
San Carlos Apache Nnee Bich'o Nii Services Repair and Maintenance	Weekly
San Carlos Apache Nnee Bich'o Nii Services Dispatcher and Drivers	Weekly

A written agenda describing the topics to be covered in the meeting may be prepared prior to the meeting. A list of all employees who attend each meeting is prepared during the meeting. Safety meetings include discussion of all injuries and near misses that have occurred since the last meeting and how to prevent future incidents. Every safety meeting includes an Open Forum where employees may raise and discuss safety related issues. The discussion that occurs during the open forum is recorded by a note-taker. If a safety issue is raised that cannot be resolved during the meeting, the meeting coordinator will ensure that a status report (on the open issue) is included in every subsequent meeting until the issue is resolved. The meeting coordinator is responsible for ensuring that any open issues are forwarded to the appropriate individual for resolution.

The agenda (or a brief description of the topics covered), attendee list, and notes (if any) for each safety meeting are filed by the Safety Program Manager.

4.2 Safety Suggestion Box

Employees may make safety suggestions by placing them in the Safety Suggestion Box. The location of the Safety Suggestion Box is: San Carlos Apache Nnee Bich'o Nii Services Office. The Safety Program Manager will empty the suggestion box at least weekly and take appropriate action on all suggestions received.

4.3 Chemical Hazard Communication Program

The purpose of the Chemical Hazard Communication Program is to ensure that all employees are fully informed of the chemical hazards present in the workplace and the measures required to protect themselves from those hazards. A list of hazardous chemicals used in the workplace and Material Safety Data Sheets (MSDS) are available for inspection by all employees. The list and MSDS file are maintained by the Safety Program Manager. All chemical containers (a few exceptions are listed in the Code of Safe practices in Appendix 2) must be labeled with the identity of the chemicals they contain and appropriate hazard

warnings. The labels on incoming chemical containers must not be removed or defaced. All employees must be trained on the system used to label chemical containers, the location of the MSDS file, the hazards of the chemicals to which they are exposed, and the measures necessary to protect themselves from those hazards.

5. SAFETY TRAINING

All employees will receive safety training prior to starting work, whenever the hazards in their work area change, and when they are given new work assignments with different hazards. Refresher training may be conducted from time to time to ensure all employees retain the necessary safety related information. Training will also be conducted when a new workplace hazard is recognized. Safety training for all employees will be conducted when this Safety Program is first established. Initial safety training will include the topics given in Appendix 3. New employees will be given a copy of the Code of Safe Practices, and will also sign and return documentation of all training they receive. The signed and completed training certification forms are filed with the Safety Program documentation. Initial safety training is performed by the Safety Program Manager.

6. SAFETY INSPECTION

All supervisors must continuously observe their work areas for unsafe actions or conditions and correct any deficiencies noted. Supervisors must walk around their work area regularly (i.e. daily) in order to perform these observations. Unsafe condition reports received from supervisors or employees are filed in the [Accident Investigations] folder.

Formal safety inspections using the checklists provided in Appendix 1 are conducted regularly. The completed checklists are filed by the Safety Program Manager. The formal inspections are performed Safety Program Manager; their frequencies are indicated in Table 6.1.

TABLE 6.1 SAFETY INSPECTIONS

Company Element	Frequency
San Carlos Apache Nnee Bich'o Nii Services Office	Annually
San Carlos Apache Nnee Bich'o Nii Services Repair and Maintenance	Quarterly
San Carlos Apache Nnee Bich'o Nii Services Dispatcher and Drivers	Quarterly

7. ENERGY CONTROL PROGRAM (LOCKOUT/TAGOUT)

This Energy Control Program (also called a Lockout/Tagout Program) is intended to prevent employee injury from the unintended start-up or release of energy during servicing or maintenance of machines. All employees who service or operate machinery will do so in accordance with the requirements of this section.

Equipment will be locked out prior to servicing except when it is not possible to apply a lock. When it is not possible to use a lock, a "Do Not Operate" tag will be applied prior to servicing. The tag will include the name(s) of the person or persons performing the service, the date and time when the tag was applied, and the notation that only the person or persons who applied the tag may remove it. If multiple individuals are servicing a piece of equipment, then each person will apply their own lock or tag. Locks or tags are not required for equipment that can be completely de-energized by unplugging it and the employee servicing the equipment retains exclusive control of the plug. Employees may apply electric plug lockouts when necessary. When purchasing new equipment, every effort will be made to ensure that it is installed such that locks may be applied prior to servicing. Locks and tags are provided at no cost to the employees except that employees may be charged for replacement of any equipment they lose.

All employees who perform machine or equipment servicing will follow the "Energy Control Procedure" provided in Appendix 2 or the applicable written procedure specific for the equipment they are servicing. Supervisors will develop written equipment specific "Energy Control Procedures" to supplement the procedure provided in Appendix 2 whenever necessary. When equipment specific procedures are available, supervisors will train employees on those procedures and ensure the employees know where to find them.

No employee, supervisor or manager may operate a machine which has been locked or tagged out or remove a lock or tag which has been installed by another employee. In unusual circumstances, a lock or tag may be removed under the direct supervision of the following individuals after they ensure that the person who applied the lock or tag is not at the facility and have made reasonable efforts to contact them. Note: The employee's supervisor must notify them that their lock or tag was removed when they return to the facility:

1. Safety Program Manager or General Manager
2. supervisor of the employee who applied the lock or tag
3. the machine operator's supervisor

All employees subject to the provision of this Energy Control Program receive training on the requirements of this section and the Energy Control Procedures. The Safety Program Manager performs an annual inspection to verify that the requirements of this section are being implemented and that they are effective.

8. PERSONAL PROTECTIVE EQUIPMENT

Employees are trained on the proper use of all personal protective equipment (PPE) they use when they are first given an assignment that requires the PPE and if they are observed using the equipment incorrectly. Additional guidance on the proper selection of PPE is available at <http://www.nclabor.com/osha/etta/indguide/ig25.pdf>. Personal protective equipment supplies are managed by the Safety Program Manager.

The workplace hazard assessment, a list of the PPE used, and written certification are provided in Appendix 6.

9. HEARING PROTECTION PROGRAM

This Hearing Protection Program (also called a Hearing Conservation Program) is intended to prevent noise induced hearing loss among San Carlos Apache Nnee Bich'o Nii Services employees exposed to occupational noise. All feasible methods for reducing employee noise exposure will be implemented.

All employees exposed to noise must wear appropriate hearing protection. Employees may select the hearing protectors they find most comfortable as long as their selection provides enough noise reduction. An adequate supply of muff, roll-up foam, and push-in type hearing protectors will be provided for employees to choose from. Hearing protectors are provided at no cost to the employee except that employees may be charged to replace lost muff-type hearing protectors. All employees are trained on the correct usage and limitations of the hearing protectors they use.

All employees exposed to noise receive baseline hearing tests (audiograms) within six months of first noise exposure (within one year if a mobile test van is used). Employees are instructed to avoid noise exposure for 14 hours before their baseline hearing test. Hearing protectors may be used as a substitute for avoiding noise exposure prior to the test. All employees exposed to noise receive annual audiograms. The Safety Program Manager files the audiogram results and also provides each employee with a copy of their results. The audiometric testing provider compares the annual and baseline audiograms and informs the Safety Program Manager if a "Standard Threshold Shift" has occurred. If a "Standard Threshold Shift" is reported, the Safety Program Manager arranges for a retest within 30 days. The retest should be performed at the beginning of the work shift when the employee has not been exposed to noise for at least 14 hours. If the retest confirms the "Standard Threshold Shift", the Safety Program Manager provides special counseling for the employee and notifies their supervisor.

Noise exposure measurements of employees whose noise exposure may exceed 85 dBA are made using calibrated sound level meters or noise dosimeters. All employees whose noise exposure exceeds 85 dBA are informed of the monitoring results. Noise monitoring is repeated whenever there is a change in production, process, equipment or controls that may significantly increase noise exposures.

10. BLOODBORNE PATHOGENS EXPOSURE CONTROL PROGRAM

The purpose of this exposure control program is to prevent employee exposure to bloodborne pathogens which may be present in human blood or other potentially infectious materials. The job classifications of the employees included in this exposure control program and the tasks they perform which may expose them to bloodborne pathogens are provided in Appendix 5, "Bloodborne Pathogens Exposure Determination".

Readily accessible hand washing facilities are provided. When this is not feasible, antiseptic hand cleansers or towelettes are provided.

Contaminated needles and other contaminated sharps will not be bent, recapped, or removed except when required by a specific medical or dental procedure. If recapping or bending a sharp is required, it will be done using a mechanical device or one-handed technique. Contaminated sharps will be placed in closable, labeled, puncture resistant, and leak proof containers immediately or as soon as possible after use.

Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in work areas where potentially infectious materials are stored or handled. Food and drink is not kept in refrigerators, freezers, shelves, cabinets or on counter tops or bench tops where blood or other potentially infectious materials are stored or handled.

All procedures involving blood or other potentially infectious materials are performed in such a manner as to minimize splashing, spraying, spattering, and generation of droplets of these substances. Mouth pipetting/suctioning of blood or other potentially infectious materials is prohibited.

Specimens of blood or other potentially infectious materials are placed in a labeled or color-coded containers which prevent leakage during collection, handling, processing, storage, transport, or shipping. If outside contamination of the primary container occurs or the specimen could puncture the primary container, the primary container is placed within a second labeled or color-coded container to prevent leakage.

Equipment which may become contaminated with blood or other potentially infectious materials is examined prior to servicing or shipping and will be decontaminated as necessary, unless decontamination is not feasible. If complete decontamination is not feasible, a readily observable label will be attached to the machine indicating which portions remain contaminated. All employees and contractors who are impacted will be notified of the contaminated equipment.

Personal protective equipment in appropriate sizes will be readily accessible at no cost to employees when required. The equipment provided will not permit blood or other potentially infectious materials to pass through to or reach the employee's work clothes, street clothes, undergarments, skin, eyes, mouth, or other mucous membranes under normal conditions of use for the full duration of use. The types of equipment which may be provided include, but are not limited to gloves, gowns, laboratory coats, face shields, masks, eye protection,

mouthpieces, resuscitation bags, pocket masks, or other ventilation devices. Personal protective equipment will be cleaned, laundered, repaired, replaced, and disposed of when necessary at no cost to the employee. Hypoallergenic gloves, glove liners, powderless gloves, or other similar alternatives will be provided to employees who are allergic to the standard gloves.

Employees will always wear personal protective equipment when required except under rare and extraordinary circumstances when it is the employee's professional judgment that in the specific instance its use would prevent the proper delivery of health care or public safety services or would pose an increased hazard to the safety to the worker or a co-worker. When the employee makes this judgment, the circumstances will be investigated and documented in order to determine whether changes can be instituted to prevent such occurrences in the future. Gloves must be worn when:

1. it can be reasonably anticipated that the employee may have hand contact with potentially infectious materials, mucous membranes, or non-intact skin,
2. the employee will be performing vascular access procedures (e.g. phlebotomy), and
3. when employees handle or touch contaminated items or surfaces.

Masks in combination with eye protection devices, such as goggles or glasses with solid side shields, or chin-length face shields, must be worn whenever splashes, spray, spatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can be reasonably anticipated. Appropriate protective clothing (e.g. gowns, aprons, lab coats, clinic jackets, etc.) will be provided. The type and characteristics will depend upon the task and degree of exposure anticipated. Surgical caps or hoods and/or shoe covers or boots will be worn when gross contamination can reasonably be anticipated (e.g., autopsies, orthopedic surgery, etc.).

All work areas will be maintained in a clean and sanitary condition. Supervisors will create a written schedule detailing the methods and frequencies of decontamination within their work areas. All equipment and working surfaces will be cleaned and decontaminated after contact with blood or other potentially infectious materials. Decontamination will be performed immediately or as soon as possible and at the end of the work shift if the surface may have become contaminated since the last cleaning.

Supervisors will regularly solicit input from employees exposed to bloodborne pathogens on what they think the best methods and procedures are to minimize the hazard. Supervisor will incorporate employee suggestions into their work procedures when appropriate.

All employees potentially exposed to bloodborne pathogens are offered Hepatitis B Vaccination within ten days of assignment. The vaccination is provided at no cost to the employee.

All bloodborne pathogen exposure incidents are investigated as described in Section 11 (page 23). Employees who are involved in a potentially infectious materials exposure incident are offered confidential medical follow-up including:

1. Documentation of the route(s) of exposure, and the circumstances under which the exposure incident occurred.
2. Identification, documentation, and testing of the source individual's blood to determine HBV and HIV infectivity unless this is not possible or prohibited by state or local law. Additional testing is not required if the HBV and HIV status is already known.
3. The exposed employee will be informed of the HBV and HIV status of the source individual when possible and legally permissible. The exposed employee will also be informed of applicable laws and regulations regarding disclosure of this information.
4. Collection and testing of the exposed employees blood for HBV and HIV serological status unless the employee does not provide consent.
5. Post-exposure prophylaxis, when medically indicated, as recommended by the U.S. Public Health Service or the Physician.
6. Counseling and evaluation of any subsequently reported illnesses.

The health care professional's written opinion documenting their evaluation will be limited to indicating whether Hepatitis B vaccination is indicated for the employee, whether the employee received the vaccination, and confirmation that the Physician provided the employee with any additional information relevant to the proper treatment of their case. It is the responsibility of the Safety Program Manager to ensure that employees receive all necessary post exposure incident follow-up and booster shots.

Employees will be trained on the provisions of this Exposure Control Program before being assigned tasks which involve exposure to potentially infectious materials and at least annually thereafter. The annual refresher training is performed by the Safety Program Manager.

11. ACCIDENT INVESTIGATION AND REPORTING

All accidents and near miss incidents are investigated and corrective actions implemented when appropriate. The purpose of each investigation is to determine exactly what happened, why it happened (the root cause), and how similar accidents can be prevented in the future. Accident and near miss investigations are performed by the Safety Program Manager.

Accident investigations may include interviewing or obtaining written statements from witnesses (including the injured employee), taking photographs of the accident scene, taking measurements at the accident scene, and reviewing procedures and equipment manuals relevant to the activities in progress when the accident occurred. The investigation may also include recommended corrective actions to prevent similar accidents from happening in the future. All bloodborne pathogens exposure incidents or personal protective equipment failures must be fully investigated. Additional information on accident and near miss investigation is provided in Appendix 8.

Injury and illness records (OSHA Log 300) are maintained in accordance with Arizona Division of Occupational Safety and Health (ADOSH) requirements by the Safety Program

Manager. The OSHA Form 300-A (Summary of Work-Related Injuries and Illnesses) for the previous year is posted on February 1 through April 30 in a conspicuous place or places where notices to employees are customarily posted. The Safety Program Manager ensures that the annual summary is not altered, defaced or covered by other material during this time period. The death of any employee from a work-related incident or the in-patient hospitalization of three or more employees as a result of a work-related incident will be reported within eight (8) hours by telephone to ADOSH at (602) 542-5795 or (520) 628-5478. Deaths or injuries from motor vehicle accidents on public roads do not need to be reported unless they occur in a construction zone. If an employee is injured in the operation of a mechanical power press ADOSH will be notified within 30 days of the accident. All injuries and illnesses will also be reported in accordance with the requirements of applicable workers compensation laws as specified by the insurance carrier.

12. ANNUAL REVIEW

The Safety Program Manager will review the effectiveness of this Safety Program at least annually and correct any deficiencies noted during the review.

13. RECORDS RETENTION

Records documenting the administration of this Safety Program will be retained for at least three (3) years.

1. Training documentation will be retained for at least five (5) years.
2. Accident investigation records will be retained for at least five (5) years.
3. Safety inspection records will be retained for at least five (5) years.
4. The OSHA 300 log and summary, and incident reports will be retained for at least five (5) years.
5. Noise monitoring records will be retained for at thirty (30) years. Audiometric test records will be retained for at least duration of employment plus 30 years.
6. Vaccination and post-exposure follow up records will be retained for duration of employment plus 30 years. All records containing employee medical information will be kept strictly confidential.

Appendix A. Forms

Walk-through Inspection Checklist

Office

Inspector	Date			
<p>Instructions: Carefully check all of these items and note and correct any deficiencies. Please provide additional details regarding any problems noted in the blank space below or on the reverse side. Give the completed form to the Safety Program Manager for filing.</p>				
Item	OK	Needs Work	N/I	N/A
Required Postings Displayed - All required posters are displayed where they can be read by all employees. The phone number to call in a medical emergency is posted. Additional information on posting requirements is available at http://www.dol.gov/osbp/sbrefa/poster/matrix.htm .				
Emergency Exits - Employees can open emergency exit doors from inside without tools, keys or special knowledge (except in mental, penal, or correctional facilities where there is an evacuation plan). Capacity of exit routes is adequate. Exit discharge leads directly outside or to a street, walkway, refuge area, public way, or open space with access to the outside. Exit access is adequate, at least 28 inches wide and ceiling height is at least seven feet six inches. Exit path is constructed using fire resistant materials.				
Housekeeping - Work areas are clean and orderly. Floors are free of unnecessary clutter and trip hazards. Floors are dry.				
First Aid - The first aid kit is readily accessible and fully stocked with gloves, CPR barrier, and all necessary items (http://www.benmeadows.com/refinfo/ezfacts/ezpdf/tech208.pdf#search=%22ansi%20Z308%22). A clinic, hospital or infirmary is available nearby, or a person with a valid first aid certificate is available on site.				
Drinking Water - Cool drinking water is available. Employees do not use a common cup for drinking.				
Sanitation - Toilet facilities are available and clean. Convenient hand washing facilities with tepid water, soap, and clean drying facilities are available. If it is not feasible to provide hand-washing facilities, antiseptic hand cleanser in conjunction with clean cloth/paper towels or antiseptic towelettes are provided.				
Specimens Containers are Available - Labeled or color-coded specimen containers are available if required.				
Bloodborne Pathogen Exposure Controls - All feasible engineering controls to reduce or eliminate potential employee exposure to blood or other potentially infectious materials have been implemented. Appropriate protective equipment is available at no cost to employees. Facilities for disposing or cleaning of contaminated protective equipment are in place. Work area is decontaminated in accordance with written schedule. Equipment for cleaning up contaminated broken glassware is available if required. All containers containing potentially infectious materials are properly labeled.				
Fire Extinguishers OK - Fire extinguishers are present at all locations marked by signs. All fire extinguishers are inspected to verify they are still full monthly. All fire extinguishers have been serviced (usually by a specialist) within the last year. Note: Fire extinguishers are not required in most workplaces. However, if present, these requirements apply.				
File Drawers Closed - All file drawers are closed when not in use.				

Walk-through Inspection Checklist

Office (Continued)

Item	OK	Needs Work	N/I	N/A
Computer Workstation Ergonomics OK - All employees have set up their computer comfortably. All employees can use their computer without twisting. All keyboards are just below elbow height when employees sit with their shoulders and arms relaxed at their sides. The top of all monitor screens are not above eye level. All employees that need a footrest or telephone headset have one.				
Security Precautions are In Place - All required security precautions are in place.				
Electrical Equipment - All electrical cords and equipment are in good condition. Nothing is stored within the clearance zone of all electrical panels (36" deep and 30" wide).				
Portable Ladders - All portable ladders are in good condition (check all rungs, uprights, bases, hinges, and spreaders).				
Additional Hazards - No other hazards were noted during this walk-through.				

Walk-through Inspection Checklist

Repair and Maintenance

Inspector	Date			
<p>Instructions: Carefully check all of these items and note and correct any deficiencies. Please provide additional details regarding any problems noted in the blank space below or on the reverse side. Give the completed form to the Safety Program Manager for filing.</p>				
Item	OK	Needs Work	N/I	N/A
Required Postings Displayed - All required posters are displayed where they can be read by all employees. The phone number to call in a medical emergency is posted. Additional information on posting requirements is available at http://www.dol.gov/osbp/sbrefa/poster/matrix.htm .				
Emergency Exits - Employees can open emergency exit doors from inside without tools, keys or special knowledge (except in mental, penal, or correctional facilities where there is an evacuation plan). Capacity of exit routes is adequate. Exit discharge leads directly outside or to a street, walkway, refuge area, public way, or open space with access to the outside. Exit access is adequate, at least 28 inches wide and ceiling height is at least seven feet six inches. Exit path is constructed using fire resistant materials.				
Housekeeping - Work areas are clean and orderly. Floors are free of unnecessary clutter and trip hazards. Floors are dry. Solvent waste, oily rags, and flammable liquids are kept in labeled, fire resistant covered containers until removed from the work-site.				
First Aid - The first aid kit is readily accessible and fully stocked with gloves, CPR barrier, and all necessary items (http://www.benmeadows.com/refinfo/ezfacts/ezpdf/tech208.pdf#search=%22ansi%20Z308%22). A clinic, hospital or infirmary is available nearby, or a person with a valid first aid certificate is available on site.				
Drinking Water - Cool drinking water is available. Employees do not use a common cup for drinking.				
Shade or Cooling Areas - Shade or cooling areas are available for employees who experience heat stress.				
Sanitation - Toilet facilities are available and clean. Convenient hand washing facilities with tepid water, soap, and clean drying facilities are available. If it is not feasible to provide hand-washing facilities, antiseptic hand cleanser in conjunction with clean cloth/paper towels or antiseptic towelettes are provided.				
Illumination - There is enough light for employees to perform their assigned duties.				
Lockout/Tagout In Use - All employees who service equipment or machines have been issued locks. The appropriate Energy Control Procedures are used when servicing equipment or machines.				
Rim Wheel Servicing Equipment - Restraining device or barrier is available and able to withstand the maximum force of an explosive rim wheel separation or release of the pressurized air occurring at 150 percent of the maximum tire specification pressure for the rim wheel being serviced. Restraining devices are free of cracks at welds, cracked or broken components, bent or sprung components caused by mishandling, abuse, tire explosion, or rim wheel separation, and pitting due to corrosion or other structural damage that would decrease its effectiveness. Air line is equipped with a clip-on chuck with sufficient length of hose between the chuck and in-line valve or regulator to allow the employee to stand outside the trajectory and an in-line valve with a pressure gauge or a presettable regulator. Employees follow procedures provided in the Code of Safe Practices (Appendix 2).				

Walk-through Inspection Checklist Repair and Maintenance (Continued)

Item	OK	Needs Work	N/I	N/A
Controls for Brake or Clutch Work - All equipment and supplies required for employees to use either "Negative Pressure Enclosure", "Wet Cleaning Method" (preferred), or the "Spray Can/Solvent" methods are available. Employees use one of these methods when performing brake or clutch repair work. Additional information is available at http://www.osha.gov/dts/shib/shib072606.html . If the "Spray Can/Solvent" method is used, the solvent does not contain "n-Hexane" or a respirator with organic vapor cartridges is used.				
PPE Worn and in Good Condition - All employees are wearing the PPE required for the task they are performing. The PPE is all clean and in good working order.				
Hearing Protection - Employees wear hearing protection properly when exposed to noise. All feasible engineering controls to reduce noise exposure have been implemented.				
Eyewash and Shower Station - An eyewash station is present within ten (10) seconds of areas where corrosive, strongly irritating, or highly toxic chemicals are used (shower required if major portions of the body may be exposed). Eyewash and shower can deliver 0.4 and 20 gallons per minute respectively for 15 minutes. Plumbed units are flushed monthly; other units serviced per manufacturers recommendations.				
Fire Extinguishers OK - Fire extinguishers are present at all locations marked by signs. All fire extinguishers are inspected to verify they are still full monthly. All fire extinguishers have been serviced (usually by a specialist) within the last year. Note: Fire extinguishers are not required in most workplaces. However, if present, these requirements apply.				
Chemical Storage - Chemical containers are closed and stored properly when not in use.				
Chemical Labeling - All chemical containers are labeled with the identity of the chemicals they contain and appropriate hazard warnings. See the Code of Safe Practices in Appendix 2 for a list of exceptions. The initial label for all chemical containers obtained from outside the company remains visible and intact.				
MSDS File Updated - The MSDS file contains Material Safety Data Sheets for all materials used in the work area. The list of chemicals used in the work area is up to date.				
Flammable or Combustible Liquids - Flammable or combustible liquids are stored in metal flammable storage cabinets, appropriately designed storage rooms, sheds, or tanks. Storage areas are away from escape routes. Only approved containers are used for handling flammable or combustible liquids. "No Smoking or Open Flames" signs are posted in areas where flammable or combustible liquids are stored or used. Fire extinguishers or hoses are available. No water reactive materials are stored with flammable or combustible liquids. Bonding wires and clamps are installed where required. Ventilation is adequate. Electrical equipment conforms with applicable requirements.				
Floor Openings - All floor openings (size over one inch) are covered, protected by standard railings (a top rail 42 inches high, an intermediate rail, and posts) or constantly attended by a person. Bridge plates are strong enough to support the intended load and secured from slipping.				
Hand Tools in Good Condition - All hand tools (company and employee owned) are in good condition. No mushroomed shafts or loose hammer heads or shafts. Tools are reasonably free from grease. Cutting tools are sharp.				

Walk-through Inspection Checklist Repair and Maintenance (Continued)

Item	OK	Needs Work	N/I	N/A
<p>Electrical Equipment - All electrical cords and equipment are in good condition. Nothing is stored within the clearance zone of all electrical panels (36" deep and 30" wide). All electrical cords and wiring are dry. Ground Fault Interrupters (GFI) are installed on all electrical circuits or equipment used in wet areas.</p>				
<p>Machine and Tool Guarding OK - All required guards are in place on machines and power operated hand tools. The point of operation and all power transmission apparatus are properly guarded on all machines. Operating control is protected from accidental activation. Emergency stop is clearly marked and accessible from the operator's normal work position. Additional information on machine guarding is available at http://www.osha.gov/SLTC/etools/machineguarding/index.html. Warning signs are in place for all machines that start automatically. All moving parts of machines that start automatically are fully enclosed or the machine is in a separate, signed, and locked room.</p>				
<p>Machinery Anchors - All machines designed for use at a fixed location are securely anchored to prevent walking, moving, or toppling.</p>				
<p>Hand-Held Power Tool Switches - Hand-held powered drills, tappers, fastener drivers, horizontal, vertical, and angle grinders with wheels greater than 2 inches in diameter, disc sanders, belt sanders, reciprocating saws, saber saws, and other similar operating powered tools are equipped with a momentary contact "on-off" control. They may have a lock-on control provided that turnoff can be accomplished by a single motion of the same finger or fingers that turn it on.</p> <p>Note: Hand-held powered platen sanders, grinders with wheels 2-inch diameter or less, routers, planers, laminate trimmers, nibblers, shears, scroll saws, and jigsaws with blade shanks one-fourth of an inch wide or less may be equipped with only a positive "on-off" control.</p> <p>All other hand-held powered tools (e.g. circular saws, chain saws, and percussion tools without positive accessory holding means) are equipped with a constant pressure switch that will shut off the power when the pressure is released.</p> <p>Note: These requirements do not apply to concrete vibrators, concrete breakers, powered tampers, jack hammers, rock drills, and similar hand operated power tools.</p>				
<p>Compressed Air - All air hoses, fittings, and receivers are in good condition. Air pressure is reduced to 30 p.s.i in areas where compressed air is used for cleaning (except for concrete form, mill scale and similar cleaning purposes). All hoses exceeding 1/2-inch inside diameter have a safety device at the source of supply or branch line to reduce pressure in case of hose failure.</p>				
<p>Welding - Welding equipment is in good condition. All electrical cords and conductors intact. Where appropriate, welding screens are in place and do not interfere with ventilation. A disconnecting switch or controller is provided at or near each welding machine which is not equipped with such a switch or controller mounted as an integral part of the machine. For individual welding machines, the rated current carrying capacity of the supply conductors equals or exceeds the rated primary current of the welding machines. Ventilation is adequate. For indoor welding, local exhaust ventilation or 2,000 CFM of general ventilation per welder is provided in spaces with less than 10,000 cubic feet per welder, with ceilings lower than 16 feet, or in areas where structural barriers restrict cross ventilation.</p>				

Walk-through Inspection Checklist Repair and Maintenance (Continued)

Item	OK	Needs Work	N/I	N/A
Guardrails - Standard guardrails (a top rail 42 inches high, an intermediate rail, and posts) are in place wherever employees work on an open sided floor or platform at least 4 feet above adjacent work surfaces, or employees wear appropriate fall protection when required. Toe-boards are installed if personnel or equipment are may be present below the upper surface.				
Portable Ladders - All portable ladders are in good condition (check all rungs, uprights, bases, hinges, and spreaders).				
Fixed Ladders - All fixed ladders are in good condition with secure mounting and no rust. Landing platforms are provided every 30 feet. Cages are provided for all ladders over 20 feet high. Cages extend to 7-8 feet from the bottom of the ladder and the bottom of the cage is flared.				
Battery Charging Area - Ventilation is adequate to prevent build-up of hydrogen gas. Lifting equipment is available for handling batteries. A carboy filter or siphon is available for dispensing electrolyte (if required).				
Hoists, and Slings - Operators inspect equipment and rigging at least daily. All equipment conforms with ANSI B30.2.0. Capacity plates present. All controls are clearly marked. Barriers installed if operator must stand in danger zone of recoil from broken rope, chain or wire. Two turns remain on drum when limit switch is activated. All custom and reconditioned rigging is marked with safe working load and proof tested to 125%of rated load. Welded alloy steel chain slings are marked with size, grade, rated capacity, and sling manufacturer. Welded end attachments have been proof tested at twice their rated capacity.				
Material Storage - Material storage is OK.				
Additional Hazards - No other hazards were noted during this walk-through.				

Walk-through Inspection Checklist

Dispatcher and Drivers

Inspector	Date			
Instructions: Carefully check all of these items and note and correct any deficiencies. Please provide additional details regarding any problems noted in the blank space below or on the reverse side. Give the completed form to the Safety Program Manager for filing.				
Item	OK	Needs Work	N/I	N/A
Required Postings Displayed - All required posters are displayed where they can be read by all employees. The phone number to call in a medical emergency is posted. Additional information on posting requirements is available at http://www.dol.gov/osbp/sbrefa/poster/matrix.htm .				
Emergency Exits - Employees can open emergency exit doors from inside without tools, keys or special knowledge (except in mental, penal, or correctional facilities where there is an evacuation plan). Capacity of exit routes is adequate. Exit discharge leads directly outside or to a street, walkway, refuge area, public way, or open space with access to the outside. Exit access is adequate, at least 28 inches wide and ceiling height is at least seven feet six inches. Exit path is constructed using fire resistant materials.				
Housekeeping - Work areas are clean and orderly. Floors are free of unnecessary clutter and trip hazards. Floors are dry.				
First Aid - The first aid kit is readily accessible and fully stocked with gloves, CPR barrier, and all necessary items (http://www.benmeadows.com/refinfo/ezfacts/ezpdf/tech208.pdf#search=%22ansi%20Z308%22). A clinic, hospital or infirmary is available nearby, or a person with a valid first aid certificate is available on site.				
Drinking Water - Cool drinking water is available. Employees do not use a common cup for drinking.				
Shade or Cooling Areas - Shade or cooling areas are available for employees who experience heat stress.				
Sanitation - Toilet facilities are available and clean. Convenient hand washing facilities with tepid water, soap, and clean drying facilities are available. If it is not feasible to provide hand-washing facilities, antiseptic hand cleanser in conjunction with clean cloth/paper towels or antiseptic towelettes are provided.				
Illumination - There is enough light for employees to perform their assigned duties.				
Specimens Containers are Available - Labeled or color-coded specimen containers are available if required.				
Bloodborne Pathogen Exposure Controls - All feasible engineering controls to reduce or eliminate potential employee exposure to blood or other potentially infectious materials have been implemented. Appropriate protective equipment is available at no cost to employees. Facilities for disposing or cleaning of contaminated protective equipment are in place. Work area is decontaminated in accordance with written schedule. Equipment for cleaning up contaminated broken glassware is available if required. All containers containing potentially infectious materials are properly labeled.				
Security Precautions are In Place - All required security precautions are in place.				
Vehicle Check-lists - All pre-trip vehicle inspections have been conducted.				
Additional Hazards - No other hazards were noted during this walk-through.				

Safety Program Review Checklist

Inspector	Date			
<p>Instructions: Carefully check all of these items and note and correct any deficiencies. Please provide additional details regarding any problems noted in the blank space below or on the reverse side. Give the completed form to the Safety Program Manager for filing.</p>				
Item	OK	Needs Work	N/I	N/A
OSHA 300 Log Maintained - The [OSHA 300 Log] folder contains documentation of all injuries and illnesses that occurred during the year. The OSHA Form 300-A was posted as required in Section 11 (page 23).				
Accident Investigations - The [Accident Investigations] folder contains documentation showing that all injuries and illnesses that have occurred since the last review were properly investigated, recorded, and reported. Unsafe condition reports were investigated and the conditions corrected when necessary.				
Safety Meetings are Conducted - The [Safety Meetings] folder contains documentation showing that the Safety meetings are being conducted in accordance with the frequency described in Section 4.1 (page 16).				
Safety Suggestions - There were [] safety suggestions since the previous program review. All safety suggestions received appropriate follow-up.				
Safety Inspections are Performed - The [Safety Inspections] folder contains documentation showing that Safety Inspections are being performed as required in Section 6 (page 18). Issues identified during inspections were corrected in a timely manner. New Employee Training Performed - The [Safety Training] folder contains documentation showing that all new employees hired since the previous annual review received safety training.				
Energy Control Program (Lockout/Tagout) - The status of the Energy Control Program (Lockout/Tagout) has been discussed with all affected employees (list the names of the employees interviewed on reverse side). A typical equipment servicing job using the Energy Control Procedure has been observed (identify the piece of equipment which was being serviced on the reverse side). The reviewer certifies that the Energy Control Program is effective and is operating as described in Section 7 (page 18).				
Hearing Tests - Baseline hearing tests (audiograms) were obtained for all noise exposed employees hired this year. Annual audiograms were obtained for all existing employees exposed to noise. Corrective action was completed for all "Standard Threshold Shifts" identified on annual audiograms.				
Hoists and Rigging Inspections - Supervisors have written documentation that they perform thorough inspections of all hoists and rigging before new equipment is placed into service, if equipment has been idle for over one month, and at least annually.				
Bloodborne Pathogens - The Exposure Determination in Appendix 5 has been updated if necessary. New commercially available technologies for reducing exposure to bloodborne pathogens have been considered and implemented if appropriate. Training records document that employees exposed to bloodborne pathogens have received initial and annual refresher training. Employees exposed to bloodborne pathogens have been consulted about possible ways to reduce or eliminate their exposures.				
Company Profile and Hazard Assessment - I have reviewed the Company Profile contained in Appendix 7 and the personal protective equipment (PPE) hazard assessment in Appendix 6. If there have been any significant changes to the profile or hazard assessment, I have updated the program.				
General Program Effectiveness - I have considered the overall effectiveness of this Safety Program and discussed the program with others at San Carlos Apache Nnee Bich'onii Services. I have concluded this program is effectively achieving the goal of reducing occupational injuries and illnesses at San Carlos Apache Nnee Bich'onii Services, or I have implemented changes in the program to make it more effective. I have discussed my findings with the General Manager.				

San Carlos Apache Nnee Bich'onii Services	Accident and Near Miss Incident Investigation Form
Accident Investigator	Date and Time
Location	
Employees and Managers Involved	
Description of Incident; Controls and Personal Protective Equipment in Use/Not in Use	
Causal Factors (including underlying problems)	
Corrective Actions	

San Carlos Apache Nnee Bich'onii Services	Accident and Near Miss Incident Investigation Witness Statement Form
Accident Investigator	Date and Time
Witness Name	Supervisor
What happened?	
What do you think caused this incident? Are there any underlying problems which helped cause this incident?	
How do you think similar incidents could be prevented in the future?	

Appendix B. Code of Safe Practices

Code of Safe Practices

San Carlos Apache Nnee Bich'o Nii Services Office

Follow All Safety Rules - All employees must work safely and follow all safety rules.

Safety Program Available - San Carlos Apache Nnee Bich'o Nii Services has a written Safety Program that describes in detail the policies and procedures which are used to provide you with a safe work place. You may get a copy of this program by asking any manager or supervisor, the Safety Program Manager, at any safety meeting, or using the safety suggestion box. The Safety Program Manager is Andre Stevens.

Report Unsafe Conditions or Actions - All employees must immediately report unsafe conditions or near misses to any manager or supervisor, the Safety Program Manager, at any safety meeting, or using the safety suggestion box. A near miss is an incident where someone could have been hurt but wasn't this time. It is important to correct unsafe conditions or procedures before someone is hurt.

Report all Injuries - Employees must report all injuries (no matter how minor) to their supervisor so that arrangements can be made for medical or first aid treatment. This includes illness or aches and pains that the employee thinks may be work related and that don't go away normally. Contact of your broken skin or mucous membranes with potentially infectious materials counts as an "injury" which must be reported.

Do not disturb or clean-up the scene of a serious accident (except to aid injured people or make the area safe) until an accident investigation has been completed.

Safety Suggestion Box - You may use the safety suggestion box to report unsafe conditions or procedures and to make safety related suggestions. You do not have to put your name on the suggestion. If you do not put your name on the suggestion, we will not be able to get back to you to ask questions or let you know what happened with your suggestion. The safety suggestion box is located at: San Carlos Apache Nnee Bich'o Nii Services Office.

Don't Work When Impaired - Employees shall not work when impaired by fatigue, illness, medication, or intoxicating substances such as alcohol. The use illegal drugs is strictly prohibited. Housekeeping - Keep your work area tidy and free from unnecessary clutter and trip hazards.

No Horseplay - Horseplay is forbidden.

Threats and Violence are Prohibited - Violence, threats of violence, and physical intimidation are prohibited. Employees who feel that a company employee, passenger, or client is potentially violent must immediately report their concerns to any manager or supervisor, the Safety Program Manager, at any safety meeting, or using the safety suggestion box. Employees who experience violence on the job, or are threatened or experience physical or verbal intimidation must report this to their supervisor immediately.

Attend Safety Meetings - All employees are required to attend safety meetings when scheduled. These meetings are one important way that San Carlos Apache Nnee Bich'o Nii Services communicates safety information to employees and provides a place where employees may discuss safety issues with management.

Fire Extinguishers - Do not use a fire extinguisher unless you have been trained to do so. Do not use a fire extinguisher to fight a fire unless you are very confident the extinguisher will safely put the fire out. Instead, report fires to your supervisor, and evacuate the building and summon the fire department if necessary.

Filing Drawer Safety - Keep filing cabinet and desk drawers closed when not in use. Open only one drawer of a filing cabinet at a time. Keep frequently used files in drawers that are about waist high. Do not fill upper drawers before the lower drawers are filled or the cabinet may tip over when opened.

Organize Your Desk - Employees should organize their desks so that the items they use more frequently are nearby and items they use rarely are farther away. Heavy items should be stored at about waist height.

Telephone Headsets - Employees who must frequently use the computer or write while on the telephone should request a telephone headset, speaker phone or shoulder rest.

Stretch Breaks - Employees who work at their desk all day should take short (1-2 minute) stretch breaks every hour or two. During these breaks, employees should get out of their seats, walk around a bit, and stretch their muscles.

Eyesight is Precious - Always wear your eye protection when required. There are many types of eye protection available, tell your supervisor if your eye protection distorts your vision or gives you headaches.

Bloodborne Pathogens Safety - Blood and other bodily fluids such as semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, or any body fluid that is visibly contaminated with blood may be contaminated with viruses or other disease causing pathogens. Urine is not considered a potentially infectious material unless it is visibly contaminated with blood. If these infectious materials get into your body you can get AIDS, hepatitis and other serious diseases. Employees who may be exposed to potentially infectious materials or provide first aid must observe the following precautions:

1. Always wash your hands immediately or as soon as possible after removing gloves or other personal protective equipment. Always wash your hands or any other skin with soap and water, or flush mucous membranes (e.g. eyes, mouth, nose) with water immediately or as soon as possible following contact with blood or other potentially infectious materials. If you can't wash or flush immediately, use antiseptic hand cleaners or towelettes and wash as soon as possible.

2. Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in work areas where you may be exposed to potentially infectious materials and while providing first aid. Never place food or drink in or on refrigerators, freezers, shelves, cabinets, or counter-tops where potentially infectious materials are stored or handled.
3. Always minimize splashing, spraying, spattering, and generation of droplets when performing procedures involving potentially infectious materials. Mouth pipetting/suctioning of blood or other potentially infectious materials is prohibited.
4. Always place specimens of potentially infectious materials in closable, puncture resistant, labeled or color-coded containers. If the outside of the primary container becomes contaminated or the specimen may puncture the primary container, place the primary container in a second, labeled or color-coded container.
5. Always decontaminate equipment you have used with potentially infectious materials before giving it to another employee or releasing it for servicing. If it is not possible to decontaminate the equipment, put an easily visible label that describes what parts remain contaminated on the equipment.
6. Always wear personal protective equipment when required except under rare and extraordinary circumstances when it is your professional judgment that its use would prevent the proper delivery of health care or public safety services or would pose an increased hazard to your safety or the safety of a co-worker. When you make this judgment, you must report the circumstances to your supervisor so they can be investigated and documented in order to determine whether changes can be instituted to prevent the problem in the future. Always tell your supervisor if there is any problem using your personal protective equipment. All personal protective equipment will be provided to you at no cost.
7. Gloves must be worn when it can be reasonably anticipated that you may have hand contact with potentially infectious materials, mucous membranes, or non-intact skin, are drawing blood, if you will be handling or touching contaminated items or surfaces, or if you are handling potentially contaminated laundry.
8. Masks in combination with eye protection devices, such as goggles, glasses with solid side shields, or chin-length face shields, are required whenever you may be exposed to splashes, spray, spatter, or droplets of potentially infectious materials and eye, nose, or mouth contamination can be reasonably anticipated.
9. Change disposable gloves immediately or as soon as possible if they are contaminated with potentially infectious materials, are torn or punctured, or lose the ability to function as an effective barrier. Remove and replace equipment that has been penetrated by blood or other potentially infectious materials immediately or as soon as possible. Remove all personal protective equipment before leaving the work area. Place personal protective equipment in the designated area or container for storage, washing, decontamination or disposal. Never wash or reuse disposable gloves or any disposable equipment. Do not sort or rinse contaminated laundry at the location of use.
10. Clean equipment or surfaces which are overtly contaminated with potentially infectious materials immediately or as soon as possible.
11. Never clean up broken glassware by hand; use a brush and dust pan, tongs, forceps or other mechanical means.

12. Inform your supervisor immediately if potentially infectious material contacts your eyes, gets in your nose or mouth, or gets on your skin where there is a cut, rash, or any other skin problem. The incident must be documented and you are entitled to receive confidential medical follow-up at no cost.

Computer Ergonomics - Employees should take time to set up their computer comfortably. The keyboard and monitor should be directly in front them so that they can work without twisting. The keyboard should be just below elbow height when sitting with their shoulders and arms relaxed at their sides. The top of the monitor screen should not be above eye level. If necessary, employees should raise their seats and use a foot rest if their feet don't rest flat on the ground. Employees should request a split keyboard or alternative mouse if their existing equipment generates wrist or arm discomfort. Employees should arrange their work space so that there is not excessive glare on their monitor screen from lights or windows.

Visit non-Office Areas Safely - Office employees may visit non-office areas of the workplace only when required by their work assignment. Speak to the supervisor the first time you enter a new department. Wear all Personal Protective Equipment (such as eye, head, and hearing protection) required for visitors. Stay away from all machinery, material, and work in progress. Do not interrupt employees from their work. Watch and listen for moving trucks. Never walk under a suspended load or an active construction activity.

Follow Security Procedures - Employees must strictly follow all security procedures. Report any security lapses to your supervisor immediately.

In the Event of a Robbery - Remain calm and polite to the robber. Hand over the money or goods the robber asks for. Do nothing to provoke or delay the robber from leaving. If the robber becomes violent or seeks to move victims to another location, the risk of injury goes up. In this circumstance, your intuition can help you decide whether to comply with the robbers instructions or run away.

Inspect Power Cords - Never use electrical equipment unless the power cord and grounding plug (if present) are in good condition. Never use equipment that shocks you, even the small shock from a minor short will get worse in time. Never use the electrical cord to hoist, carry, or pull electrical equipment. Report all problems with electrical equipment to your supervisor.

Ladder Safety - Always inspect a ladder before use. Do not use a ladder that is not in good condition. Ensure that the feet of the ladder are securely on level ground before climbing. Place ladder so the base is about 1/4 of the height away from the object on which it is leaning. For example, the base of a 12 foot ladder should be about 3 feet from the wall. Always face a ladder when climbing up or down, and grasp the rungs. Do not carry tools or material while going up or down; use a tool belt or rope instead. If using the ladder to climb to a new level, the ladder must extend at least three feet above the upper landing. When possible, tie off the ladder near the top to keep it from tipping. Do not use metal ladders around electricity. Do not use the top two steps of a ladder. Never use a ladder as a scaffold (in horizontal position). Do not exceed the capacity of the ladder.

Additional Information - Your supervisor will provide additional information regarding emergency evacuation procedures and any additional hazards or working procedures specific to your work area. Never start working on a task until you have been fully trained on the safety requirements and your supervisor has cleared you to begin.

Code of Safe Practices

Repair and Maintenance

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Don't Work When Impaired - Employees shall not work when impaired by fatigue, illness, medication, or intoxicating substances such as alcohol. The use illegal drugs is strictly prohibited. Housekeeping - Keep your work area tidy and free from unnecessary clutter and trip hazards.

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Attend Safety Meetings - All employees are required to attend safety meetings when scheduled. These meetings are one important way that San Carlos Apache Nnee Bich'onii Services communicates safety information to employees and provides a place where employees may discuss safety issues with management.

Fire Extinguishers - Do not use a fire extinguisher unless you have been trained to do so. Do not use a fire extinguisher to fight a fire unless you are very confident the extinguisher will safely put the fire out. Instead, report fires to your supervisor, and evacuate the building and summon the fire department if necessary.

Machine Servicing - Never plug in a piece of equipment which is being serviced until the person performing the service tells you it is safe to do so. Check with your supervisor before plugging equipment which has been unplugged. Never remove a lock or "Do Not Operate" tag which has been put on equipment by someone else. Contact your supervisor if the person who put on a lock or tag is not available.

Personal Protective Equipment - The personal protective equipment (PPE) used in your work area is listed below. Do not perform any tasks which require the use of protective equipment until you have been shown how to use the protective equipment. During your initial safety training you will be told which work tasks require the use of personal protective equipment and how to obtain the equipment you need.

- Hearing protection (when exposed to noise)
- Knee pads (required for some tasks)
- Back support (required for some tasks)
- High visibility (reflective) vest (required for some tasks)
- Safety glasses (ANSI Z87.1) with side protection (required for some tasks)
- Safety goggles meeting ANSI Z87.1 (required for some tasks)
- Face shield with safety glasses meeting ANSI Z87.1 (available but not required)
- Face shield with goggles meeting ANSI Z87.1 (required for some tasks)
- Welding goggles meeting ANSI Z87.1 (required for some tasks)
- Welding helmet meeting ANSI Z87.1 with ANSI Z87.1 safety glasses (required for some tasks)
- Hardhat meeting ANSI Z89.1 (required for some tasks)
- Cooling bandanna or headband (available but not required)
- Sun hat (available but not required)
- Disposable gloves (available but not required)
- Leather/utility gloves (available but not required)
- Rubber coated gloves (available but not required)
- Mechanic's gloves (required for some tasks)
- Welder's gloves (required for some tasks)
- Shoes: Closed toe (always required)
- Shoes: Steel toe meeting ASTM F2413-05 (always required)
- Unapproved Dust Mask (available but not required)
- Coveralls (available but not required)

Dust and Surgical Masks - Dust and surgical masks without a “NIOSH Approval Number” do not filter the air you breath in very well. Using a dust or surgical mask is fine if all you need is to keep material off of your face and for patient or product protection.

Eyesight is Precious - Always wear your eye protection when required. There are many types of eye protection available, tell your supervisor if your eye protection distorts your vision or gives you headaches.

Face Shields and Welding Helmets - Face shields and welding helmets do not provide adequate eye protection by themselves. Always wear safety glasses or safety goggles under the face shield.

Protect Your Hearing - Noise exposure can cause permanent hearing loss. Your hearing is precious; protect it. Always wear hearing protection when it is noisy. Make sure to wear your hearing protection properly or it won’t stop the noise from getting to your ears.

Hearing protectors all have a Noise Reduction Rating (NRR). A higher NRR means better protection. Always select the hearing protector with the highest NRR that you find comfortable. Muff type hearing protectors are easy to put on and take off but can be uncomfortably hot. Muff type hearing protectors are often a good choice if the noise in your work area starts and stops a lot or if you move frequently between noisy and quiet areas. Many (but not all) people find insert type protectors more comfortable for long periods of time, but insert type protectors are more of a hassle to put in and take out. Insert type protectors are often a good choice if you are exposed to noise for long periods of time.

Modern hearing protectors are designed to block out harmful noise but still allow you to hear speech. However, people wearing hearing protection tend to speak softer and faster than people who aren’t wearing hearing protection. If someone has trouble understanding you, speak louder and slower. If you have trouble understanding someone else, ask them to speak louder and slower. Do not remove your hearing protection to speak with someone in a noisy area; this will expose your ears to the noise.

Difficulty hearing or ringing in your ears is a warning signal that your ears got too much noise exposure. At first your ears will recover, but over time the hearing loss and ringing becomes permanent. If you experience difficulty hearing or ringing in your ears after work it means that you didn’t wear your hearing protection properly or that you need hearing protectors with a higher Noise Reduction Rating. Discuss this problem with your supervisor or the Safety Program Manager.

Disposable Gloves - Do not re-use disposable gloves. Use the following technique to remove gloves without contaminating your hands:

1. Pinch one of the gloves at the cuff of the glove (near the wrist).
2. Peel the glove off by pulling it off your hand turning it inside out.
3. Place the glove you just removed in the hand that still has a glove on, taking care to touch only the clean inner side of the just removed glove.

4. Slide your index finger under the remaining glove, and use your finger to turn the glove inside out over the previously removed glove. Take care to touch only the clean inner side of the glove with your bare hand.
5. Dispose of the gloves and wash your hands with soap and warm water.

Lockout/Tagout - Use the following procedure when servicing equipment except when machine specific procedures are available:

1. Notify all affected employees and their supervisor that you will be taking the equipment out of production for servicing or maintenance.
2. Refer to the equipment's maintenance manual to identify the types of energy used and stored in the piece of equipment. Make sure you understand all of the hazards of the energy and the methods used to control and/or dissipate the energy. Sources of stored energy include, but are not limited to batteries, capacitors, compressed gas (air) buffers, pressurized hydraulic systems, hot materials, cold materials, springs, flywheels, magnets, reactive chemicals, and elevated machine parts or material (gravity).
3. If the machine or equipment is operating, shut it down using the normal stopping procedure.
4. Isolate the machine from all sources of energy using the appropriate switches, valves, and other energy isolating devices. Put your lock on each switch, valve or energy isolating device. If it is not possible to put a lock on the device, put a "Do Not Operate" tag on the instead. If you must use a tag, it must include the words "Do Not Operate", the reason the equipment was removed from production, the date and time the tag was applied, and your name. Each person servicing the machine must put on their own lock or tag. Note: It is not necessary to use a lock if there is no source of stored energy in the machine, unplugging the machine completely isolates it from all energy sources, and the plug will remain in your exclusive control. If you must leave a machine you have unplugged for servicing, you must put on an electric plug locking device.
5. Dissipate or block all stored energy within the machine so that it is safe for servicing.
6. Make sure that all personnel are clear and then verify that the equipment is in a zero energy state using the normal operating controls or other appropriate tests. Make sure to return the operating controls to the "off" position after testing.
7. Perform the required service on the equipment.
8. Verify your tools and any items used for servicing have been removed from the machine and that it is ready for use. Make sure that all personnel are clear, and that any controls are in neutral. Reinstall all guards.
9. Remove your locks and tags and re-energize the equipment. Verify it is working properly using the normal start-up procedure.
10. Notify all affected employees and their supervisor that you have returned the equipment to production status.

Servicing Rim Wheels Used on Large Vehicles - Always verify that the bead diameter, tire/wheel width, and type of both the tire and wheel are compatible before assembly of the rim wheel. Multi-piece wheel components must not be interchanged except as indicated in

the applicable charts or rim manuals. Multi-piece wheel components and single-piece wheels must be inspected prior to assembly. Any wheel or wheel component that is bent out of shape, pitted from corrosion, broken, or cracked must be marked or tagged "unserviceable" and removed from the service area. Damaged or leaky valves must be replaced. Rim flanges, rim gutters, rings, and the bead-seating areas of wheels must be free of any dirt, surface rust, scale, or loose or flaked rubber buildup prior to tire mounting and inflation. Always use current charts or a rim manuals.

Use the following procedures when servicing single piece rim wheels:

1. The tire must be completely deflated by removing the valve core before demounting.
2. Mounting and demounting of the tire must be performed only from the narrow ledge side of the wheel. Care must be taken to avoid damaging the tire beads, and the tire must be mounted only on a compatible wheel of mating bead diameter and width.
3. A non-inflammable rubber lubricant must be applied to bead and wheel mating surfaces before assembling the rim wheel, unless the tire or wheel manufacturer recommends against the use of any rubber lubricant.
4. If a tire changing machine is used, the tire may be inflated only to the minimum pressure necessary to force the tire bead onto the rim ledge and create an airtight seal before removal from the tire changing machine.
5. If a bead expander is used, it must be removed before the valve core is installed and as soon as the rim wheel becomes airtight (when the tire bead slips onto the bead seat).
6. The tire may be inflated only when contained within a restraining device, positioned behind a barrier, or bolted on the vehicle with the lug nuts fully tightened.
7. The tire must not be inflated when any flat, solid surface is in the trajectory and within 1 foot (30.48 centimeters) of the sidewall.
8. The tire must not be inflated to more than the inflation pressure stamped in the sidewall unless a higher pressure is recommended by the manufacturer.
9. Employees must stay out of the trajectory when the tire is being inflated.
10. Heat must not be applied to a single-piece wheel.
11. Cracked, broken, bent, or otherwise damaged wheels must not be reworked, welded, brazed or otherwise heated.

Brake or Clutch Repair - Automotive brakes and clutches may contain asbestos. Inhaling asbestos fibers can cause serious lung disease and cancer. It is not possible to tell if worn brakes or clutches contain asbestos without laboratory analysis. Never use compressed air to clean worn brakes, clutches, or their housings.

Use either the "Negative Pressure Enclosure", "Wet Cleaning Method", or the "Spray Can/Solvent" methods when performing brake or clutch repair work. Follow the manufacturer's recommended work procedures. When using the "Spray Can/Solvent" method, avoid solvents containing "n-Hexane" or use a respirator with an organic vapor cartridge. Most solvents are flammable; avoid using them around sparks or flames. Use the following procedure when performing brake or clutch repair with the "Spray Can/Solvent" method:

1. Wet the brake and clutch parts with the spray can/solvent before taking any other action.
2. Wipe the brake and clutch parts clean with a cloth.
3. Place contaminated cloth into an impermeable, properly labeled container, and then dispose
4. of it as asbestos waste. Alternatively, the cloth can be laundered.
5. Immediately clean any spilled solvent or dispersed asbestos with a cloth or HEPA vacuum.
6. Dry brushing during spray can/solvent system operations is prohibited.

Right To Know - You have a right to know about the chemical hazards you work with. Your employer may not retaliate against you for asking about those hazards. Do not use a chemical unless you have been trained to do so safely. Understand all of the hazards of the chemicals you work with and know how to protect yourself. Read the label and Material Safety Data Sheet (MSDS) and follow all safety precautions. If an MSDS is not available, ask your supervisor to order it.

Chemical Container Labels - Do not remove, deface or cover labels on any chemical containers obtained from outside the company.

Transferring Chemicals Between Containers - When you transfer material from one container to another, make sure the new container is labeled. The label should include the name of the chemical(s) and appropriate hazard warnings. This information should be on the initial label or the Material Safety Data Sheet (MSDS). You are encouraged to always label containers in the work place, but a label is not required:

1. if the new container only has enough material for use during one day, and you are the only person who will use the container,
2. if the new container is part of a vehicle fuel system,
3. if the material is hazardous waste and the new container is labeled as required by the applicable hazardous waste regulation,

Chemical Controls - You may not bring a chemical into your work area without informing your supervisor. This includes vendor samples.

Eyewash and Showers - If you get a chemical in your eyes or on your skin, it is very important to wash it out completely right away. Some chemicals can cause permanent eye damage within seconds. Eyewash stations are provided for this purpose; showers may also be provided if necessary. If you need to wash a chemical out of your eyes, use your hands to hold your eyes open and hold your eyes in the water for fifteen (15) minutes. This will seem like a very long time but it is necessary to completely wash the chemical out of your eyes. Your supervisor or a co-worker can help by timing you. If a chemical gets on a large portion of skin, remove any clothing which is soaked with the chemical and stay in the shower for fifteen 15 minutes. Inform your supervisor once you have flushed your eyes and/or affected skin for 15 minutes. Additional medical treatment may be necessary.

Flammable and Combustible Liquid Safety - Do not handle flammable or combustible liquids around sparks, open flames, or while smoking. A bonding strap is a metal wire with clamps that is used to connect two metal containers when pouring a flammable liquid between them. The bonding strap prevents the build up of static electricity which can be generated by the motion of the flammable liquid. Use bonding straps when pouring flammable or combustible liquids between metal containers unless the two containers are touching (in electrical contact).

Battery Charging - Lead acid batteries produce explosive hydrogen gas under normal operating conditions. Always wear eye protection when connecting or disconnecting batteries from vehicles or charging equipment. Do not smoke in the battery charging area. Always use lifting equipment when moving batteries. Keep tools and metallic objects away from batteries when not in use; never intentionally short a battery with a metallic object. When diluting electrolyte fluid, always add acid to water; never add water to acid. When charging batteries in the vehicle, make sure the brakes are on and leave the battery cover open.

Safe Lifting - Use mechanical devices, such as hoists and carts, to lift and carry heavy objects whenever possible. If necessary, have another person help lift a heavy item. Bend your legs (instead of your back) and avoid twisting your neck and back when lifting. Store heavy objects at about waist level, not on the floor or overhead.

Keep Floor Openings Covered - Keep floor openings covered by a cover or guardrails when not in use. When a floor opening is in use, ensure it is well marked and protected with a barrier.

Keep Hand Tools in Good Condition - Replace chisels, punches and other impact tools with mushroomed shafts. Replace hammers with loose heads and any tool with loose handles. Keep tools reasonably clean to prevent your hands from slipping while using them. Do not use wrenches when the jaws are worn to the point that slippage occurs. Wooden handles should be free of splinters and cracks. Keep cutting tools sharp.

Inspect Power Cords - Never use electrical equipment unless the power cord and grounding plug (if present) are in good condition. Never use equipment that shocks you, even the small shock from a minor short will get worse in time. Never use the electrical cord to hoist, carry, or pull electrical equipment. Report all problems with electrical equipment to your supervisor.

Guarding - Never use any machine or portable power-operated tool unless all guards are in place and fully operational.

Welding Safety - Do not look at a welding arc or the reflection of a welding arc without welding glass. Looking at an arc can give you welder's flash which feels like sand in your eyes starting 6-8 hours after you look at the arc. Welding flash usually gets better in a few days.

Never perform any welding operation in a sprinklered building where the fire sprinklers are not fully functional, in an explosive atmosphere, or near large quantities of exposed, readily ignitable materials. Relocate or cover combustible materials within 35 feet of a welding operation. Post a fire watcher if welding must occur within 35 feet of combustible materials. The fire watcher must have an extinguisher and must continue watching for 30 minutes after welding operations have finished.

Always check the grounding of the welding machine frame. Conduits containing electrical conductors may not be used for completing a work-lead circuit. Pipelines may not be used as a permanent part of a work-lead circuit, but may be used during construction, extension or repair providing that current is not carried through threaded joints, flanged bolted joints, or caulked joints and that special precautions are used to avoid sparking at connection of the work-lead cable. Chains, wire ropes, hoists, and elevators may not be used to carry welding current. All ground connections must be checked to determine that they are mechanically strong and electrically adequate for the required current.

Never use compressed oxygen for ventilation. An oxygen enriched environment is a severe fire hazard because things burn much faster if the oxygen concentration is higher.

Heat Stress - Drink plenty of water when working in hot environments. It is best to drink small amounts frequently (up to four cups per hour). Take it easy when you first start working in a hot environment. It takes your body at least a week to get used to working in a hot environment. Tell your supervisor if you or a co-worker experiences extreme weakness or fatigue, giddiness, nausea, or headache or if your face becomes pale or flushed. These are symptoms of heat exhaustion and anyone with these symptoms should rest in a shady or cool area. If shade is not available, ask your supervisor and they will provide shade. You will not be punished in any way if you experience heat stress and must rest. Watch out for your coworkers; sometimes a person with heat stress does not realize it themselves.

If you or a co-worker stops sweating stops and experiences mental confusion, delirium, loss of consciousness, convulsions or coma this may be heat stroke. Immediately soak the person in cool water and fan them. The person must go to a hospital or medical clinic as soon as possible. A person with heat stroke may die without medical treatment.

Cold Stress - If you or a co-worker experiences uncontrollable shivering and the sensation of coldness, a slower heartbeat and weak pulse, slurred speech, memory lapses, or extreme sleepiness, you may be suffering from hypothermia (low body temperature). Anyone suffering from hypothermia should rest in a warm environment right away.

If you work in cold environments for extended periods of time, watch for the symptoms of frostbite in your hands, feet, and face. These include burning, numbness, tingling, itching, or cold sensations. Skin with superficial frostbite may appear white and frozen, but it retains some resistance when pressed. Skin with deep frostbite is hard.

Watch for Ice - In cold environments, watch for ice on walkways or floors. Do not walk on slippery ice. Remove ice build-up from floors or walk-ways if necessary.

Ladder Safety - Always inspect a ladder before use. Do not use a ladder that is not in good condition.

Ensure that the feet of the ladder are securely on level ground before climbing. Place ladder so the base is about 1/4 of the height away from the object on which it is leaning. For example, the base of a 12 foot ladder should be about 3 feet from the wall. Always face a ladder when climbing up or down, and grasp the rungs. Do not carry tools or material while going up or down; use a tool belt or rope instead. If using the ladder to climb to a new level, the ladder must extend at least three feet above the upper landing. When possible, tie off the ladder near the top to keep it from tipping.

Do not use metal ladders around electricity. Do not use the top two steps of a ladder. Never use a ladder as a scaffold (in horizontal position). Do not exceed the capacity of the ladder.

Compressed Air Safety - Never point a compressed air nozzle at another person or your skin. Compressed air can inject oil or air under your skin which can cause very serious injury. Do not use compressed air for cleaning purposes except where reduced to less than 30 p.s.i (except for concrete form, mill scale and similar cleaning purposes). Always use chip guards and eye protection when using compressed air for cleaning. Do not use the air hose to hoist, lower, pull or drag tools. Inspect air hoses at least daily and do not use a damaged hose.

Sun Safety - Protect your skin and eyes from the sun by using hats, sun glasses, sun screen and covering skin with clothing. Ultraviolet light in sunlight causes skin cancer.

Additional Information - Your supervisor will provide additional information regarding emergency evacuation procedures and any additional hazards or working procedures specific to your work area.

Never start working on a task until you have been fully trained on the safety requirements and your supervisor has cleared you to begin.

Code of Safe Practices

Dispatcher and Drivers

Follow All Safety Rules - All employees must work safely and follow all safety rules.

Safety Program Available - San Carlos Apache Nnee Bich'onii Services has a written Safety Program that describes in detail the policies and procedures which are used to provide you with a safe work place. You may get a copy of this program by asking any manager or supervisor, the Safety Program Manager, at any safety meeting, or using the safety suggestion box. The Safety Program Manager is Andre Stevens.

Report Unsafe Conditions or Actions - All employees must immediately report unsafe conditions or near misses to any manager or supervisor, the Safety Program Manager, at any safety meeting, or using the safety suggestion box. A near miss is an incident where someone could have been hurt but wasn't this time. It is important to correct unsafe conditions or procedures before someone is hurt.

Report all Injuries - Employees must report all injuries (no matter how minor) to their supervisor so that arrangements can be made for medical or first aid treatment. This includes illness or aches and pains that the employee thinks may be work related and that don't go away normally. Contact of your broken skin or mucous membranes with potentially infectious materials counts as an "injury" which must be reported.

Do not disturb or clean-up the scene of a serious accident (except to aid injured people or make the area safe) until an accident investigation has been completed.

Safety Suggestion Box - You may use the safety suggestion box to report unsafe conditions or procedures and to make safety related suggestions. You do not have to put your name on the suggestion. If you do not put your name on the suggestion, we will not be able to get back to you to ask questions or let you know what happened with your suggestion. The safety suggestion box is located at: San Carlos Apache Nnee Bich'onii Services Office.

Don't Work When Impaired - Employees shall not work when impaired by fatigue, illness, medication, or intoxicating substances such as alcohol. The use illegal drugs is strictly prohibited. Housekeeping - Keep your work area tidy and free from unnecessary clutter and trip hazards.

No Horseplay - Horseplay is forbidden.

Threats and Violence are Prohibited - Violence, threats of violence, and physical intimidation are prohibited. Employees who feel that a company employee, passenger, or client is potentially violent must immediately report their concerns to any manager or supervisor, the Safety Program Manager, at any safety meeting, or using the safety suggestion box. Employees who experience violence on the job, or are threatened or experience physical or verbal intimidation must report this to their supervisor immediately.

Attend Safety Meetings - All employees are required to attend safety meetings when scheduled. These meetings are one important way that San Carlos Apache Nnee Bich'onii Services communicates safety information to employees and provides a place where employees may discuss safety issues with management.

Fire Extinguishers - Do not use a fire extinguisher unless you have been trained to do so. Do not use a fire extinguisher to fight a fire unless you are very confident the extinguisher will safely put the fire out. Instead, report fires to your supervisor, and evacuate the building and summon the fire department if necessary.

Personal Protective Equipment - The personal protective equipment (PPE) used in your work area is listed below. Do not perform any tasks which require the use of protective equipment until you have been shown how to use the protective equipment. During your initial safety training you will be told which work tasks require the use of personal protective equipment and how to obtain the equipment you need.

- Back support (available but not required)
- High visibility (reflective) vest (required for some tasks)
- Cold weather jacket (available but not required)

Eyesight is Precious - Always wear your eye protection when required. There are many types of eye protection available, tell your supervisor if your eye protection distorts your vision or gives you headaches.

Bloodborne Pathogens Safety - Blood and other bodily fluids such as semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, or any body fluid that is visibly contaminated with blood may be contaminated with viruses or other disease causing pathogens. Urine is not considered a potentially infectious material unless it is visibly contaminated with blood. If these infectious materials get into your body you can get AIDS, hepatitis and other serious diseases. Employees who may be exposed to potentially infectious materials or provide first aid must observe the following precautions:

1. Always wash your hands immediately or as soon as possible after removing gloves or other personal protective equipment. Always wash your hands or any other skin with soap and water, or flush mucous membranes (e.g. eyes, mouth, nose) with water immediately or as soon as possible following contact with blood or other potentially infectious materials. If you can't wash or flush immediately, use antiseptic hand cleaners or towelettes and wash as soon as possible.
2. Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in work areas where you may be exposed to potentially infectious materials and while providing first aid. Never place food or drink in or on refrigerators, freezers, shelves, cabinets, or counter-tops where potentially infectious materials are stored or handled.

3. Always minimize splashing, spraying, spattering, and generation of droplets when performing procedures involving potentially infectious materials. Mouth pipetting/suctioning of blood or other potentially infectious materials is prohibited.
4. Always place specimens of potentially infectious materials in closable, puncture resistant, labeled or color-coded containers. If the outside of the primary container becomes contaminated or the specimen may puncture the primary container, place the primary container in a second, labeled or color-coded container.
5. Always decontaminate equipment you have used with potentially infectious materials before giving it to another employee or releasing it for servicing. If it is not possible to decontaminate the equipment, put an easily visible label that describes what parts remain contaminated on the equipment.
6. Always wear personal protective equipment when required except under rare and extraordinary circumstances when it is your professional judgment that its use would prevent the proper delivery of health care or public safety services or would pose an increased hazard to your safety or the safety of a co-worker. When you make this judgment, you must report the circumstances to your supervisor so they can be investigated and documented in order to determine whether changes can be instituted to prevent the problem in the future. Always tell your supervisor if there is any problem using your personal protective equipment. All personal protective equipment will be provided to you at no cost.
7. Gloves must be worn when it can be reasonably anticipated that you may have hand contact with potentially infectious materials, mucous membranes, or non-intact skin, are drawing blood, if you will be handling or touching contaminated items or surfaces, or if you are handling potentially contaminated laundry.
8. Masks in combination with eye protection devices, such as goggles, glasses with solid side shields, or chin-length face shields, are required whenever you may be exposed to splashes, spray, spatter, or droplets of potentially infectious materials and eye, nose, or mouth contamination can be reasonably anticipated.
9. Change disposable gloves immediately or as soon as possible if they are contaminated with potentially infectious materials, are torn or punctured, or lose the ability to function as an effective barrier. Remove and replace equipment that has been penetrated by blood or other potentially infectious materials immediately or as soon as possible. Remove all personal protective equipment before leaving the work area. Place personal protective equipment in the designated area or container for storage, washing, decontamination or disposal. Never wash or reuse disposable gloves or any disposable equipment. Do not sort or rinse contaminated laundry at the location of use.
10. Clean equipment or surfaces which are overtly contaminated with potentially infectious materials immediately or as soon as possible.
11. Never clean up broken glassware by hand; use a brush and dust pan, tongs, forceps or other mechanical means.
12. Inform your supervisor immediately if potentially infectious material contacts your eyes, gets in your nose or mouth, or gets on your skin where there is a cut, rash, or any other skin problem. The incident must be documented and you are entitled to receive confidential medical follow-up at no cost.

Computer Ergonomics - Employees should take time to set up their computer comfortably. The keyboard and monitor should be directly in front them so that they can work without twisting. The keyboard should be just below elbow height when sitting with their shoulders and arms relaxed at their sides. The top of the monitor screen should not be above eye level. If necessary, employees should raise their seats and use a foot rest if their feet don't rest flat on the ground. Employees should request a split keyboard or alternative mouse if their existing equipment generates wrist or arm discomfort. Employees should arrange their work space so that there is not excessive glare on their monitor screen from lights or windows.

Visit non-Office Areas Safely - Office employees may visit non-office areas of the workplace only when required by their work assignment. Speak to the supervisor the first time you enter a new department. Wear all Personal Protective Equipment (such as eye, head, and hearing protection) required for visitors. Stay away from all machinery, material, and work in progress. Do not interrupt employees from their work. Watch and listen for moving trucks. Never walk under a suspended load or an active construction activity.

Follow Security Procedures - Employees must strictly follow all security procedures. Report any security lapses to your supervisor immediately.

In the Event of a Robbery - Remain calm and polite to the robber. Hand over the money or goods the robber asks for. Do nothing to provoke or delay the robber from leaving. If the robber becomes violent or seeks to move victims to another location, the risk of injury goes up. In this circumstance, your intuition can help you decide whether to comply with the robbers instructions or run away.

Always Wear Seat-belts - Always wear seat-belts when driving or riding in a car or truck. Ensure that everyone else in the vehicle is also wearing seat belts.

Heat Stress - Drink plenty of water when working in hot environments. It is best to drink small amounts frequently (up to four cups per hour). Take it easy when you first start working in a hot environment. It takes your body at least a week to get used to working in a hot environment. Tell your supervisor if you or a co-worker experiences extreme weakness or fatigue, giddiness, nausea, or headache or if your face becomes pale or flushed. These are symptoms of heat exhaustion and anyone with these symptoms should rest in a shady or cool area. If shade is not available, ask your supervisor and they will provide shade. You will not be punished in any way if you experience heat stress and must rest. Watch out for your coworkers; sometimes a person with heat stress does not realize it themselves.

If you or a co-worker stops sweating stops and experiences mental confusion, delirium, loss of consciousness, convulsions or coma this may be heat stroke. Immediately soak the person in cool water and fan them. The person must go to a hospital or medical clinic as soon as possible. A person with heat stroke may die without medical treatment.

Cold Stress - If you or a co-worker experiences uncontrollable shivering and the sensation of coldness, a slower heartbeat and weak pulse, slurred speech, memory lapses, or extreme

sleepiness, you may be suffering from hypothermia (low body temperature). Anyone suffering from hypothermia should rest in a warm environment right away.

If you work in cold environments for extended periods of time, watch for the symptoms of frostbite in your hands, feet, and face. These include burning, numbness, tingling, itching, or cold sensations. Skin with superficial frostbite may appear white and frozen, but it retains some resistance when pressed. Skin with deep frostbite is hard.

Watch for Ice - In cold environments, watch for ice on walkways or floors. Do not walk on slippery ice. Remove ice build-up from floors or walk-ways if necessary.

Sun Safety - Protect your skin and eyes from the sun by using hats, sun glasses, sun screen and covering skin with clothing. Ultraviolet light in sunlight causes skin cancer.

Additional Information - Your supervisor will provide additional information regarding emergency evacuation procedures and any additional hazards or working procedures specific to your work area.

Never start working on a task until you have been fully trained on the safety requirements and your supervisor has cleared you to begin.

Drive Safely – Become thoroughly familiar with all of the Driver Safety Rules provided on the following pages.

DRIVER SAFETY RULES

Summary

Leave plenty of time to get to your destination. Avoid aggressive driving, and do not engage with another driver who is driving aggressively. Keep your eyes constantly moving up and down the road, to the sides, and to the rear view mirrors. Be aware of your vehicle's blind spots. Try to maintain space cushions around your vehicle so that you have some place to go if the unexpected happens. Stay at least three seconds behind the car in front. Use turn signals. Maintain average traffic speed on multi-lane roads and on-ramps, but do not speed. Respect the weather, and be aware that reaction time and general driving skills get worse when you are tired.. Always set the parking brake when leaving the vehicle. Never drink and drive.

Safe Vehicle Fueling

1. No driver or other San Carlos Apache Nnee Bich'onii Services employee shall fuel a vehicle with the motor running, smoke while fueling a vehicle or permit any passenger to do so. Insofar as is practicable, vehicles should be fueled prior to the start of a trip before passengers have been picked up or after the completion of a trip after passengers have been delivered.¹

Passenger Safety

2. When stopping to pick-up or discharge passengers, the driver shall
 - Enter and exit the stop area as instructed by the supervisor or dispatcher.
 - Re-enter the roadway using an established driveway or roadway entrance.
 - Stop at a designated place where safe footing exists in the vicinity of the vehicle doorway for passengers boarding or alighting from the vehicle.
 - When driving a van or other vehicle that is not equipped with an entrance door operated from the driver's seat, the driver must exit the vehicle, walk around to the doorway, and assist the passenger in boarding or alighting from the vehicle.
3. The driver shall not leave a stop until
 - All passengers on a van are seated
 - All passengers on a mini-bus are seated or are standing rearward of the "Standee Line."
 - All carry-on items are secured and/or placed so as not to interfere with the driver's operation of the vehicle.
 - All carry-on items are placed so as not to obstruct access to any of the vehicle passenger doors.
 - All carry-on items are secured so that they will not fall or be displaced in a manner that could injure the driver or the passengers.²

¹ CFR § 392.50

² CFR § 392.62

Safe Driving Procedures

4. No commercial motor vehicle shall be driven unless the driver is satisfied that the following parts and accessories are in good working order, nor shall any driver fail to use or make use of such parts and accessories when and as needed:
 - Service brakes, Parking (hand) brake.
 - Steering mechanism.
 - Lighting devices and reflectors.
 - Tires.
 - Horn.
 - Windshield wipers.
 - Rear-vision mirrors.
 - Emergency equipment including First-aid kit, jack, lug wrench, reflectors or fuses.
5. All San Carlos Apache Nnee Bich'onii Services vehicles are equipped with seatbelts for the driver and the passengers. Drivers shall wear seat belts at all times when driving, and shall ask the passengers to do likewise.
6. No driver shall operate a San Carlos Apache Nnee Bich'onii Services vehicle while the driver's ability or alertness is so impaired, or so likely to become impaired, through fatigue, illness, or any other cause, as to make it unsafe for him/her to begin or continue to operate the vehicle. However, in a case of grave emergency where the hazard to the driver or passengers in the vehicle or other users of the highway would be increased by compliance with this section, the driver may drive to the nearest place at which that hazard is removed.³
7. No driver shall be on duty and possess, be under the influence of, or use, any of the following drugs or other substances: (1) Any 21 CFR 1308.11 Schedule I substance; (2) An amphetamine or any formulation thereof (including, but not limited, to “pep pills,” and “bennies”); (3) A narcotic drug or any derivative thereof; or (4) Any other substance, to a degree which renders the driver incapable of safely operating a motor vehicle.
8. No driver shall—(1) Use alcohol, or be under the influence of alcohol, within 4 hours before going on duty or operating, or having physical control of, a San Carlos Apache Nnee Bich'onii Services vehicle; or (2) Use alcohol, be under the influence of alcohol, or have any measured alcohol concentration or detected presence of alcohol, while on duty, or operating, or in physical control of a San Carlos Apache Nnee Bich'onii Services vehicle.
9. A San Carlos Apache Nnee Bich'onii Services driver shall not cross a railroad track or tracks at grade unless he/she first: Stops the commercial motor vehicle within 50 feet of, and not closer than 15 feet to, the tracks; thereafter listens and looks in each direction along the tracks for an approaching train; and ascertains that no train is approaching. When it is safe to do so, the driver may drive across

³ CFR § 392.3

the tracks in a gear that permits the vehicle to complete the crossing without a change of gears. The driver must not shift gears while crossing the tracks.

10. Extreme caution in the operation of a San Carlos Apache Nnee Bich'onii Services vehicle shall be exercised when hazardous conditions, such as those caused by snow, ice, sleet, fog, mist, rain, dust, or smoke, adversely affect visibility or traction. Speed shall be reduced when such conditions exist. If conditions become sufficiently dangerous, the driver should pull completely off the roadway where it is safe to do so and wait until conditions improve before proceeding. Whenever compliance with the foregoing provisions of this rule increases hazard to passengers, the driver may proceed to the nearest point at which the safety of passengers is assured.
11. Drivers shall not use a radar detector or operate a vehicle that is equipped with a radar detector.⁴
12. Drivers may communicate by voice or by text on a cell phone for purposes of exchanging information from the dispatcher on duty only, and then only when pulled off the roadway at a passenger stop with the vehicle's transmission in "Park" and/or the motor turned off. Drivers shall not engage in texting while under way, or while stopped in traffic or at a traffic signal or stop sign except in an emergency and then only to communicate with law enforcement or other emergency service personnel.⁵

In Case of an Emergency

13. An emergency such as a flat tire or mechanical failure may make it necessary for a driver to stop the vehicle on the traveled portion of the shoulder of a highway. Other emergencies include passenger-related emergencies such as illness. Drivers who must make such an emergency stop should take the following steps:
 - Pull as far off the road as is practicable without endangering yourself or passengers.
 - Immediately activate the vehicle warning flashers.
 - Notify the San Carlos Apache Nnee Bich'onii Services dispatcher and, if appropriate, law enforcement authorities or other emergency responders
 - If stopped for more than a few minutes, place warning devices as specified below unless you were able to pull completely off the roadway:
 - ✓ One on the traffic side of and 4 paces (approximately 30 feet) from the vehicle in the direction of approaching traffic;
 - ✓ One at 40 paces (approximately 100 feet) from the vehicle in the center of the traffic lane or shoulder occupied by the commercial motor vehicle and in the direction of approaching traffic; and
 - ✓ One at 40 paces (approximately 100 feet) from the vehicle in the center of the traffic lane or shoulder occupied by the commercial motor vehicle and in the direction away from approaching traffic.

⁴ CFR § 392.71

⁵ CFR § 392.80

- If the emergency stop takes place at night, use lighted warning devices, fusees, or flares. Place at least one lighted fusee or flare at each of the locations specified above. Before moving the vehicle, the driver shall extinguish and remove each fusee or flare.
- During daylight hours, lighted lamps are not required. Place three bidirectional reflective triangles, or three lighted fusees or flares as specified above within 10 minutes of stopping. In the event the driver elects to use only fusees or liquid-burning flares in lieu of bidirectional reflective triangles or red flags, the driver must ensure that at least one fusee or liquid-burning flare remains lighted at each of the prescribed locations as long as the vehicle is stopped or parked.
- The placement of warning devices is not required within the business or residential district of a municipality, except during the time lighted lamps are required and when street or highway lighting is insufficient to make the vehicle clearly discernable at a distance of 500 feet to persons on the highway.
- If stopped within 500 feet of a curve, crest of a hill, or other obstruction to view, the driver shall place the warning signal in the direction of the obstruction to view a distance of 100 feet to 500 feet from the stopped vehicle so as to afford ample warning to other users of the highway.
- If stopped upon the traveled portion or the shoulder of a divided or one-way highway, the driver shall place the warning devices as follows: one warning device at a distance of 200 feet and one warning device at a distance of 100 feet in a direction toward approaching traffic in the center of the lane or shoulder occupied by the vehicle. He/she shall place one warning device at the traffic side of the commercial motor vehicle within 10 feet of the rear of the vehicle.

Appendix C. Training Requirements

This checklist includes the safety training requirements for employees. When all applicable items have been finished, have the employee sign, date and print their name in the signature block at the end of the checklist. Then, give the completed form to the Safety Program Manager for filing. If a requirement does not apply to a particular employee, so indicate in the "Date Completed" column.

Employee Training Requirements, San Carlos Apache Nnee Bich'onii Services Office

Employee Name:	
Primary Trainer:	
Item	Date Completed
Code of Safe Practices - Provide the employee with a copy of the Code of Safe Practices (Appendix 2). Explain every item in Code of Safe Practices to the employee and answer any questions they have. Ask the employee if they would like you to read the Code of Safe practices to them; have them read it while you watch if they decline. Introduce the employee to the Safety Program Manager.	
First Aid - Show employee the location of the first aid kit, and explain the procedure for calling outside help in the event of a medical emergency. Introduce the employee to any people with first aid training who are on site.	
Evacuation Plan - Show employee how to leave their work area in an emergency. Explain the system used to notify employees of an emergency. Show the employee where to assemble in the event of a building evacuation. Review the emergency action plan (Appendix 4) with the employee.	
Fire Extinguisher Training - Show all employees who may be expected to use fire extinguishers the proper usage and limitations of the specific units installed in your workplace. Your fire extinguisher vendor may be able to provide hands on training using extinguishers which must be refilled or replaced. Note: This requirement does not apply to employees who have been instructed to evacuate in the event of a fire and not attempt to fight any fires using the extinguishers.	
Safety Suggestion Box - Show employee the location of the safety suggestion box.	
Bloodborne Pathogens - Show the employee the "Biohazard" labels and color codes used to designate potentially contaminated materials. Show employee where the hand washing facilities and antiseptic lotion (if required) are located. Provide the following additional training for employees who may be exposed to potentially infectious materials. Train all employees who may be exposed to potentially infectious materials including individuals who provide first aid as part of their assigned work duties. Tell the employee the specific personal protective equipment they are required to wear for each task they will be performing. Show the employee where to get protective equipment and where to place equipment they have removed for cleaning or disposal. Show the employee the decontamination methods used in their work area. Explain the epidemiology and symptoms of bloodborne diseases and how bloodborne pathogens are transmitted. Tell the employee how to obtain a copy of the Exposure Control Plan (contained in the Safety Program). Explain the efficacy, safety, method of administration, and benefits of the hepatitis B vaccine; tell the employee the vaccine will be offered free of charge. Additional information suitable for use as training material is available at http://www.osha.gov/OshDoc/data_BloodborneFacts .	

Employee Training Requirements, San Carlos Apache Nnee Bich'onii Services Office

Employee Name:	
Primary Trainer:	
Item	Date Completed
<p>HBV Vaccination - For employees who may be exposed to potentially infectious materials, have the person responsible for Hepatitis B vaccinations (Section 10, page 20) arrange for them to receive a Hepatitis B vaccination within ten (10) days of initial assignment. This vaccination must be provided at a reasonable time and place at no cost to the employee. The vaccination is not required if the employee has previously received the complete hepatitis B vaccination series, antibody testing has revealed that the employee is immune, or the vaccine is contraindicated for medical reasons. If the employee declines the vaccination inform the person responsible for Hepatitis B vaccination, write "Declined" in the "Date Completed" column and have the employee sign and date next to the following statement:</p> <p>"I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me."</p>	
Assignment Specific Hazards and Safety Procedures - Train employee on any additional hazards and safety procedures required for their specific work assignment.	

I certify that I have received all of the training indicated above:

Signature	Printed Name	
Date		

Note to employee: Cross out and initial any items you have not yet been trained on.

This checklist includes the safety training requirements for employees. When all applicable items have been finished, have the employee sign, date and print their name in the signature block at the end of the checklist. Then, give the completed form to the Safety Program Manager for filing. If a requirement does not apply to a particular employee, so indicate in the "Date Completed" column.

Employee Training Requirements, San Carlos Apache Nnee Bich'onii Services Repair and Maintenance

Employee Name:	
Primary Trainer:	
Item	Date Completed
Code of Safe Practices - Provide the employee with a copy of the Code of Safe Practices (Appendix 2). Explain every item in Code of Safe Practices to the employee and answer any questions they have. Ask the employee if they would like you to read the Code of Safe practices to them; have them read it while you watch if they decline. Introduce the employee to the Safety Program Manager.	
First Aid - Show employee the location of the first aid kit, and explain the procedure for calling outside help in the event of a medical emergency. Introduce the employee to any people with first aid training who are on site.	
Evacuation Plan - Show employee how to leave their work area in an emergency. Explain the system used to notify employees of an emergency. Show the employee where to assemble in the event of a building evacuation. Review the emergency action plan (Appendix 4) with the employee.	
Fire Extinguisher Training - Show all employees who may be expected to use fire extinguishers the proper usage and limitations of the specific units installed in your workplace. Your fire extinguisher vendor may be able to provide hands on training using extinguishers which must be refilled or replaced. Note: This requirement does not apply to employees who have been instructed to evacuate in the event of a fire and not attempt to fight any fires using the extinguishers.	
Safety Suggestion Box - Show employee the location of the safety suggestion box.	
Chemical Hazard Communication Program Training - Explain to the employee what a Material Safety Data Sheet (MSDS) is. Show employee the location of the MSDS file and how to find an MSDS. Summarize the hazards of the chemical hazards to which they are exposed and tell employee how they can protect themselves from those hazards (this information should be available on the MSDS). Explain the emergency chemical handling procedures.	
Eyewash and Shower Station - Show the employee where the eyewash and/or shower station is located near their work area. Show the employee how to active the unit and summon help.	
Machines and Power Tools - Show the employee how to use all machines and power tools they will be expected to operate. Show the employee the proper position for all guards and instruct the employees that all guards must be in place when operating any machine or power tool.	
Hazardous Waste Handling - Train employees on how to safely handle any hazardous waste present in their work area. Explain the record keeping requirements for hazardous waste. Explain the potential health hazards of the hazardous waste. Provide employees with the hazardous waste emergency response procedures.	

Employee Training Requirements, Repair and Maintenance

Employee Name:	
Primary Trainer:	
Item	Date Completed
Lockout/Tagout - If the employee will service machines or equipment, issue them a lock or locks which are keyed separately from those issued to other employees. Locks must be labeled with the employees name, or the employee should be instructed to apply a tag which contains their name along with the lock. Show them where lockout/tagout supplies (e.g. tags, hasps, electric plug locks, etc) are located. Explain the Energy Control Procedure in (Appendix 2). Tell the employee that tags are inferior to locks because they do not provide a physical restraint; they should use locks whenever possible.	

Employee Training Requirements, Repair and Maintenance

Employee Name:	
Primary Trainer:	
Item	Date Completed
<p>Large Vehicle Rim Wheel Servicing - Review the procedures provided in Appendix 2 with the employee. Verify that the employee demonstrates the ability to service rim wheels safely, including performance of the following tasks:</p> <ol style="list-style-type: none"> 1. Demounting of tires (including deflation) 2. Inspection and identification of the rim wheel components 3. Mounting of tires (including inflation with a restraining device or other safeguards) 4. Use of the restraining device or barrier, clip-on chuck, and in-line valve or regulator. 5. Handling of rim wheels 6. Inflation of the tire when a single piece rim wheel is mounted on a vehicle (if single rim wheels are serviced in the work area) 7. An understanding of the necessity of standing outside the trajectory both during inflation of the tire and during inspection of the rim wheel following inflation 8. Installation and removal of rim wheels 	
<p>Brake or Clutch Repair Work - Show the employee how to perform brake or clutch repair work using the "Negative Pressure Enclosure", "Wet Cleaning Method", or the "Spray Can/Solvent" method.</p>	
<p>Personal Protective Equipment - Show the employee how obtain the personal protective equipment that they will use (see Appendix 2). Show the employee how to use and inspect all of the equipment. Explain what each piece of equipment is designed to protect against and the limitations of all personal protective equipment. Have the employee demonstrate putting on and taking off every piece of equipment to give them practice and show that they know how to do it properly. Tell the employee to replace all damaged equipment right away. Tell the employee what personal protective equipment is required for each work task that they will be assigned to perform.</p> <ol style="list-style-type: none"> 1. Show employees who wear prescription eyeglasses how to wear their eye protection over their glasses. Alternatively, provide employees who wear prescription eyeglasses with prescription safety glasses. 2. Explain to the employee that face protection like face shields and welding helmets do not provide good enough eye protection by themselves and must be worn with safety glasses or safety goggles to obtain adequate protection. 3. Show the employee how to remove disposable gloves without contaminating their hands as described in the Code of Safe Practices (Appendix 2). 	
<p>Baseline Hearing Test - All employees exposed to noise must receive an initial hearing test within 6 months (one year if a mobile test van is used). Future hearing tests will be compared to this baseline to determine if workplace noise exposure is causing hearing loss. The baseline test also provides documentation of pre-existing hearing loss due to noise exposure at previous employers. Tell the employee it is very important that they avoid noise exposure or wear hearing protectors for 14 hours before the test.</p>	

Employee Training Requirements, Repair and Maintenance

Employee Name:	
Primary Trainer:	
Item	Date Completed
<p>Heat Stress Training - Train employees on the following topics:</p> <ol style="list-style-type: none"> 1. The environmental and personal risk factors for heat illness; 2. The procedures used to ensure that cool drinking water, shade or cool rest areas, and emergency medical services are available; 3. The importance of frequent consumption of small quantities of water, up to 4 cups per hour, when the work environment is hot and employees are likely to be sweating more than usual in the performance of their duties; 4. The importance of acclimatization; 5. The different types of heat illness and the common signs and symptoms of heat illness; 6. The importance of immediately reporting symptoms or signs of heat illness in themselves, or in co-workers; and 7. The procedures for responding to heat illness including how emergency services will be provided if necessary. 	
<p>Assignment Specific Hazards and Safety Procedures - Train employee on any additional hazards and safety procedures required for their specific work assignment.</p>	

I certify that I have received all of the training indicated above:

Signature	Printed Name	
Date		

Note to employee: Cross out and initial any items you have not yet been trained on.

This checklist includes the safety training requirements for employees. When all applicable items have been finished, have the employee sign, date and print their name in the signature block at the end of the checklist. Then, give the completed form to the Safety Program Manager for filing. If a requirement does not apply to a particular employee, so indicate in the "Date Completed" column.

Employee Training Requirements, San Carlos Apache Nnee Bich'onii Services Dispatcher and Drivers

Employee Name:	
Primary Trainer:	
Item	Date Completed
Code of Safe Practices - Provide the employee with a copy of the Code of Safe Practices (Appendix 2). Explain every item in Code of Safe Practices to the employee and answer any questions they have. Ask the employee if they would like you to read the Code of Safe practices to them; have them read it while you watch if they decline. Introduce the employee to the Safety Program Manager.	
First Aid - Show employee the location of the first aid kit, and explain the procedure for calling outside help in the event of a medical emergency. Introduce the employee to any people with first aid training who are on site.	
Evacuation Plan - Show employee how to leave their work area in an emergency. Explain the system used to notify employees of an emergency. Show the employee where to assemble in the event of a building evacuation. Review the emergency action plan (Appendix 4) with the employee.	
Safety Suggestion Box - Show employee the location of the safety suggestion box.	
Personal Protective Equipment - Show the employee how obtain the personal protective equipment that they will use (see Appendix 2). Show the employee how to use and inspect all of the equipment. Explain what each piece of equipment is designed to protect against and the limitations of all personal protective equipment. Have the employee demonstrate putting on and taking off every piece of equipment to give them practice and show that they know how to do it properly. Tell the employee to replace all damaged equipment right away. Tell the employee what personal protective equipment is required for each work task that they will be assigned to perform.	
Bloodborne Pathogens - Show the employee the "Biohazard" labels and color codes used to designate potentially contaminated materials. Show employee where the hand washing facilities and antiseptic lotion (if required) are located. Provide the following additional training for employees who may be exposed to potentially infectious materials. Train all employees who may be exposed to potentially infectious materials including individuals who provide first aid as part of their assigned work duties. Tell the employee the specific personal protective equipment they are required to wear for each task they will be performing. Show the employee where to get protective equipment and where to place equipment they have removed for cleaning or disposal. Show the employee the decontamination methods used in their work area. Explain the epidemiology and symptoms of bloodborne diseases and how bloodborne pathogens are transmitted. Tell the employee how to obtain a copy of the Exposure Control Plan (contained in the Safety Program). Explain the efficacy, safety, method of administration, and benefits of the hepatitis B vaccine; tell the employee the vaccine will be offered free of charge. Additional information suitable for use as training material is available at http://www.osha.gov/OshDoc/data_BloodborneFacts .	

Employee Training Requirements, Dispatcher and Drivers

Employee Name:	
Primary Trainer:	
Item	Date Completed
<p>HBV Vaccination - For employees who may be exposed to potentially infectious materials, have the person responsible for Hepatitis B vaccinations (Section 10, page 20) arrange for them to receive a Hepatitis B vaccination within ten (10) days of initial assignment. This vaccination must be provided at a reasonable time and place at no cost to the employee. The vaccination is not required if the employee has previously received the complete hepatitis B vaccination series, antibody testing has revealed that the employee is immune, or the vaccine is contraindicated for medical reasons. If the employee declines the vaccination inform the person responsible for Hepatitis B vaccination, write "Declined" in the "Date Completed" column and have the employee sign and date next to the following statement: "I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me."</p>	
<p>Heat Stress Training - Train employees on the following topics:</p> <ol style="list-style-type: none"> 1. The environmental and personal risk factors for heat illness; 2. The procedures used to ensure that cool drinking water, shade or cool rest areas, and emergency medical services are available; 3. The importance of frequent consumption of small quantities of water, up to 4 cups per hour, when the work environment is hot and employees are likely to be sweating more than usual in the performance of their duties; 4. The importance of acclimatization; 5. The different types of heat illness and the common signs and symptoms of heat illness; 6. The importance of immediately reporting symptoms or signs of heat illness in themselves, or in co-workers; andThe procedures for responding to heat illness including how emergency services will be provided if necessary. 	
<p>Assignment Specific Hazards and Safety Procedures - Train employee on any additional hazards and safety procedures required for their specific work assignment</p>	

I certify that I have received all of the training indicated above:

Signature
Date

Printed Name

Note to employee: Cross out and initial any items you have not yet been trained on.

Appendix D. Company Profile

San Carlos Apache Nnee Bich'o Nii Services Company Profile

San Carlos Apache Transit Services was established in 2007 to provide services to elderly and disabled Tribal members, Tribal recipients of Temporary Assistance to Needy Families (TANF), other Tribal members—many of whom are living at or below the poverty level—and employees of the Apache Gold Casino and Resort. Apache Transit receives funding through the Tribal Transportation Program (TTP), as well as the FTA 5316 Job Access and Reverse Commute (JARC) and FTA 5317 New Freedom programs.

In July 2011, A Tribal resolution was adopted officially changing the name of the transit system from San Carlos Apache Transit Services to “San Carlos Apache Nnee Bich'onii Services.” Nnee Bich'onii means “Helping Our Apache People” in the Apache Language.

The San Carlos Apache Tribe operates its very own TANF department and has become the 64th federally-recognized tribe in the nation. The Department of Economic Security (DES) and the Family Assistance Administration (FAA), operating as subcontractors under San Carlos Apache Nnee Bich'onii Services, determine eligibility of applicants for receipt of cash assistance only. Once approved, TANF clients are referred to San Carlos Apache Nnee Bich'onii Services for employment, training, education, vocational training, and transportation services. The principal goal of San Carlos Apache Nnee Bich'onii Services is to end Tribal enrollee dependence on public assistance.

Between September 2010 and August 2011, a transit feasibility study was conducted to assess the specific needs of San Carlos Apache Tribal members and to develop a short-term implementation plan for expanding services in order to more effectively serve Tribal members with their current and future needs. This Safety Plan is an element of the Short-term Implementation Plan.

Current Transportation Services

As of August 31, 2011, San Carlos Apache Nnee Bich'o Nii Services operates three scheduled routes, together with a variety of demand-response and contract services. The scheduled routes include the following:

- Apache Gold Casino commuter shuttle service between Bylas, Peridot, San Carlos, and the Casino for the benefit of Casino employees
- Globe shuttle for use by students from Tribal communities attending classes at the Gila Community College Globe campus, together with persons traveling to downtown Globe or to Wal-Mart
- Safford Route for use by students attending classes at Eastern Arizona College in Thatcher and the Discovery Park in Safford

The San Carlos Apache Nnee Bich'o Nii Services also provides on-call demand-response service for all community members, recreational transportation services for Tribal elders, and other special event transportation. Examples of this service are:

- Transportation for local youth to attend the Native Vision Camp, Santa Fe, New Mexico, June 2010
- Transportation for participants in the San Carlos Gilson Wash Coalition and San Carlos Peridot Coalition Programs to attend a conference in- Shiprock, New Mexico, August 2 through August 8, 2010
- Transportation for participants in the San Carlos Health & Human Services Workshop, Apache Gold Convention Center, August 3, 2010
- Transportation for participants in the San Carlos W.I.A. Program- Workshop, Apache Gold Convention Center, August 9, 2010
- Transportation for participants in the Peridot Coalition Program Acorn Picking expedition, August 20-22, 2010