PURPOSE

The Purpose of this program is to provide guidance for implementing the essential elements of the Company’s Industrial Hygiene (IH) Program.

1. DEFINITION

The science of anticipating, recognizing, evaluating and controlling workplace conditions that may cause injury or illness to employees.

1. RECOGNITION & HAZARD CONTROL
2. Engineering Controls minimize employee exposure by either reducing or removing the hazard at the source or isolating the worker from the hazards.
3. Work Practices alter the manner in which a task is performed. Some fundamental and easily implemented work practice controls include (1) following proper procedures that minimize exposures while operating equipment; (2) inspecting and maintaining equipment on a regular basis; (3) implementing good house-keeping procedures; (4) providing good supervision and (5) mandating that eating, drinking, smoking, chewing tobacco or gum, and applying cosmetics in regulated areas be prohibited.
4. Administrative Controls include controlling employees' exposure by scheduling job tasks in ways that minimize exposure levels.
5. Personal Protective Equipment: When effective work practices and/or engineering controls are not feasible to achieve the permissible exposure limit, appropriate respiratory equipment must be used. In addition, personal protective equipment such as gloves, safety goggles, helmets, safety shoes, and protective clothing may also be required. To be effective, personal protective equipment must be individually selected, properly fitted, properly worn, regularly maintained and replaced as necessary.
6. JOB SPECIFIC HAZARDS
7. Air Contaminants: The Company will rely on employee issued NIOSH approved respirators for any welding and/or cutting operations. In addition, employees will be annually trained in the proper use of respiratory protection equipment.
8. Workplace Chemicals: All employees will be provided with information concerning hazardous chemicals in the workplace. The Health & Safety Manager will be responsible for fulfilling the various Hazard Communications requirements, including: chemical labeling, material safety data sheets and employee training.
9. Physical Conditions: Workplace noise is a potential hazard or irritation. A “Noise Survey” shall be conducted as a means identifying and reducing sound levels and exposures.
10. ROLES & RESPONSIBILITIES
11. The Industrial Hygiene Program Manager shall:
* Perform or oversee industrial hygiene surveys,
* Recommend engineering or administrative controls to prevent personnel exposure to chemical and physical hazards,
* Recommend warning signs where appropriate,
* Maintain industrial hygiene survey records,
* Provide or coordinate hazard-specific training for personnel who work with hazardous materials, and
* Review plans for new operations and significant changes to ongoing operations that involve hazardous materials or carcinogens
1. Manager & Supervisor shall:
* Review proposed processes involving chemical and physical hazards with the industrial hygiene program manager before installing new equipment,
* Ensure all chemicals containers display manufacturer's warning labels, and
* Choose less-hazardous or non-carcinogenic materials whenever possible
1. Employees shall:
* Use personal protective equipment provided,
* Complete required training in hazardous materials prior to usage,
* Refrain from consuming food or beverages (including chewing gum) in any industrial area where chemicals are used, and
* Report unusual odors or suspected exposures to supervisors and the industrial hygiene program manager

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| **Reviewed and Approved** |
| Quality Manager or President |   |   |
|   | Date |