



Division of Lands and Forests

Health and Safety

Manual

August 2018

Table of Contents

Division Policy Statement	1
Scope	2
DLF Hazard Assessment Summary	3
Program Responsibility	17
DLF Standard Operating Procedures (SOPs)	19
DLF Training	48
DLF List of Appendices	57
Appendix A – New DLF Employee Safety Orientation Checklist	57
Appendix B – DLF Hazard Assessment and Certification	59
Appendix C – Safety Hazard Reporting Form	62
Appendix D - Hazard Assessment & Personal Protective Equipment (PPE) Form	63
Appendix E - Supervisor’s Occupational Accident Investigation Report.....	64
Appendix F - Blood Borne Pathogens Incident Report	67
Appendix G - Standard Procedures for Fueling Equipment	69
Appendix H - Tree Nursery Lockout/Tagout Procedures	70

Division Policy Statement

Federal and State laws set forth required standards for achieving the necessary and beneficial goal of safe and healthful working conditions. In cooperation with the Department of Environmental Conservation (DEC)'s Health and Safety Unit, the Division of Lands and Forests (DLF) will maintain a health and safety program conforming to the best standards and practices of organizations engaged in this type of activity. To ensure minimal on-the-job risk to DLF employees, managers and supervisors will follow Department health and safety policies and guidelines when administering DLF programs. Success of such a health and safety program depends not only on the proper attitude of supervisors and employees toward injury and illness prevention, but the supportive attitude of each employee toward co-workers. Cooperation by all members of DLF is a key element to implementing and sustaining an effective health and safety program.

DLF is committed to provide training and information to staff to make them aware of potential risks, able to identify hazardous conditions and situations, and able to understand how to protect themselves while on the job. No employee is required to work at a job he or she believes is not safe or healthy. The cooperation of all employees is necessary to detect hazards and to suggest appropriate remedial measures. The safety and health of our employees continues to be the first consideration in the operations of the DLF. To the greatest degree possible, management will provide equipment and facilities that safeguard personal safety and health in keeping with the highest standards.

This manual will be posted on DLF's In-Site page and a hard copy will be available in each office and sub-office.

Scope

This health and safety manual pertains to all Regional and Central Office personnel in the DLF who, as part of their job duties, are exposed to health and safety risks associated with their work facility and DLF operations. This manual aims to provide information to promote employee awareness of safe working conditions and to establish guidelines and standards to promote safe and responsible actions when working in the field, in personal spaces within the office, and in other areas under the primary responsibility of DLF staff. This manual does not pertain to facility-related responsibilities assumed by the Division of Operations or NYS Office of General Services.

DLF Hazard Assessment Summary

Hazard Assessment Description

The purpose of hazard assessment is to identify the major and most common hazards present during everyday activities and tasks of DLF staff and identify control measures for each hazard. Hazard assessment facilitates a thorough breaking down of work into job tasks or steps.

A comprehensive Division-wide hazard assessment was completed, by a committee of central office and regional staff, in preparing this manual in 2011. Many of the DLF work tasks herein were thoroughly assessed previously by other divisions or agencies that developed detailed standard procedures which are referenced for use by DLF employees. If any further assessment is needed for DLF tasks, Appendix D - Hazard Assessment & Personal Protective Equipment (PPE) Form should be completed by supervisory staff and forwarded to the DLF Health and Safety Coordinator for inclusion in this manual.

The following appendices are included to document and facilitate hazard assessment:

- **Appendix B – DLF Hazard Assessment and Certification**, the most recent comprehensive Division-wide hazard assessment.
- **Appendix C – Safety Hazard Reporting Form**, to be used by employees to alert Supervisors to undocumented hazards
- **Appendix D - Hazard Assessment & Personal Protective Equipment (PPE) Form**, to be used by supervisors to further assess specific work locations or tasks

The Hazard Assessment Summary in this section identifies hazards as well as the hazard controls (equipment, training or standard operating procedures) taken to limit the risks posed by exposure to each hazard. Most hazard controls have a number in parenthesis to identify the hazard risks that it helps to control.

Example:

Task	Hazards	Hazard Controls
6. Working On Frozen Water Bodies	1. Falling through thin ice 2. Slips/falls 3. Cold stress	<ul style="list-style-type: none">• Proper footwear with adequate tread (2)• Cold weather clothing (3)• Long-range communication device (1-3)

The above example represents the DLF task of “Working On Frozen Water Bodies.” The major or most common hazards identified are “1. Falling Through Thin Ice,” “2. Slips/Falls,” and “3. Cold Stress.” The hazard controls are “Proper Footwear with Adequate Tread (2),” “Cold Weather Clothing (3),” and “Long-range communication device (1,2,3).”

The “(2)” after “Proper Footwear with Adequate Tread” corresponds to the hazard that it controls. In this case, “Proper Footwear with Adequate Tread (2)” works to control hazard

“2. Slips/Falls.” Also, “Cold Weather Clothing (3)” is a hazard control for hazard “3. Cold Stress,” etc.

This Summary was derived from a larger comprehensive assessment spreadsheet. The DLF Health and Safety Coordinator may be contacted for access to the comprehensive Hazard Assessment Form.

Personal Protective Equipment Classifications

The following chart uses PPE designations of “**R** - Required” and “**r** - Recommended”.

Required items are always required when conducting the work task, unless exceptions or clarifications are noted. Recommended items are not required for use when conducting the work task but will enhance health and safety if used.

All “Required” PPE must be provided by DLF for an employee to conduct the relevant work tasks. Recommended items will also be provided by DLF, with few exceptions. These exceptions (marked with an *) are for “everyday items” such as regular clothing and footwear, safety boots that are allowed off the work site and items used solely for protection from weather, which are not required to be provided by the employer according to OSHA 29 CFR 1910.13(h).

Hazard Assessment Contents

General Work Tasks	6	_24_ Chainsaw Maintenance	10
1 Office Work	6	_25_ Chainsaw Use	10
2 Driving Motor Vehicles	6	_26_ Hand Tool Use	10
3 ATV/Snowmobile Use	6	_27_ Tree Paint Marking	11
4 Transport of Equipment Using a Trailer	6	_28_ Paint Mixing and Paint Gun Cleaning	11
5 Fueling Equipment	6	_29_ Marking Boundary Lines with Paint	11
6 Working On Frozen Water Bodies	7	_30_ Surveying Environmental Remediation Sites	11
7 Working Outdoors (Winter)	7	_31_ Tracer Paint Testing	11
8 Working Outdoors (General)	7	_32_ Controlled Burn & Wildland Firefighting Activities	11
9 Work Along Roadways	7	_33_ Real Property Assessment	12
10 Work On Bridges, incl. Foot Bridges	8	_34_ Working in Remote Locations	12
11 Waterside Work from Land or Shore	8	_35_ Mine and Cave Surveys	12
12 Construction Site Work/Inspection	8	_36_ Oil and Gas Facility Inspection	12
13 Historic Site Work/Inspection	8	Specific to the NYS Tree Nursery	13
14 Industrial/ Commercial Facility Inspection	8	_37_ Nursery Field and Greenhouse Operations	13
15 Active Timber Harvest Inspections	9	_38_ Nursery Grading and Shipping Operations	14
16 Fixed Wing Aircraft Activities	9	_39_ Nursery Seed Extraction	14
17 Helicopter Activity	9	_40_ Building and Equipment Maintenance	15
18 Boat/Canoe/ Kayak Use	9	Specific to Central Office	16
19 Herbicide/ Pesticide Spraying	9	_41_ Forest Health Laboratory Work	16
20 Noxious Weed Removal	9	_42_ Underwater Diving	16
21 Vine Removal	9	Other / Overarching Tasks	
22 Significant Storm Damage Abatement	10	Forest Inventory: Includes tasks 1, 2, 3, 4, 5, 6, 7, 8, 9, 11, 18, and 23	
23 Off-Road Foot Travel	10	Surveying: Incl. tasks 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 17, 18, 23, 24, 25, 26, 29 & 30	

General Work Tasks

The following fundamental hazard controls apply to all work tasks:

- Sharing among staff the knowledge gained from experience and training
- Awareness and safety-conscious supervision of employees

Task	Hazards	PPE * Everyday Item / Employee Responsibility (R = REQUIRED, r = recommended)	Training/Other Hazard Controls
<u>1</u> Office Work	<ol style="list-style-type: none"> 1. Slippery/uneven surfaces 2. Fire/emergency hazard 3. Repetitious tasks 4. Ergonomic hazards 5. Exposure to office chemicals 		<ul style="list-style-type: none"> • Awareness of Building Evacuation Plan (2) Div of Ops. should develop and post plans • Hazard Communication / Right-to-Know Training (5) • SOP # A-04 Ergonomics (3-4): DLF safety coordinator will give info on ergonomics. Employees should monitor and report any concerns to their Supervisor.
<u>2</u> Driving Motor Vehicles	<ol style="list-style-type: none"> 1. Hazardous road conditions 2. Unsafe motorists, wireless devices 3. Fatigue 4. Animal collisions 		<ul style="list-style-type: none"> • Defensive Driving Training (1-4) • SOP # B-09 Motorized Equipment Safety (1-4)
<u>3</u> ATV/Snowmobile Use	<ol style="list-style-type: none"> 1. Steep slopes, vehicle rollover 2. Uneven terrain 3. Under-tread/overhead obstacles 4. Improper speed/operation 5. Unbalanced loads 	R Helmet (1-4) r * Proper footwear (4)	<ul style="list-style-type: none"> • See http://www.atvsafety.org/ and http://www.snowmobilers.org/saferider/homepage/page_00.html for online courses (1-5) • SOP # B-09 Motorized Equipment Safety (1-5)
<u>4</u> Transport of Equipment Using a Trailer	<ol style="list-style-type: none"> 1. Difficulty driving, backing up with a trailer 2. Heavy loads 3. Trailer hook-up/attachment 4. Improper load securement /tie-down 5. Bungee cord misbehavior (Snap-back) 	R Work gloves (3)	<ul style="list-style-type: none"> • Awareness of load weight capacity (2) • Careful inspection of equipment (2-4) • Experience securing loads to trailers (1-5) • SOP # B-09 Motorized Equipment Safety (1-5)
<u>5</u> Fueling Equipment	<ol style="list-style-type: none"> 1. Chemical exposure 2. Exposure to fumes 3. Fire/explosion 		<ul style="list-style-type: none"> • Proper fueling technique / work area (1-3) • Appendix G – Standard Procedures for Fueling Equipment

Task	Hazards	PPE * Everyday Item / Employee Responsibility (R = REQUIRED, r = recommended)	Training/Other Hazard Controls
<u>6</u> Working On Frozen Water Bodies	<ol style="list-style-type: none"> Slips/falls Cold stress Falling through thin ice 	R Footwear traction devices (1) R Throw ropes or bags (>1 per party) (3) R Ice claws (3) R Long-range communication device (1-3) r *Cold weather clothing (2) r Helmet (1)	<ul style="list-style-type: none"> DLF staff are not allowed to cross frozen water bodies when working alone. See http://lakeice.squarespace.com/ for detailed ice safety awareness information
<u>7</u> Working Outdoors (Winter)	<ol style="list-style-type: none"> Cold conditions, frostbite Icy conditions Deep snow Snow glare 	r *Cold weather clothing – thermal, non-cotton, moisture wicking layers, socks, gloves, hats and outerwear (1) r *Proper footwear (anti-slip, waterproof, insulated boots) (1,2) r Snowshoes (3) r *Sunglasses (4)	<ul style="list-style-type: none"> Health & Safety Self Study Training (1-3) SOP # B-14 Extreme Temperature Conditions (1)
<u>8</u> Working Outdoors (General)	<ol style="list-style-type: none"> Exposure to the elements (sun exposure, hypothermia, hyperthermia) Insects bites (ticks, mosquitoes, wasps, bees, black flies) Noxious plants (poison ivy, poison sumac, parsnip family) Thorns, pricklers, plants with sharp protrusions Wildlife interaction, and dog bites Slips/trips/falls Dehydration Work during hunting seasons 	R First-aid kit (1-6) R Insect and tick repellent (2) R Long-range communication device (1-8) r *Proper clothing and footwear – includes waterproof, highly visible, wind-resistant, pricker-resistant, insect-resistant and/or breathable clothing (1-4, 8) r Ivy block (3) r *Sunscreen (1) r *Sunglasses (1) r *Epinephrine pen (2) r *Animal-repellent pepper spray (5) r *Water bottle (7)	<ul style="list-style-type: none"> Health & Safety Self Study Training (1-8) DEC InSite - Lyme Disease Fact Sheet (2) DEC InSite - DEC Rabies Training Manual (5) DEC InSite - Outdoor Work Safety Fact Sheets (1-6) SOP # B-08 Lyme Disease (2) SOP # B-14 Extreme Temperature Conditions (1-4) SOP # B-15 Rabies Prevention (5) Employees must inform supervisor when leaving to the field, expected destination(s) and return time
<u>9</u> Work Along Roadways	<ol style="list-style-type: none"> Injuries caused by vehicles Overhead power lines Buried cables 	R Reflective safety vest and equipment (1) R Traffic cones (1) r **Amber caution beacon for vehicle (1) r **Road work signs (1)	<ul style="list-style-type: none"> Health & Safety Self Study Training (1-3) “Work Zone Safety” SOP # B-09 Motorized Equipment Safety ** Req. if vehicle encroaches on travel lane

Task	Hazards	PPE * Everyday Item / Employee Responsibility (R = REQUIRED, r = recommended)	Training/Other Hazard Controls
<u>10</u> Work On Bridges, incl. Foot Bridges	<ol style="list-style-type: none"> 1. Heights 2. Slips/trips/falls 	R **Safety ropes/harness (1) R **Helmet (1,2) r *Proper footwear with adequate tread (2)	** See OSHA 1926 Subpart M: if working outside a pedestrian railing and 6' or more above lower levels, staff must be helmeted & double-secured wearing full-body harness, and must secure any ladders.
<u>11</u> Waterside Work from Land or Shore	<ol style="list-style-type: none"> 1. Close proximity to water 2. Slips/falls 3. Exposure to wet/cold 	r *Proper footwear with adequate tread (2) r *Waterproof boots and clothing (1,3)	
<u>12</u> Construction Site Work/Inspection (includes trail-building, lean-to construction, building removal, etc.)	<ol style="list-style-type: none"> 1. Slips/falls 2. Proximity to energized machinery 3. Falling objects from overhead 4. Sharp objects or edges 5. Powered saw / chainsaw use 6. Use of hand tools 7. Heavy lifting 8. Excavations 9. Dust 10. Noise 	R Safety boots (1-6) R First aid kit (1-6) R Hard hat (required unless there is not energized machinery, tree felling, or overhead objects on the jobsite) (2,3) R Eye protection(2,5,6,9) r Work gloves (6) r Respirator / dust mask (9) r Hearing protection (10) r Reflective safety vest (2,3,8)	<ul style="list-style-type: none"> • Stay alert and aware of surroundings (2) • SOP # B-09 Motorized Equipment Safety (1-4) • SOP # B-10 Use of Chainsaws and other Hand-Held Equipment (1-4) • SOP # B-13 Hearing Protection (1-4) • SOP # C-18 Respiratory Protection (9)
<u>13</u> Historic Site Work/Inspection	<ol style="list-style-type: none"> 1. Slips/falls 2. Abandoned building structural hazards 3. Wildlife 4. Dust, insulation, mold, animal waste 5. Use of hand tools 6. Hazardous materials may be present 7. Proximity to energized machinery 8. Falling objects from overhead 9. Electrical hazards may be present 10. Regulated confined spaces are possible 11. Possible presence of lead and asbestos 	R **Safety boots (1-6) R First aid kit (1,2,5,7,8) R Safety goggles/glasses, unless outdoors (4) R Hard hat, unless no hazards onsite (2,7-8) r *Animal-repellant spray r Respirator / dust mask (4) r Chem-resistant/latex/work gloves (4-6) r * Proper footwear with adequate tread (1) r Tyvek suit (4,6) r Reflective safety vest (7,8)	<ul style="list-style-type: none"> • Awareness of surroundings. Do not disturb old paint or insulation (1,2,4,6-11) • HAZWOPER Training (6) • DEC InSite - Rabies Training Manual (3) • Regulated Confined Space Training (10) • SOP # B-10 Use of Chainsaws and other Hand-Held Equipment (5) • SOP # C-18 Respiratory Protection • SOP # C-20 Hazardous Waste Operations and Emergency Response • SOP # C-22 Confined Space Entry • ** Required on active work sites
<u>14</u> Industrial/ Commercial Facility Inspection	<ol style="list-style-type: none"> 1. Objects overhead, under tension 2. Noise exposure 3. Proximity to energized machinery 4. Dust 	R Hard hat (1) R Hearing protection (2) R Eye protection(3) r Respirator / dust mask (4)	<ul style="list-style-type: none"> • Stay alert and aware of surroundings (1,3) • Keep facility staff present (1,3) • SOP # B-13 Hearing Protection • SOP # C-18 Respiratory Protection

Task	Hazards	PPE * Everyday Item / Employee Responsibility (R = REQUIRED, r = recommended)	Training/Other Hazard Controls
15 Active Timber Harvest Inspections	<ol style="list-style-type: none"> Overhead hazards Objects under tension Tree felling Energized machinery Slips/trips/falls 	R Safety boots (2-5) R Hard hat (1-3) R First aid kit (1-5) r Reflective safety vest (3,4)	<ul style="list-style-type: none"> SOP # B-11 Active Timber Harvest Operations (1-5) Log Landing / Timber Harvest Jobsite Awareness Training
16 Fixed Wing Aircraft Activities	<ol style="list-style-type: none"> Potential for emergency landing Noise exposure Propeller, entry, and aircraft movement 	R Hearing protection (2) r *Non-synthetic full-length clothes/boots (1)	<ul style="list-style-type: none"> DEC Aviation Safety Training Video at http://internal.dec.state.ny.us/dlf/dlf92.html Pre-flight safety briefing, survival kit check SOP # B-09 Motorized Equip. Safety (1-3)
17 Helicopter Activity	<ol style="list-style-type: none"> Sling loads Downdrafts, propelled dust and debris Propeller, entry, and aircraft movement Noise exposure Potential for emergency landing 	R Hardhat w/ chinstrap or helmet (Required for ground operations) (1-3) R Eye protection (Req. for ground ops) (2) R Hearing protection (4) r *Non-synthetic full-length clothes/boots (5)	<ul style="list-style-type: none"> DEC Aviation Safety Training Video at http://internal.dec.state.ny.us/dlf/dlf92.html Safety briefing for <u>any</u> helicopter activity Ensure survival kit is on board aircraft (5) SOP # B-09 Motorized Equip. Safety (1-5)
18 Boat/Canoe/Kayak Use	<ol style="list-style-type: none"> Drowning, distance from shore Unsafe operation Capsizing, losing protective clothing & equipment 	R Personal flotation devices (1-3) r Dry bags (3)	<ul style="list-style-type: none"> http://boatsafe.com/nauticalknowhow/safetytips.htm has extensive boating safety information (1-3) SOP # B-09 Motorized Equip. Safety (1-3)
19 Herbicide/Pesticide Spraying	<ol style="list-style-type: none"> Chemical exposure Eye irritation Respiratory irritation 	R Full-length clothing (1) R Eye protection (2) R Respirator (if product label requires) (1,3) R Chemical-resistant suit, gloves, footwear (if required by product label) (1,2,3)	<ul style="list-style-type: none"> Certified Pesticide Applicator training or direct supervision by a CPA (1,2,3) MSDS must be posted for employees (1-3) SOP#C-16 Pesticide Handling & Application DLF Respiratory Protection Program
20 Noxious Weed Removal	<ol style="list-style-type: none"> Rashes Burns Allergic reactions Photo sensitivities Sharp tools 	R Eye protection (1-4) R Tyvek suits, gloves (1-4) R Skin cleansers and blocks (1-4) R Safety boots (5) r Respirator or “dust mask” use (1,2,3) r *Sweatband to avoid touching face (1-4)	<ul style="list-style-type: none"> Project-specific training and supervision required (1-5)
21 Vine Removal	<ol style="list-style-type: none"> Back injuries Falling objects/ overhead hazards Slip hazards 	R Hard hat with face shield (2) R Eye protection (2) R Work gloves r * Proper footwear with adequate tread (3)	<ul style="list-style-type: none"> Instruction and supervision recommended (1-3)

Task	Hazards	PPE * Everyday Item / Employee Responsibility (R = REQUIRED, r = recommended)	Training/Other Hazard Controls
<u>22</u> Significant Storm Damage Abatement	<ol style="list-style-type: none"> 1. Wood under tension / unstable wood (spring poles, wood piles, wood that may roll, hung trees, broken/suspended limbs) 2. Slips, trips and falls 3. Lacerations from chainsaw, handsaw and axe use 4. Lifting/handling heavy objects 5. Extensive chainsaw use 	R Hard hat (1,2) R Eye protection (5) R Face shield (5) R Hearing protection (5) R Safety boots (steel toed, steel shank, adequate tread to avoid slips) (2,3) R Chaps / safety pants (2,3) R First aid kit (1,2,4-6) r Work gloves	<ul style="list-style-type: none"> • Proper education and training with wood under tension (1,2) • Experience using handsaw, axe (3) • Chainsaw Safety Training (3)
<u>23</u> Off-Road Foot Travel	<ol style="list-style-type: none"> 1. Getting lost 2. Slipping, falling 3. Hand tool use 4. Water hazards 5. Steep slopes, rough terrain 6. Thorny/dense vegetation 	R Compass & topo map or GPS (1) R First aid kits (2,3) R Long-range communication device (1,2) r *Proper footwear (2,5) r Work gloves (3) r Safety glasses (6)	<ul style="list-style-type: none"> • Experience using hand tools to clear brush (3) • Experience using topo map, compass, GPS (1,4,5)
<u>24</u> Chainsaw Maintenance	<ol style="list-style-type: none"> 1. Lacerations, blisters 2. Chemical exposure 3. Burns 	R Work gloves (1-3) R Chaps / safety pants (1,3) r Rags (2,3)	<ul style="list-style-type: none"> • Chainsaw Safety Training (1-3) • SOP # B-10 Use of Chainsaws and other Hand-Held Equipment (1-4)
<u>25</u> Chainsaw Use	<ol style="list-style-type: none"> 1. Serious injury due to lacerations 2. Potential for wood chips to injure eyes 3. Noise 4. Falling limbs (widowmakers) 5. Tree trunk kick-back 6. Improper felling, hung trees 7. Lifting / handling heavy items 	R Hard hat (1,2,4) R Eye protection (2) R Face shield (2) R Safety boots (1) R Chaps / safety pants (1) R Hearing protection (3) R First aid kit (1,2,4-6) r Work gloves	<ul style="list-style-type: none"> • Chainsaw Safety Training (1,2) • Bloodborne Pathogen Training (1) • First Aid & CPR Training (1,2) • Health & Safety Self Study Training (7) • SOP # B-10 Use of Chainsaws and other Hand-Held Equipment (1-6)
<u>26</u> Hand Tool Use	<ol style="list-style-type: none"> 1. Lacerations 2. Repetitive motion 3. Improper use of tools 4. Improper tool maintenance 5. Lifting / handling heavy items 6. Splinters/shards/projectiles 7. Blisters 	R Work gloves (7) R First aid kit (1,7) R Eye protection(6) r *Proper footwear (safety boots recommended for some activities such as shoveling, tamping and leveraging (1,3,5)	<ul style="list-style-type: none"> • DLF Hand Tool Manual at http://internal.dec.state.ny.us/docs/dlfdocs/lafhandtoolmanual.pdf (1-7) • Supervision, hands-on instruction, and proper tool maintenance (1-7) • SOP # B-10 Use of Chainsaws and other Hand-Held Equipment (1-7)

Task	Hazards	PPE * Everyday Item / Employee Responsibility (R = REQUIRED, r = recommended)	Training/Other Hazard Controls
<u>27</u> Tree Paint Marking	<ol style="list-style-type: none"> 1. Carpal tunnel, blisters from repeated use of paint gun 2. Paint splatter (methanol exposure) 3. Respiratory issues from fumes 4. Slips/trips/falls 5. Overhead hazards 	R Chemical-resistant gloves (2) R Work gloves (1) R Full length clothing (2) r * Proper footwear (4) r Eye protection (2) r Hard hat (5) r Organic vapor respirator (3)	<ul style="list-style-type: none"> • Avoid overuse of hands (switch hands) (1) • Stay upwind (3) • SOP # C-17 Tree Paint Handling, Tree Marking and Paint Gun Cleaning (1-4) • DLF Respiratory Protection Program
<u>28</u> Paint Mixing and Paint Gun Cleaning	<ol style="list-style-type: none"> 1. Sharp tools 2. Skin contact with paint (methanol) 3. Fumes 4. Explosive atmosphere 	R Chemical-resistant gloves (1,2) R Eye protection (2, 3) r Respirator (3)	<ul style="list-style-type: none"> • Experience or hands-on instruction (1-4) • Proper storage of paint (2-4) • MSDS must be posted for employees (2-4) • SOP #s C-17, C-18 (1-4)
<u>29</u> Marking Boundary Lines with Paint	<ol style="list-style-type: none"> 1. Slips/trips/falls 2. Lifting/carrying heavy paint buckets 3. Paint exposure 4. Overhead hazards 	R Work gloves (2) R Chemical-resistant gloves (1,3) R Full length clothing (3) R Map/compass/GPS r * Proper footwear (1,2) r Eye protection (3) r Hard hat (4)	<ul style="list-style-type: none"> • Proper lifting technique (2) • Proper storage of paint (3) • Use extended brush to reduce exposure (3) • MSDS must be posted for employees (2-4) • SOP # C-17 Tree Paint Handling, Tree Marking and Paint Gun Cleaning (1-4)
<u>30</u> Surveying Environmental Remediation Sites	<ol style="list-style-type: none"> 1. Toxic chemicals exposure 2. Facility hazards, power/gas lines, etc. 	R HAZMAT Booties (1) R HAZMAT Coveralls (1) R Long-range communication device R Map/compass/GPS	<ul style="list-style-type: none"> • HAZWOPER training for select staff (1) • SOP # C-20 Hazardous Waste Operations and Emergency Response - The only personal protective equipment (PPE) protection level that DEC staff (OSHA-HAZWOPER certified) would be asked to go into is "LEVEL D" (1)
<u>31</u> Tracer Paint Testing	<ol style="list-style-type: none"> 1. Chemical exposure 2. Fumes 	R Neoprene or polyvinyl chloride gloves (1) R Respirator or vent hood if indoors (2)	<ul style="list-style-type: none"> • Proper storage of test kits • MSDS must be posted for employees (1,2) • SOP #s C-17, C-18 (1,2)
<u>32</u> Controlled Burn & Wildland Firefighting Activities	<ol style="list-style-type: none"> 1. Close proximity to fire (burns) 2. Heat stress 3. Smoke inhalation hazards 4. Generally hazardous environment 	R Hard hat/helmet (4) R *Flame retardant (Nomex) clothing (1,2) R *Safety boots (4) R First aid kits (4) R Long-range radio and map/compass/GPS r Flame resistant dust mask (3) r Eye protection (4)	<ul style="list-style-type: none"> • S-130/190 Wildfire Training • I-100,200,300 ICS Training • DLF Respiratory Protection Program

Task	Hazards	PPE * Everyday Item / Employee Responsibility (R = REQUIRED, r = recommended)	Training/Other Hazard Controls
33 Real Property Assessment	<ol style="list-style-type: none"> 1. Unknown property/facility hazards 2. Possible chemical hazards 3. Slips/trips/falls 4. Hostile individuals/landowners 	R First aid kit (1,3) r Hard hat/helmet (1) r *Safety boots (1,3) r Dust mask (1) r Long-range communication device (1,2,4)	<ul style="list-style-type: none"> • Seek assistance from DER staff when assessing former industrial/unknown properties that may contain chemicals (2) • Be wary of confrontational situations and prepare to call DLE officers for backup (4)
34 Working in Remote Locations	<ol style="list-style-type: none"> 1. Getting lost or injured 	R Long-range communication device (1)	<ul style="list-style-type: none"> • Basic training on use of DEC radios
35 Mine and Cave Surveys	<ol style="list-style-type: none"> 1. Slippery, uneven surfaces 2. Deep, cold water 3. Wildlife interaction, bat rabies, poisonous snakes 4. Falling objects from overhead 5. Dark, confined spaces 6. Slips, trips, falls 7. Getting lost 8. Built up gases / lack of oxygen 	R Hard hat (1,4,6) R Gloves (1,3) R Compass (7) R Flashlight/headlamp and extra batteries (5) R Safety ropes/harness (2,6) r *Waterproof boots and clothing (2) r *Proper footwear with adequate tread (1)	<ul style="list-style-type: none"> • Supervisors must ensure that any crew undertaking cave surveys involving DLF staff, has at least two members trained in cave rescue and that DLF staff will be trained in the use of PPE issued to them. • A pre-survey briefing must be given for staff who have not previously participated. • SOP # C-22 Confined Space Entry (8)
36 Oil and Gas Facility Inspection	<ol style="list-style-type: none"> 1. Hydrogen Sulfide (H2S) exposure 2. Chemical tanks 	R H2S monitor (1)	<ul style="list-style-type: none"> • Staff must either wear an H2S monitor or be accompanied by a person wearing an H2S monitor when inspecting oil and gas facilities for leaks (1) • Staff may not open or tamper with tanks and other containment structures related to oil and gas production (2)

Specific to the NYS Tree Nursery

Task	Hazards	PPE * Everyday Item / Employee Responsibility (R = REQUIRED, r = recommended)	Training/Other Hazard Controls
37 Nursery Field and Greenhouse Operations	<ol style="list-style-type: none"> Slips, trips and falls Sharp edges Heavy lifting Repetitious movement Environmental hazards: ticks, heat stress, etc. Chemical (fertilizer / pesticide) exposure Noise exposure Irrigation ponds Pressurized water system Dust Tractors, harvesters, and other motorized equipment Confined space (pumphouse) Chainsaw use Wood chipper use Hand tool use Heights (ladder use) Compressed gases Overhead power lines Buried power cables and gas lines 	<p>R Safety boots (1,13)</p> <p>R Amber caution beacon for vehicles (11)</p> <p>R First aid kits</p> <p>R AED</p> <p>R Eye wash stations / showers (6)</p> <p>r Hard hat may be required</p> <p>r Eye protection may be required (10)</p> <p>r Gloves (chemical-resistant) may be required (6)</p> <p>r Dust mask may be required (10)</p> <p>r Respirator (N95) may be required (6,10)</p> <p>r Tyvek suit may be required (6)</p> <p>r Chaps /safety pants may be required (13)</p> <p>r *Proper clothing (5)</p> <p>r *Sunglasses (5)</p> <p>r Leather work gloves (2)</p> <p>r Latex gloves (8,9,11)</p> <p>r Hearing protection – earplugs (7)</p> <p>r Reflective safety vest (11)</p> <p>r Communication devices</p> <p>r Face shield (13,14)</p> <p>r Snowshoes</p>	<ul style="list-style-type: none"> Proper housekeeping procedures (1) Proper lifting techniques (3) Breaks, stretching (3,4,5) Access to hydration (5) Health & Safety Self Study Training (5) Farm Implement Training (11) Licensed Pesticide Applicator Training (6) DLF Respiratory Protection Program (6) Annual Fit Testing if Respirator required (6) Chainsaw Safety Training required (13) First Aid, CPR, and Bloodborne Pathogens training required (13) MSDS must be posted for employee use (2-4) SOP # B-09 Motorized Equip. Safety SOP # B-10 Use of Chainsaws and other Hand-Held Equipment (2,4,13,15) SOP # C-16 Pesticide Handling and Application SOP # C-22 Confined Space Entry - Employees who enter regulated confined spaces must receive substantial training and be provided with equipment including direct reading monitors and forced air ventilation systems.

Task	Hazards	PPE * Everyday Item / Employee Responsibility (R = REQUIRED, r = recommended)	Training/Other Hazard Controls
38 Nursery Grading and Shipping Operations	<ol style="list-style-type: none"> Slips, trips and falls Unlevel surfaces Sharp edges Heavy Lifting Work around moving apparatus/parts, including motorized belts, pulleys, stitching machines and forklifts Noise exposure Dust Low clearance Eye injuries High voltage electrical hazards Potential flooding Hand tools 	<p>R Eye protection(9)</p> <p>R First aid kits</p> <p>R Proper hazard & vehicle lighting and signage (10,11)</p> <p>R Overflow controls (11)</p> <p>R Guards installed</p> <p>r *Proper footwear (1,2)</p> <p>r Respirator / dust mask (7)</p> <p>r Leather gloves (12)</p> <p>r Latex gloves</p> <p>r Hearing protection (6)</p>	<ul style="list-style-type: none"> Proper training, incl. heavy equipment and forklifts Proper licensing Proper Lifting Technique (4) MSDS must be posted for employee use (2-4) SOP # B-09 Motorized Equip. Safety SOP # C-23 Lockout / Tagout – Procedures shall be posted at each facility (see Appendix H)
39 Nursery Seed Extraction	<ol style="list-style-type: none"> Operation of various industrial machines Use of gas oven Noise exposure Fumes Intense heat (from heating lamps) Prolonged exposure to cold (28° F) Hand tools Overhead hazards Heavy lifting Sharp edges High voltage – electrical hazards Dust Heights Use of acids 	<p>R Hard hat/helmet (8)</p> <p>R Eye protection(4)</p> <p>R Proper guard installation</p> <p>R First aid kits</p> <p>R Proper hazard & vehicle lighting and signage (11,14)</p> <p>R Eye wash stations / showers (14)</p> <p>r *Proper footwear</p> <p>r Leather work gloves (6)</p> <p>r Latex gloves (14)</p> <p>r Hearing protection (3)</p>	<ul style="list-style-type: none"> Proper training, ie. seed processing training Proper licensing Proper Lifting Technique (9) MSDS must be posted for employee use (2-4) SOP # C-23 Lockout / Tagout – Procedures shall be posted at each facility (see Appendix H)

Task	Hazards	PPE * Everyday Item / Employee Responsibility (R = REQUIRED, r = recommended)	Training/Other Hazard Controls
40 Building and Equipment Maintenance	<ol style="list-style-type: none"> 1. Slips, trips, and falls 2. Electrical hazard 3. Refrigerant hazards 4. Paint 5. Mechanical hazards (lifts & hoists) 6. Motorized Vehicle repair and use 7. Fumes / dust 8. Power tools 9. Grinders / torches / welders 10. Hand tools 11. Confined work areas 12. Noise exposure 13. Chemical exposure 14. Eye injuries 	<ul style="list-style-type: none"> R Hard hat/helmet R Hearing protection R Safety boots R Proper guard installation R Proper hazard & vehicle lighting and signage (7,11,13) R Traffic cones R First aid kits R Eye wash stations / showers (13) r Chemical resistant gloves may be required (13) r Tyvek suit may be required (13) r Chaps/safety pants may be required r Respirator / dust mask (flame retardant mask if used for welding) (7) r Eye protection r Face shield r Leather work gloves (10) r Latex gloves r Personal flotation device r Snowshoes/crampons 	<ul style="list-style-type: none"> • Proper training incl. heavy equipment • Proper licensing incl. CDL certification • Proper ventilation (7) • Proper harness use (5) • DLF Respiratory Protection Program • MSDS must be posted for employee use (2-4) • SOP # B-09 Motorized Equip. Safety • SOP # C-19 Vehicle and Equipment Maintenance Safety • SOP # C-22 Confined Space Entry – Employees who enter regulated confined spaces must receive substantial training and be provided with equipment including direct reading monitors and forced air ventilation systems. • SOP # C-23 Lockout / Tagout – Procedures shall be posted at each facility (see Appendix H)

Specific to Central Office

Task	Hazards	PPE * Everyday Item / Employee Responsibility (R = REQUIRED, r = recommended)	Training/Other Hazard Controls
<u>41</u> Forest Health Laboratory Work	<ol style="list-style-type: none"> 1. Hazardous chemicals 2. Acids/bases 3. Toxic fumes 4. Glassware 5. High capacity vacuum pumps 6. Open flame 7. Materials at dangerously high temperatures 8. Explosion 9. Eye Injury 	<p>R Fumehood (3)</p> <p>R Chemical storage locker (1,2)</p> <p>R First aid kit</p> <p>R Eyewash Stations / Showers (1,2) PPE required to be provided on premises:</p> <p>R Eye protection (1,4,6,7,8,9)</p> <p>R Elastomeric respirator (3)</p> <p>r Chemical resistant gloves (1,2)</p> <p>r Smocks and other protective equipment</p>	<ul style="list-style-type: none"> • Chemical Hygiene Training • DLF Respiratory Protection Program • Annual Fit Testing for Respirator • MSDS must be posted for employee use (2-4) • SOP # C-24 Laboratory Safety - Procedures shall be established in the facility's Chemical Hygiene Plan http://internal.dec.state.ny.us/docs/dlfdocs/chemicalhygiene.docx
<u>42</u> Underwater Diving	<ol style="list-style-type: none"> 1. Slippery surfaces 2. Exhaustion of air supply 3. Cold 4. Lack of visibility 5. Water pressure, depth, depressurization 6. Underwater obstacles 7. Confined spaces 8. Use of hand tools 9. Sewage/wastewater 10. Hazardous materials present in some waterbodies 	<p>R *All necessary scuba gear (2-5)</p> <p>r *Dry suit (3, 9, 10)</p>	<ul style="list-style-type: none"> • PADI Open Water Certification - Required (1-9) • HAZWOPER Training (10) required only for diving in hazardous waterbodies • SOP # C-20 Hazardous Waste Operations and Emergency Response - The only personal protective equipment (PPE) protection level that DEC staff (OSHA-HAZWOPER certified) would be asked to go into is "LEVEL D" • Follow guidelines in DFWMR Diving Safety Manual http://internal.dec.state.ny.us/docs/dfwmrdocs/sopdivingmanual.pdf

Program Responsibility

The DLF Health and Safety Coordinator is responsible for implementing the Department's health and safety programs under the guidance of the Department's Health and Safety Unit. The DLF Health and Safety Coordinator will determine if any employees are subject to health and safety programs and policies, document the affected employees, and work with the Health and Safety Unit to ensure that program and policy requirements are met.

Safety is also the responsibility of every employee. Responsibility for implementing each Standard Operating Procedure in each respective Divisional arena can be seen below.

Management: Top managers include the Division Director, Assistant Division Director, Bureau Chiefs and Regional Foresters, who have responsibility to provide safe working conditions to all employees. They shall therefore:

- To the best of their ability, furnish to each employee, a place of employment free from recognized hazards that are causing or are likely to cause death or serious physical harm. When the work site is outside of the control of the Department, the employee shall be furnished with the training and equipment to work safely.
- Comply with the standards adopted pursuant to the Occupational Safety and Health Act.
- Administer, promote and enforce DEC safety policies and programs through subordinate supervisors.
- Ensure that hazardous conditions on the job are effectively controlled through the development and application of standard operating procedures (SOPs).
- Provide for all necessary training as required by the Health and Safety Unit and by applicable SOPs and ensure that affected employees attend.
- Purchase and provide personal protective equipment and other safety equipment as necessary.
- Encourage the use of health and safety program compliance as an important rating factor for all involved employees. As appropriate, health and safety program compliance should be made part of the employee job performance evaluation.

Supervisors: Supervisors include Supervising Foresters, Real Property Supervisors, and in many cases, Regional Foresters, Bureau Chiefs and others who have direct supervisory responsibilities. The responsibilities for supervisors include, but are not limited, to the following:

- Know those portions of the health and safety programs that apply to their work location(s), tasks and employees under their supervision.
- Monitor employees to ensure that work is conducted in accordance with good safety practices.
- Provide guidance to employees on safe work practices. When employees work in unsafe ways, show them how to work safely.

- Ensure that employees know their job and the relevant safety requirements as established in the SOPs.
- Make sure employees are trained and equipped before commencing work they are not familiar with or that may be hazardous.
- Administer, promote and enforce applicable safety policies and programs.
- Report to management any unsafe equipment or procedures for replacement or updating, as applicable.
- Investigate and appropriately report each accident, injury or fatality, including "near-miss" accidents which could have resulted in an injury, death or property damage, to learn why it happened and how to prevent reoccurrence.
- Encourage, and, if necessary, enforce the use of personal protective equipment, safety equipment and safety procedures.
- Counsel, train, and, if necessary, discipline employees who intentionally and routinely disregard safe work practices using existing mechanisms in order to ensure that such employees do adhere to established work procedures.

Employees: Employees are responsible for the following:

- Be alert to health and safety hazards on the job.
- Become familiar with the health and safety program generally, and specifically with those portions that apply to their work location and task.
- Take precautions to prevent accidents and injury to themselves, other employees and the public.
- Report unsafe conditions or practices to immediate supervisors.
- Use required personal protective equipment.
- Follow all safety rules and procedures applicable to the task at hand.
- Attend health and safety training, as directed.

Employee Adherence and Liability

Employee safety violations may be addressed like any other work procedure violation, through the normal counseling and disciplinary process. Should an employee be injured on the job, he/she may file a claim with the Worker's Compensation Board. If the injury occurs subsequent to not following safety procedures, DEC may dispute the claim, but cannot stop or hinder any claim. The Worker's Compensation Board is responsible for the final decision about liability for payment of the claim.

DLF Standard Operating Procedures (SOPs)

A-01	New Employee Safety Orientation	20
A-02	Safety Awareness Training.....	21
A-03	Work Place Hazard Assessment / Personal Protective Equipment	22
A-04	Ergonomics.....	23
A-05	Accident Investigation	24
A-06	Right-To-Know / Hazard Communication Program.....	25
A-07	Record Keeping	28
B-08	Lyme Disease	29
B-09	Motorized Equipment and Vehicle Safety	30
B-10	Use of Chainsaws and Other Hand-Held Equipment	32
B-11	Timber Harvesting Operations	Error! Bookmark not defined.
B-12	Bloodborne Pathogens.....	34
B-13	Hearing Protection	35
B-14	Extreme Temperature Conditions	36
B-15	Rabies Prevention	37
C-16	Pesticide Handling and Application	38
C-17	Tree Paint Handling, Tree Marking and Paint Gun Cleaning	39
C-18	Respiratory Protection	41
C-19	Vehicle and Equipment Maintenance Safety	42
C-20	Hazardous Waste Operations and Emergency Response	43
C-21	Medical Monitoring.....	44
C-22	Confined Space Entry	45
C-23	Lockout/Tagout.....	46
C-24	Laboratory Safety.....	47

A-01 New Employee Safety Orientation

Underlying Regulation

29 CFR 1910.1200, New York Right-to-Know Law

Purpose

To acquaint new and transferred employees with the Departmental/Divisional health and safety policies and procedures.

Divisional Employees Affected

All Division employees.

Responsibility for Implementation

<u>Person/Title</u>	<u>Responsibility</u>	<u>Unit</u>
Assistant Division Director	Central Office	Central Office Staff
Regional Program Manager	Region-wide	Regional Offices
Supervising Forester	Facility	NYS Tree Nursery

Training Requirements

- Staff and new/transferred employees will complete Appendix A – New Employee Safety Orientation Checklist and retain a copy in the employee's personnel folder.
- Supervisory staff will explain their contents and requirements as needed.
- New hires will be directed to complete the Health and Safety Self Study training as it pertains to their work tasks.

Medical Monitoring Requirements

No

Personal Protective Equipment (PPE) Requirements

No

Other Requirements:

Not Applicable

DLF Standard Operating Procedures (SOPs)

A-02 Safety Awareness Training

Underlying Regulation

OSHA's General Duty Clause

Purpose

To provide employees with the information they need to work safely. Subject areas include safe lifting, ladder safety, office safety, trips and falls, poisonous plants and insect bites, safe driving, chemical hazard awareness, etc.

Divisional Employees Affected

All Division employees.

Responsibility for Implementation

<u>Person/Title</u>	<u>Responsibility</u>	<u>Unit</u>
Assistant Division Director	Central Office	Central Office Staff
Regional Program Manager	Region-wide	Regional Offices
Supervising Forester	Facility	NYS Tree Nursery

Training Requirements

- The safety coordinator will provide support to the Health & Safety Unit for the notification and the scheduling of Division employees for any non-mandated training sessions.
- When appropriate, the coordinator will disseminate information to the employees in accordance with directives from the Health & Safety Unit.
- Supervisors will provide information for existing employees who are undertaking any new task or activity the employee has not previously been exposed to.
- Biannual self-study is required for DLF employees to familiarize themselves with health and safety information relevant to field work.

Medical Monitoring Requirements

No

Personal Protective Equipment (PPE) Requirements

No

Other Requirements

Employees, through the Division's safety coordinator, should inform the Department's Health and Safety Unit whenever they have safety concerns and/or desire additional safety training. From these discussions and suggestions, the Health and Safety Unit can develop and provide additional programs that address employee needs. The Health & Safety Unit will keep attendance rosters for sponsored training.

DLF Standard Operating Procedures (SOPs)

A-03 Work Place Hazard Assessment / Personal Protective Equipment

Underlying Regulation

29 CFR 1910.132 & 139

Purpose

To assure that work sites are evaluated for hazards and Division employees are issued all necessary PPE to provide protection from bodily harm and injury.

Divisional Employees Affected

All Division personnel who perform tasks that may require the use of PPE.

Responsibility for Implementation

<u>Person/Title</u>	<u>Responsibility</u>	<u>Unit</u>
Assistant Division Director	Division Direction Staff	Central Office
Bureau Chiefs	Bureau Staff	Central Office
Regional and Supervising Program Managers	Region-wide	Regional Offices and Sub Offices
Supervising Forester	Facility	NYS Tree Nursery

Training Requirements

Employees will be informed about required PPE, why the PPE is necessary, how and when it must be worn, how to use and care for their PPE, and how to recognize deterioration and failure. This training must be provided as part of a program that includes: assessing the workplace for hazards, using engineering and work practice controls to eliminate or reduce hazards before using PPE, selecting appropriate PPE to protect employees from hazards that cannot be eliminated, providing PPE training, and requiring employees to wear selected PPE.

Training will be provided by Supervisory staff, supplemented by other training where appropriate; new PPE may require statewide training; outside contractors may be best suited to provide training (ex. Respirator Fit Test and Training, Chainsaw Safety Training).

Medical Monitoring Requirements

Respirator use involves medical monitoring (see SOP # C-18 Respiratory Protection)

Personal Protective Equipment (PPE) Requirements

Yes. Appropriate PPE will be provided to employees at the regional office, sub-office, or an alternative central location at or near the job site. The Division's PPE requirements are displayed in the [DLF Hazard Assessment](#) on page [3](#).

Other Requirements

Work sites and tasks must be evaluated for the hazards present and the corresponding protective equipment that is necessary for protection must be provided. A comprehensive DLF Hazard Assessment has been completed and is included as Appendix B to this manual. However, should additional hazards be encountered, employees may refer to Appendix C for a Hazard Reporting Form and supervisors may refer to Appendix D for a DEC Hazard Assessment and PPE Form.

[DLF Standard Operating Procedures \(SOPs\)](#)

A-04 Ergonomics

Underlying Regulation

OSHAs General Duty Clause, DEC's Ergonomic Policy

Purpose

To provide employees with work stations that will minimize problems associated with ergonomics.

Divisional Employees Affected

All Division employees.

Responsibility for Implementation

<u>Person/Title</u>	<u>Responsibility</u>	<u>Unit</u>
Assistant Division Director	Central Office	Central Office Staff
Regional Program Manager	Region-wide	Regional Offices
Supervising Forester	Facility	NYS Tree Nursery

Training Requirements

Volunteers in each Region/Division have been trained to perform work space ergonomic assessments for any interested employee. When appropriate, the safety coordinator will disseminate information on ergonomics to the employees in accordance with directives from the Health and Safety Unit.

Medical Monitoring Requirements

No

Personal Protective Equipment (PPE) Requirements

No

Other Requirements

Refer to OAD-12 Ergonomics, at <http://internal.dec.state.ny.us/health/health74.html>. Employees should monitor ergonomics and report any concerns to their Supervisor, who will work to resolve needs directly or through the above-listed staff.

DLF Standard Operating Procedures (SOPs)

A-05 Accident Investigation

Underlying Regulation

Department Policy, Worker's Compensation

Purpose

To investigate causes for accidents, injuries, and illnesses and take corrective measures to reduce their occurrence.

Divisional Employees Affected

Any Division employee who has an on-the-job accident, injury, or illness.

Responsibility for implementing this policy or program.

<u>Person/Title</u>	<u>Responsibility</u>	<u>Unit</u>
Assistant Division Director	Central Office	Central Office Staff
Regional Program Manager	Region-wide	Regional Offices
Supervising Forester	Facility	NYS Tree Nursery

Training Requirements

Not Applicable

Medical Monitoring Requirements

No

Personal Protective Equipment (PPE) Requirements

No

Other Requirements

In the event of a work related accident, DLF employees are required to contact the Accident Reporting System (ARS) (administered by the New York State Worker's Compensation Program) at 1-888-800-0029. In addition, the employee's supervisor must be notified. The supervisor will complete a *Supervisor's Occupational Accident Investigation Report* within 24 hours of occurrence (Appendix E). Supervisors and management must investigate all reported accidents to identify causes and make recommendations to prevent reoccurrence.

DLF Standard Operating Procedures (SOPs)

A-06 Right-To-Know / Hazard Communication Program

Underlying Regulation

NYS Labor Law (Right-To-Know (RTK) Law) and OSHA 29 CFR 1910.1200

Purpose

The purpose of this program is to ensure that DLF complies with the above cited regulations. This program applies to all DLF work activities that may expose employees to hazardous chemicals under normal working conditions or during emergency situations. It does not apply, however, to radiation, biological hazards, hazardous waste, tobacco/wood products, food, drugs, cosmetics or consumer products used in a duration and frequency of exposure less than or equal to normal consumer use. Additional information about the HCS and the RTK Law is provided at <http://internal.dec.state.ny.us/health/health124.html> on the Department's health and safety web page under "Health and Safety Topics."

Divisional Employees Affected

All Division employees.

Responsibility for Implementation

<u>Person/Title</u>	<u>Responsibility</u>	<u>Unit</u>
Assistant Division Director	Central Office Staff	Central Office
Regional Program Manager	Region-wide	Regional Offices
Supervising Forester	Facility	NYS Tree Nursery

Training Requirements

Employees must receive training that addresses the requirements of the HCS and the RTK Law plus the safe use of hazardous chemicals. In order to satisfy these training requirements:

- 1) all employees must read this program
- 2) all employees must annually complete NYSDOL online RTK training provided through the DLF InSite page at: <http://internal.dec.state.ny.us/dlf/dlf115.html> Once training is completed, each employee must complete the confirmation form provided on InSite. Employees may also complete RTK training by registering for and attending a live session which may be offered by the DEC health and safety unit.
- 3) Hazard communication requirements:
 - a) Supervisors (or their designee) must train their employees on chemical hazards at the time of an employee's initial assignment and whenever a new hazardous chemical is introduced into the work area, to include the following:
 - Any hazardous chemical inventories plus the location of associated MSDSs
 - The presence of any hazardous chemicals contained in work area piping and the location of associated MSDSs
 - Information regarding the hazardous chemicals that employees may be exposed to, including hazardous chemical properties (e.g., visual appearance, odor) plus how to detect the presence or release of hazardous chemicals, and
 - Procedures to protect against chemical hazards (e.g., personal protective equipment, work practices, emergency procedures)

- b) Employees must read all MSDSs for the hazardous chemicals that they use during their work
- c) Employees must complete the confirmation form provided on InSite

The DLF coordinator and the Department Health and Safety Unit (HSU) will maintain records (including the employee's name, date, location, and content) of employee training and advise Divisional or Regional managers on training needs.

Medical Monitoring Requirements

No

Personal Protective Equipment (PPE) Requirements

As determined by consultation of MSDSs, chemical labels and/or PESH technical evaluation.

Other Requirements

LIST OF HAZARDOUS CHEMICALS

Supervisors (or their designee) must maintain a list (inventory) of the hazardous chemicals that they and their staff use. In shared facilities these chemicals must be reported and included in the inventory maintained by the facility manager (usually Operations staff) and Regional Health and Safety Coordinator. The name of the chemical product listed in the inventory must match the name of the chemical product listed on both the container label and the material safety data sheet (MSDS). The inventory must be updated whenever hazardous chemicals are brought into or removed from the work area. In addition, supervisors (or their designee) must annually inspect the work area to verify that all chemical products in their use or available for their use that contain a hazardous chemical are listed in the inventory.

Supervisor approval must be obtained before purchasing new products that contain hazardous chemicals. Whenever possible, the least hazardous chemical should be used.

MATERIAL SAFETY DATA SHEETS (MSDSs)

MSDSs must be fully completed and received either prior to or at the time of receipt of the first shipment of any hazardous chemical. MSDSs must be readily available (immediately accessible during the same work shift) to all employees.

Supervisors (or their designee) must maintain a MSDS library for every substance on their hazardous chemical inventory and are responsible for the following:

- Ensuring that each work area maintains an MSDS for hazardous chemicals present,
- Reviewing each MSDS for completeness, and
- Contacting the chemical manufacturer or vendor to request MSDSs or additional information, as needed.

In addition to MSDS hard copy libraries maintained within each DLF office, an updated list of DLF MSDSs will be posted on InSite at <http://internal.dec.state.ny.us/dlf/dlf115.html>.

LABELS AND OTHER FORMS OF WARNING

Supervisors (or their designee) must ensure that containers of hazardous chemicals are properly labeled and should refer to the corresponding MSDS to verify label information. On at least an

annual basis, the supervisor (or their designee) must visually check all chemical containers to ensure that they are properly labeled. Labels must include the following information:

- Name of the chemical product
- Appropriate hazard warnings, and
- Name and address of the manufacturer, importer or other responsible party.

Supervisors (or their designee) must approve all in-house generated container labels (to be used for non-original containers), prior to their use. Such labels must include at minimum the name of the chemical product and appropriate hazard warnings. Immediate use containers and small portable containers into which chemicals are transferred and which are intended only for use during the same work shift by the employee who performed the transfer, do not require labeling (however, labeling them is a good idea).

Pipes and piping systems located within the work area and used to transport hazardous chemicals do not need to be labeled, but if they are present in the work area their contents must be addressed during training. Before starting work in areas where chemicals are transferred through pipes or piping systems, the responsible supervisor (or their designee) must inform their employees of the potential chemical hazards and any necessary safety precautions to be taken.

VISITORS AND NON-DLF EMPLOYEES

Upon entering a work area, all visitors and non-DLF employees must be briefed by a supervisor as to the following:

- Any chemical hazards and the location of associated MSDSs
- Precautionary measures they must take to protect themselves during normal work area operations and foreseeable emergencies, and
- Explanation of the hazardous chemical labeling system used in the work area

NON-ROUTINE TASKS

Supervisors (or their designee) must inform affected employees of the chemical hazards associated with non-routine tasks and the appropriate protective measures that must be taken to avoid or reduce exposure. This must occur before such work is performed.

DLF Standard Operating Procedures (SOPs)

A-07 Record Keeping

Underlying Regulation

29 CFR 1910.20 and various other statutes.

Purpose

To maintain proof of training, vaccinations, exposure to toxic chemicals, exposure monitoring and other related health and safety issues.

Divisional Employees Affected

Any employee who qualifies for the procedures listed above (training, vaccinations, exposure to toxic chemicals, exposure monitoring and other related health and safety issues).

Responsibility for Implementation

<u>Person/Title</u>	<u>Responsibility</u>	<u>Unit</u>
Assistant Division Director	Central Office	Central Office Staff
Regional Program Manager	Region-wide	Regional Offices
Supervising Forester	Facility	NYS Tree Nursery

Training Requirements

Not Applicable

Medical Monitoring Requirements

No

Personal Protective Equipment (PPE) Requirements

No

Other Requirements

All records will be kept in employees' personnel files. Important records include written documentation of each of the following:

- One-time PPE training (required, see SOP A-03)
- Annual Right to Know training (required, see SOP A-06)
- One-time Hazard Communication training (or whenever new chemicals are introduced) (required, see SOP A-06)
- One-time provision of OSHA Appendix D (on voluntary respirator use) (required, see SOP C-18)
- Respiratory protection training and fit testing, if applicable (see SOP C-18)
- Chainsaw safety training
- Bloodborne pathogens training (required for chainsaw operators)
- Standard First Aid with CPR (AED recommended)

Records related to the following must be copied forward to the DLF Health and Safety Coordinator: medical monitoring, hearing conservation, respiratory protection, workplace hazard assessment and hazardous waste operations and emergency response (HAZWOPER)

DLF Standard Operating Procedures (SOPs)

B-08 Lyme Disease

Underlying Regulation

OSHA's General Duty Clause

Purpose

To provide information to all Division employees with the potential for exposure to deer ticks.

Divisional Employees Affected

All Division personnel engaged in field services; full or part time.

Responsibility for Implementation

<u>Person/Title</u>	<u>Responsibility</u>	<u>Unit</u>
Assistant Division Director	Central Office	Central Office Staff
Regional Program Manager	Region-wide	Regional Offices
Supervising Forester	Facility	NYS Tree Nursery

Training Requirements

The safety coordinator will provide support to the Health & Safety Unit for the notification and the scheduling of DLF employees for Lyme Disease awareness training.

Medical Monitoring Requirements

No

Personal Protective Equipment (PPE) Requirements

Insect repellant effective against deer ticks must be available to all field personnel.

Repellent must be applied and used in accordance with manufacturer instructions located on product labels. The most effective products for repelling insects contain DEET. Typically, a 25 to 30 percent concentration is sufficient and will provide protection for about 5 hours. A product with 5 to 7 percent concentration protects for about 1 to 2 hours. In general, use the lowest effective concentration of DEET possible. Skin reactions (particularly at DEET concentrations of 50% and above) and eye irritation are the most frequently reported side effects. Alternatives to DEET include picaridin (synthetic) and lemon eucalyptus oil (plantbased) products.

Permethrin is a contact insecticide that kills ticks or other insects upon direct contact. When applied to clothing, it binds to the fabric eliminating the risk of over-exposure to the skin. Permethrin may be used on clothing and materials only, not on skin. Though FDA approved for use on skin, skin contact deactivates permethrin within fifteen minutes.

Other Requirements

If employees have contact with a tick for 24 hours or get any tick bite, this is a significant occurrence which must be reported. Call the Accident Reporting System (ARS) at 1-888-800-0029. Refer to Lyme Disease Fact Sheet at <http://internal.dec.state.ny.us/health/health132.html> and a useful DOH Health Advisory at <http://www.health.ny.gov/publications/2737/>

DLF Standard Operating Procedures (SOPs)

B-09 Motorized Equipment and Vehicle Safety

Underlying Regulation

OSHA General Duty Clause and Divisional SOP's

Purpose

To protect the health and safety of employees who drive or operate motorized equipment referenced below.

Divisional Employees Affected

All DLF employees that use and operate motorized equipment.

Responsibility for Implementation

<u>Person/Title</u>	<u>Responsibility</u>	<u>Unit</u>
Assistant Division Director	Central Office	Central Office Staff
Regional Program Manager	Region-wide	Regional Offices
Supervising Forester	Facility	NYS Tree Nursery

Training Requirements

Supervisors are responsible to ensure that only employees with appropriate and up to date training required to operate equipment are allowed to do so. Employees must be able to follow established guidelines for the safe use and operation of motorized equipment. Accurate data must be kept for accidents and injuries. Training standards for equipment including forklifts are established and must be met. The DEC Health & Safety Unit will assist in scheduling training.

Medical Monitoring Requirements

No

Personal Protective Equipment (PPE) Requirements

Yes, refer to the DLF Hazard Assessment Form for PPE requirements related to vehicle use.

Other Requirements

For employees **Working Along Roadways**, the following procedures must be followed: Park off the road whenever possible. Before parking on limited-access highways, contact NYS DOT. For all other roads, park as far from the travel lane as possible, where there is good visibility in both directions. Place two traffic cones at the edge of the travel lane, in the direction of oncoming traffic; one at the vehicle rear and one at a distance three times the speed of traffic, (ex. 45mph x 3 ≈ 135 feet). When walking to a work location, avoid walking on the road shoulder. Walk outside the ditch or inside the edge of the woods whenever possible. In winter, park as close as possible to a point of entry to the work location, while considering visibility. Wear a reflective, high visibility traffic safety vest whenever work is conducted on the road shoulder (this includes extensive unpacking, packing and any other work except simply parking, retrieving gear and walking along the roadway). If a parked vehicle must encroach upon a travel lane, the NYS DOT County Resident Engineer must be notified in advance, an amber caution beacon must be flashing on the parked vehicle and placement of road work signs may be required.

Vehicle operators should review relevant Operators Manuals, MSDS's and OAD-17: Vehicle Use/Assignment <http://internal.dec.state.ny.us/docs/dodocs/oad17.pdf>.

Motorized Equipment and Operational Prerequisites

Automobiles/Trucks

Valid license, operators manual, OAD-17, Defensive Driver Training is recommended and supported during normal work hours at employee expense. See DFWMR Vehicle Operation SOP at <http://internal.dec.state.ny.us/docs/dfwmrdocs/sopvehicle.pdf>

Construction and Maintenance Equipment

Valid license, operators manual, Personal Protective Equipment and training videos supplemented by instruction as appropriate.

Motorboats

See DFWMR standard procedures for Boating and Aquatic Safety at <http://internal.dec.state.ny.us/docs/dfwmrdocs/sopboat.pdf>

Operators manual, Personal Protective Equipment including approved personal flotation devices, and fire extinguisher training.

Snowmobiles and ATV's

See DFWMR SOP at <http://internal.dec.state.ny.us/docs/dfwmrdocs/sopvehicle.pdf>

Operators manual, Personal Protective Equipment including approved helmet, and videos / online training supplemented by instruction as appropriate. Training is required unless staff are otherwise approved by their supervisor as having operational qualifications.

Trailer Towing

See DFWMR standard procedures for Vehicle Operation at <http://internal.dec.state.ny.us/docs/dfwmrdocs/sopvehicle.pdf>

See TSB-06 - <http://internal.dec.state.ny.us/docs/dowdocs/TransServBulletin06.pdf>

Demonstration of competency including forward right and left turns around obstacles; backing-up for at least one hundred feet (100') with less than two feet deviation from a straight line; and back-up left and right turns around obstacles.

Aircraft

DLF staff do not operate aircraft, but do participate in flight activities. Before participating in any work involving aircraft, staff are required to view the DEC Aviation Safety Training Video at <http://internal.dec.state.ny.us/dlf/dlf92.html>.

Staff are also encouraged to review the USFS Aerial Survey Job Hazard Analysis at http://www.fs.fed.us/r8/foresthealth/programs/aerial_survey/FHPAvlAviationJHA.pdf and the USFS Project Aviation Safety Plan at www.gacc.nifc.gov/oncc/logistics/aviation/docs/12_Blank_%20PASP.docx

A pilot safety/emergency briefing is required before each fixed wing or helicopter operation, including special instruction for staff assisting in any project involving use of helicopter sling loads. Personal Protective Equipment is required as described in DLF Hazard Assessment summary.

Other Motorized Equipment (excluding chainsaws; including, but not limited to, weed eaters, snowblowers, compressors, generators and pumps).

Operators manual, Personal Protective Equipment and training videos where available.

DLF Standard Operating Procedures (SOPs)

B-10 Use of Chainsaws and Other Hand-Held Equipment

Underlying Regulation

29 CFR 1910.242

Purpose

To protect the health and safety of those employees that use chainsaws, hand tools and other hand-held equipment.

Divisional Employees Affected

All DLF employees that use chainsaws, hand tools and other hand-held equipment.

Responsibility for Implementation

<u>Person/Title</u>	<u>Responsibility</u>	<u>Unit</u>
Assistant Division Director	Central Office	Central Office Staff
Regional Program Manager	Region-wide	Regional Offices
Supervising Forester	Facility	NYS Tree Nursery

Training Requirements:

Use of most hand tools (shovels, bow saws, axes, pole saws, hedge clippers, stump grinders): supervisors must ensure employee competency and provide the DLF Hand Tool Manual, available at <http://internal.dec.state.ny.us/docs/dlfdocs/lafhandtoolmanual.pdf>.

Use of chainsaws requires chainsaw safety training as well as first aid, CPR and bloodborne pathogen training. Wilderness First Aid is preferred over Basic First Aid, to provide training that corresponds with the more rugged working conditions sometimes encountered by DLF staff.

Medical Monitoring Requirements

No

Personal Protective Equipment (PPE) Requirements

Chainsaw operator PPE is listed in DLF Hazard Assessment. Also see crew requirements below.

Other Requirements

Chainsaw crew requirements: Staff may not use a chainsaw alone. All crew members should be familiar with and follow the safety guidelines contained in the handbook, “Logging Safety: A Field Guide”, developed by NYS DOH, OPRHP and NY Logger Training. All chainsaw operators must fully meet training and PPE requirements described above. At least two crew members must have the first aid/CPR training described above, including all chainsaw operators. All crew members must wear a hard hat, eye and ear protection in addition to following the handbook safety guidelines.

Tree felling requirements: The chainsaw crew requirements also apply to the felling of trees over 6” DBH by crosscut saw or other non-motorized method.

Proper procedures for storing and handling fuel and other chemicals must be followed. Supervisors should work with the Division of Operations to ensure that DLF facilities are adequate for this purpose. See also, Appendix G - Standard Procedures for Fueling Equipment.

[DLF Standard Operating Procedures \(SOPs\)](#)

B-11 Timber Harvesting Operations

Underlying Regulation

29 CFR 1910.266

Purpose

To protect the health and safety of DLF employees associated with active timber harvest inspections or otherwise working in and around active timber harvesting operations. A timber harvest is considered active where equipment is operating within the sale boundaries, including the landing. Timber harvesting equipment may be on site, however, if no equipment is operating at the time of inspection, the timber harvest is considered inactive for this purpose.

Divisional Employees Affected

All employees associated with working in or around active timber harvesting operations.

Responsibility for Implementation

<u>Person/Title</u>	<u>Responsibility</u>	<u>Unit</u>
Assistant Division Director	Central Office	Central Office Staff
Regional Program Manager	Region-wide	Regional Offices
Supervising Forester	Facility	NYS Tree Nursery

Training Requirements:

Log Landing / Timber Harvest Jobsite Awareness Training

Medical Monitoring Requirements

Not Applicable

Personal Protective Equipment (PPE) Requirements

Yes, refer to the hazard assessment form for selection of PPE.

Other Requirements

DLF Standard Operating Procedures (SOPs)

B-12 Bloodborne Pathogens

Underlying Regulation

29 CFR 1910.1030

Purpose

To protect the health of employees who may come in contact with blood or body fluids containing blood that might contain Human Immunodeficiency Virus (HIV), Hepatitis B Virus (HBV), or other pathogens.

Divisional Employees Affected

All DLF employees that use chainsaws and/or may provide first aid while on the job.

Responsibility for Implementation

<u>Person/Title</u>	<u>Responsibility</u>	<u>Unit</u>
Assistant Division Director	Central Office	Central Office Staff
Regional Program Manager	Region-wide	Regional Offices
Supervising Forester	Facility	NYS Tree Nursery

Training Requirements

Covered employees must be provided with annual training on hazards of blood borne pathogens and on universal procedures of protection.

Medical Monitoring Requirements

No

Personal Protective Equipment (PPE) Requirements

Yes. First Aid Kits must contain equipment to prevent bloodborne pathogen transmission.

Other Requirements

Available materials include a training manual which contains the Department's written program and informative video. For Personal Protective Equipment, refer to the Department Manual on Bloodborne Pathogens. To report an incident of exposure, use the Bloodborne Pathogens Incident Report (Appendix F). These are both available at <http://internal.dec.state.ny.us/health/health102.html>.

DLF Standard Operating Procedures (SOPs)

B-13 Hearing Protection

Underlying Regulation

29 CFR 1910.95

Purpose

To protect the hearing of employees exposed to loud noise while on-the-job.

Divisional Employees Affected

Any DLF field employee who may be exposed to excessive noise during regular work duties.

Responsibility for Implementation

<u>Person/Title</u>	<u>Responsibility</u>	<u>Unit</u>
Assistant Division Director	Central Office	Central Office Staff
Regional Program Manager	Region-wide	Regional Offices
Supervising Forester	Facility	NYS Tree Nursery

Training Requirements

The health and safety coordinator will provide support to the DEC Health and Safety Unit for dissemination of hearing safety information and the scheduling of hearing protection training.

Medical Monitoring Requirements

No

Personal Protective Equipment (PPE) Requirements

Yes. The above Division staff will provide hearing protection to all personnel assigned to field duties when exposure to loud noise levels can be expected.

Other Requirements

29 CFR Section 1910.95 establishes the legal limit for noise exposure that is based on both sound level and the duration of the exposure at a particular level. The current standard is a time-weighted average of 85 decibels A-scale (dBA) for an 8-hour exposure. Examples of a non-time-weighted noise source of around 85 dBA include a vacuum cleaner or hair dryer. The Health & Safety Unit has noise meters available to monitor locations where noise levels might exceed the established limit.

Until such time as noise levels can be adequately documented in the field, all employees who routinely perform field work using chainsaws, work around timber harvesting operations, or work with tractors and motorized equipment will be enrolled in the Hearing Conservation Program. Each employee will receive baseline and annual audiometric exams and training. Employee Health Services will provide the exams while the Health and Safety Unit is available to assist the Division with training.

Refer to DEC Hearing Conservation Program at <http://internal.dec.state.ny.us/health/health128.html>.

DLF Standard Operating Procedures (SOPs)

B-14 Extreme Temperature Conditions

Underlying Regulation

Workers Compensation

Purpose

To protect employees from the harmful effects of extreme temperatures.

Divisional Employees Affected

Any DLF employee working outside with the potential of encountering extreme temperature conditions, including unseasonable cold (<15 degrees) or heat (>90degrees).

Responsibility for Implementation

<u>Person/Title</u>	<u>Responsibility</u>	<u>Unit</u>
Assistant Division Director	Central Office	Central Office Staff
Regional Program Manager	Region-wide	Regional Offices
Supervising Forester	Facility	NYS Tree Nursery

Training Requirements

Not Applicable

Medical Monitoring Requirements

No

Personal Protective Equipment (PPE) Requirements

Yes. The DLF hazard assessment form contains PPE requirements for working in extreme temperature conditions.

Other Requirements

Information on extreme temperature conditions can be found in Outdoor Work Safety Fact Sheets, available at <http://internal.dec.state.ny.us/health/health160.html>.

DLF Standard Operating Procedures (SOPs)

B-15 Rabies Prevention

Underlying Regulation

OSHA's General Duty Clause, PESH Guidelines

Purpose

To protect employees from contracting Rabies.

Divisional Employees Affected

Vaccine offered to employees who have the potential for exposure during the course of normal work duties. Such individuals have the right to decline the series and must sign a declination form. Any worker assigned to pick up road kill or potentially rabid animals as collateral duties would not be required to be pre-vaccinated.

Responsibility for Implementation

<u>Person/Title</u>	<u>Responsibility</u>	<u>Unit</u>
Assistant Division Director	Central Office	Central Office Staff
Regional Program Manager	Region-wide	Regional Offices
Supervising Forester	Facility	NYS Tree Nursery

Training Requirements

Covered employees receive annual training on the hazards associated with rabies and on preventive measures. Covered employees are offered a rabies vaccine and periodic boosters.

Medical Monitoring Requirements

Yes, medical monitoring is required for employees with the rabies vaccine.

Personal Protective Equipment (PPE) Requirements

Animal Pepper Spray is an optional piece of PPE.

To pick up road kill and other dead animals:

- Heavy duty rubber gloves

- Plastic bags

- Dedicated flat blade shovel with marked handle

- 10% fresh bleach solution or an EPA/NYS OGS approved product such as H2 Orange 2

- Concentrate 117

Other Requirements

Refer to the DEC Rabies Exposure Control Program Training Manual at <http://internal.dec.state.ny.us/health/health144.html>.

DLF Standard Operating Procedures (SOPs)

C-16 Pesticide Handling and Application

Underlying Regulation

DEC Health and Safety Policies and Programs Manual, 97, ECL Article 33, Parts 325, 326, 327

Purpose

To protect the health and safety of those employees handling and administering pesticides.

Divisional Employees Affected

Any DLF employee handling and/or applying pesticides.

Responsibility for Implementation

<u>Person/Title</u>	<u>Responsibility</u>	<u>Unit</u>
Assistant Division Director	Central Office	Central Office Staff
Regional Program Manager	Region-wide	Regional Offices
Supervising Forester	Facility	NYS Tree Nursery

Training Requirements

Certified Pesticide Applicator Training - within fiscal constraints, DLF will support the certification of NYS Tree Nursery staff and forest health technicians, as well as certificate renewals for all staff, including State Land Management staff.

Medical Monitoring Requirements

No

Personal Protective Equipment (PPE) Requirements

Yes, appropriate PPE can be seen on the DLF hazard assessment form. Respiratory PPE is addressed in the DLF Respiratory Protection Program. (refer to C-18 Respiratory Protection)

Other Requirements

In order to handle and apply pesticides, employees must be either;

- a) a fully Certified Pesticide Applicator, or
- b) work under supervision by a Certified Pesticide Applicator and meet the requirements of an apprentice or technician.

Information on certification and training is at <http://www.dec.ny.gov/permits/45618.html>.

Pesticides must be stored in an appropriate location in accordance with product labels. Supervisors should work with the Division of Operations to ensure that DLF facilities are adequate for this purpose. MSDS's must be posted and available to staff.

DLF Standard Operating Procedures (SOPs)

C-17 Tree Paint Handling, Tree Marking and Paint Gun Cleaning

Underlying Regulation

29 CFR 1910.132 & 134

Purpose

To protect the health and safety of those employees working with tree marking paint and boundary line marking paint.

Divisional Employees Affected

Any DLF employee handling and/or applying tree marking paint (Bureau of State Land Management foresters and forest technicians) and boundary line paint (Bureau of Real Property surveyors).

Responsibility for Implementation

<u>Person/Title</u>	<u>Responsibility</u>	<u>Unit</u>
Regional and Supervising Foresters	Office-wide	Regional Offices
Real Property Supervisors	Office-wide	Regional Offices

Training Requirements

Staff must receive initial training on use of PPE and the use of procedures outlined in this SOP. Voluntary respirator users must follow guidelines in the DLF Respiratory Protection Program. (refer to C-18 Respiratory Protection)

Medical Monitoring Requirements

No

Personal Protective Equipment (PPE) Requirements

Eye protection will be provided on a voluntary basis. American National Standards Institute (ANSI) approved eye protection should be used when exposure to paint mists and over spray cannot be avoided.

Voluntary use of respiratory protection will be supported by supervisors in coordination with the DLF Health and Safety Coordinator. (refer to C-18 Respiratory Protection)

Employees must protect their skin from exposure to tree marking paint and boundary line paint, which contains methanol. DLF will provide and employees must wear appropriate PPE.

Nitrile gloves must be worn whenever employees are touching spray nozzles in the field, filling paint cans, transferring paint, disassembling paint guns, or establishing any other exposure to direct hand contact with paint.

Nitrile gloves are also the best way to prevent paint from reaching the skin when applying tree marking paint and boundary line paint. It is possible the use of nitrile gloves during tree marking may be problematic for some employees (for example, gloves could be obstructive to repeated squeezing or cumbersome in hot weather). Staff are expected to use nitrile gloves and report to

supervisors and the DLF coordinator any difficulties so that the Division can work to find better solutions.

Other glove options may include cotton or fleece-lined nitrile gloves or cotton gloves with a rubber grip outer shell. Also, cotton or leather gloves may be sufficient to use alone to combat misting when tree marking, so long as they prevent paint from breaking through to skin. Employees can be assured that, if no paint pigment (ie. Blue coloration) is reaching skin, then solvents are not reaching skin.

Employees must cover skin by wearing a long sleeve shirt, long pants, and high top leather boots. Clothing made of cotton is recommended in work environments where heavy work loads accompanied by heat stress are expected. Long sleeve coveralls are an alternative to long sleeve shirt and pants when heat stress is not a concern. Apply protective barrier creams or foams with lanolin or petroleum jelly to exposed skin areas. NOTE: Do not use barrier creams or foams as a substitute for appropriate glove use. Good quality leather gloves may be used by experienced timber markers where exposure is minimal.

Other Requirements

Other exposure prevention measures should be used, incl. spraying upwind to prevent blowback, spraying upward from the base of the tree to avoid bending over into mists and regularly cleaning the paint gun nozzle to prevent drippage.

Proper procedures for handling, storing and transporting tree marking paint and boundary line paint must be followed. These and other important detailed procedures are included in the USFS Job Hazard Analysis at www.fs.fed.us/t-d/programs/forest_mgmt/projects/tmp/safety.shtml. Supervisors should work with the Division of Operations to ensure that DLF facilities are adequate for paint storage purposes.

DLF Standard Operating Procedures (SOPs)

C-18 Respiratory Protection

Underlying Regulation

29 CFR 1910.134

Purpose

To oversee the selection, use, and care of respirators.

Divisional Employees Affected

All Division personnel working with the potential for herbicide, pesticide, paint, smoke, or other hazardous atmospheric agent inhalation.

Responsibility for Implementation

<u>Person/Title</u>	<u>Responsibility</u>	<u>Unit</u>
Assistant Division Director	Central Office	Central Office Staff
Regional Program Manager	Region-wide	Regional offices
Supervising Forester	Facility	NYS Tree Nursery

Training Requirements

Employees who use a respirator must do so in accordance with the Division's Respiratory Protection Program, located at <http://internal.dec.state.ny.us/dlf/dlf92.html>.

Medical Monitoring Requirements

Not Applicable

Personal Protective Equipment (PPE) Requirements

Yes.

Other Requirements

The Division's Respiratory Protection Program provides information on when respirators are appropriate or necessary to use. Refer to OAD-9 Respiratory Protection Health & Safety Policy and Guidelines at <http://internal.dec.state.ny.us/health/health74.html> for DEC policy on respiratory health and safety.

DLF Standard Operating Procedures (SOPs)

C-19 Vehicle and Equipment Maintenance Safety

Underlying Regulation

OSHA General Duty Clause and Divisional SOP's

Purpose

To protect the health and safety of employees who repair/maintain Department vehicles and/or equipment.

Divisional Employees Affected

All DLF employees who service, repair, and maintain vehicles and equipment

Responsibility for Implementation

<u>Person/Title</u>	<u>Responsibility</u>	<u>Unit</u>
Regional Program Manager	Region-wide	Regional Offices
Supervising Forester	Facility	NYS Tree Nursery

Training Requirements

Employees shall abide by all pertinent OSHA/PESH standard and requirements of these procedures in the performance of their duties.

Medical Monitoring Requirements

Not Applicable

Personal Protective Equipment (PPE) Requirements

Yes

Other Requirements

General safety procedures for service, repair and maintenance of vehicles and equipment shall be followed.

DLF Standard Operating Procedures (SOPs)

C-20 Hazardous Waste Operations and Emergency Response

Underlying Regulation

29 CFR 1910.120

Purpose

To protect the health and safety of employees working at hazardous waste sites and in emergency response.

Divisional Employees Affected

Some surveyors (on a voluntary basis) and the Department's Historic Preservation Officer

Responsibility for Implementation

<u>Person/Title</u>	<u>Responsibility</u>	<u>Unit</u>
Assistant Division Director	Central Office	Central Office Staff
Regional Program Manager	Region-wide	Regional Offices
Supervising Forester	Facility	NYS Tree Nursery

Training Requirements

Affected employees must receive substantial training, generally 24 or 40 hours. Affected employees must receive 8-hour annual refresher training and supervisory personnel must take a single 8-hour supervisor's course.

The following situations do not apply to DLF employees: administrative units must develop written site specific health and safety plans and emergency responders must have extensive emergency response plans.

Medical Monitoring Requirements

Yes

Personal Protective Equipment (PPE) Requirements

Yes

Other Requirements

In keeping with HAZWOPER risk category determination guidelines, several Division employees, including some surveyors and the Department's Historic Preservation Officer, qualify to be assigned to risk category level 4. These employees may work in and around hazardous locations, but do not use respiratory protection. The only personal protective equipment (PPE) protection level that DEC staff would be asked to use is "LEVEL D." Such staff must be OSHA-HAZWOPER certified. No other DLF employees are permitted to enter a hazardous location of any HAZWOPER risk category level.

Refer to OAD-11 Hazardous Substances Activities and OAD -15 Medical Monitoring at <http://internal.dec.state.ny.us/health/health74.html>.

DLF Standard Operating Procedures (SOPs)

C-21 Medical Monitoring

Underlying Regulation

Various, including 29 CFR 1910.120,134, and 1450.

Purpose

To provide medical examinations to employees exposed to high levels of hazardous substances or atmospheric hazards or experiencing symptoms of exposure.

Divisional Employees Affected

Most Division employees are not subject to specific OSHA standards such as hazardous waste operations standard 1910.120 or respiratory protection that would require medical monitoring.

However, in keeping with risk category determination guidelines, **several Division employees, including some surveyors and the Department's Historic Preservation Officer**, qualify to be assigned to risk category level 4. These employees may work in and around hazardous locations, but do not use respiratory protection. They generally receive the 24-hour training course and annual refresher training. Employees in this category receive medical monitoring examinations on a biennial or triennial schedule, or as determined by the Employee Health Service physician.

Employees enrolled in the Department's Hearing Conservation Program will receive annual audiometric exams.

Full-time staff at the NYS Tree Nursery must enroll in medical monitoring

Staff taking the rabies vaccine series must enroll in medical monitoring.

Note: Employee Health Services, at their discretion, may conduct follow-up medical exams on those **employees previously enrolled in the Medical Monitoring Program**.

Responsibility for Implementation

<u>Person/Title</u>	<u>Responsibility</u>	<u>Unit</u>
Assistant Division Director	Central Office	Central Office Staff
Regional Program Manager	Region-wide	Regional Offices
Supervising Forester	Facility	NYS Tree Nursery

Training Requirements

Not applicable

Medical Monitoring Requirements

Not Applicable

Personal Protective Equipment (PPE) Requirements

No

Other Requirements

Refer to OAD-15 Medical Monitoring and OAD-11 Hazardous Substances Activities at <http://internal.dec.state.ny.us/health/health74.html>.

DLE Standard Operating Procedures (SOPs)

C-22 Confined Space Entry

Underlying Regulation

29 CFR 1910.146.

Purpose

To protect the health and safety of employees who enter regulated confined spaces.

Divisional Employees Affected

Any Division employee that works with the potential of entering a confined space.

Responsibility for Implementation

<u>Person/Title</u>	<u>Responsibility</u>	<u>Unit</u>
Assistant Division Director	Central Office	Central Office Staff
Regional Program Manager	Region-wide	Regional Offices
Supervising Forester	Facility	NYS Tree Nursery

Training Requirements

Basic confined space training is available through the DEC Health & Safety in-site web pages. This training is sufficient for staff to recognize regulated confined spaces.

All work sites must be evaluated for the presence of regulated confined spaces, initiated by the on-site supervisor. Employees who enter such confined spaces must receive substantial training and be provided with equipment including direct reading monitors and forced air ventilation systems.

Medical Monitoring Requirements

No

Personal Protective Equipment (PPE) Requirements

Yes

Other Requirements

DLE Standard Operating Procedures (SOPs)

C-23 Lockout/Tagout

Underlying Regulation

29 CFR 1910.147

Purpose

To protect employees from the release of energy or startup of machinery during maintenance activities.

Divisional Employees Affected

DLF employees performing duties where the unexpected release of energy or startup of machinery could cause injury.

Responsibility for Implementation

<u>Person/Title</u>	<u>Responsibility</u>	<u>Unit</u>
Supervising Forester	Facility	NYS Tree Nursery

Training Requirements

At facilities where work is done that exposed employees to such hazards, a written program must be put in place that evaluates the machines present and the specific lockout/tagout procedures needed to protect employees. Typical hazards include electrical work, high pressure hydraulic or pneumatic systems, dump trucks or front end loaders. Suitable locks and tags must be available and employees must be provided with training on the applicable work procedures.

Medical Monitoring Requirements

No

Personal Protective Equipment (PPE) Requirements

No

Other Requirements

The program must be evaluated on a yearly basis to assure that it offers the necessary protection. Facilities must be evaluated for the presence of machinery where the unexpected release of stored energy could be hazardous.

DLF Standard Operating Procedures (SOPs)

C-24 Laboratory Safety

Underlying Regulation

OSHA 29 CFR 1910.1450

Purpose

To provide safe work practices for chemical laboratories, specifically the DLF Forest Health laboratory at the NYS Tree Nursery in Saratoga.

Divisional Employees Affected

The DLF Bureau of Private Land Services, Forest Health Unit maintains an organic chemistry laboratory at the NYS Tree Nursery. All employees who work in this laboratory are covered by this SOP.

Responsibility for Implementation

<u>Person/Title</u>	<u>Responsibility</u>	<u>Unit</u>
Forest Health Research Scientist	Facility	Forest Health Lab, NYS Tree Nursery

Training Requirements

Chemical Hygiene Training as per OSHA 19 10.1450

Annual Fit Testing for Respirator

Other training appropriate to chemical hazards that exist in the laboratory, in conjunction with Right-to-Know training.

Medical Monitoring Requirements

Yes, all laboratory support staff shall receive medical monitoring.

Personal Protective Equipment (PPE) Requirements

Eye protection equipment, respirators, and other protective equipment as detailed in the facility Chemical Hygiene Plan. Staff shall be respirator fit-tested annually.

Other Requirements

Staff will follow the facility Chemical Hygiene Plan posted at

<http://internal.dec.state.ny.us/dlf/dlf92.html>. An informative video and the DEC generic written laboratory health and safety program are available from the DEC Health & Safety Unit.

DLF Standard Operating Procedures (SOPs)

DLF Training

Health and Safety Training

1. Health and Safety Self Study

- *Training Length (hours):* 3-4 hours
- *Frequency:* Every 2 years
- *Estimated Cost:* No Cost
- *Required For:* All DLF field staff
- *Recommended For:* All DLF employees
- *Description:* Review health and safety information relevant to work tasks. This information includes but is not limited to work zone safety, back injury prevention and safe lifting technique, harmful insects, noxious plants, heat/cold stress, and sun exposure. Information is found at <http://internal.dec.state.ny.us/health/health94.html>.

2. A. Right-to-Know Training

- *Training Length (hours):* 1 hour
- *Frequency:* Annually
- *Estimated Cost:* No Cost
- *Required For:* All DEC staff.
- *Recommended For:*
- *Description:* Employees will be educated on the general properties of hazardous chemicals, including visual appearance and odor and methods that can be used to detect the presence or release of hazardous chemicals. Also, physical and health hazards associated with potential exposure to workplace chemicals, procedures to protect against hazards (personal protective equipment, work practices, and emergency procedures), and hazardous chemical spill and leak procedures. Training will be conducted by a representative of the DEC Health and Safety Unit or a designated employee. DEC Health and Safety Unit videos are also available.

B. Hazard Communication

- *Training Length (hours):* 1 hour
- *Frequency:* One time only for each new hazard, for each new employee
- *Estimated Cost:* No Cost
- *Required For:* All DEC staff.
- *Recommended For:*
- *Description:* Employees will be educated on the specific hazardous chemicals that they may encounter in their work. This training includes provision and review of MSDS's, product labels and DLF Standard Operating Procedures associated with such chemicals as well as the opportunity to discuss this information with Supervisory staff. Information thus provided on specific chemicals will include chemical classification, visual appearance and odor, physical and health hazards and procedures to protect against specific hazards (personal protective equipment, work practices, and emergency procedures). Training will be conducted by Supervisory staff.

3. Personal Protective Equipment (PPE) Training

- *Training Length (hours):* 1-2 hours
- *Frequency:* One time for any PPE item
- *Estimated Cost:* No cost – delivered by Divisional / Supervisory staff unless covered by other required training (ex. Respirator Fit Test and Training, Ice Safety Training)
- *Required For:* All DEC staff.
- *Recommended For:*
- *Description:* Employees will be informed about required PPE, why the PPE is necessary, how and when it must be worn, how to use and care for their PPE, and how to recognize deterioration and failure. This training must be provided as part of a program that includes: assessing the workplace for hazards, using engineering and work practice controls to eliminate or reduce hazards before using PPE, selecting appropriate PPE to protect employees from hazards that cannot be eliminated, providing PPE training, and requiring employees to wear selected PPE.

4. Standard First Aid with CPR (AED recommended)

- *Training Length (hours):* 4 hours
- *Frequency:* 2 years
- *Estimated Cost:* \$65
- *Required For:* Chainsaw Operators
- *Recommended For:* All DLF field staff
- *Description:* First aid training includes information on the initial care of an illness or injury. Techniques are simple and usually performed with limited equipment but can be life-saving. The CPR course teaches the basic of Cardiopulmonary Resuscitation (CPR). The training involves proper technique on chest compressions and artificial respiration. AED training is recommended pursuant to the DEC H&S Unit AED program and policy.

5. Wilderness First Aid *

- *Training Length (hours):* 16 hours
- *Frequency:* 2 years
- *Estimated Cost:* \$125-250
- *Required For:*
- *Recommended For:* All DLF field staff
- *Description:* This hands-on course teaches first aid that relates to care in remote areas, where emergency medical services will be difficult to obtain or take a long time to arrive.

6. Blood Borne Pathogen Training

- *Training Length (hours):* 1-2 hours
- *Frequency:* Annually
- *Estimated Cost:* No Cost
- *Required For:* Chainsaw operators
- *Recommended For:* All DLF employees
- *Description:* Blood borne pathogen training covers information such as common BBP, modes of transmission, universal precautions, prevention methods, and PPE. The Health and Safety Unit is equipped with a BBP video.

7. Chainsaw Safety Training

- *Training Length (hours):* 8 hours
- *Frequency:* One-time only
- *Estimated Cost:* \$145-175
- *Required For:* Chainsaw operators
- *Recommended For:* All DLF field staff.
- *Description:* Game of Logging (GOL) Level 1 or equivalent. Level 1 focuses on introducing the participant to open face felling and the development of techniques to safely use it. Topics covered include personal protective equipment, chainsaw safety features, chainsaw reactive forces, bore cutting, pre-planning the fell, and understanding hinge wood strength.

8. Hazardous Waste Operations (HAZWOPER)

- *Training Length (hours):* Consists of a 40-hour initial training and 8-hour refresher training.
- *Frequency:* Annual 8-hour refresher training
- *Estimated Cost:* **8-hour:** \$40-50, **40-hour:** \$350-\$600, **24-hour:** \$200
- *Required For:* Any staff working on or near hazardous waste and environmental remediation sites. (select Bureau of Real Property staff and DEC's State Historic Preservation Officer)
- *Recommended For:*
- *Description:* This training covers information on clean-up, corrective actions, operations, and emergency response of hazardous substances.

9. Information for Voluntary Respirator Use

(OSHA Appendix D to 29 CFR Section 1910.134 (Mandatory) Information for Employees Using Respirators When Not Covered Under the Standard)

- *Training Length (hours):* N/A
- *Frequency:* One-time only
- *Estimated Cost:* \$0
- *Required For:* Any staff who voluntarily use a dust mask or respirator on the job.
- *Recommended For:* All employees.
- *Description:* Staff must be provided with the document for their information (can be found as an appendix to DLF's Respiratory Protection Program (RPP) at <http://internal.dec.state.ny.us/docs/dlfdocs/dlfprespiratory.pdf>). Sometimes, workers may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. If DLF provides respirators for an employee's voluntary use, or if an employee provides their own respirator, employees need to take be informed of certain precautions to be sure that the respirator itself does not present a hazard.

10. Respirator Fit Test and Training

- *Training Length (hours):* 2 hours
- *Frequency:* Annual
- *Estimated Cost:* \$75

- *Required For:* DLF personnel who are required to use an elastomeric respirator. (Refer to DLF's RPP, at <http://internal.dec.state.ny.us/docs/dlfdocs/dlfrspiratory.pdf>.)
- *Recommended For:*
- *Description:* Fit test and training sessions are provided in-region by a DEC preferred-source contractor and scheduled by the DEC Health and Safety Unit. Employees must bring to the fit test the respirator they will use in the upcoming year. Employees will be instructed and trained on the proper use of respirators and their limitations. Training shall provide the employee an opportunity to handle the respirator, have it fitted properly, test its facepiece-to-face seal, wear it in normal air for a familiarity period, and finally to wear it in a test atmosphere. Every respirator wearer shall receive fitting instructions including how to properly put on and off the respirator.

11. Pesticide Applicator Training *

- *Training Length (hours):* Varies by applicator category. For more information, see <http://www.dec.ny.gov/permits/45618.html>
- *Frequency:* Every 3 years
- *Estimated Cost:* Pesticide Applicator Examination Fee: \$100
- *Required For:* DLF personnel involved in the spraying of pesticides
- *Recommended For:* DLF staff who oversee timber sale agreements involving use of pesticides
- *Description:* Within fiscal constraints, DLF will support the certification of NYS Tree Nursery staff and forest health technicians, as well as certification renewals for State Land Management staff.

12. Wood Chipper Training

- *Training Length (hours):* 1 hour
- *Frequency:* One time only
- *Estimated Cost:* No Cost
- *Required For:* DLF employees engaged in wood chipping activities
- *Recommended For:* All DLF field staff
- *Description:* Online introductory training available. Employer based training. Wood chipper training should include correct operation of the chipper and its safety controls, manufacturer's instructions on operation, inspection and maintenance of the chipper, proper procedures for machine start-up and shutdown, and correct use and maintenance of personal protective equipment.

13. Log Landing / Timber Harvest Jobsite Awareness Training

- *Training Length (hours):* 4 hours
- *Frequency:* One time only
- *Estimated Cost:* No Cost
- *Required For:* All new DLF Employees who conduct timber harvest inspections or work around tree removal activity
- *Recommended For:*
- *Description:* Employer-based training. Ensure safety awareness for any DLF staff who are not accustomed to working around an active timber harvest.

14. ATV and Snowmobile Safety Training

- *Training Length (hours):* 4 hours
- *Frequency:* One time only
- *Estimated Cost:* \$30-50
- *Required For:* DLF Employees who must use ATVs or snowmobiles as a part of their job but are not approved by their supervisor as having operational qualifications.
- *Recommended For:* All DLF Employees who may use ATVs or snowmobiles as a part of their job
- *Description:* May be offered by snowmobile associations and other local trainers.

15. Forklift Training

- *Training Length (hours):* 2 hours
- *Frequency:* Annual
- *Estimated Cost:* No Cost
- *Required For:* NYS Tree Nursery Staff
- *Recommended For:* All DLF personnel involved in the operation of a forklift
- *Description:* <http://www.free-training.com/oshaforklift/forkmenu.htm> This course offers information such as fork lift physics, operation, safety, maintenance, and refueling.

16. Seed Processing Training

- *Training Length (hours):* As needed.
- *Frequency:* Annual
- *Estimated Cost:* No cost
- *Required For:* NYS Tree Nursery Staff. All personnel involved in seed extraction.
- *Recommended For:*
- *Description:* Employer-based training. Training will teach employees proper use and safety techniques of all equipment and PPE used for seed extraction.

17. Farm Implement Training

- *Training Length (hours):* As needed.
- *Frequency:* Annual
- *Estimated Cost:* No cost
- *Required For:* NYS Tree Nursery Staff. All DLF personnel involved in the operation of and working around farm implements
- *Recommended For:*
- *Description:* Employer-based training. Training will teach employees proper use and safety techniques for operating farm implements.

18. Regulated Confined Space Training

- *Training Length (hours):* 1 hour
- *Frequency:* Bi-annual
- *Estimated Cost:* No Cost
- *Required For:* NYS Tree nursery staff, Staff involved in historic site and acquired property inspection, staff who may participate in mine and cave surveys

- *Recommended For:* DLF field staff with the potential to enter regulated confined spaces
- *Description:* Health and Safety Powerpoint Presentation- Training programs describe hazards associated with confined spaces and responsibilities of those entering, attending, and supervising the confined space. This information includes but is not limited to atmospheric hazards, temperature extremes, animal hazards, and restricted entry and exit.

19. Ice Safety Training

- *Training Length (hours):* 2 hours
- *Frequency:* One time only
- *Estimated Cost:*
- *Required For:* Staff who may need to cross or conduct work on frozen water bodies
- *Recommended For:* All DLF staff
- *Description:* DLF staff are instructed not to cross frozen water bodies unless properly trained, accompanied by a properly trained coworker and equipped with proper PPE. Training includes how to recognize dangerous ice and use PPE in case of an emergency.

20. Sun Safety

- *Training Length (hours):* 1 hour
- *Frequency:* One time only
- *Estimated Cost:* No Cost
- *Required For:* Employees who spend more than a total of 5 hours per week outdoors
- *Recommended For:* Any staff exposed to over 80 dB TWA
- *Description:* Covered in Working Outdoors training from DEC Health and Safety Unit

21. Hearing Conservation

- *Training Length (hours):* 1 hour
- *Frequency:* Annually
- *Estimated Cost:* No Cost
- *Required For:* Not Required
- *Recommended For:* Any staff exposed to over 80 dB TWA
- *Description:* Noise is one of the most pervasive occupational health problems. Excessive noise exposure can cause both temporary and permanent changes in hearing sensitivity. The Department of Environmental Conservation is committed to ensuring that all employees are protected from hearing loss caused by exposures to excessive occupational noise to the fullest possible extent. The Health and Safety office will provide training on the hearing conservation program and/ or assist appropriate supervisors to ensure that the mandatory training is given at the local level.

22. Defensive Driving**

- *Training Length (hours):* 6-8 hours
- *Frequency:* Every 3 years
- *Estimated Cost:* \$30-50
- *Required For:*
- *Recommended For:* All DLF Employees who drive as a part of their job

- *Description:* Teaches driving techniques to make employees better, safer, and smarter drivers. The course provides information on maintaining proper speed, looking ahead, seat belt use, distance between vehicles, and not driving while impaired (tired, medicated, intoxicated). DLF will allow employees to attend Defensive Driving courses without charging leave, during regular work hours, however the cost of attendance must be paid by staff.

* May or may not be funded by the Division of Lands & Forests

** Not funded by the Division of Lands & Forests

Other DLF Training (not directly related to Health & Safety)

1. BMP Training

- *Training Length (hours):*
- *Frequency:*
- *Estimated Cost:*
- *Required For:* Bureau of State Land Management field staff
- *Recommended For:* DLF field staff
- *Description:*

2. Oak SILVA/Alleghany Hardwoods Training

- *Training Length (hours):*
- *Frequency:*
- *Estimated Cost:*
- *Required For:*
- *Recommended For:* Bureau of State Land Management field staff
- *Description:*

3. Wilderness Management Training

- *Training Length (hours):*
- *Frequency:*
- *Estimated Cost:*
- *Required For:*
- *Recommended For:* Forest Preserve Bureau staff
- *Description:*

4. Invasive Species Training

- *Training Length (hours):*
- *Frequency:*
- *Estimated Cost:*
- *Required For:*
- *Recommended For:* DLF field staff
- *Description:* <http://newyorkinvasivespecies.org/>

5. S130/190 Wildfire Training

- *Training Length (hours):* **S-190:** 6-8 hours, **S-130:** 24 hours plus 8-hour field training
- *Frequency:* One time. Annual refresher courses required.
- *Estimated Cost:*
- *Required For:* DLF employees involved in the control of wildfires
- *Recommended For:*
- *Description:* Online training plus 8-hour field training
S-190 <http://training.nwcg.gov/courses/s190.html>
 - I. Identify and discuss the three sides of the fire triangle.

- II. Identify the environmental factors of fuels, weather and topography that affect the start and spread of wildland fire.
- III. Describe the contributing factors that indicate the potential for increased fire behavior that may compromise safety.

S-130 <http://training.nwcg.gov/courses/s130.html>

- I. Explain what the LCES (Lookouts, Communications, Escape Routes, and Safety Zones) system is and how it relates to the Standard Firefighting Orders.
- II. Construct fireline to required standards using various methods.
- III. Strengthen, reinforce, and use holding actions on a fireline.
- IV. Extinguish the fire with or without the use of water.
- V. Complete assigned tasks in a safe and efficient manner.
- VI. Given an assignment in a wildfire environment, describe factors in that environment which could impact safety.

6. I-100, 200, & 300 Incident Command System (ICS) Training

- *Training Length (hours):* **I-100:** 2 hours, **I-200:** 12 hours, **I-300:** 24 hours
- *Frequency:*
- *Estimated Cost:*
- *Required For:* DLF employees involved in incident response
- *Recommended For:*
- *Description:* The Incident Command System (ICS) is a standardized, on-scene, all-hazards incident management approach that allows for the integration of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure. ICS also enables a coordinated response among various jurisdictions and functional agencies, both public and private, and establishes common processes for planning and managing resources.

DLF List of Appendices

Appendix	
A	New Employee Safety Orientation Checklist
B	DLF Hazard Assessment and Certification
C	Safety Hazard Reporting Form
D	Hazard Assessment and Personal Protective Equipment (PPE) Form
E	Supervisor's Occupational Accident Investigation Report http://internal.dec.state.ny.us/docs/mbsdocs/supinvrrt.pdf
F	Blood Borne Pathogens Incident Report http://internal.dec.state.ny.us/health/health102.html
G	Standard Procedures for Fueling Equipment
H	NYS Tree Nursery Lockout / Tagout Procedures
DEC In-Site Resources	
DLF Respiratory Protection Program http://internal.dec.state.ny.us/dlf/dlf92.html	
DEC Hearing Conservation Program http://internal.dec.state.ny.us/health/health128.html	
Hazard Communication Program http://internal.dec.state.ny.us/health/health124.html	
Blood Borne Pathogens Manual and Program http://internal.dec.state.ny.us/health/health102.html	
DEC Rabies Training Manual http://internal.dec.state.ny.us/health/health144.html	
Lyme Disease Fact Sheet http://internal.dec.state.ny.us/health/health132.html	
Outdoor Work Safety Fact Sheets http://internal.dec.state.ny.us/health/health160.html	
<ul style="list-style-type: none"> • Cold Stress • Heat Stress • Sun Exposure • Poisonous Plants • Stinging Insects • Ticks and Mosquitoes 	
Department Policies: http://internal.dec.state.ny.us/health/health74.html OAD-4 Health & Safety Program Implementation OAD-7 Employee Health & Safety OAD-9 Respiratory Protection Health & Safety Policy and Guidelines OAD-11 Hazardous Substances Activities OAD-12 Ergonomics OAD-15 Medical Monitoring OAD-21 Automated External Defibrillator (AED)	
PEF Health and Safety: http://www.pef.org/health-and-safety-resources	

Appendix A – New DLF Employee Safety Orientation Checklist

This form documents completion of a new DLF employee's health and safety program orientation. Supervisors must review safety issues related to the employee's job in order to enhance the employee's knowledge of possible hazards. The Supervisor and new or transferred employee are to complete this form within the first week of employment and retain a copy in the employee's personnel file.

Date _____ Employee _____ Supervisor _____
Central Office Bureau _____ or Region ____ /Office Location _____

Employee Transferred? Y ☐ N ☐ If so, from where: _____

General field work tasks the employee will perform (see DLF Health and Safety Manual, page 5 - Hazard Assessment Contents for a list of work tasks): _____

Frequency of field work during field season: ~ weekly ☐ ~ monthly ☐ ~ few times/year ☐ none ☐

The supervisor and new employee are to review the following information:

1. Location of the **NYSDEC Health and Safety web page**
(*In-Site web page; Divisions, Regions and Offices; Employee Relations; Health and Safety*)
2. Location of the **DLF Health and Safety Manual and web page**
(*In-Site web page; DLF internal web page; DLF Forms and Information; Health and Safety*)
3. The **DLF Respiratory Protection Program** contains important requirements for employees who may use respiratory protection (ex. a dust mask or elastomeric respirator)
(*In-Site web page; DLF internal web page; DLF Forms and Information; Health and Safety*)
4. **Right to Know Training / Hazard Communication** must be completed by each employee
(*In-Site web page; DLF internal web page; DLF Forms and Information; Health and Safety; Material Safety Data Sheets (MSDS)*)
5. Location of **chemical hygiene plans** for laboratories where the employee will or may work. Such plans should be located in each laboratory and on InSite
(*In-Site web page; DLF internal web page; DLF Forms and Information; Health and Safety*).
6. Location of **emergency action plans** for buildings where the employee will or may work. For Central Office, this information is posted on the intranet (*In-Site web page; Central Office; Emergency Information*). Other facilities (e.g., regional offices, laboratories) should have such plans located within their facility.
7. Any **general and or unique hazards** associated with the employee's job responsibilities.

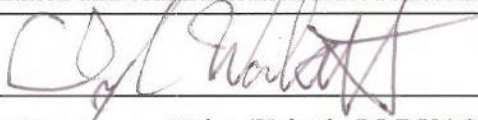

Supervisors must inform new employees of their responsibility to read and comply with the DLF Health and Safety Manual and applicable chemical hygiene plans and emergency action plans.

Appendix B – DLF Hazard Assessment and Certification

Page 1 of 3

Company/Workplace Evaluated	Location/Job Titles
NYS Department of Environmental Conservation, Division of Lands and Forests	Statewide assessment of Divisional employees hazard exposure including the following titles: Forester, Land Surveyor, Forest Technician, Natural Resources Planner, Research Scientist, Environmental Program Specialist, Environmental Analyst, Citizen Participation Specialist, Secretary, Agency Program Aide, Parks and Recreation Aide
Description of Assessment	
<p>This comprehensive Division-wide hazard assessment was completed, by a committee of central office and regional staff and reviewed by staff throughout the Division. Committee members were selected based on their extensive field experience and knowledge of Divisional programs. The committee was organized by Dylan Walrath, DLF Health and Safety Coordinator, assisted by Eric Planck, Health and Safety Intern.</p> <p>Committee members:</p> <p>McCrea Burnham, Division Direction Rob Cole, Bureau of Private Land Services Don Hughes, Bureau of Real Property Justin Perry, Bureau of State Land Management Jim Sessions, Bureau of Forest Preserve Management</p> <p>Important dates in development of this assessment:</p> <p>11/3/10 – Meeting with DEC Health and Safety Unit 11/16/10, 11/30/10, 12/3/10 – Committee meetings 12/7/10, 12/10/10, 1/13/11, 1/28/11, 2/8/11 – Follow up meetings with program staff as needed 2/18/11, 3/1/11 – presentation to Division Director 4/21/11 – Draft sent to PESH, Regional Foresters, Real Property Supervisors and Supervising Foresters for review along with HASP Manual 6/10/11 – Deadline for comments 1/25/11 through 10/31/11 – Edits to assessment made during development and review of HASP Manual</p>	

I certify that on the above date(s) I performed a hazard assessment of the above named company. This document constitutes the findings and certification of that hazard assessment. I understand that this document facilitates compliance to the hazard assessment requirements of OSHA 29 CFR 1910.132(d)(2), ONLY. In addition, proper PPE selection, fitting, utilization and communication must be accomplished in accordance with other requirements of 29 CFR 1910 Subpart I.

	12/7/11	NYS DEC Division of Lands and Forests
Signature Dylan Walrath, DLF H&S Coordinator	Date	Company/Organization
	12/7/11	NYS DEC Division of Lands and Forests
Certified by Robert K. Davies, Division Director	Date	Company/Organization

Appendix C – Safety Hazard Reporting Form

Work place hazards are to be reported to your immediate supervisor. If you wish to report anonymously, this form may be used. Please be specific. The more information you can provide, the better we will be able to evaluate and correct the hazard in a timely manner. If you would like to receive a response, provide either your phone number or e-mail address at the bottom of the form. Please forward completed forms to the DLF Health and Safety Coordinator (for contact information see the DLF internal web page under Division Forms and Information).

Date:

Location of Hazard (be specific):

Hazard Description (also provide product, chemical, or equipment information, if applicable):

Number of Persons Affected or Potentially Affected:

Frequency of Exposure:

Has an Injury Resulted from this Hazard? Y ☐ N ☐

Has an Illness Resulted from this Hazard? Y ☐ N ☐

Has Corrective Action Been Taken? Y ☐ N ☐

If “Yes” to any of the above, please describe:

Has the Hazard Been Previously Reported (but no corrective action taken)? Y ☐ N ☐

Additional Comments:

Submitted By: (optional)

Please provide phone number or e-mail address if response is requested:

Follow-up action(s) taken (including date) to correct hazard (completed by DOW HSC):

Appendix D - Hazard Assessment & Personal Protective Equipment (PPE) Form

Job Title or Function Assessed							Workplace(s) Evaluated					
Work Tasks / Operations	Safety Boots	Eye Protection	Face Shield	Reflective Vest	Gloves	Dust Mask	Respirator	Hard Hat	Helmet	Hearing Protection	Long-dist. Radio	Other (see below)
R = Required												
O = Optional												

I certify that on the above date(s) I performed a hazard assessment of the above named work tasks. This document constitutes the findings and certification of that hazard assessment. I understand that this document facilitates compliance to the hazard assessment requirements of OSHA 29 CFR 1910.132(d)(2), ONLY. In addition, proper PPE selection, fitting, utilization and communication must be accomplished in accordance with other requirements of 29 CFR 1910 Subpart I.

Signature	Title

Appendix E - Supervisor's Occupational Accident Investigation Report

Refer to <http://internal.dec.state.ny.us/docs/mbsdocs/supinvrrt.pdf>

**SUPERVISOR'S OCCUPATIONAL
ACCIDENT INVESTIGATION REPORT**

Refer to bottom of last page for instructions and privacy notification.

Remit to: Bureau of Personnel, 625 Broadway, Albany, NY 12233-5060

PLEASE PRINT—Report to be completed within 24 hours of occurrence.

Use extra sheets if necessary

1. DIVISION/REGION		2. WORK LOCATION		3. TYPE OF REPORT <input type="checkbox"/> Injury <input type="checkbox"/> Illness <input type="checkbox"/> Non-Injury/Illness	
4. NAME			5. SEX	6. DATE OF BIRTH	7. TITLE
8. BARGAINING UNIT	9. ITEM NUMBER	10. SS NUMBER	11. DATE OF APPOINTMENT		12. TYPE OF APPOINTMENT <input type="checkbox"/> Annual Salaried <input type="checkbox"/> Seasonal
13. BASIC WORK SCHEDULE Hrs _____ (9-5) Days/Wk _____ (M-F) Passdays _____ (Sat/Sun)		14. WAGES Per Year _____ or Per Hour _____		15. ACCIDENT Date _____ Hour _____ AM/PM	
16. LOCATION OF ACCIDENT					
17. DATE SUPERVISOR NOTIFIED		18. DATE DISABILITY BEGAN		19. DOES EMPLOYEE WEAR GLASSES? <input type="checkbox"/> Yes <input type="checkbox"/> No	
20. PERMANENT ADDRESS OF EMPLOYEE (Street, City, State, Zip Code)				21. HOME TELEPHONE NUMBER ()	
22. NAME AND ADDRESS OF PHYSICIANS TREATING EMPLOYEE AND DATE FIRST TREATED (Including County)					
23. IS EMPLOYEE WORKING? <input type="checkbox"/> Yes <input type="checkbox"/> No Date Returned to Office _____ (PLEASE NOTIFY PERSONNEL OF ALL LOST TIME)					
24. DESCRIPTION OF ACCIDENT (Be Specific, Example: Ladder slipped on wet floor worker fell 15 feet to floor)					
25. NATURE AND EXTENT OF INJURIES, ILLNESSES AND/OR PROPERTY DAMAGE (Body part and how it was affected. More specific than hurt, pain or sore. Example: Strained back; chemical burn left hand)					
26. SOURCE OF INJURIES, ILLNESSES AND/OR PROPERTY DAMAGE (Concrete floor, snow, ice, saw, chlorine, etc.)					
27. ACCIDENT CAUSE ACCIDENT CORRECTIVE ACTION DATE CORRECTIVE ACTION COMPLETED or ESTIMATE					
<input type="checkbox"/> LACK OF KNOWLEDGE, SKILL OR EXPERIENCE		>	<input type="checkbox"/> INSTRUCTION / TRAINING		DATE: _____
<input type="checkbox"/> INAPPROPRIATE BEHAVIOR		>	<input type="checkbox"/> ADMINISTRATIVE		DATE: _____
<input type="checkbox"/> HUMAN LIMITATION (PERMANENT)		>	<input type="checkbox"/> PROPER PLACEMENT		DATE: _____
<input type="checkbox"/> CONDITION		>	<input type="checkbox"/> REPAIR/ELIMINATE		DATE: _____
<input type="checkbox"/> CONDITION (beyond your authority to correct)		>	<input type="checkbox"/> RECOMMEND TO MANAGEMENT		DATE: _____
28. WITNESSES (Names, Addresses, and Phone Numbers)					
I certify that the information above is complete and accurate to the best of my knowledge and that I have investigated and reported the circumstances surrounding the occurrence.					
Supervisor's Signature			Supervisor's Name, Title and Telephone Number (Print or Type)		
Reviewer's Signature			Reviewer's Name (Print or Type)		

IMPORTANT: Supervisor/employee MUST telephone in this information to the Accident Reporting System (ARS) at 1-888-800-0029

Note: Benefits will be paid according to the current negotiated contracts in force at the time of injury.
In order to avoid delay in payment of claims, it is necessary that all information be filled out accurately and completely. (06/07)

4. Give the full name of the injured or ill person or the person most closely involved with the accident.
11. Date of initial appointment to state service regardless of status.
13. Passdays— days employee normally does not work (Sat. & Sun.).
16. Pinpoint location, e.g., northwest corner of main maintenance shop in Catskill Sub-office.
- *18. First full day off from work due to injury or illness.
22. When was the injured first treated by a First Aid Attendant or medical personnel such as a nurse or a physician?
25. Describe, if possible, the nature and extent of the injury or illness. For example, severed nerve of right index finger, skin rash covering arms and neck, sprain or sprain of left ankle, stomach cramps with vomiting, compound fracture of lower left leg bone, fire damage amounting to \$2,000.00, etc. (in the event of damage to state owned property, include equipment damage), give an estimated dollar loss at the time.
26. The source of injury, illness, fire, etc., edge of sheet metal, concrete pad upon which the injured hit his head, sulphuric acid vapors, wheel of vehicle, welding sparks, etc.
27. Please check the most significant "Accident Cause" box for the accident and the corresponding "Accident Corrective Action" box on the same row in the second column. Choose only one box per column. **Do not leave columns unchecked.**

ACCIDENT CAUSE

Lack of Knowledge, Skill or Experience: Knowledge alone may not qualify an employee to perform a task. For example, just because an employee read a book on machine safety, doesn't mean that he/she is able to safely use a woodworking machine, e.g. band saw. Additional instruction/training (e.g. owner's manual, written standard operating procedure, demonstration, etc.) or experience (performing the task under supervision) on the specific machine may be required to gain the necessary skills to safely do the job.

Inappropriate Behavior: Employee had the necessary knowledge, skill and experience but chose instead to perform the job duty in an unsafe manner. For example, an employee received instruction/training on safely operating a grinder but did not wear safety glasses with side shields.

Human Limitation (Permanent): A factor that an employer cannot change, e.g., poor and uncorrectable hearing or other permanent limitation.

Condition: An unsafe condition, such as unguarded equipment/machinery, icy parking lot or broken ladder. Some conditions can be repaired or eliminated by the supervisor, while others require the attention of a higher level manager. For example, a supervisor may direct an employee to replace a machine guard on an unguarded band saw. An example of a condition that may be beyond your authority to correct, is a leaking roof.

ACCIDENT CORRECTIVE ACTION

Instruction/Training: Proper instruction/training to perform the task in a safe manner. For example, ensure that employee satisfactorily completes the necessary training.

Administrative: Motivate, encourage, counsel or discipline the employee, as necessary.

Proper Placement: Employee may be reassigned to a position for which they are qualified.

Repair/Eliminate: Properly repairing/eliminating a condition that is within the scope of your authority, ability and resources to fix.

Recommend to Management: Recommend to higher management that the condition which is beyond your authority, ability and resources to fix, be repaired/eliminated.

** If a non-injury/illness accident occurred, boxed Items #18-24, which relate to an injury/illness accident, should be filled in with a NA (not applicable). Same is true for Items #25 and #26 unless property damage was incurred.*

NOTE: Ensure that the employee has read the Privacy Notification, below, at the time he/she supplies you with the requested information.

PRIVACY NOTIFICATION (to the Employee)

Because this form asks for personal information, the Personal Privacy Protection Law requires that you be given this notice.

This information is requested by the Bureau of Personnel and will be maintained by the Bureau of Personnel's Worker's Compensation File and Personal History File.

The legal authority to collect and maintain the requested information is in the New York State's Worker's Compensation Law, Section 110.

The principal purpose for which the personal information is collected is to report on the job accidents or illnesses to the Worker's Compensation Board to establish eligibility for Worker's Compensation. Certain information will also be transferred to the Agency Safety Coordinator and will be used to monitor and analyze occupational accidents and their causes within the department.

If the employee does not provide this personal information, the employee may not receive compensation or Worker's Compensation leave for lost time due to an accident or illness, and there may be insufficient documentation for later claims for permanent injury.

This information will be maintained by the Director of Personnel, Bureau of Personnel, 625 Broadway, Albany, New York 12233-5060, 518-402-9257

Appendix F - Blood Borne Pathogens Incident Report



New York State Department of Environmental Conservation

EMPLOYEE EXPOSURE INCIDENT REPORT

CONFIDENTIAL

Employee Name: LAST, FIRST MI

Social Security Number

Address

Employee home phone number

City, State, Zip

Employee regional office number

Date of exposure

Time of exposure

Employee Personal Physician, phone number

Job Title

Work Location

Name of Supervisor

NATURE OF INCIDENT

☐ Communicable Disease Exposure

- ☐ Penetration of skin by item believed or known to be contaminated with body substances, i.e. needles, knives, glass, or other sharp cutting edge.
- ☐ Blood or body fluid contact with mucus membrane of eyes, nose or mouth.
- ☐ Blood or body fluid contact with non-intact skin.
- ☐ Exposure of skin to gross amounts of blood or body fluids (describe fluids under OTHER).
- ☐ Direct pulmonary exposure to respiratory droplets or sputum from an individual displaying positive symptomology for pulmonary tuberculosis, i.e. productive coughing, wheezing, coughing up blood, fever, weakness, lethargy, under weight, chest pains and/or hoarseness.
- ☐ Other: example, exposure to medical waste, sewage, wildlife disease (rabies), etc. (describe under OTHER):

OTHER: _____

USE A CONTINUATION FORM IF NECESSARY

DESCRIBE INCIDENT: Exact Location, When, Symptoms, Activities being performed, etc.

USE A CONTINUATION FORM IF NECESSARY

☐ Yes ☐ No Was Supervisor immediately notified?

☐ Yes ☐ No Was the Health and Safety Office in Albany immediately notified?

If Yes, indicate time _____ and by whom _____

☐ Yes ☐ No Were you wearing personal protective equipment (gloves, eye protection, respirator, etc.)?

If YES, list: _____

☐ Yes ☐ No Did equipment fail? If Yes, describe failure: _____

Describe duration of exposure, including the time lapse between exposure and decontamination:

☐ Yes ☐ No DID YOU RECEIVE MEDICAL ATTENTION?

If YES:

Facility Name

Address

Phone

Your Attending Physician

☐ Yes ☐ No Was Hepatitis B immunization and other treatment Administered?

If yes, how soon? (Indicate hours elapsed between exposure and Hepatitis B immunization and/or other treatment)

☐ Yes ☐ No Was employee informed of the medical evaluation and follow-up requirements?

If no, supervisor must inform the employee about the medical evaluation and follow-up requirements and ensure that they are met in cooperation with the Health and Safety Unit.

Was a source individual identified ☐ Yes ☐ No ☐ Not applicable

If yes, name(s) of source individual:

Was a "Request for Determination of Source Individual Form" filed with the medical facility? ☐ Yes ☐ No

Facility Name

Address

Phone

Individual with whom the form was filed

Source Individual's attending physician, if known

Testing of source individuals blood:

CONSENT was: ☐ Obtained ☐ Refused ☐ Individual not identified ☐ N/A

☐ Identification of source individuals blood infeasible. State why:

1. This Form should be faxed to the Health and Safety Unit in Albany at 518-486-9957 within eight work hours following the exposure incident.

2. Completion of this form does not relieve the supervisor of the responsibility to fill out the standard department Supervisor Accident Report form. In addition, employees exposed to potentially infectious materials should be directed to call the NYS Accident Reporting system at 1-888-800-0029

3. A copy of this form should be given to any treating physician along with a copy of the Blood Borne Pathogens Standard 29 CFR 1910.1030

SIGNATURE OF EMPLOYEE

DATE

SIGNATURE OF SUPERVISOR

DATE

REVISED 1/2010

Appendix G - Standard Procedures for Fueling Equipment

Care must always be taken when fueling equipment. Any time you are handling volatile liquids or gases, there is a chance of fire or explosion and injury to yourself. Basic safety includes storing fuel in properly labeled containers, away from buildings and children. Check the tanks regularly for leaks in the fuel containers, hoses, nozzles or other delivery equipment. After you've made sure the fueling equipment you use is safe, keep in mind several safety protocols for fueling.

Preparation

Turn off the engine when preparing to refuel. Avoid bumping metal equipment, tools or parts into metal obstructions, fuel tanks or support structures. Metal on metal contact can cause a spark. Extinguish smoke and any open flames and turn off your cell phone. Wait for the engine to cool down, especially if the refueling cap is anywhere near the engine block. Make sure there is good ventilation, if you are inside, to avoid vapor buildup.

Opening the Fuel Tank

Stand or sit where you have a solid position and can reach the refueling port and fueling nozzle comfortably without slipping or falling. You should be able to handle the hose comfortably without stretching or reaching at an awkward angle. Make sure the area around you is clear. Remove the fuel cap and wait while any air pressure vents from the tank. Place a hand on the metal tank to ground it and prevent static electrical sparks. For portable fuel cans, use only UPC- or CSA-certified containers.

Filling

Insert the fuel nozzle if refilling from a pump. Make sure the spout is fully inserted into the fuel port. If fueling from a can, extend the spout fully so that it clicks into place. Open the secondary vent hole so the fuel flows smoothly. Insert the spout fully into the fuel port and pour slowly. Never prop open the fuel hatch with the gas cap. Set the cap away from the tank or let it dangle on its chain.

Disconnecting

Most pumps shut off automatically when the tank is full. Do not remove your hand from the metal fuel tank until you remove the nozzle so you don't get a static spark. To prevent spillage, do not top off the tank. When filling with a can, fill slowly and listen to the air coming out of the can as the fuel pours in. As the can nears the full level, air will come out faster, and the pitch will get higher. Stop before the tank is full. Leave 5 percent empty to allow for expansion of the can. Do not splash fuel on the engine or frame of the equipment when fueling and avoid skin contact. When the tank is full, let the fueling nozzle drain for a few seconds before removing it from the fuel port to prevent dripping. Replace the filler cap.

Cleanup

Wipe up any spills or drips and allow any damp spots on or around the motor to evaporate before attempting to start the equipment. Lock up any unattended pump or store portable fuel cans under lock and key in a well ventilated storage area away from flame or sparks.

Excerpted from:

King, Tom. "Standard Operating Procedures for Fueling Equipment", eHow.com, updated 05/21/ 2010, accessed 02/16/2011, http://www.ehow.com/list_6537378_standard-operating-procedures-fueling-equipment.html#ixzz1E9JLm0Fn

Appendix H - Tree Nursery Lockout/Tagout Procedures *Revised 1/2011*

dfz

New York State Department of Environmental Conservation

Division of Lands and Forests

Saratoga Tree Nursery

2369 Route 50, Saratoga Springs, New York 12866

Phone: (518) 581-1439 • Fax: (518) 581-8017

Website: www.dec.ny.gov



GRADING ROOM SEQUENCE OF LOCKOUT/TAGOUT SYSTEM PROCEDURES:

- 1) Notify all affected employees that lockout/tagout system is going to be utilized and the reason thereof.
- 2) If the machine or equipment is operating, shut it down by the normal stopping procedure.
- 3) Turn off the appropriate circuit breaker at the breaker panel so that the equipment is isolated from its energy source. Stored energy must be dissipated or restrained by methods such as repositioning, blocking, bleeding down, etc.
- 4) Lockout and tagout the energy isolating device, (at breaker box), with breaker lockout, locks, and tags. In order to make sure the proper circuit is isolated, the breaker box is and shall remain clearly marked. If working on equipment that can be unplugged from the energy source, plug lockouts will be used. These will be secured by use of a lock.
- 5) After ensuring that no personnel are exposed, check to see that the energy source has been disconnected from the equipment. This can be accomplished by use of normal operating controls. In the case of electrical circuits, a qualified person, (Maintenance worker/ general mechanic), must verify that the circuits are deenergized through the use of test equipment.
- 6) The equipment is now locked out/tagged out.

RESTORING MACHINES OR EQUIPMENT TO NORMAL PRODUCTION OPERATIONS:

- 1) After the servicing and/or maintenance is complete and equipment is ready for normal operation, check the area around the machines or equipment to ensure that no one is exposed.

2) After all tools have been removed from the machine or equipment, and guards have been re-installed, remove all lockout and tag-out devices to restore energy to the machine or equipment.

List of Authorized Employees:

Lee,	David	Supervising Forester
Echtner,	Michael	Forester
Chwaz,	Christopher	General Mechanic
Phillips,	Brian	Forest Technician III
Pendell.	Brayton	Forest Technician II

LIST OF AFFECTED EMPLOYEES:

Seasonal Staff - hired for short durations, procedures explained as needed.

SEED PLANT SEQUENCE OF LOCKOUT/TAGOUT SYSTEM PROCEDURES:

- 1) Notify all affected employees that lockout/tagout system is going to be utilized and the reason thereof.
- 2) If the machine or equipment is operating, shut it down by the normal stopping procedure.
- 3) Position the lever on the electrical control panel so that the equipment is isolated from its energy source. Also, turn to off position Breaker #42, (equipment control circuit). Stored energy must be dissipated or restrained by methods such as repositioning, blocking, bleeding down, etc.
- 4) Lockout and tagout the energy isolating device, (at main control panel), with hasp, lock, and tags. This includes placing a circuit breaker lockout over Breaker #42, secure with lock and tag. If working on lighting, circuit breaker lockouts will be used.
- 5) After ensuring that no personnel are exposed, check to see that the energy source has been disconnected from the equipment. This can be accomplished by use of normal operating controls. In the case of electrical circuits, a qualified person, (Maintenance worker/ general mechanic), must verify that the circuits are deenergized through the use of test equipment.
- 6) The equipment is now locked out/tagged out.

RESTORING MACHINES OR EQUIPMENT TO NORMAL PRODUCTION OPERATIONS:

- 1) After the servicing and/or maintenance is complete and equipment is ready for normal operation, check the area around the machines or equipment to ensure that no one is exposed.
- 2) After all tools have been removed from the machine or equipment, and guards have been reinstalled, remove all lockout and tag-out devices to restore energy to the machine or equipment.

List of Authorized Employees:

Lee,	David	Supervising Forester
Echtner,	Michael	Forester
Chwaz,	Christopher	General Mechanic
Phillips,	Brian	Forest Technician III
Pendell,	Brayton	Forest Technician II

LIST OF AFFECTED EMPLOYEES:

Seasonal Staff - hired for short durations, procedures explained as needed.