

FINISHING TRADES INSTITUTE

OF THE MID ATLANTIC REGION

SAFETY POLICY



2020 - 2025

Table of Contents

Mission Statement	Page 1
Campus Safety.....	Page 1
Education & Training	Page 3
Participation in Safety	Page 4
Authority/Reporting Relationships	Page 4
Responsibility of Student Safety	Page 4
Emergency Evacuation Procedures	Page 5
Accident Reporting Procedure	Page 5
Accident Investigation	Page 6
Equipment Specific Training	Page 7
OSHA Regulations	Page 7
Rights of Students & Staff	Page 8
Contractor Safety Policy	Page 8
Safety & Health Rules/Guidelines	Page 8
Emergency Contacts	Page 19
PPE Policies	Page 20

1. Mission Statement

The mission of the Finishing Trades Institute of the Mid-Atlantic Region is to develop and implement effective policies and procedures that reduce or eliminate accidents and injuries through training =, education, communication and supervision.

2. Campus Safety

The personal and collective safety and health of students, staff and visitors are of primary importance. Cooperation among the administration, faculty members, staff members, and student body is necessary fro the development and preservation of an enviable safety record. The FTI-MAR will build and maintain physical facilities designed to support educational programs and instructional technology of the highest quality. Any incident or action which could threaten the harmony or security of the campus should be reported immediately to the FTI-MAR Director of Education or the FTI-MAR Health & Safety Manager.

3. Program Premises

Participants in the program are not allowed to be on the program's premises or property at any time during which the program is not in operation, or for any purpose other than participating in the training for which they are enrolled, absent the express permission of the Education Director or a Program Representative. For the protection of program participants and employees, participants are not allowed to bring any person onto the premises or property of the program without express permission from the Director or a Program Representative.

4. Harassment Prohibited

Discrimination against or the harassment of any program participant, staff member, instructor, contractor, visitor or employee on the basis of any form of prohibited discrimination is strictly forbidden. In the event that any program participant engages in such prohibited conduct, discipline up to and including dismissal from the program will be appropriate. All persons associated or in any manner affiliated with the FTI-MAR are to conduct themselves towards others in a completely respectful and appropriate manner. "Prohibited harassment" may include any form of physical, verbal, or non-verbal behavior that is intended to make and/or does make other persons feel that they have been singled out or targeted on the basis of any discriminatory factor.

5. Prohibited Conduct

The following list sets forth examples of prohibited conduct. This list is not all inclusive:

- A. Physical assaults or intentional contact;
- B. Any immoral, lewd, obscene, or profane conduct, language, literature, pictures or materials or improper entertainment on the premises;
- C. Being under the influence of a prohibited substance, controlled substance or alcohol;
- D. Unwelcome sexual advances, propositions or sexual comments;
- E. Verbal comments or displaying images that are racially or sexually provocative, demeaning or offensive;
- F. Slurs, disparaging remarks or similar conduct about any program participant;
- G. Subjecting or threatening to subject any program participant to unwelcome conduct or attention on the basis of a prohibited discrimination;
- H. Excessive arguing or swearing;
- I. Belligerent speech;
- J. Making threats of any kind;
- K. Intentionally damaging FTI-MAR property, or property of an FTI-MAR employee, another student, visitor, or member of the public; and
- L. Possession or use of any weapon, including firearms, knives with blades over 4" in length, explosives, harmful chemicals etc.

In other words - All students, staff, administrators, faculty, contractors and visitors will commit to a respectful workplace and learning community. The FTI-MAR leadership will create, through example, environments where respect and civility are routinely practiced.

6. Education and Training

First and foremost, on the FTI-MAR agenda is SAFETY EDUCATION. Ignorance and assumptions are two “reasons” why accidents may occur. Students simply are not (or may not be) aware of safety rules and regulations. And instructors incorrectly assume that students “know what they’re doing” (or about to do).

Each safety training program is unique. There is no one-size-fits-all for every student or every task. FTI-MAR instructors are responsible to evaluate student training needs.

Knowledge of how to perform work safely is crucial to the welfare of every student. In addition to the training requirements and rules and regulations set forth in the *Apprentice Standards and Supporting Documents and the Student Handbook and Course Catalog*, the FTI-MAR instructors, coordinators, etc. will complete an assessment of training needs at the beginning of the training program development. Methods to determine the effectiveness of the program must consider input and feedback from the stakeholders (the students) in the process.

All instructors, coordinators, directors, etc. will ensure that each student possesses the necessary skills to participate in any type of shop or hands-on activities (individual or group).

7. Participation in Safety

We believe that the health and safety is everyone's concern, as it is only through mutual efforts and vigilance that we eliminate accidents resulting in personal injury and loss of property.

Each person using FTI-MAR facilities and equipment is required to act in a safe and responsible manner and is requested to report unsafe conditions and/or behaviors to the trade coordinator, director, supervisor or any FTI-MAR staff member.

8. Authority/Reporting Relationships

The FTI-MAR Director of Education has delegated responsibility to the FTI-MAR Health and Safety Manager for:

- A. Ensuring regulatory compliance;
- B. Operational safety effectiveness;
- C. Student safety education programs;
- D. Periodic evaluation of policy effectiveness;
- E. Implementing and enforcing shop safety activities;
- F. Continuing safety education at the staff level;
- G. Assessing the need to make changes to training, procedures, general safety equipment;
- H. Performance of other activities essential to implement the Safety Management Program within all FTI-MAR campuses.

9. Responsibility for Student Safety

Every instructor, Coordinator, Director, etc. is an equal partner in the safety process. Staff members are empowered to plan, organize, coordinate, and most importantly, participate in the safety process. All shall establish the parameters within which a safe environment of care is developed, maintained and improved. All are empowered to intervene and take appropriate action to mitigate the effects of unsafe situations and/or behaviors.

Individual trade coordinators are responsible for managing the development of department specific safety policies and procedures.

10. Emergency Evacuation Procedures

When the decision has been made to evacuate the building, those persons occupying the FTI-MAR should immediately exit the nearest door, proceed to the nearest exterior door (marked by EXIT signs) and proceed to the FTI-MAR rallying site or muster station. It is the responsibility of each trade coordinator, or director, or immediate supervisor to advise the respective students the location of the FTI-MAR rallying site. The FTI-MAR rallying site is:

- The SouthWest section of the building between the signs marked Evacuation Area (signs are on the grass).

11. Accident Reporting Procedure

This policy is written to ensure that FTI-MAR students, visitors and contractors follow safe work practices, report unsafe conditions, promptly report accidents and incidents and work to prevent reoccurrence.

When a safety incident/accident occurs, the first priorities are to ensure that the work area is safe in order to prevent injuries to additional personnel and to provide prompt medical assistance to the injured. The affected student or visitor shall immediately report the incident to his/her coordinator, director or supervisor. The trade coordinator, director or supervisor will ascertain the extent of the injury and determine the appropriate first aid measures to be taken.

When accidents requiring serious and immediate medical attention do occur on campus, immediately dial 911.

When accidents requiring routine first aid occur on campus, notify a trade coordinator, director or supervisor. Proceed to the FTI-MAR First Aid room

located directly next to the main office restrooms and adjacent to the instructor cafeteria.

In all instances of student or visitor or contractor injury/accident, summons the help of a trained responder.

Accidents must be reported as soon as possible by the FTI-MAR personnel responding to the event. The report of Injury, Illness, or Accident is located in Appendix A.

12. Accident Investigation

All incidents involving bodily injury or significant property damage must be reported to the FTI-MAR Director of Education and/or the FTI-MAR Director of Health and Safety, and/or the Trade Program Coordinator. The FTI-MAR Health and Safety Department will investigate all accidents, make every effort to determine the cause of the accident, implement corrective measures, and follow up to ensure that corrective measures are adequate.

13. Health Care Facilities

Maintaining good health requires access to health care when it is needed. The medical facilities, health centers and hospital are available to render the necessary health and medical services are located in Appendix B.

14. Emergency Contacts

Appendix C contains emergency contact information for the FTI-MAR Main Facility (Phila.) instructional staff, administrative personnel, managers, directors and building engineer(s) that have operational involvement and/or responsibilities associated with the FTI-MAR. These individuals should be contacted, as necessary during or immediately following an emergency, to obtain additional information to which this person may be in the know in response to the given emergency.

15. Equipment Specific Training

The FTI-MAR instructional facilities are equipped with many different types of machines, equipment, simulators, lifts, scaffolds, tools, etc. It is the responsibility of the trade or program coordinator, director or FTI-MAR designated supervisor to ensure that appropriate training has been conducted for each student. Mere familiarization with FTI-MAR tools and equipment does not equate to "authorization to operate". It is the responsibility of each student to follow all safety instructions in the use of FTI-MAR equipment. Simulations may be conducted. Instructor led demonstrations may take place. No student will be permitted to activate any tool, machine, piece of equipment, etc. - unless approved by the trade or program coordinator, director or FTI-MAR instructor/supervisor.

16. OSHA Regulations

The FTI-MAR is required to conform to the requirements and regulations set forth in the Occupational Safety and Health Act of 1970. Standards contained within 29 CFR (Code of Federal Regulations) Part 1910 and/or 1926 will provide a basis for hazard prevention, hazard identification and injury prevention.

17. Rights of Students and Staff

FTI-MAR instructors, coordinators, managers, and directors must be empowered to plan, organize, coordinate, and most importantly, participate in the safety process. All students are expected and encouraged to participate in both classroom and shop safety activities. Students are entitled to 1) a safe training environment, 2) information and training about hazards, 3) methods to prevent them, and 4) answers to any and all safety related matters.

18. Building Services (Maintenance) Safety Policy

Prior to starting at any FTI-MAR training facility, each building services company is required to review the FTI-MAR facility and identify hazards that may occur while performing the job. The building services company shall ensure proper safety precautions are incorporated in accordance with OSHA's Code of Federal Regulations, and FTI-MAR mandates. All building services company representatives must confer with either the FTI-MAR Maintenance Engineer or Health and Safety Manager, or Administrative Assistant, or an FTI-MAR full time staff member - prior to the performance of any work which may occur inside or outside the building.

19. Safety and Health Rules/Guidance

Each trainer's goal is to provide instruction and materials that equip students with sufficient knowledge, skills, and abilities to perform any task in a safe manner.

Each student's objective is to garner a basic understanding of each tool, piece of equipment, or task. If a student is unsure to any degree about safe operation of any FTI-MAR tool or piece of equipment, stop what you are doing and seek help.

Listed below are general safety and health rules guidelines. In parentheses is the applicable OSHA standard relative to each role.

A. Personal Protective Equipment (1926 Subpart E)

Many shop activities require the utilization of PPE. To protect students from the hazards of processes or environment, chemical hazards, or mechanical irritants by providing personal protective equipment for eyes, face, head, lungs and extremities, etc. and to ensure that protective clothing, respiratory devices, and protective shields, and barriers are used and maintained in a sanitary and reliable condition.

See Appendix D for the FTI-MAR PPE Policy.

B. Respiratory Protection (1926 Subpart E or 1910.134)

Respirators shall be provided by the FTI-MAR when such equipment is necessary to protect the health of the student or when requested by the student.

C. Welding, Cutting and Burning (1926 Subpart J & 1910 Subpart Q)

The FTI-MAR will provide the safety requirements for welding, cutting and burning in accordance with 29 CFR 1910.251 of the Occupational Safety and Health Administration. Hazards include fires, explosions, electrocutions, burns, welder's flash, oxygen depletion, and toxic fumes. Each instructor will be responsible to ensure their personnel are aware of these hazards and have taken adequate steps to prevent such an occurrence.

D. Right-to-know/Hazard Communication/GHS (1926 Subpart D and 1926 and 1910 CFR)

Students who may be exposed to hazardous chemicals shall be informed of such exposures and shall have access to the chemical inventory and safety data sheets (SDS) for the hazardous chemicals. In addition, students shall receive training on the hazards of the chemicals and on the measures to protect themselves from those hazards.

E. Hearing Conservation (1926 Subpart E or 1910 Subpart G)

The FTI-MAR will strive to maintain all occupational noise exposure below 85 decibels (dBA) for an 8-hour time-weighted average. High noise areas will be evaluated for engineering controls. Decisions concerning the implementation of engineering controls will be made after a thorough review of all available options. Hearing protection devices are located throughout the shop areas.

F. Forklifts (1910 Subpart M)

No students will be permitted to operate the FTI-MAR powered industrial truck (forklift) or the FTI-MAR telehandler. Only authorized FTI-MAR personnel staff are permitted to operate the forklift.

G. Scaffolding (1926 Subpart L)

Prior to using any scaffold system in the FTI-MAR, the instructor will evaluate or analyze: 1) training requirements for the scaffold, 2) experience level of the students, 3) the configuration of the scaffold, 4) inspection criteria for the scaffold, 5) the manufacturer's manual and safety policies, and 6) Subpart L of the CFR.

H. Eye Protection (1926 Subpart E or 1910)

Each trade or department shall provide or otherwise make available to each student entering an eye protection area or performing an eye protection task, personal eye protection devices commensurate with the activity and hazard involved.

I. Fall Protection (1926 Subpart M)

Safety instruction shall be given to each student assigned to work in elevated areas. Instructors shall analyze all elevated work tasks as to fall protection needs and to ensure adequate fall protection systems are provided. After analyzing the tasks, instructors shall instruct students in the specific fall protection measures to be used.

J. Fire Safety (1926 Subpart F or 1910 Subpart L)

If a fire is discovered, sound the nearest alarm. Dial 911. Evacuate the building. Proceed to the FTI-MAR rallying point. Fire extinguishers are located throughout the FTI-MAR Training Center. The extinguishers are to be used by emergency responders and trained FTI-MAR personnel. Do not attempt to fight a fire with an extinguisher unless you have been appropriately trained on the proper use of the equipment.

K. The Control of Hazardous Energy Sources (1926 Subpart K and Subpart S)

Established procedures will be set for affixing the appropriate lockout/tagout devices to energy isolating devices, and to otherwise disable machines, equipment, or processes to prevent unexpected energizing start-up, or the release of stored energy.

L. Smoking/Vaping

The Finishing Trades Institute recognizes that smoking/vaping any substance presents a public health hazard. The FTI-MAR is dedicated to providing a healthy, comfortable and educationally productive learning environment for faculty, staff, students and visitors. The designated outdoor smoking/vaping area is located near the cafeteria entrance on the side of the facility.

M. Power Tools (1926 Subpart I or 1910 Subpart P)

Only qualified personnel who have the necessary skills, through experience and/or training, may operate or maintain machine tools or shop equipment. All guarding should be inspected prior to use to ensure that it is properly attached and functioning properly. The instructor, if necessary, will consult the manufacturer's instruction manual for general requirements.

N. Housekeeping

Clutter in a fabrication, preparation, test area, or trade shop can lead to slips, trips, and falls, as well as many other types of injuries. The instructor will ensure that all work areas and aisles are clean and free of debris. Identify and place warning cones at potential trip or slip hazards. Inform the students or visitors of any hazardous conditions.

O. Two Person Rule / Unsupervised Shop Activities

The operation of some FTI-MAR equipment can, in an instant, produce an injury where the student or operator could be rendered incapable of helping themselves or calling 911. At times it is necessary to have a work partner in order to ensure students, faculty, contractors and staff does not place themselves at unnecessary risk. In the event that an instructor or supervisor is required to leave the shop (for any reason), all apprentices, industrial workers, and any student deemed a non-journeyperson will immediately discontinue any hands-on shop activities.

P. Abrasive Blasting (Subpart D or 1910 Subpart G)

All abrasive blasting operations taking place at the FTI-MAR will be supervised by a person competent in the safe operation of such processes. The designated supervisor of operations will instruct students using the blasting equipment on recognizing hazards associated with the operation: as well as methods used to protect the operator, operations crew, persons in close proximity to the operation and the environment.

Q. Confine Space (1926 Subpart AA)

The FTI-MAR recognizes the importance of following OSHA's 29 CFR 1926.1200 requirements for the identification and safe entry into both permit required and non-permit required confined spaces. This rule applies to trade related instruction that may be conducted in an area not designated for continuous occupancy and containing safety and health hazards. Students involved in such training excursions will first receive awareness training specific to the space scheduled for entry, which will address any hazards found and the methods necessary to reduce or eliminate them

R. Electrical (1926 Subpart K or S 1910 CFR)

When using electrically energized equipment as part of competency based training, FTI-MAR trade instructors will provide additional awareness training to that covered in the OSHA-10/30 Hour electrical safe work practices components. The additional training will focus upon 1) hazards that could affect the students during trade specific hands-on training exercises.

Note: This document is merely a guide and is not all-inclusive of every task that may (or could) take place at a Finishing Trades Institute training center. The information in this policy is necessarily subject to change as situations, conditions, and regulations warrant. It is understood that changes to the policy may be introduced as needed. The changes will be communicated to all FTI-MAR administrators, instructors, and students - when necessary. The policy will be reviewed on an annual basis.

Appendix A

REPORT OF INJURY, ILLNESS, or ACCIDENT FINISHING TRADES INSTITUTE

Injury – arising out of or in the course of an accident, or a disease, suffered by a student, employee, or a visitor as a result of the work / study environment or activities performed in the course of employment, study or work.

Accident – a sudden and unforeseen event attributable to any factor which caused (a) an injury to a member of the Training Center community while he/she was carrying out District Council 21 activities or (b) material damage to Training Center property

Illness – An unhealthy condition of body or mind; sickness.

The person who had the injury, illness or accident should complete Parts A, B, C and D of this form within 12 hours of the occurrence. Such person will then pass to their instructor, coordinator, or administrator for completion.

Section A - Date, time and place of injury, illness or accident?

Date of injury, illness or accident (dd/mm/yyyy) _____

Time of injury, illness or accident _____

Location (Please be specific - building, room number, area, etc. Provide sketch if necessary)

Section B - The person injured or involved in the injury, illness or accident.

First Name _____

Last Name _____

Address _____

** Please attach General Information Form

Nature of injury/condition

Section C - What Happened?

Description:

Section D - Declaration: The above report provides a true, accurate and complete account of the injury, illness or accident.

Name (please print) _____

Signature _____

Date _____

Section E - Instructor, Coordinator, Administrator Preliminary Investigation.

1. What, in your opinion were the causative factors of this injury, illness or accident?

2. How can this injury, illness or accident be prevented from recurring?

3. Was the injury, illness or accident a result of violation of established safety policy?

_____ Yes _____ No

4. Has the person received training to perform this procedure safely?

_____ Yes _____ No

Section F - Was medical treatment provided?

_____ Yes _____ No

If so, please describe (e.g., medication, treatment, procedures, hospital visit)

Section G - Describe the corrective actions taken.

Name (please print) _____

Signature _____

Date _____

When completed, please forward to the Director of Health and Safety.

Appendix B
HEALTH CARE FACILITIES

Issue:

Major Injuries, Incidents, or Illnesses (Outside of 911 calls):

Jefferson Torresdale Hospital
Red Lion and Knights Road
Phila., Pa. 19114
Phone 215-612-4000

Minor Injuries, Incidents, or Illnesses:

Temple Ready Care
Urgent Care Center
Boulevard Plaza
11000 Roosevelt Blvd
215-677-1475

Industrial Health Care Center
2804 Southampton Road
Phila., Pa. 19154
Phone 215-677-0930
Fax 215-677-3266

Substance Abuse and/or Mental Health Concerns:

Allied Trades Assistance Program
2791 Southampton Road
Phila., Pa. 19154
Phone 215-677-8820
Fax 215-677-9046

Appendix C
EMERGENCY CONTACT INFORMATION

Staff Member	Title	Office Number	Mobile Number
Martin McNulty	Director of Education	215-501-0130 ext. 22	267-246-0511
Steve Metzger	H/S Manager	215-501-0130 ext. 13	215-919-3272
Jim Hyland Jr.	Drywall Coordinator	215-501-0130 ext. 23	215-605-9745
Jack Alteri	Com. Paint Coordinator	215-501-0130 ext. 20	267-246-3407
Jack Alteri	Ind. Paint Coordinator	215-501-0130 ext. 20	267-246-3407
Joe McGee	Glazier Coordinator	215-501-0130 ext. 10	215-778-4377
Dennis McDonough	Recruitment Director	215-501-0130 ext. 18	215-989-3812
Joe Weiss	Upstate MCD Coordinator	570-708-2918	215-778-4334
Mike Metz	Upstate Glazier Coordinator	215-501-0130 ext. 25	215-353-1854
Ray Reynolds	Maint. Engineer	215-501-0130	215-704-3875

***Note:** The Emergency Contact Information above is subject to change. Please contact the Finishing Trades Institute main phone number at 215-501-0130 for current emergency contact information.*



Finishing Trades Institute of the Mid-Atlantic Region

PPE Policies

Introduction.....	2
Responsibilities	3
Safety Person/Designated Person	3
Supervisors	3
Employees.....	4
Procedures	5
Hazard Assessment.....	5
Selection of PPE	5
Training	6
Cleaning and Maintenance	7
Safety Disciplinary Policy	8

Introduction

The purpose of the Personal Protective Equipment Policies is to protect the employees and students of the FTI-MAR from exposure to work place hazards and the risk of injury through the use of personal protective equipment (PPE). PPE is not a substitute for more effective control methods and its use will be considered only when other means of protection against hazards are not adequate or feasible. It will be used in conjunction with other controls unless no other means of hazard control exist.

Personal protective equipment will be provided, used, and maintained when it has been determined that its use is required to ensure the safety and health of our employees and that such use will lessen the likelihood of occupational injury and/or illness.

This section addresses general PPE requirements, including eye and face, head, foot and leg, hand and arm, body (torso) protection, and protection from drowning. Separate programs exist for respiratory protection and hearing protection as the need for participation in these programs is established through industrial hygiene monitoring.

The FTI-MAR Personal Protective Equipment Policies includes:

- Responsibilities of supervisors and employees
- Hazard assessment and PPE selection
- Employee training
- Cleaning and Maintenance of PPE

Responsibilities

Steve Metzger is responsible for the development, implementation, and administration of PPE policies. This includes the following:

1. Conducting workplace hazard assessments to determine the presence of hazards which necessitate the use of PPE.
2. Selecting and purchasing PPE.
3. Reviewing, updating, and conducting PPE hazard assessments whenever
 - a job changes
 - new equipment is used
 - there has been an accident
 - an employee or student requests it
 - or at least every year
4. Maintaining records on hazard assessments.
5. Maintaining records on PPE assignments and training.

6. Providing training, guidance, and assistance to supervisors and employees on the proper use, care, and cleaning of approved PPE.
7. Periodically re-evaluating the suitability of previously selected PPE.
8. Reviewing, updating, and evaluating the overall effectiveness of PPE use, training, and policies.

Program Coordinator's

have the primary responsibility for implementing and enforcing PPE use and policies in their work area. This includes the following:

9. Providing appropriate PPE and making it available to employees and students.
10. Ensuring that employees and students are trained on the proper use, care, and cleaning of PPE.
11. Ensuring that any PPE training certification and evaluation forms are signed and kept on file.
12. Ensuring that employees and students properly use and maintain their PPE, and follow the FTI-MAR PPE policies and rules.
13. Notifying Director of Education when new hazards are introduced or when processes are added or changed.
14. Ensuring that defective or damaged PPE is immediately disposed of and replaced.

Employees

The PPE user is responsible for following the requirements of the PPE policies. This includes the following:

15. Properly wearing PPE as required.
16. Attending required training sessions.
17. Properly caring for, cleaning, maintaining, and inspecting PPE as required.
18. Following the FTI-MAR PPE policies and rules.
19. Informing the supervisor of the need to repair or replace PPE.

Employees who repeatedly disregard and do not follow PPE policies and rules will be brought before the Director of Education to find out the reasons that they decided not to follow the FTI-MAR policies. They then will receive additional training to ensure that they are following all correct safety procedures.

Procedures

A) Hazard Assessment for PPE

Steve Metzger in conjunction with Director of Education will conduct a walk-through survey of each work area to identify sources of work hazards. Each survey will be documented using the Hazard Assessment Certification Form, which identifies the work area surveyed, the person conducting the survey, findings of potential hazards, and date of the survey.

Steve Metzger will conduct, review, and update the hazard assessment for PPE whenever the following happens:

- a job changes
- new equipment or process is installed
- there has been an accident
- whenever an employee or student requests it
- or at least every year

Any new PPE requirements that are developed will be added to the existing requirements.

B) Selection of PPE

Once the hazards of a workplace have been identified, Steve Metzger will determine if the hazards can first be eliminated or reduced by methods other than PPE, i.e., methods that do not rely on employee behavior, such as engineering controls (refer to Appendix B – Controlling Hazards).

If such methods are not adequate or feasible, then Steve Metzger will determine the suitability of the PPE presently available; and as necessary, will select new or additional equipment which ensures a level of protection greater than the minimum required to protect our employees from the hazards (refer to Appendix C – Selection of PPE). Care will be taken to recognize the possibility of multiple and simultaneous exposure to a variety of hazards. Adequate protection against the highest level of each of the hazards will be recommended for purchase.

All personal protective clothing and equipment will be of safe design and construction for the work to be performed and will be maintained in a sanitary and reliable condition. Only those items of protective clothing and equipment that meet NIOSH or ANSI (American National Standards Institute) standards will be procured or accepted for use.

Newly purchased PPE must conform to the updated ANSI standards which have been incorporated into the PPE regulations, as follows:

- Eye and Face Protection ANSI Z87.1-1989
- Head Protection ANSI Z89.1-1986
- Foot Protection ANSI Z41.1-1991
- Hand Protection (There are no ANSI standards for gloves, however, selection must be based on the performance characteristics of the glove in relation to the tasks to be performed.)

Affected employees whose jobs require the use of PPE will be informed of

the PPE selection and will be provided PPE by IFTI at no charge. Careful consideration will be given to the comfort and proper fit of PPE in order to ensure that the right size is selected and that it will be used.

C) Training

Any worker required to wear PPE will receive training in the proper use and care of PPE before being allowed to perform work requiring the use of PPE. Periodic retraining will be offered to PPE users as needed. The training will include, but not necessarily be limited to, the following subjects:

- When PPE is necessary to be worn
 - What PPE is necessary
 - How to properly don, doff, adjust, and wear PPE
 - The limitations of the PPE
 - The proper care, maintenance, useful life, and disposal of the PPE
- After the training, the employees will demonstrate that they understand how to use PPE properly, or they will be retrained.

Training of each employee will be documented using the Personal Protective Equipment training documentation and kept on file. The document certifies that the employee has received and understood the required training on the specific PPE he/ she will be using.

The PPE Training Quiz will be used to evaluate employees' understanding and will be kept in the employee training records.

Retraining

The need for retraining will be indicated when

- an employee's work habits or knowledge indicates a lack of the necessary understanding, motivation, and skills required to use the PPE (i.e., uses PPE improperly)
- new equipment is installed
- changes in the work place make previous training out-of-date
- changes in the types of PPE to be used make previous training out-of-date

D) Cleaning and Maintenance of PPE

It is important that all PPE be kept clean and properly maintained. Cleaning is particularly important for eye and face protection where dirty or fogged lenses could impair vision. Employees and students must inspect, clean, and maintain their PPE according to the manufacturers' instructions before and after each use. Coordinators are responsible for ensuring that users properly maintain their PPE in good condition.

Personal protective equipment must not be shared between employees or students until it has been properly cleaned and sanitized. PPE will be distributed for individual use whenever possible.

If employees or students provide their own PPE, make sure that it is adequate for the work place hazards, and that it is maintained in a clean and reliable condition. Defective or damaged PPE will not be used and will be immediately discarded and replaced.

NOTE: Defective equipment can be worse than no PPE at all. Employees or students would avoid a hazardous situation if they knew they were not protected; but they would get closer to the hazard if they erroneously believed they were protected, and therefore would be at greater risk.

It is also important to ensure that contaminated PPE which cannot be decontaminated is disposed of in a manner that protects employees and students from exposure to hazards.

E) Safety Disciplinary Policy

The FTI-MAR believes that a safety and health Accident Prevention Program is unenforceable without some type of disciplinary policy. Our company believes that in order to maintain a safe and healthful workplace, the employees and students must be cognizant and aware of all the Institution's, State, and Federal safety and health regulations as they apply to the specific job or training requirements. The following disciplinary policy is in effect and will be applied to all safety and health violations.

The following steps will be followed unless the seriousness of the violation would dictate going directly to Step 2 or Step 3.

1. A first time violation will be discussed orally between the Director of Education and the employee. This will be done as soon as possible.
 2. A second time offense will be followed up in written form and a copy of this written documentation will be entered into the employee's personnel folder.
 3. A third time violation will result in time off or depending on the seriousness of the violation a referral to the Board of Trustees for possible termination.
- * Disciplinary actions for students are outlined in the student handbook.