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SCI Division Safety Manual

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SCI DIVISION SAFETY MANUAL

Table of Contents

Introduction....1
Guide for Electronic Usage....1
Safety General....2
Hazard Communication Program....7
Safety Tips....12
Plant Safety Rules....15
FV Program Occupational Safety and Health Program....15
FV Lockout Tagout Policy....16
Disposal of Unused Chemicals....17
Chemical Inventory and Disposal Worksheet....18
Optional Plant Safety Manual....22

Attachments....23

INTRODUCTION

This manual is provided to Specialty Crops Inspection (SCI) Division inspection personnel to promote uniformity in safety procedures. Good safety habits are essential for all types of inspection. If needed, contact your immediate supervisor for any situation not addressed in this manual.

This manual contains links to various internal and external sources of information. For inspection personnel without internet or intranet access, please contact your immediate supervisor to obtain hard copies of documents as needed.

GUIDE FOR ELECTRONIC USAGE

The Administrative, Inspection, and Management (AIM) System of instructional manuals is available electronically in Adobe Acrobat Portable Document Format (PDF) at the following intranet address: http://agnis/sites/FV/PPB/AIM/default.aspx.

When accessed electronically, AIM materials have hyperlinks and hypertext (visible as underlined blue text) available to the PDF user. Clicking on a hyperlink takes the reader to a web site with information relating to the subject. Hypertext will link the reader to a different page within the current manual - or even a different manual - with information relating to the subject. For example, the hypertext in the Table of Contents allows a reader to go directly to the section of interest in the manual by clicking on the section title within the Table of Contents.

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SAFETY GENERAL

The SCI Division safety policy is to:

- Provide safe, sanitary, and healthy working conditions;
- Provide for the safe operation and maintenance of property and equipment;
- Provide necessary safety devices and tools;
- Prevent or reduce injuries and occupational illnesses of Division employees; and
- Provide training for employees on safety awareness.

Safety means being free from danger, injury or damage caused by an unsafe act, an unsafe condition, or a combination of the two. Virtually all accidents are the result of these conditions. An effective safety training program addresses an employee's mental attitude and physical characteristics along with the work environment.

Safety is the responsibility of each individual. However, supervisors are responsible for ensuring that employees receive proper safety information and training. Employees must comply with safety rules, observe prescribed safe working practices, strive to prevent accidents, and report any accidents to his/her supervisor immediately.

Safety is critical. The cost of accidents cannot be measured in dollars and cents. The injured employee suffers the pain of injury far beyond compensation.

A. New Employees

When new inspectors are hired they will receive the following:

1. A Bump hat with instructions for use;
2. Ear plugs - issued as needed for the assignment;
3. Written policy regarding dress code; and
4. The AIM SCI Division Safety Manual.

B. On the Job Training

Employees will receive on-the-job training in safety awareness, which will include:

1. Identification of hazardous substances in the work-place, their storage location, proper use, counteragent, and the Recommended Safety Tips;
2. Identification of equipment hazards and protective devices;
3. Proper and safe methods of job performance;
4. Information on how to report accidents;

5. Methods to promote safety awareness;

6. A tour of the work site; and

7. Importance of following industry safety practices when in-plant.

C. Assignment of New Duties or Duty Station

Employees will receive on-the-job training in safety awareness which will include:

1. Identification of hazardous substances, their location, proper use, and counter measures;

2. Identification of equipment and protective devices; and

3. Proper and safe methods of job performance.

D. Safety Training Program

The safety training program shall consist of the following:

1. Initial Training -- The employee is trained in safety procedures at the beginning of each different work assignment. Training includes informing the employee of hazards, protective measures and safety procedures associated with job tasks.

2. On-going Training -- This training is regularly conducted in workshops, on-the-job, and occasionally at seminars,

3. Grading Facility Safety: The employee is made aware of safety hazards in a particular workplace, and learns to incorporate safe working habits into the daily work routine. Further safety training is provided as required due to changes in hazards, procedures, or location.

   If an employee is involved in an accident at work, he or she may be provided counseling by the immediate supervisor or the designated Safety Officer upon returning to work.

E. General types of training: office safety, plant / warehouse safety, and laboratory safety. Laboratory Safety training deals with hazards potentially encountered with chemicals and laboratory analyses. Plant / Warehouse safety training includes industry safety practices. Depending on the work environment, some employees may require all three types of safety training.

F. When Inspection May Jeopardize Health and Safety of Inspector

Each inspector must take ownership of their own safety and consider that their activities can affect the safety of their co-workers. It will seldom be necessary to refuse to inspect for health and safety reasons. There should be ample justification for refusing to inspect lots when the inspection will jeopardize the health or safety of the inspector; the conditions must be reported to your supervisor and the applicant as well as noted.

G. Report All Unsafe Conditions To Your Supervisor

Any employee who believes that an unsafe or unhealthy working condition exists has the right, and is encouraged to report this working condition to their Supervisor and/or their Program Safety Coordinator (PSC) and request a review of the work condition.

H. Proper Use of Safety Equipment, Personnel Equipment (PPE), And Other Devices Provided For Protection

If there is a hazard at the work site, the applicant will usually provide protective equipment. The inspector shall adhere to any special requirements for using personal protective equipment or safety devices at the inspection site. If you have any questions about PPE contact your supervisor.

I. Risk of Foot Injury

Many assignments can put the inspector at risk of foot injuries. These include but not limited to falling containers, pallet jacks, wet and slippery walking surfaces and protruding nails and splinters that can pierce footwear. Fresh commodity inspectors are required to wear approved American National Standards Institute (ANSI) approved safety shoes or boots when performing inspections. If, for some reason that an inspector is unable to wear approved ANSI safety shoes they must have on file medical documentation stating the reason(s) why they are not able. This documentation shall be in the safety file of the office as well as the inspector’s personal file maintained in the office.

J. Hazards in Rail Yards

Special care should be used in rail yards. Never step on railroad tracks; always step over them. Never crawl under the rail cars or walk between cars that are uncoupled and only a few feet apart. Do not cross tracks close to the last car and always look both ways before doing so.

K. Use Care When Walking Between Conveyance and Platforms

Be careful when walking behind a truck or trailer that is a few feet away from the platform or car. There is danger of being crushed by a truck rolling or backing unexpectedly. Make your presence known.

L. Beware Of Teetering Stacks

When entering a carrier, warehouse or cooler, where a product is stacked high on the floor or on racks be aware of leaning or teetering stacks. A container falling from a pallet on an overhead rack can cause serious injury. Be extremely careful when product is being removed from overhead racks in the area that you are working in. Be sure to stand several feet from the actual operation.

M. Do Not Climb On Top Of Storage Racks to Obtain Samples

Do not climb on storage racks to obtain samples. In addition, do not handle a pallet or ride a pallet, especially into the air in order to obtain samples. It is the responsibility of the applicant to make the lot accessible for inspection. If the applicant is unwilling to make the lot accessible the inspection must be refused or restricted to the product that is accessible.

N. Do Not Climb on Top of Carriers

It is not permitted to climb on top of carriers such as railcars. The condition of the carrier can be determined without climbing on top of the carrier.

O. Be Aware When Breaking Pallet Straps

Straps that are wrapped tightly around a pallet can spring back when cut or broken. To avoid the possibility of injury the inspector should stand at arm's length when cutting or breaking the strap or hold both ends when breaking the band/strap.

P. Opening Carrier Doors

When opening hinged doors, the inspector should stand behind the door and open it cautiously in order to avoid falling pieces of ice or containers. Sliding doors on rail cars have been known to fall off, so always stand to one side when opening or closing to prevent them from hitting you if they should fall off.

Q. Precaution Against Being Locked In A Carrier

Inspectors should always take precautions to prevent them from being locked in a carrier. Leave your equipment bag or an article of clothing in the doorway area so it might be seen by anyone intending to close the door.

R. Pallet Jacks

No inspector at any time should be handling an applicant's pallet jack. Sometimes it may seem easier to move product yourself to make it more accessible. The applicant is responsible to make the product accessible for inspection, and for safety reasons you are not to use any type of hand jack in the course of your duties.

S. Dock Side Inspections

Never walk along pier string pieces or stand under slings loading or unloading cargo. Do not enter cargo holds of ships. Always be sure a line or cable remains slack when stepping over it.

T. Working in Cold Storage/Coolers

When working in cold storage, coolers or other warehouses, arrangements should always be made with the applicant or warehouse staff before entering any of the rooms so that the inspector can get out of the warehouse when the inspection is completed. Do not operate a cold storage elevator. Always use extreme caution when entering or leaving coolers. When walking through curtains proceed through on the left or right side or use the door provided for entering and exiting. Never enter through the middle of the curtains.

U. Use Caution When Handling Packages

When lifting packages you should be on secure footing at all times. Beware of loose planks, protruding nails or bolts, or uneven or icy surfaces. When lifting heavy packages, up from the floor or down from a stack, do the lifting primarily with your arms and legs, not with your back. A back can easily be injured while lifting a heavy object if you are off balance or if you are in a twisted position. Be sure to have your feet well placed to prevent slipping that may cause strain or necessitate you to drop the package on your feet in an attempt to regain balance. It is the policy of most firms engaged in the heavy industries such as steel manufacturing, etc., to caution their employees to keep their feet close together when lifting, thus giving better protection against rupture. When removing a package from a stack or when climbing on a stack of packages, be sure the packages are stacked so that the pile will not fall. In handling packages always be on the lookout for splinters and protruding nails, a serious infection can develop from a very slight scratch or cut. When working carriers in which the packages are frozen to the floor or are tightly wedged or glued in the layers, the inspector should be extremely careful how much strain is put on the package since it might come loose or break causing the inspector to injure themselves. If packages are glued in such a way that the inspector is unable to obtain their samples below the third layer they should restrict their inspection unless the applicant is willing to provide help with obtaining samples below the third layer.

V. Safe Use of Inspection Equipment

When an inspector uses their knife to cut product they should cut the specimen with the edge of the knife moving away from them. When cutting to remove waste keep your thumb from the point that the blade will exit the specimen. Use extreme caution when using knives, especially when cutting watermelons with a machete. Such knives should always be in a sheath when not being used.

W. First Aid

Each office should be equipped with a first aid kit and supplies. Check the inventory of first aid kits periodically to maintain adequate and updated supplies. When any injury occurs while at an inspection site the person in charge of that property should be notified immediately and first aid administered. Furthermore, all accidents occurring on their premises must be reported in order to comply with Workmen's Compensation and insurance laws. Seek immediate medical attention first with all injuries regardless of how serious or minor. All injuries, regardless of how serious or minor, must be reported to your Officer-In-Charge (OIC) and documented on a CA-1 form. In addition to becoming the official record of the injury, this form also triggers any necessary paperwork for compensation (if warranted) from the Office of Workers Compensation

REPORTING INJURIES

When an injury occurs on the job (after the employee is treated for the injury), the supervisor should ensure that the CA-1 (Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation) form is completed and forwarded to Division management. Additionally the supervisor should complete the FV-704 (Accident Investigation Report). A copy of the CA-1 (with the employee's Social Security Number removed) and the FV-704 is forwarded to the SCI Safety and Health Officer. These documents are used to track the kinds of injuries that occur, and to create training modules to help prevent similar accidents in the future.

HAZARD COMMUNICATION PROGRAM

Employers must establish a training and information program for employees exposed to hazardous chemicals at the time of initial assignment, and whenever a new hazard is introduced into their work area. This applies to inspectors who work in-plant as well as those in the field office. See the AIM General Procedures Manual, Other in-Plant Inspection Duties for plant-specific safety materials that should be available for in-plant inspectors to review.

Hazard Communication Training must meet requirements outlined in the Fruit and Vegetable Programs Occupational Safety and Health Program (available at: http://agnis/sites/FV/PPB/Safety/SafetyDocs/FV%20Programs%20Safety%20and%20Health%20Handbook.pdf) and Chapter 3, AMS Safety and Health Handbook 4790 (available at: http://www.ams.usda.gov/AMSv1.0/getfile?dDocName=STELPRDC5079186).

A Written Hazard Communication Program contains the following essentials:

A. General Information

In order to comply with the Hazard Communication Standard (HCS) (29 CFR 1910.1200, available at the following internet address: http://www.gpo.gov/fdsys/browse/collectionCfr.action?collectionCode=CFR), this written program has been established for the Specialty Crops Inspection Division *(field office name)* Office. Copies of this written program have been distributed to each employee and will be available for review by any employee in the following location: *(identify name and location of HCS materials; for example:* "in the HAZCOM/MSDS binder mounted in the lab next to the hood.")

(Name, title of responsible person) will have overall responsibility for coordinating the Hazard Communication Program and making it available. In general, each employee will be informed of the substance of the HCS, the hazardous properties of the chemicals that they work with, and measures to take to protect themselves from these chemicals.

B. Hazardous Chemical Inventory List

(Name, title of responsible person) will be responsible for compiling and maintaining a list of all hazardous chemicals used at this site. The list will be updated as necessary. The list is found at the following location: *(identify name and location of Hazardous Chemical Inventory List)*

C. Material Safety Data Sheets (MSDS)

(Name, title of responsible person) is responsible for obtaining and maintaining the MSDS for this site. All incoming MSDS will be reviewed for accuracy, completeness, and new and significant safety and health information. Employees will be informed of any new information.
Copies of MSDS for all hazardous chemicals to which employees of this site are exposed will be maintained in the: *(identify name and location of MSDS materials)* .

If an MSDS is not available to employees in their work area, or if a new chemical is in use that doesn't have an MSDS, immediately contact *(name, title of responsible person)*.

D. Container Labeling

Each container of a hazardous chemical at this site will be properly labeled. *(Name, title of responsible person)* is responsible for verifying that all containers received or in use are labeled with the following information:

- Identity of the hazardous chemical;
- Appropriate hazard warnings;
- Name and address of the chemical manufacturer.

E. Training

Each employee who works with or is potentially exposed to hazardous chemicals will receive initial training on the Occupational Safety and Health Administration Hazard Communication Standard, and the safe use of those hazardous chemicals. Additional training will be provided for employees whenever a new hazard is introduced into their work area.

(Name, title of responsible person) is responsible for conducting the necessary employee training.

The training will emphasize the following:

- The requirements of the HCS, Chapter 3 of the AMS Handbook 4790, and this written program;
- All locations in the work area where hazardous chemicals are present;
- The location of the written hazard communication program, including the Inventory of Hazardous Chemicals and the location of MSDS;
- A description of the physical and health hazards of the chemicals used;
- Methods and observation techniques used to detect the presence or release of hazardous chemical;
- How to lessen or prevent exposure to hazardous chemicals through use of controls, work practices, and personal protective equipment;
- How to read and understand labels;
- How to read and review MSDS to obtain necessary hazard information; and
- Contingency plans for medical and chemical accident response.

Following each training session, the employee is required to sign and date a training record (such as the following Certificate of Employee Training) to verify that they attended the training, received appropriate written materials, and understood the policies of the Hazard Communication Program.

Before any new employee can begin work requiring the use of or potential exposure to hazardous chemicals, training as indicated above must be completed.

F. Multi-Employee Worksites

When employees of other employers are exposed to chemicals used or stored by AMS, the other employer will be provided a copy of the MSDS information of precautionary measures to be taken, and the chemical labeling system used.

(Name, title of responsible person) will be responsible for providing the above information.

G. Program Review

This written program will be reviewed by *(name, title of responsible person)*, and updated as necessary.

Certification of Employee Training

I have received Hazard Communication Training as described in the Hazard Communication Program. The training was conducted on *(date, location).*

I am aware that the substances are labeled, and the Material Safety Data Sheets (MSDS) are available. I understand that these MSDS not only list the substances, but also provide information on protective equipment, first aid and emergency procedures.

_____
Employee signature

_____
Date

I hereby certify that the above named employee has been provided with Hazard Communication Training conducted on *(date, location).*

_____
Instructor's signature

_____
Date

SAFETY TIPS

Each employee has an obligation to perform their duties in a manner that will not endanger themselves or fellow employees. All employees shall strive to use safe work habits, which are developed through repetition. Here are some tips to put into practice:

A. Safe Work Habit Tips

1. Be alert for hazards at work sites;

2. Wear appropriate attire; such as closed toe shoes, bump cap, safety glasses/goggles, pocket-less lab coats. Wear a fluorescent vest when working in a high traffic area, if recommended by management.

3. Don't take chances, don't take short cuts, and avoid horseplay;

4. Develop a safety conscience; and

5. Maintain your emotional control at all times.

B. Safe Lifting Techniques

Improper lifting is a major cause of accidents and can lead to a variety of injuries. Proper lifting techniques are as follows:

1. Use a safety back support if necessary;

2. Size up the load;

3. Make sure it is clear of obstacles;

4. Bend knees outward;

5. Straddle the load;

6. Get a firm grip;

7. Keep back straight and upright;

8. Lift gradually by straightening your legs;

9. Keep load close to your body; and

10. To set the load down, keep it close to your body, and lower it by gradually bending your knees while keeping your back straight and upright.

C. Safe Housekeeping

Good cleaning and housekeeping contribute to the safety of all workers. Here are some key housekeeping pointers:

1. Keep stairway, aisles and work areas clear of any obstacles;

2. Remove all standing water and other liquids from traffic areas; and

3. Remove any broken glass or sharp articles with gloves and shovel.

D. Ladder Safety

If you need to use a ladder during the course of inspection duties, here are some safety reminders:

1. Use correct size ladder for the designated job

2. Inspect ladder and rungs;

3. Place ladder at the correct angle;

4. Secure ladder top and bottom before beginning work;

5. Have someone “spot” the person climbing in case of problems.

6. Face the ladder while climbing it;

7. Ascend and descend using both hands; and

8. Do not over-reach while working on a ladder.

E. Special Safety Equipment and Footwear

These include:

1. Safety shoes with soles that improve traction on the walking surface; and

2. Safety vests for high visibility in areas with forklift/other vehicular traffic.

F. Hearing Safety

Noise from processing plants is generally loud enough to interfere with communication and disrupt concentration. It can also damage your hearing and threaten your safety. To protect hearing loss, use ear protectors such as plugs or muffs that are properly designed for your ears, and are well fitted and clean.

For more detailed information about preventing Hearing Safety Conservation, please consult the FV Programs Occupational Safety and Health Programs (FV Safety Handbook) which can be found on the bottom right of the FV Programs AGNIS homepage at the following intranet address: http://agnis/sites/FV/default.aspx

G. Powered Forklifts and Truck Safety

Powered industrial vehicles constantly operate around and near pedestrians in aisles and warehouses. Apply these safety rules:

1. Stay clear of traffic path or aisle;

2. Stop, look, and listen at all blind corners and doorways;

3. If available, check mirrors for clear visibility before crossing aisles;

4. Listen for vehicle horns;

5. Do not stand on forklift blades or pallet; if lifting is required, use enclosed cage for securing samples from warehouse/storage facility; and

6. When working in high traffic areas, wear high visibility vests, if available.

For specific information on tank trucks, review the section of this manual on tanker safety.

H. Preventing Slips, Trips, and Falls

For detailed information about preventing Slips, Trips and Falls, please consult the FV Safety Handbook, which can be found at the bottom right of the FV Programs AGNIS homepage at the following intranet address: http://agnis/sites/FV/default.aspx.

I. Preventing Repetitive Motion Injuries

For detailed information about preventing Repetitive Motion Injuries, please consult the FV Safety Handbook which can be found at the bottom right of the FV Programs AGNIS homepage at the following intranet address: http://agnis/sites/FV/default.aspx

PLANT SAFETY RULES

In addition to the instructions on safety contained in this manual, each plant inspector should follow the safety and health rules established for employees of the plant in which he or she is working. Many of the plant "house rules" may be requirements of OSHA standards. OSHA will not cite the plant for failure of a USDA employee to follow these rules. However, the USDA Inspector should set a good example for plant employees by observing the rules and performing inspection and grading tasks in a safe manner.

Many plants designate and post certain areas where their employees must wear safety equipment such as "ear plugs," “eye protection” or "hard hats." These items are available to USDA inspectors, except that our "bump caps" are not "hard hats." For situations such as in warehouses where plant managers have designated that "hard hats" are to be worn, an inspector may do one of three things:

1. Wear the "bump cap" in lieu of a "hard hat,"

2. Wear a "hard hat" if plant management requests the inspector to do so and provides the hat, or

3. In writing, request a regular hard hat from the OIC. Indicate the areas of the plant that are designated “hard hat” areas, and the frequency and/or duration of time the inspector is required to spend in the designated area to perform inspection duties.

FV Program Occupational Safety and Health Program

FV guidelines for safety issues and health and safety policies are contained in the FV Safety Handbook. It can be found at the bottom right of the FV Programs AGNIS homepage at the following intranet address: http://agnis/sites/FV/default.aspx.

This handbook contains valuable information on employee rights and responsibilities. All inspectors need to be familiar with its contents, including references to necessary forms.

The following forms are available in fillable format in this Handbook. The following FV forms are also available on the AMS Forms Catalog at the following intranet address: http://agnis/AMSFormsCatalog/Forms/AllItems.aspx.

FV-700, Employee Safety and Health Record; to be completed each time an employee relocates, is promoted, or changes job responsibilities. The form requires both employee and supervisory signature.

FV-701, Receipt of Safety Program/Training; to be completed after employee completes review of the FV Programs Occupational Safety and Health Program. The form requires both employee and supervisory signature.

FV-703, Hazardous Worksite Report; to be completed when reporting actual or potential worksite situations hazardous to the health and safety of the employee. Ideas for a safer workplace and other safety related comments may be recorded on the Hazardous Worksite Report. No signature or employee name is required.

FV-704, Accident Investigation Report; to be completed by the supervisor. This document is forwarded to the SCI Safety and Health Officer to track the kinds of injuries occurring.

CA-1, Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation; used if a SCI employee is injured while performing official duties. The form is completed by the employee and management.

CA-2, Notice of Occupational Disease and Claim for Compensation; used if the employee is claiming a work relate disease (e.g. Carpel Tunnel Syndrome). The form is completed by the employee and management

Federal Employee Occupational Safety and Health Programs

U.S. Department of Labor, Occupational Safety and Health Administration (OSHA). Guidelines may be found at the following intranet address: http://www.osha.gov/dep/fap/index.html.

Laboratory Safety Checklist

The Laboratory Safety Checklist (AMS-501) may be found on the AMS Forms Catalog at the following intranet address: http://agnis/AMSFormsCatalog/Forms/AllItems.aspx.

FV Lockout Tag-out Policy

FV policies on Lockout Tag-out procedures are found in the FV Program Occupational Safety and Health Program.

SCI Division Safety and Health

SCI Division Safety and Health news may be found at the following intranet address**:** http://agnis/sites/FV/PPB/Safety/default.aspx.

Personal Protective equipment (PPE)

The OSHA fact sheet on PPE may be found at the following internet address: http://www.osha.gov/OshDoc/data_General_Facts/ppe-factsheet.pdf.

Disposal of Unused Chemicals

Field offices may accumulate chemicals that are past their expiration date or no longer being used. These chemicals can present a safety hazard to employees. They need to be disposed of safely. **All offices shall call their local Environmental Protection Agency (EPA) to determine how best to dispose of these chemicals.**

Remove all chemicals identified for disposal from the field offices. Use the following steps to identify and dispose of unused chemicals.

A. Identify analytical testing done by the office, and the chemicals required to do these tests

Use the Chemical Inventory and Disposal Worksheet to write the name of the chemical, the analytical test it is used for, and the expiration date. Initial and date each entry.

B. Identify Chemicals for Disposal

The same worksheet is used for chemicals no longer needed for analytical testing, including chemicals that are past their expiration date. In the column marked **Method of Disposal**, indicate how the chemical was disposed of, the date of disposal, and initial the worksheet.

C. Filing and posting of Chemical Inventory and Disposal Worksheet.

The original shall be kept on file in the field office. A copy of this worksheet shall be posted on the exterior of the chemical cabinet or on the wall closest to where the chemicals are stored.

Field office audits should include a review of the field office's method of chemical disposal. The worksheet will also be reviewed during safety inspections.

CHEMICAL INVENTORY AND DISPOSAL WORKSHEET

Chemical	Analytical Test	Expiration Date	Initials	Date	Method of Disposal	Date of Disposal	Initials

TANKER SAFETY

These instructions contain safety guidelines to follow to avoid accidents when performing tanker inspection activities, such as sanitation inspections, obtaining official samples, and applying tanker seals. Safe conditions and safety awareness must work together to assure the physical well-being and health of the employee.

As in other safety areas, supervisors and inspectors-in-charge must take a lead role in emphasizing the need to take safety precautions and be alert for hazards. An unsafe condition (hazard) must be reported to the proper person and documented on the sanitation score sheet along with a time specified for correction or documented on the Hazardous Worksite Report (FV-703). Ideas for a safer workplace and other safety related comments may be recorded on the Hazardous Worksite Report. The Hazardous Worksite Report (FV-703) may be found on the AMS Forms Catalog at the following intranet address: http://agnis/AMSFormsCatalog/Forms/AllItems.aspx. The OIC shall also be notified. If an unsafe condition is not corrected within the specified time frame, the OIC will prepare a letter to management so that appropriate action is taken.

The hazards encountered in performing tanker inspections are mainly due to the negligence of the employee, condition of the tanker, or inclement weather. Supervisors and applicants should work together to develop a safety program that is applicable to tanker inspections. Wherever possible, there should be a covered and enclosed tanker loading/unloading area. Catwalks in the loading/unloading area and ramps leading to the hatch cover shall be equipped with hand rails and non-skid walkways. If available, a **CAUTION: DO NOT MOVE** sign should be positioned on the driver's door handle or a large banner that contains similar information placed over the driver's windshield.

Always exercise caution when inspecting tankers for sanitation, obtaining an official sample, and when applying seals, especially to top hatches and vents. Remember unsafe acts can be eliminated by being aware of the importance of accident prevention and following safe work practices.

Remember - The use of **caution** and **common sense** can prevent accidents.

USDA personnel should never enter the tanker. Entry into a closed tanker requires a Confined Space Permit (29 CFR 1910.146), information on which may be found at the following internet address: http://www.gpo.gov/fdsys/browse/collectionCfr.action?collectionCode=CFR. It is the responsibility of the industry to provide this permit, which is required by the Occupational Safety and Health Administration (OSHA). When a tanker is presented for inspection, **USDA personnel shall allow plant personnel to break the seals and open lids etc.,** before performing inspection activities. **At no time will USDA personnel enter a tanker.**

Tanker inspection hazards and precautionary measures to prevent accidents include:

A. Negligence of the Employee

1. Slipping or falling from tanker ladders because hands are not free to firmly grasp ladders when climbing them.

Preventive Precautions:

a. Ask a person on the ground to hand you items.

b. Use a shoulder strap, belt pouch, or your pocket to hold materials.

c. Use gloves to protect your hands from hot metal surfaces, cuts, or metal fragments.

d. Protect fingers when lifting or lowering the hatch cover.

2. Injuries associated with vehicles being moved while the employee is on or in the vicinity of the tanker.

Preventive Precautions:

a. Encourage loading and unloading in low traffic areas.

b. Where available, use and display caution signs to alert drivers that an inspection is in progress.

c. Require tanker wheels to be chocked.

d. Require the engine to be turned off, and the driver to exit the cab.

e. Have someone accompany you. Inform the driver that you will be on the tanker.

f. Exercise caution when walking between or around tankers, and be aware of other moving vehicles.

g. Be aware of driver blind spots.

h. Withhold distribution of all documents until inspection is completed and the tanker is properly sealed.

3. Injuries caused by overhead falling objects.

Preventive Precautions:

a. Wear your bump hat.

b. Observe and check all overhead brackets, equipment, and fixtures for proper support.

B. Condition of the Tanker

1. Injuries caused by unsafe conditions on the outer surface of the tanker and surrounding area.

Preventive Precautions:

a. Have grease, oil, road grime, ice, dried food product, and other hazardous elements cleaned from ladders and surrounding area.

b. Wear gloves to secure a firm grip.

2. Safety hazards caused by fumes or corrosive liquids left inside tankers.

Preventive Precautions:

a. Be aware of the possibility of liquids, fumes, or steam from the tanker.

b. Stand to the side of the tanker when opening the rear or side outlet.

c. Vent the rear and/or side outlet(s) and the top hatch.

3. Injuries caused by unsafe ladders, rails, and unsecured walkways, rough top platforms, and inadequate lighting.

Preventive Precautions:

a. Ask plant personnel to hold an unsecured ladder or obtain a step stool if the first step of the ladder is too high.

b. Under SCI Division supervision, use plant personnel to seal top hatches and vents when rails or walkways are missing or not adequately installed.

c. Wear knee pads or other cushioned material to protect against the rough, sharp grating on top of the tanker.

d. Inspect hoses so that they are adequately secured and free from cracks and excessive wear.

4. Injuries caused by unfavorable weather conditions (lightning, hail, dust, ice, snow, or severe wind storms).

Preventive Measures:

a. Delay tanker inspection procedures until ice is removed from tanker ladders and platform.

b. Avoid standing or climbing on tankers during adverse weather conditions.

c. Go indoors when lightning is present.

TRANSPORTATION OF SAMPLE UNITS AND SAMPLING EQUIPMENT

Secure sample units and sampling equipment when transporting to prevent them from becoming flying objects that can cause injury or death in a car accident or sudden stop. This is particularly true in the case of loose metal containers. Safety measures to prevent or minimize such possibilities are:

- Place sample units in suitable shipping containers upon completion of sampling.
- Shipping containers should be placed in the trunk of the car, or secured to the rear floor or back if driving a van or SUV.
- Sampling equipment, such as, chisels, hammers, wrenches, screwdrivers, crowbars and power tools should be transported in the trunk of the car, or placed inside a container secured to the rear floor or back if driving a van or SUV.

These simple precautions may save you and/or your coworkers from serious injury.

OPTIONAL PLANT SAFETY MANUAL

The optional Plant Safety Manual is designed to aid inspection personnel by making detailed, facility-specific safety information available all in one location. It is prepared by SCI Division staff at the plant, and available as an optional tool at the discretion of the OIC.

A guideline for the Plant Safety Manual may be found at the SCI Division Safety and Health homepage on AGNIS at the following intranet address:
http://agnis/sites/FV/PPB/Safety/default.aspx.

Attachments

Version Date
(Printed for distribution)

☐ **29 CFR 1910.146:** _____
http://www.gpo.gov/fdsys/browse/collectionCfr.action?collectionCode=CFR

☐ **Optional Plant Safety Manual:** _____
http://agnis/sites/FV/PPB/Safety/default.aspx.

☐ **FV Safety and Health Handbook:** _____
http://agnis/sites/FV/PPB/Safety/default.aspx.

☐ **Federal Employee Occupational Safety and Health Programs:** _____
http://www.osha.gov/dep/fap/index.html.

☐ **OSHA Personal Protective Equipment Fact Sheet:** _____
http://www.osha.gov/OshDoc/data_General_Facts/ppe-factsheet.pdf.

☐ **Laboratory Safety Checklist, AMS-501:** _____
http://agnis/AMSFormsCatalog/Forms/AllItems.aspx.

☐ **Hazardous Worksite Form FV-703:** _____
http://agnis/AMSFormsCatalog/Forms/AllItems.aspx.

Checked Materials have been printed from the links in this Manual and included for reference.