



Health & Safety

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New Safety Coordinator's Manual: A Health & Safety Professional's Dream

Well, this is certainly a book I would not recommend to my friends for casual reading. I would, however, wholeheartedly recommend this manual to my colleagues in an industry beleaguered by inspections and litigation. It is a "how-to" guide for those in the industry. You may ask: How to do what? It's a how-to manual for compliance with health and safety, while still getting the job done.

Safety Coordinator's Manual
The AESF OSHA Committee is pleased to announce the arrival of the *Safety Coordinator's Manual*. This new guide is published by the AESF under an exclusive agreement with the Rogers Corporation. The manual is organized in a large three-ring binder that can function as a living document, in the sense that new regulations can be easily added as they are promulgated into law. The manual

contains 39 sections covering a myriad of OSHA and other health and safety issues. Topics include:

1. Corporate Safety Policy Statement
2. Coordination
3. Functional Responsibilities
4. Employee Responsibilities
5. Management Responsibilities
6. OSHA Posting Requirements
7. OSHA Area Hazard Signs
8. Hazard Warnings & Labels
9. Material Safety Data Sheets
10. Accident Prevention Program
11. Accident Reporting & Investigation Program
12. OSHA Accident & Illness Reporting Logs
13. Safety Committees
14. Job Safety Analysis & Job Training
15. Materials Approval & Control Program
16. Hazard Communication Program
17. Emergency Planning & Preparedness Program
18. Employee Medical Monitoring Program
19. Safety Audits
20. Inspection Protocols
21. Outside Contractor Safety Policy
22. OSHA Training Requirements
23. Ergonomics
24. Personal Protective Equipment
25. Hazardous Waste Safety Plan
26. Industrial Hygiene Program
27. Laboratory Safety Program
28. Respirator Program
29. Confined Space Entry Program
30. Control of Hazardous Energy Sources Program
31. Process Safety Management of Highly Hazardous Chemicals
32. Bloodborne Pathogens Program
33. Laser Safety Program
34. Hearing Conservation Program

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- 35. Chemical Exposure Control Program
- 36. General Safety & Health
- 37. Electrical Safety
- 38. Housekeeping Standards
- 39. Records Retention Times

Each section is organized in an easy-to-read-and-apply format. Sample programs are included where appropriate, and many are of the fill-in-the-blank style to make for easy modification. This manual is every health and safety professional's dream.

For a smaller facility, the manual can efficiently focus the activities of a manager assigned such an all-encompassing job. For the larger facility, it can serve as a review of programs in place, and quickly point out any areas that could use work. The manual would make an excellent "required reading" for all occupational leaders, including new managers, engineers and supervisors, to quickly acquaint them with health and safety issues that govern our work.

Let's take a closer look at one section of the manual, labeled "Emergency Planning and Preparedness Program." This section begins as most of the sections do, with the Code of Federal Regulation (CFR) citation. The citation points us to the law from which the section was derived. In this case, it is 29 CFR 1910.37, 1910.38, 1910.58 and 1910.120.

The section begins with a purpose statement, which covers the basic planning and preparedness required for coping with emergencies and disasters that could threaten the safety of employees, the workplace and surrounding environment. Covered in detail are emergencies such as fire, explosion, medical emergency, chemical release, utility outage, storm, flood, earthquake, civil disorder and terrorism.

The reader is then led through a step-by-step development, including pre-planning, plan development and plan initiation. Some of the emergency response plan details addressed are facility evacuations, facility security, emergency response plan

coordination, management responsibilities and emergency response. Following the planning stages are the actual plans developed for the reader's use. Numerous sample plans include: Emergency Action Plan, Evacuation Procedures, Fire Fighting Procedures, Chemical Spill Containment, Disturbance in the Lobby, Sprinkler Valve Control, Emergency Phone Numbers, Fire Drill Report and a List of Reportable Quantities for Selected Chemicals.

This *Safety Coordinator's Manual* is well organized and could be easily personalized to fit your facility's needs. The health and safety function is an important management function that cannot be lightly dismissed. In order to perform any job effectively, tools of the trade are required. The *AESF Safety Coordinator's Manual* is just such a tool. Order your copy today! It is available through AESF Publications Sales for \$125, which—in this writer's opinion—is an exceptional value. Each facility should have at least one copy. To order yours, call 800/334-2052. **P&SF**