

# The Dedham Country and Polo Club

## MAINTENANCE FACILITY HAZARD PREVENTION AND CONTINGENCY PLAN

A. The "**Emergency Coordinators**" for the Maintenance Facility are:

Michael W. Stachowicz.  
Director of Green and Grounds  
Maint. Facility office phone number: 781-326-7860  
Maint. Facility office address: 77 Rear Westfield Street, Westwood, MA 02090  
Cell phone number: 781.771.8149  
Residential address: 68 Westfield Street, Westwood, MA 02090

Tim Carpenter  
Assistant Superintendent  
Maint. Facility office phone number: 781-326-7860  
Maint. Facility office address: 77 Rear Westfield Street, Westwood, MA 02090  
Cell phone number: 781.820.6779  
Residential address:

Ben Potter  
Facilities Manager, Emergency Coordinator  
Office phone number: 781-326-3090  
Office Address: 124 Country Club Road, Dedham, Ma 02026  
Cell phone number: 781.771.4756

B. The **Emergency Resource Agency Contacts** for the Maintenance Facility are:

1. Controlling Agencies

Westwood Fire Department            Phone: 911

Massachusetts Department of Environmental Protection Normal Business hours: 978-682-0416  
Emergency Response Spill Division 978-682-0416 during business hours  
888-304-1133 after hours

Massachusetts State Police            508-872-3553 during business hours  
617-292-5500 after hours

2. Emergency Contacts (other):

Norwood Hospital                      781-769-4000

Safety-Kleen                              508-481-3116  
50A Brigham  
Marlborough, MA 02072  
EPA ID # MAD 088978143

Cyn Environmental Services            800-242-5818 P.O. Box 119  
100 Tosca Drive  
Stoughton, MA 02072  
EPA ID # MAD 082303777

## **Hazard Communication Written Program**

This written program is designed to give the staff a better understanding of the Hazard Communication program that has been implemented at The Dedham Country and Polo Club. This program will outline the Program Objective, Program Management, Supporting Personnel, Program Updates, Information Accessibility, Hazardous Chemical List, Hazardous Chemical Labeling, Material Safety Data Sheets(MSDS) and Staff Training.

Program Objective:

The objective of this program is to train and inform our staff on the hazards related to the chemicals used in our workplace. It is our goal to provide full information and training to each staff member to assure the safest possible working conditions. This program will serve as the primary means of providing hazard communication to our staff.

### **Program Management:**

The Golf Course Superintendent, will act as the Program Manager for the Dedham Country and Polo Club Maintenance department. It will be his responsibility to oversee the following duties:

- 1) Program implementation.
- 2) Staff training, including current new and contractual staff members.
- 3) Maintain complete, up-to-date, and accurate documentation.
- 4) Manage any questions and concerns that arise.
- 5) Evaluate the program on a scheduled basis and revise as deemed necessary based on comments and new available data.
- 6) File appropriate reports with the respective governmental authorities.
- 7) Handle requests for MSDS and chemical listings.

### **Supporting Personnel:**

In the absence of the Golf Course Superintendent, staff members should seek assistance from the Assistant Golf Course Superintendent. In both of their absence, information can be obtained from the equipment manager. He will be able to effectively answer any questions and requests regarding the program.

### **Program Updates:**

Any staff member comments and suggestions are encouraged and should be submitted in writing to The Golf Course Superintendent. At this time they will be evaluated and acted upon. The written program will also be evaluated by the Golf Course Superintendent and Fred Sico on an annual basis and revised accordingly.

## **Information Accessibility:**

All information contained in this written program will be accessible by all staff members of the Dedham Country and Polo Club Maintenance Department. At the present time this program will be located in the breakroom of the maintenance facility. All staff members will be notified of its location. Any questions about its location should be directed to the Golf Course Superintendent.

## **Hazardous Material Locations:**

A current list of the hazardous materials present in the workplace is located in the front section of the Material Safety Data Sheet book. This book is located in the breakroom. This book also contains all the corresponding Material Safety Data Sheets for each hazardous chemical. Duplicates of the sheets will be accessible at the given work/storage areas for the hazardous chemicals.

## **Hazardous Chemical List:**

A complete list of chemicals used and stored in this facility appears at the end of this written program.

## **Hazardous Chemical Labeling:**

All chemical containers will be tagged or marked with the following information:

- 1) Identity of the Hazardous Chemical
- 2) Appropriate Hazard Warnings
- 3) Name and Address of the chemical manufacturer, importer, or other responsible party

It is the responsibility of the chemical manufacturer, importer or distributor to ensure that each container of hazardous material leaving the workplace has the above mentioned label. Fred Sico will ensure that each incoming container of potentially hazardous material is checked to ensure proper labeling. In addition, our facility is responsible for complete labeling of any secondary containers used in house. When transferring hazardous chemicals from their original containers to secondary containers:

- 1) Each will be tagged labeled or clearly marked to identify its contents, appropriate hazard warnings, as well as recommended protective equipment.
- 2) Labels will be prominently displayed and firmly attached to the container.
- 3) Any stationary pipes, tanks or vessels containing hazardous material will be clearly marked with the appropriate warnings.
- 4) Empty containers will not be reused for anything other than the originally contained substances unless the original labels are removed and replaced with an appropriate hazard warning label.

Labeling is not required for portable containers into which hazardous materials are transferred if the material is intended for use within the same work shift and remains under the complete control of the staff

member who performed the transfer. Even though labeling is not required in this instance it still is recommended. All labels will be in English unless a worker cannot read English, then it will be amended accordingly.

## **Material Safety Data Sheets:**

Based upon our Hazardous Chemical List we will also maintain an accurate up-to-date inventory of corresponding MSDS sheets for all hazardous materials. First time use of a hazardous chemical will not begin until the appropriate MSDS has been received, approved and distributed to the proper location. Any updates of MSDS sheets received from the manufacturer will be used to replace the outdated sheets at all locations.

Material Safety Data Sheets will be kept in the breakroom at the The Dedham Country and Polo Club Maintenance facility. Copies will be kept in areas of usage and storage as well. Accessibility to the sheets will be during normal operating hours, usually 5 am until 3 pm.

Golf Course Superintendent, will make monthly inspections of each MSDS location to assure completeness and accuracy.

Staff members have the right to obtain copies of MSDSs for any substance they are exposed to. A written request should be submitted to The Golf Course Superintendent. This request will be then carried out in a timely fashion, usually 2- 5 working days.

Our MSDS sheets will be organized alphabetically by trade name for easy and quick reference. An index of chemicals will appear at the beginning of the main MSDS book located in the breakroom.

## **Staff Training:**

At the time of a new hire an information and training session will take place about the hazardous chemicals in their area, and whenever a new chemical is introduced. An education and training session will also take place annually, to keep staff knowledge current. Training records will be kept by The Golf Course Superintendent.

### **Topics to be covered:**

- 1) Overview of the Hazard Communication Standard
- 2) Employee rights under this standard
- 3) Location of our written program
- 4) Location of Hazardous Chemical List
- 5) Physical and health hazards associated with the chemicals on the list
- 6) Methods of recognizing release or presence of hazardous chemicals in your facility
- 7) Recommended work procedures and protective wear for staff protection from exposure
- 8) Description and use of Material Safety Data Sheets
- 9) How to read and interpret our facility's container labeling system
- 10) Emergency first aid procedures to use during an incident involving exposure
- 11) Proper handling techniques

Our training session will be conducted in the employee breakroom with the use of such training aids as manuals, booklets, handouts and in the future videotapes. We will also encourage employee participation as well as conduct a review session.

## **Emergency Supplies and Equipment** on the site are:

1. The main First Aid Station is located on an exposed wall of the employee lunch and meeting room. The station supplier is: Zee Service Company, 300 West Main Street, Northborough, MA 01532, telephone 800-339-0219. The First Aid Station stock list is attached as Attachment 1.
  2. Two emergency eye wash stations are located on site. One is located near the main First Aid Station in the employee lunch and meeting room and the second is located next to the mechanic's office. The station located in the employee room was supplied by Zee Service Company. Refer to Attachment 2 for a description. The second station located in the Mechanic's area is plumbed directly into the water system with a quick release valve.
  3. Two spill kits are located on site as shown on the Emergency Floor Plan. Refer to Attachment 3 for a description of the Spill Kits as supplied by: New Pig, One Pork Avenue, Tiptoe, PA 16684-0304, tel. 800-468-4647. Other miscellaneous spill protection and clean-up materials are also maintained on the site including a pail of SafetyKleen absorbing granules in Mechanic's area.
  4. Fire Extinguishers are located: in the Pesticide Safety Storage Unit, the Maintenance Storage Area, the Mechanic's Shop, the employee lunch and meeting room, and the Mechanical Room. See the Emergency Floor Plan.
  5. One Respirator is located on-site. It is located in the Superintendent's office. The respirator is controlled and used during the intermittent dilution/mixing of some chemicals as required.
- D. The scale maps are attached to this report as Figure 1, Maintenance Facility Site Plan and Figure 2, Emergency Floor Plan.
- E. The original copies of the MSDS sheets are posted at the site on the employee bulletin board. They are also attached to this report as Attachment 4.

The (MSDS similar format) are attached to this report in computer database format from the records as kept by the Director of Golf Course Operations and his assistant on a computer located at the facility. See section 2., b and section 2., c. of this report. The database is maintained by the director and his assistant on a continuous basis and includes all the potential hazardous materials that may be located at the site at any given time. In general, potentially hazardous material are not kept in quantity at the location, but are only brought onto the site just before the application time at the required quantities. Also, on site storage of hazardous materials are restricted to the Pesticide Storage Unit located adjacent to the Maintenance building. See Figures 1 & 2. Company supplied MSDS sheets are also available on site and will be made available upon request.

F. The types of potential emergency situations that may occur at the site are as follows:

An oil or gasoline incident may occur. On-site fuel storage is located adjacent to the Maintenance Facility. The fuel is stored within an approved aboveground fuel tank with appropriate containment and dispensers. An over-fill may occur when transporting to small equipment. The on site spill kit and supplemental absorbent material kept on-site will be utilized for this type of incident. The facility generally conducts business with Cyn Environmental for the normal disposal of waste oil and will utilize their service to properly dispose of petroleum product contaminated materials.

A release of a concentrated amount of insecticide, fungicide, or herbicide is possible at the site. Concentrated amounts are brought to the Maintenance Facility by a licensed vendor. Storage of concentrated quantities is restricted to the Pesticides Safety Storage Facility. In general, concentrated materials are only brought onto the site when needed. Planned applications are conducted immediately following delivery times; therefore onsite storage of potentially hazardous materials is kept to a minimum. Mixing and dilution procedures are conducted and/or supervised by the superintendent and his assistants. Potentially hazardous storage pails and packages are collected and returned with the vendor who delivered the original material. Potential spills, in concentrated form, are most likely to occur during transport, delivery, and/or mixing. The quantity of the spill will be in the amount of the container. The superintendent

restricts the container size of potentially hazardous chemicals in liquid form to 5 gallons. Spill kits are maintained onsite as well as quantities of absorbent material. Potential spills of granular materials will

be contained, collected in pails or plastic bags and disposed of, if required, through vendor who supplied the product.

A released of fumes may occur during a fire. Emergency fire equipment is maintained through out the facility. Potentially concentrated amounts of volatile and/or noxious materials are restricted from the site or stored within the Pesticide Storage Facility. The unit is specifically designed as a safety storage unit. The unit is designed for a 3000° fire rating. It has a spill containment bottom. The unit has an independent heater, ventilation system, and a Fire Extinguisher. The Pesticide Safety Storage Unit significantly reduces the potential for the release of fumes.

In general, the potential for an incident at the location are continuously minimized through the on going monitoring of materials on the site and through training and employee management under the supervision of the Director of Golf Course Operations and his Assistants. Refer to the Hazardous Communication Program report section 2., a.. which indicated the training programs supervised by and the qualification of the director and his staff. Also refer to the Chemical Inventory Report section 2., b which is a copy from the database as maintained in the Maintenance Facility office by the director and his assistants.

**G. Notification Requirements:** The Westwood Fire Department shall be notified of a Oil or Hazardous Materials release in accordance with the requirements for reportable releases of Oil or Hazardous Materials, Massachusetts Contingency Plan, 310 CMR 40 or subject to the following more general description which ever best insures the responsible protection for persons and/or the environment in the event of a release:

The Westwood Fire Department shall be notified of any release of oil or hazardous material, whenever the released quantity which has escaped from its container cannot be immediately cleaned up without posing a possible threat to persons or the environment at the site.

(2) The Director of Golf Course Operations and his assistants supervises the potential disposal of hazardous wastes. The Safety-Kleen Company is normally contracted with to collect and remove waste oil and cleaning solvents. Remnants of chemicals and their containers are removed from the site by the licensed supplying vendor of the product. The location is not listed as a Hazardous Waste Generator with the Department of Environmental Protection. For methodology and potential for handling spills see section (1), (f) above.

## **Dedham Country and Polo Club**

### **Emergency Action Plan**

#### **Emergency escape procedures and routes:**

In the event of an emergency at Dedham Country and Polo Club, staff members must evacuate the facility as quickly and safely as possible. A wall map of the facility as been hung in the main building detailing all exits in DCPC's maintenance facility. The map also details all major hazards as well as the location of all fire extinguishers. In the event of an emergency take swift action to exit the building from the nearest exit. Exit signs are located above all doors. New staff members will be shown all exits and made familiar with the wall map of the facility. The first staff member to recognize an emergency must inform the other staff members by sounding the evacuation alarms.

#### **Critical plant operation:**

At this time there are no critical plant operations which must be maintained during an emergency. Staff must evacuate as soon as possible.

**Employee accounting:**

Management will be in charge of accounting for staff after an evacuation. If staff is working out on the golf course we will send someone out to check on their condition, and to make sure they are in fact on the course and not still in the building. A checklist of all staff members will be conducted to ensure their safety.

**Rescue and Medical Duties:**

At this time there are no first aid trained staff members at Dedham Country and Polo Club. Emergency personnel are close by and will be called immediately if medical attention is needed. The call can be made from the clubhouse or from the maintenance facility, whichever facility is not in danger. Every effort will be made to evacuate all personnel from the building. If a rescue duty must be performed we will wait until emergency personnel arrive to perform their duties.

**Procedures for reporting emergencies or fire:**

After the immediate evacuation of the facility, a manager will designate a staff member or himself to report the emergency. Access to a telephone with emergency numbers can be made from the clubhouse if the emergency is at the maintenance facility. The opposite action can occur if the emergency is located at the clubhouse. If for some reason access is denied to any of these buildings the emergency can be reported from the farm house. Once the emergency has been reported, that staff member should return to his group to report that he has contacted emergency personnel. Numbers for emergency personnel will be located next to each phone in the facility.

**Program Heads:**

Michael Stachowicz, Director of Green and Grounds 781.771.8149  
Tim Carpenter, Assistant Superintendent 781.820.6779

**Training Program:**

Michael Stachowicz and Kurt Calderwood will be responsible for the training of staff members in regard to an emergency action plan. Our plan as it pertains to this report will be discussed. A dry run will be conducted to ensure its smoothness and safety of operation. Any new staff members will be initiated in this plan as well as old staff members will be retrained once a year. Any time our plan changes we will conduct new training.

## **Dedham Country and Polo Club**

### **Fire Prevention Plan**

**Dedham Country and Polo Club Fire Hazards:**

Battery charging station, Welder, Torches, Fuel Pumps, Gas Cabinet, Paint Cabinet, Pesticide storage area, Fertilizer storage area, oil rag bin and designated smoking areas are all examples of possible fire hazards.

In all cases listed above there is a fire extinguisher located in each area. For a Detailed look please refer to the facility map, located in the maintenance locker room. In

case of small fires, employees trained in the use of fire extinguishers may use them to put out small fires. The fire alarm must also be sounded to notify other employees. Emergency action must be taken in any event to ensure others safety.

**Responsible Personnel:**

The Golf Course Superintendent will be responsible for the upkeep of the fire hazards list as well as the upkeep of the preventative equipment ( Fire extinguishers). The Fire extinguishers are checked regularly for proper location and function.

**Fuel Source Hazard Personnel:**

The Golf Course Superintendent will also be responsible for control of fuel source hazards.

**Housekeeping:**

Dedham Country and Polo Club will make every effort to control accumulation of flammable and combustible waste materials and residue so they do not contribute to a fire emergency. For example rags will placed in their proper fire bin, we will only have the paint we need on hand. All pesticide and fertilizer storage areas will be kept clean and orderly and will only be accessible by authorized personnel. Gas cans will be stored in their proper fireproof cabinet. Only the gas that is needed will be stored. The welder and torches will be used by only trained personnel. There will be no smoking signs placed in the maintenance facility. Safe smoking areas will be designated outside.

**Training:**

A training session will be conducted once a year for employees. A list of fire hazards and materials will be discussed. Precautions as well as safety procedures will also be discussed. Whenever a new hazard or procedure is introduced we will re-train the staff. When a new employee is hired we will train that employee individually.

**Fire Extinguishers:**

Fire extinguishers are kept in the work place but employees are not required to use them. Employees trained in the use of fire extinguishers can use them. Otherwise the total evacuation of employees in case of emergency is required. Inspection, maintenance and testing, and training and education requirements will be upheld.

It is our policy that employee safety comes first, emergency action is an important part of that safety. All personal will be drilled in the action of fire prevention and emergency action. In case of fire employee safety and evacuation come first while the facility is a distant second.

## **Dedham Country and Polo Club**

### **Lockout Tag Out**

In compliance with 29 CFR 1910.147 Dedham Country and Polo Club located in Dedham, MA, has developed and implemented a Lockout Tagout Program. The program establishes policies and procedures for affixing appropriate lockout devices and, in some instances, tagout devices, to energy isolating machines or equipment. Such policies and procedures have been developed and implemented to prevent unexpected energization, start-up or release of stored energy.

The following persons have been instructed in Dedham Country and Polo Club's lockout tagout program and are authorized to perform the Lockout/Tagout Procedure:

- The Golf Course Superintendent; Assistant Superintendent; and Equipment Manager.

The following list of affected persons/staff member have been made aware of the Lockout Tagout Program and are required to be notified when the procedure is to be implemented.

- Our workforce will report to duty and will then be instructed in the lockout/tagout program.

## **Lockout Tagout Policies and Procedures**

- I.** The authorized employee or person shall prepare to implement the Lockout Tagout Procedure by implementing the following steps:
- a.** Notify all affected staff members that the Lockout Tagout Procedure will be implemented because servicing or maintenance on a machine or equipment is required.
  - b.** The authorized employee shall refer to the company's equipment survey to identify the type and magnitude of the energy that the machine or equipment utilizes. The equipment or machine shall be shut down or turned off by the normal stopping procedure such as depressing the stop button etc.
  - c.** Deactivate the energy isolating device so that the equipment is isolated from its energy source.
  - d.** Lock out the energy isolating device with assigned individual lock.
  - e.** Stored energy such as that in springs, capacitors, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam or water pressure etc. must be dissipated or restrained by methods such as repositioning, blocking, bleeding down, etc.
  - f.** After ensuring that no personnel are exposed, and as a check on having disconnected the energy sources, verify the isolation of the machine/equipment by operating the push button, start button or their normal operating controls or by testing to make certain the equipment will not operate.  
**Caution:** Return the operating control to "neutral" or "off" position after the test.
  - g.** The equipment/machinery is now locked out.
- II.** Restoration of Machines/Equipment to Normal Operations:
- a.** Check the machine/equipment and the immediate area to ensure that nonessential items have been removed and that the machine or equipment components are operationally intact.
  - b.** Check the work area to ensure that all staff members have been safely repositioned or removed from the area.
  - c.** Verify the controls are in neutral.
  - d.** Remove the lockout devices and re energize the machine or equipment.
  - e.** Notify affected staff members that the servicing or maintenance is completed and the machine or equipment is ready to be used.

### **Group Lockout or Tagout**

When servicing or maintenance is performed by a crew, Dedham Country and Polo Club 's standard procedure shall be followed. The primary responsibility remains with one authorized person who coordinates the actual implementation of the procedure.

In group lockout or tagout , each authorized employee shall affix a personal lockout or tagout device to the group lockout device, group lock box or comparable mechanism when work is initiated.

The personal lockout or tagout device shall be removed when the work is completed following the standard procedure.

### **Shift or Personnel Changes**

Specific procedures shall be utilized during shift or personnel changes to ensure the continuity of lockout or tagout protection, including provision for the orderly transfer of lockout or tagout devices between off-going and oncoming staff members.

### **Outside Contractor Policy**

All outside contractors shall comply with the policies and procedures of Dedham Country and Polo Club's Lockout Tagout Program with regard to policies and procedures for informing staff members and others of their activities. The Golf Course Superintendent, will coordinate the outside contractor activities.

## Hazardous Energy Control Inventory

**Department: Dedham Country and Polo Club Maintenance**

**Supervisor: Michael Stachowicz, Superintendent**

**Date: January 2005**

List equipment name, model, serial number, location of equipment and energy source.

<b>Name:</b>	<b>Model:</b>	<b>Serial#:</b>	<b>Site of Energy Source:</b>
Irrigation pump	FPX VWTP 1200-3-130	6067-1	Electric Panel in Pumphouse
Fuel Shut Off	Manual Pumps currently		
Electrical Panel			Maintenance Facility, mechanical room

## Hazardous Energy Control Procedure Form

### **Description: Irrigation Pumps**

Manufacturer: Flowtronics

Model: FPX vwtp 1200-3-130, FPX VBCP 700-1-50

Location: Pump House

Operator Controls: Before working on pump station, the main shut off on the electrical box must be shut off and then tagged out, informing other workers that power is shut off to that equipment.

Energy Source: Electrical

Shutdown Procedures: Lockout the energy panel on the wall using the lock. The pumps can be switched to the off position on the control panel. Then the main electrical supply can be switched down and locked out.

Type Lock: Keyed Lock.

Location of Lock: Will be kept in pump house above the control panel.

Start Up: To re energize the pumps. Make sure everyone is clear of the area, unlock the lock, turn power on. You can now turn the power on at the pump control panel.

Energy Activated: Electrical.

### **Description: Fuel Shut off**

Manufacturer:

Model:

Location:

Energy Source: Electrical

Shutdown Procedure: Pull down lever on box to turn power off to fuel pumps. This will turn power off to outside fuel pumps.

Type Lock: Keyed Lock

Location of Lock: Will be located at the shut off box.

Start Up: Turn power back on to by removing lock and turning power switch back on.

Energy Activated: Electrical and also fuel.

### **Description: Electrical Circuit Panel Maintenance Building, for any work associated with the heaters, lights, alarm, computer, water heaters, shop, breakroom, office, and cart storage bay.**

Manufacturer:

Model:

Location: Maintenance Building, mechanical room.

Energy Source: Electrical

Shutdown procedure: Shut down the breakers by switching to the off position.

Type Lock: A tag over the breaker will be used stating the breaker is off.

Location of Lock: Tags will be located at the circuit box.

Start up: Take off tag move breaker back to on position.

Energy activated: Electrical

## Dedham Country and Polo Club

## **Respirator Program**

### **Purpose:**

The purpose of this operating procedure is to ensure the protection of all employees from respiratory hazards, through proper use of respirators. Respirators are to be used only where engineering control of respirator hazards is not feasible, while engineering controls are being installed, or in emergencies.

### **Responsibility:**

The company Safety Officers are The Golf Course Superintendent and the Assistant. They are responsible for all facets of this program and have full authority to make necessary decisions to ensure success of this program. This authority includes hiring personnel and equipment purchases necessary to implement and operate the program. The Safety Officers will develop written detailed instructions covering each of the basic elements in this program, and are authorized to amend these instructions.

Dedham Country and Polo Club has authorized the Safety Officers to halt any operation of the company where there is danger of serious personal injury. This policy includes respirator hazards.

### **Program Elements:**

1. The Safety Officers will develop detailed written standard operating procedures governing the selection and use of respirators, using the NIOSH Respirator Decision Logic as a guideline. Outside consultation, manufacturer's assistance, and other recognized authorities will be consulted if there is any doubt regarding proper selection and use. These detailed procedures will be included as appendices to this respirator program. Only the Safety Officers may amend these procedures.
2. Respirators will be selected on the basis of hazards to which the worker is exposed. All selections will be made by the Safety Officers. Only MSHA/NIOSH- certified respirators will be selected and used.
3. The user will be instructed and trained in the proper use of respirators and their limitations. Both supervisors and staff will be so instructed by the Safety Officer. Training should provide the relevant staff members an opportunity to handle the respirator, have it fitted properly, test its facepiece-to-face seal, wear it in normal air for a long familiarity period, and finally to wear it in a test atmosphere. Every respirator wearer will receive fitting instructions, including demonstrations and practice in how the respirator should be worn, how to adjust it, and to determine if it fits properly.  
  
Respirators should not be worn when conditions prevent a good face seal. Such conditions may be growth of a beard, sideburns, a skull cap that projects under the facepiece, or temple pieces on glasses. No employees of Dedham Country and Polo Club, who are required to wear respirators, may wear beards. Also the absence of one or both dentures can seriously affect the fit of a facepiece. The worker's diligence in observing these factors will be evaluated by periodic checks. To assure proper protection, the face piece fit will be checked by the wearer each time the wearer puts on the face piece. This will be done following the manufacturer's facepiece-fitting instructions.
4. Respirators will be assigned to individual workers for their exclusive use.
5. Respirators will be regularly cleaned and disinfected. Those issued for the exclusive use of one worker will be cleaned after each day's use, or more often if necessary. Those used by more than one worker will be thoroughly cleaned and disinfected after each use. The Safety Officers will establish a respirator cleaning and Maintenance facility and develop detailed written cleaning instructions.
6. Our respirators will be cleaned and stored in a sanitary location, at this time in the central office.

7. Respirators used routinely will be inspected during cleaning. Worn or deteriorated parts will be replaced. Respirators for emergency use such as self-contained devices will be thoroughly inspected at least once a month and after each use. Inspection for SCBA breathing gas pressure will be performed weekly.

8. Appropriate surveillance of work area conditions and degree of employee exposure or stress will be maintained.

9. There will be regular inspection and evaluation to determine the continued effectiveness of the program. The Safety Officers will make frequent inspections of all areas where respirators are used to ensure compliance with the respiratory protection programs.

10. Persons will not be assigned to tasks requiring use of respirators unless it has been determined that they are physically able to perform the work and use the equipment. Dedham Country and Polo Club will provide a physician who will determine what health and physical conditions are pertinent. The respirator user's medical status will be reviewed annually.

11. Certified respirators will be used.

## **Respiratory Program Evaluation Checklist**

In general, the respirator program should be evaluated for each job or at least annually, with program adjustments, as appropriate, made to reflect the evaluation results. Program function can be separated into administration and operation.

### **A. Program Administration**

\_\_\_\_\_ (1) Is there a written policy which acknowledges employer responsibility for providing a safe and healthful workplace, and assigns program responsibility, accountability, and authority?

\_\_\_\_\_ (2) Is program responsibility vested in one individual who is knowledgeable and who can coordinate all aspects of the program at the jobsite?

\_\_\_\_\_ (3) Can feasible engineering controls or work practices eliminate the need for respirators?

\_\_\_\_\_ (4) Are there written procedures/statements covering the various aspects of the respirator program, including:

- \_\_\_\_\_ designation of an administrator;
- \_\_\_\_\_ respirator selection;
- \_\_\_\_\_ purchase MSHA/NIOSH certified equipment;
- \_\_\_\_\_ medical aspects of respirator usage;
- \_\_\_\_\_ issuance of equipment;
- \_\_\_\_\_ fitting;
- \_\_\_\_\_ training;
- \_\_\_\_\_ maintenance, storage, and repair;
- \_\_\_\_\_ inspection;
- \_\_\_\_\_ use under special condition; and
- \_\_\_\_\_ work area surveillance?

### **B. Program Operation**

(1) Respiratory protective equipment selection

\_\_\_\_\_ Are work area conditions and worker exposures properly surveyed?

\_\_\_\_\_ Are respirators selected on the basis of hazards to which the worker is exposed?

\_\_\_\_\_ Are selections made by individuals knowledgeable of proper selection procedures?

\_\_\_\_\_ (2) Are only certified respirators purchased and used; do they provide adequate protection for the specific hazard and concentration of the contaminant?

\_\_\_\_\_ (3) Has a medical evaluation of the prospective user been made to determine physical and psychological ability to wear the selected respiratory protective equipment?

\_\_\_\_\_ (4) Where practical, have respirators been issued to the user for their exclusive use, and are there records covering issuance?

(5) Respiratory protective equipment fitting

\_\_\_\_\_ Are the users given the opportunity to try on several respirators to determine whether the respirator they will subsequently be wearing is the best fitting one?

\_\_\_\_\_ Is the fit tested at appropriate intervals?

\_\_\_\_\_ Are those users who require corrective lenses properly fitted?

\_\_\_\_\_ Are users prohibited from wearing contact lenses when using respirators?

\_\_\_\_\_ Is the facepiece-to-face seal tested in a test atmosphere?

\_\_\_\_\_ Are workers prohibited from wearing respirators in contaminated work areas when they have facial hair or other characteristics may cause face seal leakage?

(6) Respirator use in the work area

\_\_\_\_\_ Are respirators being worn correctly (i.e., head covering over respirator straps)?

\_\_\_\_\_ Are workers keeping respirators on all the time while in the work area?

(7) Maintenance of respiratory protective equipment

### **Cleaning and Disinfecting**

\_\_\_\_\_ Are respirators cleaned and disinfected after each use when different people use the same device, or as frequently as necessary for devices issued to individual users?

\_\_\_\_\_ Are proper methods of cleaning and disinfecting utilized?

### **Storage**

\_\_\_\_\_ Are respirators stored in a manner so as to protect them from dust, sunlight, heat, excessive cold or moisture, or damaging chemicals?

\_\_\_\_\_ Are respirators stored properly in a storage facility so as to prevent them from deforming?

\_\_\_\_\_ Is storage in lockers and tool boxes permitted only if the respirator is in a carrying case or carton?

### **Inspection**

\_\_\_\_\_ Are respirators inspected before and after each use and during cleaning?

\_\_\_\_\_ Are qualified individuals/users instructed in inspection techniques?

\_\_\_\_\_ Is respiratory protective equipment designated as "emergency use" inspected at least monthly (in addition to after each use)?

\_\_\_\_\_ Are SCBA incorporating breathing gas containers inspected weekly for breathing gas pressure?

\_\_\_\_\_ Is a record kept of the inspection of "emergency use" respiratory protective equipment?

### **Repair**

\_\_\_\_\_ Are replacement parts used in repair those of the manufacturer of the respirator?

\_\_\_\_\_ Are repairs made by the manufacturers or manufacturer-trained individuals?

#### **(8) Special use conditions**

\_\_\_\_\_ Is a procedure developed for respiratory protective equipment usage in atmospheres immediately dangerous to life or health?

\_\_\_\_\_ Is a procedure developed for equipment usage for entry into confined spaces?

#### **(9) Training**

\_\_\_\_\_ Are users trained in proper respirator use, cleaning, and inspection?

\_\_\_\_\_ Are users trained in the basis for selection of respirators?

\_\_\_\_\_ Are users evaluated, using competency-based evaluation, before and after training?

## **Chemical Spill Cleanup Procedure**

1. Wear protective clothing.
2. Contain the spill. Do everything possible to stop the leak or spill. If the material is a liquid construct a dam to prevent it from spreading.
3. Contact Superintendent or Assistant Superintendent.
4. Isolate the contaminated area, rope it off to keep people away.
5. Check MSDS for special instructions.
6. Soak up the spill. Spread an absorbent material such as fine sand, sawdust, quick dry, or activated charcoal over the entire area.
7. Collect material for disposal. Sweep or shovel contaminated absorbent material into a heavy duty disposal bag.
8. Decontaminate the area:
  - For floors, work lime into spill area with a coarse broom. Sweep into bag.
  - For soils, shovel top 2 to 3 inches of soil into a heavy plastic bag. Cover area with lime.
9. Clean contaminated vehicles and equipment. Brooms, gloves, sponges and the like need to be disposed of in a responsible manner.
10. Check with state agencies to find where to dispose of the contaminated material.
11. Notify state agencies within 24 hours of the incident if wetlands were contaminated or if the spill is believed to be more than the non-reportable limit.

For major spills, or spills that may contaminate water, call CHEMTREC (800) 424-9300

Spill response kits are located in the shop and on each sprayer. These contain protective clothing, absorbent blankets, and disposal bags.

Maintenance staff will be trained in this semi annually.