



REVIEW COMMENTS

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Phase: **Routine Review**

Reviewer:

Date: 7/1/03

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1	<p>1.3.2c: When a local emergency response organization is not available within the 30 minute response time, a safety observer trained in use of rescue equipment and rescue operations must be present. Appropriate rescue equipment shall be readily available in case an emergency rescue is required. <i>In addition, safety observer must be trained in CPR/First Aid.</i></p>
2	<p>2.3.2 Specific Conditions Requiring Additional Personnel. The following additional personnel requirements are derived from OSHA regulations and interpretations.</p> <p style="padding-left: 40px;">a. In accordance with OSHA standard 1910.151, in the absence of an infirmary, clinic or hospital in near proximity to workplace, a person trained in First Aid shall be readily available.</p> <p>NOTE: OSHA provides a 8 minute response time as a guidance for determining if medical services are readily available. Nature and extent of the hazards must be evaluated for each site. <i>In general</i>, if there is a risk of serious injury and medical services are more than 8 minutes away, no NWS personnel shall work alone and first aid trained employee shall be present on site. CPR certification and annual re-certification are recommended. <i>However, if there is a risk of serious injury that may adversely affect employee's respiration, cause severe bleeding or other life threatening condition, 8-minute response time may be too long (e.g., irreversible brain damage may occur within 4 minutes due to lack of oxygen or death can occur due to arterial bleeding). In this case, First Aid/CPR trained safety observer shall be available.</i></p>
2	<p>2.3.5 <u>Safety Observers ("Buddies")</u>. Under special conditions, described in Section 2.3.2 and 2.3.3, when the risk of serious injury to maintenance personnel is judged to be greater than normal, the presence of a safety observer is essential. The safety observer should be able to obtain medical assistance or be trained to render first aid. In the case <i>If there is a risk of serious injury that may adversely affect employee's respiration, cause severe bleeding or other life threatening condition</i> of electrical work, the safety observer must be trained in CPR/First Aid (<i>see 2.3.2</i>). The safety observer must have immediate means of communication (e.g., phone, cellular phone, two-way radio, etc.). The following paragraphs provide the requirements applicable to safety observers.</p> <p>a. Work Conditions. When work is to be performed on energized equipment or under other high risk conditions, work shall not begin until a qualified safety observer is present. A qualified safety observer may be other maintenance personnel or trained staff members (e.g., operations staff, meteorology/hydrology staff).</p> <p>b. Knowledge and Training. Safety observers shall receive initial and refresher training (as appropriate). Safety observers do not have to be proficient in the task being observed, but as a minimum, should:</p> <ol style="list-style-type: none"> 1. Be briefed and/or familiar with the potential hazards of the task and be able to detect an unsafe act or condition during the work. 2. Know how to use electrical safety equipment and be familiar with procedures to remove personnel from electrical hazards and when not to touch an affected person. <p>(3) Be trained in basic First Aid for the treatment of shock, bleeding, open wounds, and burns in case if medical facility is not readily available (CPR certification and annual re-certification are recommended) <i>or First Aid/CPR based on conditions described in paragraph 2.3.2 (NOTE).</i></p>



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3	<p>3.2 <u>Safety Observer</u>. Under special conditions, when the risk of serious injury to maintenance personnel is judged to be greater than normal, the presence of a safety observer is essential. The safety observer should be able to obtain medical assistance or render emergency first aid. In the case when medical services are not readily available, the safety observer must be trained in First Aid (CPR training is recommended). <i>In the case if there is a risk of serious injury that may adversely affect employee's respiration, cause severe bleeding or other life threatening condition, the safety observer must be trained in CPR/First Aid.</i></p>
3	<p>3.3.21(b)(3): b. Safety observers do not have to be proficient in the task being observed, but as a minimum, shall: (1) Be briefed on and/or familiar with the potential hazards of the task and be able to detect an unsafe act or condition during the work. (2) Know how to use electrical safety equipment and be familiar with procedures to remove personnel from electrical hazards and when not to touch an affected person. (3) Be trained in basic first aid for the treatment of shock, bleeding, open wounds, and burns. <i>or First Aid/CPR based on conditions described in paragraph 2.3.2 (NOTE).</i></p>
3	<p>3.3.11 Expanded first paragraph to state: Portable electric equipment such as drills, saws, and trouble lights shall be used in a safe manner <i>and be connected to a circuit protected by GFCI capability (i.e., circuit breaker or separately enclosed, portable GFCI) unless UL listed as double insulated.</i></p>
3	<p>3.3.11a: added a note that states: <i>Adding an extension cord to a multi outlet assembly (e.g., power strip) in order to obtain more outlets is not a violation of NEC. However, each multi outlet assembly has been electrically load calculated and, therefore, the overcurrent protection for that multi outlet assembly must be upgraded. The same applies if one multi outlet assembly is connected to another one. Multiple outlets shall not be "daisy-chained." Use of extension cord in combination with power strip shall not be permitted.</i></p>
3	<p>3.3.11o was revised as follows: "At least once a year during a scheduled site visit, the qualified person shall test and inspect all electrical receptacles, cords and plugs to ensure that all ground circuits, pins, and sockets are properly wired and are in good repair and operating condition. Adapters that permit the ground pin of an electrical plug to be by-passed shall <u>not</u> be used. All electrical cords must not be frayed and must be in good repair. <i>Measurements of ground current shall be made and must indicate that ground current is less than 3mA.</i>"</p>



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3	<p>The paragraph 3.3.19d was changed to state:</p> <p>“It is recommended that GFCI devices be <i>self-tested with the testing indicator on GFCI device itself</i> on an annual basis <i>before each use</i> to determine at what amperage the circuit trips. GFCIs that trip above 6 milliamps should be replaced.”</p>
3	<p>The paragraph 32.3.4 j was changed to state that cell phone or radio is required to operate a snow cat.</p>
15	<p>15.3.5 Stored and charging batteries shall be inspected monthly and shall be maintained in full compliance with manufacturer’s recommendations. These inspections shall be conducted by the Safety or Environmental/Safety Focal Point or his/her designee. Electrolyte levels and specific gravity shall be checked for conformance with manufacturer’s recommendations <i>on unsealed vented batteries</i>. The manufacturer’s method for conducting these tests shall be followed. The inspection shall verify that no leakage of electrolyte material has occurred. Gel cell batteries shall be inspected per manufacturer’s recommendations.</p> <p>Note: Inspection for the UPS batteries shall only include a visual inspection for enlarged or leaking batteries. <i>This shall be done monthly. The NWS policy for Maintenance, Testing and Replacement of VRLA Batteries for UPS is being developed and will also include requirements for quarterly inspections.</i></p>



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16.3.1d Storage of flammable or combustible liquids **outside of flammable storage cabinets or storage rooms** in office areas shall be prohibited except **for the minimum amount of products what is required necessary** for the work being done (e.g., maintenance and operation of the building, ~~and~~ operation of equipment, etc.) provided that **the storage and handling of flammable liquids is accomplished in the smallest container size possible and the container used is appropriate for material stored.**

(a) ~~Flammable and combustible liquids shall be kept in closed metal containers stored in an approved storage~~

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18	<p>Revised 18.5.5f as follows:</p> <p>“Employees <i>who decided to submit Form CD-351</i>, shall complete items 1 through 8 of Form CD-351 <i>the form</i>. Completed form shall be submitted to the supervisor in a timely manner <i>Regional or Operating Unit Environmental/Safety Coordinator or NOAA Regional Safety Manager.</i> “</p>
18	<p>Revised paragraphs 18.3.3c, 18.5.3d, 185.5.f and a checklist to provide consistency with the table G.</p> <p>18.3.3 c “The employee may submit a written report of unsafe or unhealthful working condition to Regional/Operating Unit Environmental/Safety Coordinator or RSM using Form CD-351, <i>if employee does not wish to notify supervisor for personal reasons or supervisor fails to take a corrective action within a reasonable time frame.</i> (See Attachment B)”</p> <p>18.5.3d “ Shall complete items 9 through 12 of Form CD-351 and distribute copies of the completed form to the Station Manager, the Regional Safety Manager, and the Regional or Operating Unit Environmental/Safety Coordinator.”</p> <p><u>Checklist:</u> “Are employees encouraged to <i>orally</i> report unsafe acts, unhealthful working conditions <i>or use</i> Form CD-351, <i>if necessary?</i>”</p>
18	<p>Paragraphs 18.3.5a, b and d were updated</p> <p><u>Recording</u></p> <p>b. Recordable injuries/illnesses shall <i>will</i> be recorded in the OSHA 300 NOAA Safety Information Reporting System (SIRS), substitute to Federal Occupational Injuries and Illnesses Log 300, <i>by NOAA Environmental and Safety Office and RSMs</i>, specified in 29 CFR 1960.67(c) within six working days of the known incident by the RSM. OSHA Log-300 will be replaced with Log-300 in calendar year 2003.</p> <p>c. The <i>site-specific</i> log shall be maintained <i>by each NWS office and updated based on information provided by RSM</i> at the pertinent ASC <i>NOAA Environmental Safety and Health office.</i></p> <p>d. The RSM at the pertinent ASC shall provide each facility a copy of the annual summary of Federal occupational injuries and illnesses for each site, as compiled pursuant to 29 CFR 1960.67. The completed log summary <i>maintained by each site</i> shall be posted no later than 45 calendar days after the close of the fiscal year for at least 30 days in a conspicuous place or places in the establishment where notices to employees are customarily posted..</p>



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18	<p>Revised paragraph 18.5.4e and Attachment G with updated information:</p> <p>Workers' Compensation addresses were changed. New addresses: Fed Ex for submission of claim documents-</p> <p>Department of Commerce c/o CCSI, L.P. 6301 Campus Circle Drive East Irving, TX 75063</p> <p>Other claim documents such as doctor billing- Department of Commerce c/o CCSI, L.P. P.O. Box 542528 Dallas, TX 75354-2528</p>
19	Added paragraph 19.3.8 that includes lawn mower safety requirements.
23	23.1 wording was changed to state: "ERAs may be necessary are highly recommended for facilities and work locations that are remote, or where unusual or hazardous conditions exist."
30	Added 30.3.3e: <i>The minimum vertical clearance between sprinklers, where installed, and material below shall be 18 inches (45.7 cm)</i>
30	Added a note to 30.3.16 stating: <i>Heaters shall be equipped with tip-over switch and should have thermostat automatic shut-off switch for overheating protection in case if heater tips over.</i>
30	<p>Added subpara c to 30.5.2: <i>Shall ensure that NOAA-mandated monthly safety inspections are conducted. The inspection records must be kept on site. The suggested checklists to be used are published on the following web site:</i></p> <p style="text-align: center;">http://www.ops1.nws.noaa.gov/SAFETY/Safety_Inspections.htm</p> <p><i>The checklists can be modified to include site-specific requirements.</i></p>
32	Cell phone or radio is required to operate a snow cat. The text was changed in paragraph 32.3.4 j to state: "Use a two-way radio or cellular phone, if available."