



How KPA Helps You Avoid Common OSHA Violations



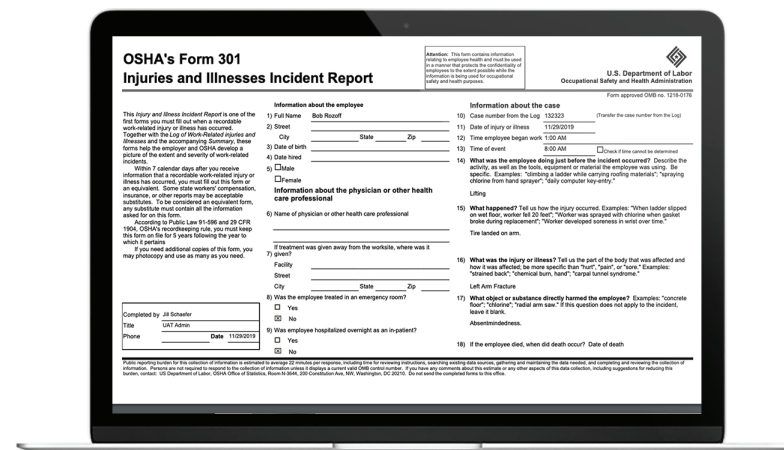


OSHA Citations

They're rampant, they hide in plain sight, and they have potentially dire consequences for your people and your bottom line. KPA will help your business stay ahead of these common citations through a blend of software, training, and consulting services. You shouldn't have to navigate the regulatory environment alone. Here's how KPA can help with each.

This list has remained largely unchanged for a decade. The reality is undeniable: many environment, safety, and health professionals fail to recognize and mitigate the greatest sources of workforce risk adequately.

Every year, thousands of preventable incidents occur, causing needless injuries, illnesses, and—in some cases—deaths. Businesses pay a significant toll from OSHA penalties to workers compensation claims to legal, operational, and reputational costs.



**OSHA's Form 301
Injuries and Illnesses Incident Report**

U.S. Department of Labor
Occupational Safety and Health Administration
Form approved OSHA 301-1218-0119

Information about the employee

1) Full name: Bob Rzadzif
2) Street: _____
City: _____ State: _____ Zip: _____
3) Date of birth: _____
4) Date hired: _____
5) Class: _____
6) Name of physician or other health care professional: _____
7) Special: _____
8) Was the employee treated in an emergency room?
 Yes
 No
9) Was employee hospitalized overnight as an in-patient?
 Yes
 No

Information about the case

10) Case number from the Log: 11202019
11) Date of injury or illness: 11/20/2019
12) Time employee began work: 1:00 AM
13) Time of event: 8:00 AM
14) What was the employee doing just before the incident occurred? Describe the activity, as well as the tools, equipment or material the employee was using. Be specific. Examples: "working a ladder while carrying roofing material"; "turning off/on a hand sprayer"; "daily computer key-entry."
Lifting
15) What happened? Tell us how the injury occurred. Examples: "When ladder slipped on wet floor, worker fell 20 feet"; "Worker was sprayed with chlorine when gas leak broke during replacement"; "Worker developed burn/lesion in wet paint area."
Tried to land on arm.
16) What was the injury or illness? Tell us the part of the body that was affected and how it was affected, be more specific than "hurt", "pain", or "sore." Examples: "Strained back"; "Skinned back, hand"; "Laceration on forearm."
Left Arm Fracture
17) What object or substance directly harmed the employee? Examples: "concrete floor"; "loose"; "metal arm saw." If this question does not apply to the incident, leave it blank.
Absorbent absorbent.
18) If the employee died, when did death occur? Date of death: _____

Completed by: Jill Schaefer
Title: LAT Admin
Phone: _____ Date: 11/20/2019

Fall Protection

Slips, trips, and falls are the #1 reason employees get hurt or killed at work. OSHA expects employers to protect workers from falls, but falls keep happening nonetheless. Organizations just aren't doing enough to prevent falls, and workers aren't taking the issue seriously enough.

To protect workers from falls, employers must do things such as the following:

- ◆ Eliminate any known dangers in the workplace
- ◆ Keep floors as clean and dry as possible
- ◆ Cover floor holes workers can fall into
- ◆ Provide guardrails and toe-boards around open-sided platforms, floors, and runways
- ◆ When required, provide other means of fall protection, including safety harnesses, nets, and railings
- ◆ Provide workers with personal protective equipment at no cost
- ◆ Train workers about fall hazards
- ◆ ... and many more.

How KPA Helps

KPA's experienced EHS consultants will conduct a facility compliance inspection – looking for areas where fall-related injuries could occur. If the consultant finds a hazard, they document the issue, log it in our software platform and make recommendations for eliminating the hazard.

Additionally, KPA offers online fall protection training so your employees can better understand the risks and take steps themselves to create a safer workplace.

Hazard Communication

The Hazard Communication Standard describes how to inform your employees about dangerous chemicals in the workplace. It's a set of rules that cover labeling and tracking chemicals and employee training on chemicals.

Substances that fall under the Hazard Communication Standard include:

- ◆ Acid
- ◆ Asbestos
- ◆ Disinfectants
- ◆ Glues
- ◆ Lead, mercury, and other heavy metals
- ◆ Paints
- ◆ Pesticides
- ◆ Petroleum products
- ◆ Solvents

How KPA Helps

KPA's consultants will help you develop a Hazard Communication program, so you can keep your employees informed. Additionally, they will do a [one-time chemical sourcing walkthrough to document all of the](#) chemicals present in your facility. Once that list is uploaded to our software platform, you can access the associated Safety Data Sheet at any time to understand proper handling, storage, and what to do in the event of accidental exposure.

KPA Consultants will also review your written hazard communication program and provide input for implementing best practices.

Last, KPA also offers online Hazard Communication training, so your employees understand their right to know about which hazardous substances are present at your facility.

Respiratory Protection

Not all air is safe to breathe. The oxygen in a particular environment may contain hazardous fumes, dust, or other contaminants.

OSHA's respiratory protection standard outlines how organizations should minimize worker exposure to hazardous air.

First, the standard requires employers to assess and minimize airborne hazards if possible. But if controlling the environment isn't possible or doesn't provide adequate protection, employers must provide their workers with respiratory devices (usually called "respirators"). The standard lays out which respirators to use—and how to use those respirators—in various situations, along with maintenance, inspection, and medical follow-up procedures.

How KPA Helps

KPA offers a complete Respiratory Protection Program. Includes:

- ◆ Development of a written RPP
- ◆ RPP training
- ◆ Onsite fit testing
- ◆ Access to 6H Training

Additionally, as an add-on service, KPA offers medical evaluations for those employees requiring respiratory protection.

Lockout/Tagout

Some machines can seriously injure or kill workers. These machines are dangerous because they release hazardous energy—in the form of electricity, steam, chemicals, or another kind of power.

Hazardous energy can be released whether the machine is being used or not. This is why dangerous machines need to be completely shut off before servicing and maintenance.

For example:

- ◆ A capacitor that hasn't been appropriately disconnected could electrocute someone trying to repair it.
- ◆ A hydraulic press that hasn't been de-energized could crush someone.
- ◆ A steam valve that hasn't been bled out could scald someone.

How KPA Helps

Educating your employees on Lockout/Tagout procedures is critical. KPA offers Lockout and Tagout training that describes the importance and elements of Lockout/Tagout programs. It includes shutdown steps, audit procedures, and identifying and controlling hazardous energy sources in the workplace.



Personal Protective Equipment

Personal protective equipment (“PPE” for short) is what it sounds like: equipment people wear on their bodies to protect themselves. OSHA requires workers to wear PPE whenever they could become injured or sick by not wearing it.

There are many different kinds of PPE, with each piece designed for a specific job or working condition. Common examples of PPE include hard hats, safety glasses, goggles, face shields, gloves, steel-toed boots, respirators, earplugs, vests, coveralls, and other full-body suits. PPE needs to fit comfortably and correctly, or else it may not work as intended. It must be regularly inspected, maintained, and replaced when no longer functional. Employers must supply and pay for all PPE necessary to keep their employees safe.

Of all the body parts that PPE protects, the face and eyes are among the most vulnerable. Many safety incidents involve a worker’s face or eyes getting struck by an object, injured by flying particles, burned by acids or chemicals, or exposed to light radiation.

How KPA Helps

KPA offers Personal Protective Equipment Awareness training. The course covers the importance of personal protective equipment (PPE), the employee’s responsibilities to use and care for it properly, and an overview of the most common types. Topics include use, maintenance, and storage practices.

Powered Industrial Trucks

Countless businesses rely on forklifts, which OSHA likes to call “powered industrial trucks,” to move large/heavy objects. However, the things that make forklifts useful also make them dangerous. Loads can fall and crush people. Forklifts can tip over, injuring drivers and workers nearby. Pedestrians can get hit, which is especially common in workplaces where many people are moving around on foot.

OSHA’s forklift rules cover issues such as the following

- ◆ the maximum weight a forklift can safely carry at one time
- ◆ how a load should be balanced on the forklift
- ◆ how materials should be raised and lowered via forklift
- ◆ forklift operator training
- ◆ safe speeds for driving a forklift
- ◆ how to safely use a forklift around pedestrians
- ◆ how to use forklifts to transport hazardous materials safely
- ◆ how to operate forklifts in and around docks and other loading zones

How KPA Helps

KPA offers online Forklift Operator Safety training. This course satisfies the training requirement for forklift drivers as mandated by OSHA. It includes general guidelines for safety and operation, including driving, loading, stability, and load capacity.

In addition, you can manage your forklift inspection forms in KPA EHS. Create your own forms, or use one of the pre-built templates available in the forms library.

Ladders

Ladders are dangerous. OSHA has specific rules about using ladders, working near ladders, and how ladders should be designed. OSHA has general rules that apply to all ladders and specific regulations for each kind of ladder.

Rules cover issues such as the following:

- ◆ how much weight a ladder can bear
- ◆ the angle and position of a ladder
- ◆ the spacing and design of ladder rungs, cleats, or steps
- ◆ how to use two or more ladders together to achieve additional height
- ◆ ladder care and maintenance



How KPA Helps

KPA offers online and onsite Portable Ladder Safety training addressing ladder safety best practices. It includes planning, selection, inspection, maintenance, storage, and safe work practices for stepladders, extension ladders, articulated ladders, and mobile ladder stands.

KPA's software, consulting and training can help you address additional areas of risk including

- ◆ Scaffolding Safety
- ◆ Machine Guarding
- ◆ Ladder Safety



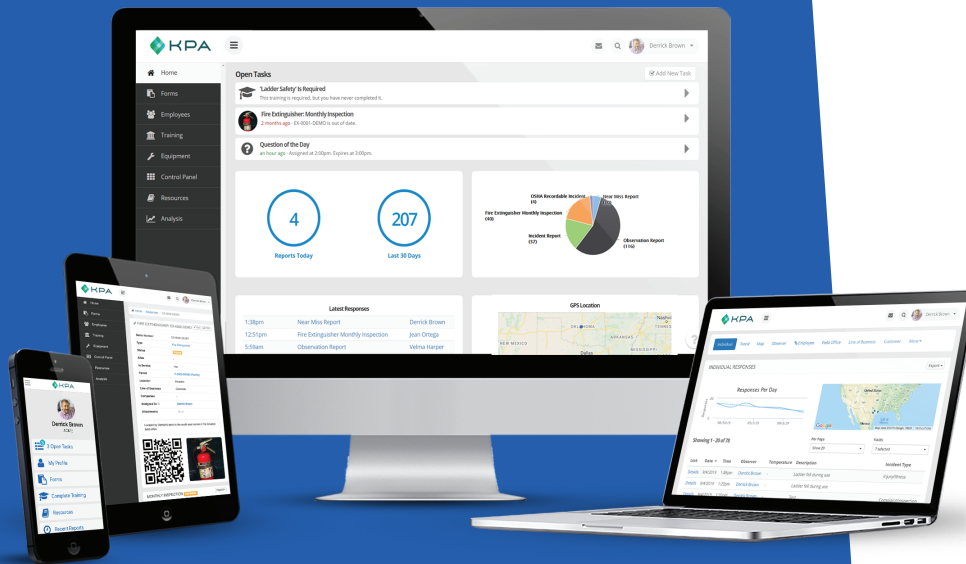
You Don't Have to Manage Your OSHA Requirements Alone

Have questions? Looking for more detailed OSHA compliance guidance?

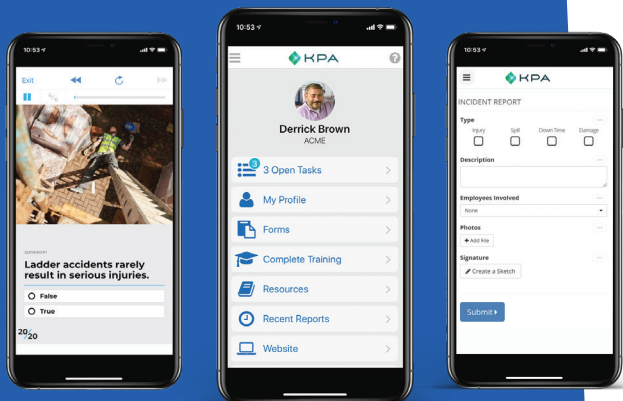
KPA is here to help.

This resource contains only a basic overview of the most common OSHA violations and how to avoid them. To truly protect your workforce and bottom line, you'll need in-depth information—and not just about OSHA's top 10, but every potential hazard that exists in your organization. You'll also need to conduct a thorough evaluation of your facilities to identify current gaps and risk areas.

KPA's unique combination of software, training, and services can provide the coverage your people and your organization need.



KPA EHS: The Backbone of Your Compliance Program



Get Started with KPA

Give us a call: **866-356-1735**
 Send us an email: info@kpa.io
 Get a demo: kpa.io

With KPA EHS, you can...



Automate Manual Processes

With KPA's EHS software platform, you will spend less time on paperwork, spreadsheets & reporting, and have more time to spend in the field with your team: conducting inspections, audits, safety meetings, and training employees.



Reduce Total Cost of Risk

Workplace accidents and injuries, workers' comp costs, and insurance premiums all contribute to your total cost of risk. KPA helps you control those costs by keeping your workforce in compliance with OSHA, DOL, EPA, DOT and other regulatory standards.



Manage Safety in One Comprehensive Platform

Manage your safety program in an all-in-one system designed to engage your employees, instill a culture of safety, and enable regulatory compliance.