

Put it in writing! “Print friendly” version

Put it in writing!

Your guide to Oregon OSHA’s required written materials

Put it in writing! Is an Oregon OSHA Standards and Technical Resources publication.

Questions or comments? We’d like to hear from you. Contact Ellis Brasch: ellis.k.brasch@state.or.us

Contents

Contents	2
Why does Oregon OSHA require written materials?	6
What do I need to put in writing?	7
How much do I have to write?	8
Division 1, General administrative rules	9
<i>Recordkeeping and reporting 437-001-0700</i>	9
<i>Recordkeeping for health care assaults 437-001-0706</i>	10
<i>Rules for all workplaces 437-001-0760</i>	11
<i>Safety committees and safety meetings 437-0010-0765</i>	11
<i>Self-insured employer loss-prevention programs 437-001-1055</i>	12
Division 2, General occupational safety and health rules	13
<i>Emergency action plan 2/E 437-002-0042</i>	13
<i>Fire prevention plan 2/E 437-002-0043</i>	14
<i>Powered platforms for exterior building maintenance 2/F 1910.66</i>	15
<i>Occupational noise exposure 2/G 1910.95</i>	16
<i>Hazardous-waste operations and emergency response 2/H 1910.120</i>	17
<i>Hydrogen 2/H 1910.103</i>	19
<i>Process safety management of highly hazardous chemicals 2/H 1910.119</i>	20
<i>Personal protective equipment — general requirements 2/I 1910.132</i>	22
<i>Respiratory protection 2/I 1910.134</i>	23
<i>Permit-required confined spaces 2/J 1910.146</i>	24
<i>The control of hazardous energy (lockout/tagout) 2/J 1910.147</i>	25
<i>Fire brigades 2/L 1910.156</i>	26
<i>Oregon rules for fire fighters 2/L 437-002-0182</i>	27
<i>Crawler locomotive and truck cranes 2/N 1910.180</i>	28
<i>Oregon general requirements for cranes 2/N 437-002-0228</i>	29
<i>Overhead and gantry cranes 2/N 1910.179</i>	30
<i>Powered industrial trucks 2/N 1910.178</i>	31

<i>Slings</i> 2/N 1910.184.....	32
<i>Forging machines</i> 2/O 1910.218.....	33
<i>Mechanical power presses</i> 2/O 1910.217.....	34
<i>Welding, cutting, and brazing — general requirements</i> 2/Q 1910.252.....	35
<i>Electric power generation, transmission, and distribution</i> 2/R 1910.269.....	36
<i>Grain handling facilities</i> 2/R 1910.272.....	37
<i>Oregon rules for pulp, paper, and paperboard mills</i> 2/R 437-002-0312.....	38
<i>Telecommunications</i> 2/R 1910.268.....	39
<i>Electrical — selection and use of work practices</i> 2/S 1910.333.....	40
<i>Toxic and hazardous substances — an overview</i> 2/Z.....	41
<i>1,2-dibromo-3-chloropropane</i> 2/Z 1910.1044.....	42
<i>1,3, Butadiene</i> 2/Z 1910.1051.....	43
<i>13 carcinogens</i> 2/Z 1910.1003.....	44
<i>Acrylonitrile</i> 2/Z 1910.1045.....	45
<i>Asbestos</i> 2/Z 1910.1001.....	46
<i>Benzene</i> 2/Z 1910.1028.....	47
<i>Bloodborne pathogens</i> 2/Z 1910.1030.....	48
<i>Cadmium</i> 2/Z 1910.1027.....	49
<i>Coke-oven emissions</i> 2/Z 1910.1029.....	50
<i>Cotton dust</i> 2/Z 1910.1043.....	51
<i>Ethylene oxide</i> 2/Z 1910.1047.....	52
<i>Formaldehyde</i> 2/Z 1910.1048.....	53
<i>Hazard communication</i> 2/Z 1910.1200.....	54
<i>Inorganic arsenic</i> 2/Z 1910.1018.....	55
<i>Lead</i> 2/Z 1910.1025.....	56
<i>Methylene chloride</i> 2/Z 1910.1052.....	57
<i>Methylenedianiline</i> 2/Z 1910.1050.....	58
<i>MOCA (4,4'-methylene bis (2-chloroaniline))</i> 2/Z 437-002-0364.....	59
<i>Occupational exposure to hazardous chemicals in laboratories</i> 2/Z 1910.1450.....	60
<i>Vinyl chloride</i> 2/Z 1910.1017.....	61
Division 3, Construction rules.....	62
<i>Hazard communication</i> 3/D 1926.59.....	62

<i>Lead 3/D 1926.62</i>	63
<i>Methylenedianiline 3/D 1926.60</i>	64
<i>Occupational noise exposure (applicable rules) 3/D 437-003-0027</i>	65
<i>Respiratory protection 3/E 1926.103</i>	66
<i>Rigging equipment for material handling 3/H 1926.251</i>	67
<i>Wiring design and protection (branch circuits) 3/K 437-003-0404</i>	68
<i>Fall protection — systems criteria and practices 3/M 1926.502</i>	69
<i>Fall protection — training requirements 3/M 437-003-0503</i>	70
<i>Crane operator safety training requirements 3/N 437-003-0081</i>	71
<i>Cranes and derricks 3/N 1926.550</i>	72
<i>Material hoists, personnel hoists, and elevators 3/N 1926.552</i>	73
<i>Material handling equipment 3/O 1926.602</i>	74
<i>Requirements for cast-in-place concrete 3/Q 1926.703</i>	75
<i>Steel erection — additional training requirements 3/R 437-003-0761</i>	76
<i>Site layout, site-specific erection plan, and construction sequence 3/R 1926.752</i>	77
<i>Column anchorage 3/R 1926.755</i>	78
<i>Open web steel joists 3/R 1926.757</i>	79
<i>Systems-engineered metal buildings 3/R 1926.758</i>	80
<i>Preparatory operations (demolition) 3/T 1926.850</i>	81
<i>Asbestos 3/Z 1926.1101</i>	82
<i>Cadmium 3/Z 1926.1127</i>	83
Division 4, Agriculture rules	84
<i>Safety committees and safety meetings 4/C 437-004-0250</i>	84
<i>Respiratory protection 4/I 437-004-1041</i>	86
<i>The control of hazardous energy (lockout/tagout) 4/J 437-004-1275</i>	87
<i>Medical services and first aid 4/K 437-004-1305</i>	88
<i>Fire prevention plan 4/L 437-004-1460</i>	89
<i>Acrylonitrile 4/Z 437-004-9710</i>	90
<i>Asbestos 4/Z 437-004-9050</i>	91
<i>Benzene 4/Z 437-004-9640</i>	92
<i>Bloodborne pathogens 4/Z 437-004-9650</i>	93
<i>Cadmium 4/Z 437-004-9620</i>	94

<i>Carcinogens 4/Z 437-004-9090</i>	95
<i>Ethylene oxide 4/Z 437-004-9740</i>	96
<i>Formaldehyde 4/Z 437-004-9760</i>	97
<i>Hazard communication 4/Z 437-004-9800</i>	98
<i>Hazardous chemicals in laboratories 4/Z 437-004-9860</i>	99
<i>Lead 4/Z 437-004-9600</i>	100
<i>Methylenedianiline 4/Z 437-004-9780</i>	101
Division 7, Forest activities rules	102
<i>Accident investigation 7/B 437-007-0125</i>	102
<i>Annual program evaluation 7/B 437-007-0145</i>	103
<i>Employee involvement 7/B 437-007-0130</i>	104
<i>Safety and health program 7/B 437-007-0100</i>	105
<i>Training 7/B 437-007-0140</i>	106
<i>Medical services and first aid 7/C 437-007-0220</i>	107
<i>Site planning and implementation 7/C 437-007-0200</i>	108
<i>Fire extinguishers 7/E 437-007-0410</i>	109
<i>Securing machines 7/H 437-007-0725</i>	110
<i>Trailer hoists 7/L 437-007-1150</i>	111
<i>Wildland fire suppression — training 7/N 437-007-1325</i>	112

Why does Oregon OSHA require written materials?

Some of our safety and health rules require written documents such as plans, procedures, and programs. These rules can help you achieve specific safety and health goals — developing an emergency action plan, documenting procedures for controlling hazardous energy, or establishing a hazard communication program for example. You can usually decide what to write as long as you meet the rule's intent. You can keep your written materials in a paper or electronic file.

What do I need to put in writing?

Use the [Contents](#) section to find requirements for written materials that may apply to your workplace. This guide includes most rules that require written materials, a summary of each requirement, a link to the rule, and titles of related Oregon OSHA publications.

Remember: this guide doesn't replace the rules. Always check the rule to be sure you're not overlooking anything.

How much do I have to write?

The type of the work your business does and the hazards in your workplace affect how much you have to write. Fewer words are better than many words as long as you meet the intent of the requirement. For example, if you have one or two employees in a low-risk business, you could probably put your written materials on one sheet of paper. However, if you're involved in hazardous waste operations or deal with substances harmful to humans and the environment, you'll need to document more information.

Division 1, General administrative rules

Recordkeeping and reporting [437-001-0700](#)

This rule requires all employers to record and report work-related fatalities, injuries, and illnesses. Employers must report workplace fatalities and/or hospitalization of three or more employees to Oregon OSHA within eight hours. Workplace injuries resulting in overnight hospitalization must be reported within 24 hours.

Use OSHA 300, 300-A, and DCBS form 801 to record work-related fatalities, injuries, and illnesses.

If your company never had more than 10 employees during the last calendar year, you do not need to use OSHA 300 or 300A forms, but you must use DCBS form 801.

If your company had more than 10 employees at any time during the last calendar year, you must keep use OSHA 300, 300-A, and DCBS Form 801 unless it is low-hazard retail, service, finance, insurance or real estate.

See the Oregon OSHA publication, [Recording work-related injuries and illnesses](#) [440-3353].

Recordkeeping for health care assaults [437-001-0706](#)

Hospitals and ambulatory surgical centers must record any incident in which a patient attacks and injures an employee. If home health services or satellite sites are covered by a hospital's license, assaults at these locations also must be recorded.

Use this [Health Care Assault Log](#), or an equivalent one, to record assaults.

Rules for all workplaces [437-001-0760](#)

An employee who has hazard-identification training must inspect the workplace as often as necessary to identify defective equipment or unsafe conditions. A written and dated inspection report signed by the qualified person is necessary if another Oregon OSHA rule required one.

Safety committees and safety meetings [437-0010-0765](#)

Safety committee records

Records of safety committee meetings must include the following information:

- Meeting date
- Names of those attending
- Topics discussed

Keep the records for at least three years. Make the records available to your employees and to Oregon OSHA representatives, upon request.

Centralized safety committees

If you have a centralized safety committee, you must also have a written safety and health policy that:

- Represents management commitment to the committee.
- Requires and describes effective employee involvement.
- Describes how the company will hold employees and managers accountable for safety and health.
- Explains specific methods for identifying and correcting safety and health hazards at each location.
- Includes an annual written comprehensive review of the committees' activities to determine effectiveness.

Safety meetings

Employers in construction, utility work and manufacturing must document, make available to all employees, and keep for three years a written record of each meeting that includes:

- Hazards related to tools, equipment, work environment and unsafe work practices identified and discussed during the meeting.
- The date of the meeting.
- The names of those attending the meeting.

All other employers do not need to keep these records if all employees attend the safety meeting.

Self-insured employer loss-prevention programs [437-001-1055](#)

If you are a self-insured employer (which means you process and pay for acceptable claims under Oregon's workers' compensation statutes) you must have a workplace safety and health program that ensures a safe and healthful working environment. Elements of effective workplace safety and health programs include the following elements:

- Managers are committed to making the program work.
- Supervisors are held accountable for the safety and health of those they supervise and employees are held accountable for following safe work practices.
- Employees are involved in the program.
- Employees and supervisors know how to identify and control hazards.
- Employees and supervisors know how to investigate near-miss incidents and accidents.
- Employees and supervisors are trained in safe work practices.
- Managers, with employees' help, review the program regularly.

What you put in writing should state how you and your employees accomplish these elements.

See the Oregon OSHA publication, [A Foundation for a Safe Workplace: How to manage safety and health at your workplace](#) [440-4755]

Division 2, General occupational safety and health rules

Emergency action plan [2/E 437-002-0042](#)

If your workplace has more than 10 employees and must comply with any of the following rules, it must have a written emergency-action plan:

- Process safety management of highly hazardous chemicals — 1910.119(n)
- Hazardous waste operations and emergency response — 1910.120(l)(1)(ii),, 1910.120(p)(8)(i), 1910.120(q)(1), or 1910.120(q)(11)(ii)
- Portable fire extinguishers — 1910.157(a)
- Fixed extinguishing systems, general — 1910.160(c)(1)
- Fire detection systems — 1910.164(e)(3)
- Grain handling facilities — 1910.272(d)
- Ethylene oxide — 1910.1047(h)(1)
- Methylenedianiline — 1910.1050(d)(1)(iii)
- 1-3 Butadiene — 1910.1051(j)
- Methylenedianiline — 1926.60(e)(1)(iii)

An emergency-action plan describes how employees will respond to emergencies such as fires, toxic chemical releases, severe weather, and floods. If your workplace has 10 or fewer employees and must comply with any of the above rules, the emergency-action plan does not have to be in writing.

The following are required in your emergency action plan:

- Emergency-escape procedures and escape-route assignments
- Procedures for employees who must oversee critical plant operations before evacuating
- Procedures to account for all employees after an evacuation
- Employee rescue and medical duties
- Procedures to report fires and other emergencies
- Names of persons to contact for information about employees' duties under the plan

See the Oregon OSHA publication, [Expecting the unexpected: What to consider in planning for workplace emergencies](#) [440-3356].

Fire prevention plan 2/E [437-002-0043](#)

If your workplace has more than 10 employees and must comply with any of the following rules, it must have a written fire-prevention plan:

- Portable fire extinguishers — 1910.157(a)
- Ethylene oxide — 1910.1047(h)(1)
- Methylenedianiline — 1910.1050(d)(1)(iii)
- 1-3 Butadiene — 1910.1051(j)
- Methylenedianiline — 1926.60(e)(1)(iii)

If your workplace has 10 or fewer employees, and must comply with any of the above rules, the fire-prevention plan does not have to be in writing.

The following are required in your fire-prevention plan:

- A list of all fire hazards at your workplace
- Procedures to control accumulations of flammable waste materials
- Procedures to maintain safeguards on heaters
- Names or job titles of those responsible for maintaining fire-prevention equipment and controlling fuel hazards

You can combine your emergency-action and fire-prevention plans in one emergency plan.

Powered platforms for exterior building maintenance 2/F [1910.66](#)

If your employees use a powered platform to do exterior building maintenance, you must have written procedures to ensure that they operate the platform safely and a written plan for emergencies.

The written procedures should enable employees to operate the platform and inspect it for hazards. You can use written operating procedures supplied by the equipment manufacturer or you can substitute pictures for the written procedures if pictures effectively convey the information.

The emergency plan must include procedures that employees will follow during a power failure, equipment failure, or other emergency. Employees must also know escape routes and alarm systems before operating the platform.

You must keep a record of employees who have been trained to operate and inspect the platform; record the names of those who were trained, their training dates, and the trainer's signature.

Occupational noise exposure [2/G 1910.95](#)

As part of a hearing conservation program, you must keep all employee-training records and an accurate record of all employee exposure measurements required by this rule. Retain all audiometric test records.

Hazardous-waste operations and emergency response 2/H [1910.120](#)

If your employees are involved in hazardous-waste cleanup operations or operations at treatment, storage, and disposal facilities (TSDs), you must have a written safety and health program that will protect them. Operators of TSD facilities and employers who respond to releases of hazardous substances at any site must also have written emergency-response plans.

Safety and health program for clean-up operations. The purpose of a safety and health program is to identify, evaluate, and control safety and health hazards. Program elements:

- A site evaluation
- An organizational structure description
- A work plan
- A site control plan
- A site-specific plan
- Employee training
- Medical surveillance
- Hazard control
- Air and personnel monitoring information for employees and contractors
- Hazardous-materials handling
- Decontamination practices
- Emergency-response plan
- Illumination requirements
- Sanitation requirements
- New-technology evaluations
- A site evaluation

Training certification. Employees, their supervisors, and managers must be trained before they can do work that exposes them to safety or health hazards. Those who have successfully completed training must receive a written certificate that shows they have received appropriate training.

Safety and health program for TSD facilities. The purpose of a safety and health program is to identify, evaluate, and control safety and health hazards. The written program for TSD facilities must cover the following:

- Hazard identification and control
- Hazard communication
- Medical surveillance

- Hazardous-materials handling
- Decontamination practices
- Employee training
- Emergency-response plan
- New-technology evaluations

Training program for new employees at TSD facilities. The training program identifies who must be trained, training topics, frequency of training, and qualifications of trainers. Those who complete the training must receive a written certificate.

Emergency response at TSD facilities. Operators of TSD facilities who respond to releases of hazardous substances at any site must have written emergency-response plans. What you must put in writing depends on whether employees will remain on the site during the emergency or assist in responding to the emergency. See 1910.120(p)(8) for details.

Emergency response at any site. Emergency responders who respond to releases of hazardous substances at any site must have written emergency-response plans that address the following:

- Planning and coordinating with off-site responders
- Personnel roles, lines of authority, and communication procedures
- Emergencies and how to prevent them
- Safe distances and places of refuge
- Site control and security
- Evacuation routes and procedures
- Emergency decontamination procedures
- Emergency medical treatment and first aid
- Emergency communication procedures
- Necessary emergency equipment, including personal protective equipment
- Plan-evaluation criteria

If you evacuate your employees from the workplace during an emergency and do not permit them to assist in handling the emergency, you are exempt from these requirements; however, you must have a written emergency plan that complies with 437-002-0042, *Emergency action plans*.

See the Oregon OSHA publication, [HAZWOPER: A planning guide for the perplexed](#) [440-2117].

Hydrogen 2/H [1910.103](#)

This rule applies to liquefied hydrogen systems on consumer premises. Legible written operating instructions must be maintained at installations that require employees to operate the equipment.

Process safety management of highly hazardous chemicals 2/H [1910.119](#)

“Process” refers to activities such as using, storing, manufacturing, handling, or moving hazardous chemicals.

Employee participation. You must have a written plan that describes how you will involve employees in identifying and evaluating workplace hazards and how you will inform them about the results of the evaluation.

Process safety information. You must compile written process-safety information that covers hazardous chemical processes used in your workplace. This information helps those who perform a hazard analysis. See 1910.119, Appendix C, for more information.

Operating procedures. You must develop and implement written procedures that provide clear instructions for safely conducting activities in each covered process. The procedures must be accurate, clearly written, and revised periodically to ensure that they reflect current operations. See 1910.119, Appendix C, for more information.

Training documentation. You must ensure that each employee involved in operating a process has received and understood the training required by 1910.119(g). Document the names of employees who have been trained, their training dates, and the means you used to verify that they understood the training.

Initial training. Instead of providing initial training to employees who understand an operating process, you may certify in writing that the employees have the required knowledge to perform their duties.

Working with contractors. You must keep an employee injury-and-illness log that covers contractors’ work in process areas, which means contract employees performing maintenance, repair, turnaround, major renovation, or specialty work on or adjacent to a covered process.

Contract-employer responsibilities. Contract employers must document that their employees have received and understood the training required by 1910.119(g). Contract employers must record the names of employees who have been trained, their training dates, and the means used to verify that they understood the training.

Mechanical integrity — written procedures. You must have written procedures that ensure process equipment works properly and receives periodic maintenance. See 1910.119, Appendix C, for more information.

Mechanical integrity — inspection and testing. Document each inspection and test performed on process equipment. Record the inspection or test date, the inspector’s name, a description of the activity, and the inspection results.

Hot-work permit. A hot-work permit is required for hot-work operations conducted on or near a covered process. The permit must show the dates authorized for hot work and identify the equipment on which the hot work will be performed.

Managing change. To ensure that workplace changes affecting chemicals, technology, equipment, or facilities are handled safely, you must have written procedures to manage modifications to equipment, procedures, raw materials, and processing conditions other than replacement in kind.

Emergency planning. You must have a written emergency plan for the entire plant that includes the following:

- Emergency-escape procedures and escape-route assignments
- Procedures for employees who operate critical plant operations before they evacuate
- Procedures to account for all employees after an emergency evacuation
- Employee rescue and medical duties
- Instructions for employees who report fires and other emergencies
- The names of employees responsible for managing the emergency plan

Personal protective equipment [2/I 437-002-0134](#)

You must assess your workplace to determine if there are hazards that require employees to use personal protective equipment. After you do the assessment, you must prepare a “written certification” that includes the following information:

- A heading that says the document is a “certification” of the hazard assessment
- The name of the workplace evaluated
- The name of the person certifying the hazard assessment was completed
- The date of the hazard assessment

437-002-0134(1)(b) Hazard assessment and equipment selection

Respiratory protection 2/ [1910.134](#)

If you have employees who use respirators, you must have a written respiratory-protection program and keep written records of fit tests and medical evaluations. Elements of the written program include the following:

- Selecting respirators
- Training employees in respiratory hazards and the use of respirators
- Fit-testing tight-fitting respirators
- Using respirators in emergencies
- Maintaining respirators
- Ensuring air quality in atmosphere-supplying respirators
- Evaluating the program's effectiveness
- Medical evaluations for employees who are required to use respirators

A physician or other licensed health-care professional must perform medical evaluations with a medical questionnaire similar to the one in Sections 1 and 2, Part A of [Appendix C](#), 1010.134.

Keep written records of employee medical evaluations and fit tests.

See the Oregon OSHA publication, [Breathe Right: Oregon OSHA's guide to respiratory protection for small-business owners and managers](#) [440-3330].

Permit-required confined spaces 2/J [1910.146](#)

If employees will enter a permit-required confined space (permit space) at your workplace, you must have a written program that describes how you will ensure their safety. Elements of the written program:

- The location and type of permit spaces
- The hazards in the permit spaces
- How the hazards are eliminated or controlled
- The permit-space entry procedure
- The procedure for preparing and issuing permits
- How workers are trained to enter and work in permit spaces, and respond to emergencies
- The duties and responsibilities of entry supervisors, attendants, and entrants
- The procedure for responding to emergencies

See the Oregon OSHA publication, [Not designed to be occupied! How to work safely in a permit-required confined space](#) [440-2864].

The control of hazardous energy (lockout/tagout) [2/J 1910.147](#)

If you have employees who service equipment that could start or move unexpectedly, you must document energy-control procedures, periodic inspections, and employee training to ensure that employees are protected.

Energy-control procedures. The written procedures must clearly identify energy sources in the workplace and describe how workers will secure energy-isolating devices, use and remove locks and tags, and test energy-isolating devices.

Periodic inspection. The periodic inspection is an annual review of the energy-control procedures for equipment that is locked out or tagged out. It's an independent evaluation by an authorized employee who understands the energy-control procedures for the equipment.

Document the equipment on which the energy-control procedure is used, the inspection date, the workers included in the inspection, and the inspector's name.

Training. Employee training ensures that workers understand the energy-control program. Document worker training, including each worker's name, the training date, and who did the training. Keep training records current.

See the Oregon OSHA publication, [Oregon OSHA's guide to controlling hazardous energy](#). [440-3326].

Fire brigades 2/L [1910.156](#)

This requirement applies to fire brigades, industrial fire departments, and private or contractual fire departments; it doesn't apply to airport crash rescue or forest-fire-fighting operations.

A fire brigade consists of employees who are knowledgeable, trained, and skilled in basic fire-fighting operations. If your workplace has a fire brigade, you must have a written policy that describes the following:

- The brigade's organizational structure
- The number of employees in the brigade
- The type, amount, and frequency of training required for brigade members
- The brigade's functions

You must also have written procedures that instruct brigade members how to respond to fires caused by flammable liquids and gasses, toxic chemicals, radioactive materials, and water-reactive substances.

Oregon rules for fire fighters 2/L [437-002-0182](#)

This rule applies to employers who provide fire protection services and other emergency first response activities; it doesn't apply to aircraft fire fighting and rescue, forest and uncultivated wildland fire fighting, private industry fire brigades, and marine fire fighting. Fire departments must prepare the following in writing:

An organizational statement. The organizational statement describes the structure of the fire department, its functions, and the training that fire fighters receive.

Incident-management procedures. Procedures must meet NFPA Standard 1561, fire department incident management, and apply to all department fire fighters involved in emergency operations.

Procedures to account for firefighters. Procedures must comply with Section 2-6, 1995, of NFPA 1561, Standard on Fire Department Incident Management System.

Hazardous material response plan. Fire departments that respond to hazardous materials incidents must have a written hazardous-material response plan that covers the following elements:

- Pre-emergency planning
- Personnel roles, lines of authority, training, and communication
- Emergency recognition and prevention
- Safe distances and site security
- Evacuation routes and procedures
- Decontamination procedures and emergency medical treatment
- Emergency alerting procedures
- Personal protective equipment

Automotive apparatus maintenance and repair. Vehicle maintenance and repair reports must show that a fire-fighting vehicle has monthly maintenance checks or a maintenance check each time it returns to the station after an emergency, a drill, or a test drive.

Crawler locomotive and truck cranes 2/N [1910.180](#)

Inspection records. Written inspection records that include the inspection date, the inspector's signature, and the serial number, or other identifier, of the inspected crane must be made monthly on critical components such as brakes, crane hooks, and ropes. File the records and make them available to employees.

Rated load tests. Written reports must be available showing test procedures and confirming that repairs or alterations are adequate.

Rope inspection, running ropes. A thorough inspection of all ropes in use must be made at least monthly. Keep inspection records that include the inspection date, the inspector's signature, and an identifier for the ropes. File the records and make them available to employees.

Rope inspection, other ropes. Rope that has been idle for a month or more must be thoroughly inspected before it is used. Keep inspection records that include inspection dates, inspectors' signatures, and identifiers for ropes that were inspected.

Oregon general requirements for cranes [2/N 437-002-0228](#)

If you have employees who operate cranes or derricks, you must have a written procedure that ensures they operate them safely. Document the training they receive (include the type of training, training date, and the name of the trainer) and their years of crane-operating experience.

A competent person or a government or private agency must make an annual inspection of all cranes. Maintain a record of the inspection dates and results.

Overhead and gantry cranes 2/N [1910.179](#)

The following must be inspected for defects at intervals as defined in paragraph 1910.179 (j)(1)(ii). Prepare a written record that documents the inspection.

Hooks. The inspection record must include the inspection date, the inspector's signature, and the serial number, or other identifier, of the hook inspected.

Hoist chains, including end connections. The inspection record must include the inspection date, the inspector's signature, and an identifier for the chain inspected.

Rated load tests. Test loads must not be more than 125 percent of the rated load unless recommended by the manufacturer. Test reports must be filed and available to employees.

Running ropes. Do a thorough inspection of all ropes at least once a month; prepare an inspection record that includes the inspection date, the inspector's signature, and an identifier for the inspected ropes. The inspection record must be filed and available to employees.

Other ropes. Ropes that have been idle for a month or more must be thoroughly inspected before they are used. Prepare an inspection record that includes the inspection date, the inspector's signature, and an identifier for the inspected ropes. The inspection record must be filed and readily available to personnel.

Powered industrial trucks 2/N [1910.178](#)

Document that powered industrial truck operators have been trained and evaluated as required by 1910.178(l). Training consists of a combination of formal instruction, practice, and a performance evaluation. Include the operator's name, the training date, the evaluation date, and the name of the trainer or evaluator in the documentation.

See the Oregon OSHA publication, [Industrial truck operator-training guide](#).

Slings 2/N [1910.184](#)

Alloy steel chain slings, inspections. Do thorough, regular inspections of alloy steel chain slings in use. Keep a record of the most recent month in which each alloy steel chain sling was inspected and make the record available to employees.

Forging machines 2/O [1910.218](#)

Establish regular maintenance safety inspections of forging machines and document them. Include the date of inspection, the inspector, and the machine's serial number or other identifier.

Inspect guards and point of operation protection devices frequently.

Mechanical power presses ~~2/O~~ [1910.217](#)

Each press must be inspected and tested at least weekly to determine the condition of the clutch/brake mechanism, anti-repeat feature, and single-stroke mechanism. Keep a written record that includes the inspection date, the inspector's signature, and the power press serial number or other identifier.

Welding, cutting, and brazing — general requirements [2/Q 1910.252](#)

Before cutting or welding is permitted, the person responsible for authorizing cutting and welding operations must inspect the area and establish safety precautions, preferably in the form of a written permit.

Electric power generation, transmission, and distribution [2/R 1910.269](#)

If you have employees who inspect or maintain equipment that could start up or release energy unexpectedly, you must have a written energy-control program that consists of energy-control procedures, periodic inspections, and employee training. Elements of the program:

- Energy-control procedures
- Annual inspections of the energy-control procedures; identify the equipment for which the procedure was used, the date of the inspection, the employees included in the inspection, and the inspector.
- Employee training. Document that employees have been trained and that the training is up to date; include the employees' names and their training dates.

Grain handling facilities **2/R** [1910.272](#)

Written permits are required when employees do hot work or enter bins, silos, or tanks. Permits are not required, however, when an employee does these activities and a supervisor or another employer representative is present.

Grain-handling facilities are also required to have a written emergency plan and a written housekeeping program.

The emergency plan describes how employees will respond to workplace emergencies and has the following elements:

- Emergency-escape procedures and escape-route assignments
- Procedures for employees who must do critical plant operations before evacuating
- Procedures to account for all employees after an evacuation
- Employee rescue and medical duties
- Instructions for reporting fires and other emergencies
- Names of those to contact for information about employees' duties under the plan

The written housekeeping program describes how you will control accumulations of grain dust on ledges, floors, equipment, and other exposed surfaces.

Oregon rules for pulp, paper, and paperboard mills [2/R 437-002-0312](#)

You must have written operating instructions and safety procedures for employees who operate industrial kiln guns and chlorine dioxide generators.

Industrial kiln guns. Describe how to operate and store industrial kiln guns and ammunition.

Handling chlorine dioxide. Describe how to operate and maintain the generator and related equipment.

Telecommunications 2/R [1910.268](#)

Derrick trucks and similar equipment. Modifications or additions to the derrick that alter its capacity or operation must be made only with written certification from the manufacturer.

Electrical — selection and use of work practices [2/S 1910.333](#)

This rule covers locking and tagging procedures for those who work on or near exposed, de-energized parts. If a worker could contact parts of fixed electric equipment or circuits that have been de-energized, the circuits must be locked out or tagged. Keep a copy of the locking and tagging procedures; they're outlined in paragraph 1910.333(b)(2).

Toxic and hazardous substances — an overview 2/2

Most of the following toxic and hazardous substances require a **written compliance plan** that will reduce affected employees' exposure to or below permissible exposure limits by engineering controls, work practices, and — if necessary — respirators. Some plans require you to **monitor** employees' exposure and to notify them in writing of the results. Most plans must be regularly updated to ensure they're current. You may also need a **written emergency plan** that describes how employees will respond to emergencies involving releases of hazardous substances. If your employees are exposed to more than one substance, you don't need an individual plan covering each substance. You can develop one plan that describes how you will protect employees and control their exposures, and how they will respond appropriately in emergencies.

1,2-dibromo-3-chloropropane 2/Z [1910.1044](#)

Compliance program. You must have a written program that reduces exposures to or below the permissible exposure limit with engineering controls and work practices. Include a detailed schedule for implementing the engineering controls and work practices. Evaluate the program annually.

Emergencies. You must have a written plan for emergencies involving 1,2- dibromo-3-chloropropane; include emergency procedures for using respirators and personal protective equipment.

1,3, Butadiene 2/Z [1910.1051](#)

Exposure monitoring. If any of your employees are exposed to 1-3, butadiene, you must determine their exposure. You must notify affected employees in writing of the monitoring results no more than 15 working days after you receive the results. When the results exceed the time-weighted average or the short-term exposure limit, you must also inform the employees in writing what you will do to reduce their exposure.

Compliance plan. When employee exposure exceeds permissible limits, you must have a written plan to reduce exposures to or below the permissible exposure limits with engineering controls, work practices, and respirators when necessary. Review the plan annually.

13 carcinogens **2/Z** [1910.1003](#)

The requirements in this rule apply to the following hazardous substances:

- 4-Nitrobiphenyl
- alpha-Naphthylamine
- methyl chloromethyl ether
- 3,3'-Dichlorobenzidine (and its salts)
- bis-Chloromethyl ether
- beta-Naphthylamine
- Benzidine
- 4-Aminodiphenyl
- Ethyleneimine
- beta-Propiolactone
- 2-Acetylaminofluorene
- 4-Dimethylaminoazo-benzene
- N-Nitrosodimethylamine

Respirator program. You must have a written respiratory protection program in accordance with certain parts of 1910.134.

Emergencies. You must prepare an incident report (see Reports, below) and a medical surveillance report that includes necessary treatment after any emergency.

Signs, information and training. You must post appropriate signs and instructions at the entrances and exits of regulated areas, informing employees of procedures they must follow when entering and leaving.

Training. Employees must be trained before they are authorized to enter regulated areas. All training materials must be provided upon request to authorized Oregon OSHA representatives.

Incidents that result in the release of a carcinogen in any area where employees may be exposed must be reported to Oregon OSHA within 24 hours.

Acrylonitrile 2/Z [1910.1045](#)

Compliance program. You must have a written program to reduce employee exposures to or below the permissible exposure limit with engineering controls and work practices. Update the program annually. Elements of the program:

- A description of each operation or process resulting in employee exposure to acrylonitrile above the permissible exposure limit
- A description of the engineering controls and work practices used to control exposure
- A description of the technology used to achieve the permissible exposure limit
- An implementation schedule for the engineering and work practice controls

Emergencies. You must have a written plan for emergencies involving liquid acrylonitrile.

Include emergency procedures for using respirators and personal protective equipment.

Asbestos 2/Z [1910.1001](#)

Compliance program. When the time-weighted average (TWA) or excursion limit for asbestos is exceeded, you must have a written program to reduce employee exposure to or below these levels with engineering controls, work practices, and respirators if necessary.

Benzene 2/Z [1910.1028](#)

Compliance program. When exposures exceed the permissible exposure limit you must have a written program that reduces exposure to or below the permissible exposure limit with engineering controls and work practices. The program must also include an implementation schedule for the engineering controls and work practices.

Bloodborne pathogens 2/Z [1910.1030](#)

If you have employees who are exposed to bloodborne pathogens, you must have a written exposure-control plan to eliminate or minimize exposure. Update the plan annually. Elements of the plan:

- Determine the employees who may be exposed
- Establish a schedule and method for implementing paragraphs 1910.1030(e)-(h)
- Establish a procedure for evaluating the causes of exposures
- Document annual evaluations of safe medical devices

Special practices for research laboratories. This requirement applies to HIV and HBV research laboratories. You must have written policies and procedures to ensure that only those who have been advised of the potential biohazard, who meet entry requirements, and who comply with all entry and exit procedures are allowed to enter the work areas and animal rooms.

For more information about the exposure control plan, see the Oregon OSHA publication, [Questions and answers for occupational exposure to bloodborne pathogens](#) [440-2261].

Cadmium *2/Z* [1910.1027](#)

Compliance program. If the permissible exposure limit for cadmium is exceeded, you must have a written compliance program that reduces employee exposure with engineering controls and work practices. Update the program annually. Elements of the program:

- A description of each operation in which cadmium is emitted
- A description of the specific means you will use to achieve compliance
- A report of the technology you considered to meet the permissible exposure limit
- Air monitoring data that document the sources of cadmium emissions
- A detailed schedule for implementation of the program
- A work practice program
- A plan for emergencies

Emergencies. You must have a written plan for dealing with emergencies involving releases of airborne cadmium. The written elements describe how employees will respond to emergencies; include procedures for using respirators and personal protective equipment.

Coke-oven emissions 2/Z [1910.1029](#)

Work practice controls. You must have written procedures for operating coke-oven batteries that control coke-oven emissions during coking. The procedures must cover the following:

- Checking oven backpressure controls to maintain uniform pressure in the collecting main
- Repairing, replacing, and adjusting oven doors and chuck doors and doorjambes to maintain a metal-to-metal fit
- Cleaning oven doors, chuck doors, and doorjambes each coking cycle to maintain an effective seal
- Controlling oven door emissions
- Luting sealed doors each coking cycle and reluting, replacing, or adjusting them to control leakage

Compliance program. You must have a written program that reduces exposures with engineering controls and work practices. Update the program annually. Elements of the written program:

- A description of each coke-oven operation by battery
- Engineering plans and other studies used to determine the controls for the coke battery
- A report of the technology used to achieve the permissible exposure limit
- Monitoring data
- A detailed implementation schedule for engineering controls and work practices

Training. You must incorporate the elements of the written compliance program in the training you provide employees, including the following:

- Written procedure for operating coke-oven batteries
- How to reduce exposures with engineering controls and work practices below the permissible exposure limit
- The written schedule for additional engineering controls and work practices if the existing written program fails to reduce exposure to or below the permissible exposure limit

Cotton dust 2/Z [1910.1043](#)

Compliance program. When your most recent exposure-monitoring data indicate that an employee is exposed to cotton dust levels greater than the permissible exposure limit, you must have a written program that reduces exposures to or below the limit with engineering controls and work practices. Elements of the program:

- A description of each operation or process resulting in employee exposure to cotton dust at levels greater than the permissible exposure limit
- Engineering plans and other studies used to determine the controls for each process
- A report on the equipment considered for meeting the permissible exposure limit
- Monitoring data obtained in accordance with paragraph 1910.1043(d)
- A detailed implementation schedule for engineering controls and work practices
- Appropriate work practices

Work practices. You must have a written program that describes work practices to minimize cotton dust exposure, including the following:

- Compressed-air “blow down” cleaning is prohibited when other means are feasible
- Cleaning clothing or floors with compressed air is prohibited
- Vacuum floors to keep dust to a minimum
- Use mechanical equipment to handle cotton in areas where employees are exposed to concentrations of cotton dust greater than the permissible exposure limit

Ethylene oxide 2/Z [1910.1047](#)

Compliance program. When the time-weighted average (TWA) or excursion limit is exceeded, you must have a written program to reduce exposure to or below these levels with engineering controls, work practices, and respirators when necessary; include a schedule for conducting ethylene oxide leak-detection surveys. Review the program annually and update it as necessary.

Emergencies. You must have a written plan for responding to emergencies involving ethylene oxide. Include procedures for using respirators and personal protective equipment.

Formaldehyde 2/Z [1910.1048](#)

Exposure monitoring, notification of results. If you have employees who could be exposed to formaldehyde, you must determine their exposures. Within 15 days of receiving the monitoring results, you must notify the affected employees, in writing, of the results. If their exposure is over the time-weighted average or short-term exposure limit, you must have a plan to reduce the exposure to or below these limits and give written notice to employees describing how you will reduce their exposures.

Written hazard communication program. You must have a written hazard communication program for formaldehyde exposures. Elements of the program:

- Hazard warning labels must be on all formaldehyde containers and meet the requirements for labels in 1910.1200(f), [Hazard communication](#).
- Formaldehyde-containing materials must meet the requirements for material safety data sheets in 1910.1200(g), [Hazard communication](#).
- Employees must participate in hazard communication training when they are hired and whenever a new exposure to formaldehyde is introduced into the work area. Training must be repeated at least annually.

Recordkeeping. Employee records are required for the following activities: exposure monitoring, medical surveillance, and respirator fit-testing.

Hazard communication 2/Z [1910.1200](#)

Hazard determination. If you import or manufacture hazardous chemicals, you must have written procedures for determining the chemicals' hazards. You are also responsible for giving your customers a material safety data sheet for each chemical they purchase from you.

Hazard communication program. If your employees use hazardous chemicals, you must have a written hazard-communication program that includes the following elements:

- The name of the person responsible for managing the program
- A description of your method for labeling hazardous chemical containers
- How you will review and update the label information
- How you maintain material safety data sheets and how employees can review them
- How you update material safety data sheets
- How you train employees about the hazardous chemicals they use
- What information the employee training covers

See the Oregon OSHA publication, [Hazard communication: A safe-work-practice guide](#) [440-2034], and [Hazard communication quick guide](#) [4802]

Inorganic arsenic 2/Z [1910.1018](#)

Compliance program. You must have a written program to reduce exposures to or below the permissible exposure limit with engineering controls and work practices. Update the program annually. Elements of the program:

- A description of each operation in which inorganic arsenic is emitted
- Engineering studies used to determine your methods for controlling exposure
- A report of the technology you considered in meeting the permissible exposure limit
- Exposure monitoring data
- An implementation schedule for the engineering controls and work practices that you cannot start immediately

Housekeeping plan. You must have a written plan that includes a schedule for routine housekeeping and maintenance.

Lead 2/Z [1910.1025](#)

Compliance program. You must have a written plan that reduces exposure to or below the permissible exposure limit with engineering controls and work practices. Update the plan annually.

Elements of the written plan:

- A description of each operation in which lead is emitted
- A description of the means you will use to achieve compliance
- A report of the technology used to achieve the permissible exposure limit
- Air-monitoring data that documents the source of lead emissions
- A detailed implementation schedule
- Safe work practices
- An administrative-control schedule

1910.1025(e)(3)(i) Compliance program

Methylene chloride 2/Z [1910.1052](#)

If you have employees who are exposed to methylene chloride, you must determine their exposure unless you have objective data that demonstrate methylene chloride cannot be released in airborne concentrations at or above the action level or above the short-term exposure limit (STEL). Document the objective data as required in paragraph 1910.1052(m), Recordkeeping, summarized below:

- *Objective data.* If you want to rely on workplace data to show that initial monitoring for methylene chloride is unnecessary, you must keep a record of the data.
- *Exposure measurements.* Keep a record of measurements taken to monitor employee exposure to methylene chloride.
- *Medical surveillance.* Keep a record for each employee subject to medical surveillance.

You must also notify employees in writing of their monitoring results. When the results indicate that their exposure is above the 8-hour time-weighted average or the STEL, you must describe in the written notification what you will do to reduce exposure.

Methylenedianiline 2/Z [1910.1050](#)

Emergencies. You must have a written plan for responding to emergencies involving methylenedianiline.

Include procedures for using respirators and personal protective equipment.

Compliance program. You must have a written program to reduce employee exposure to or below the permissible exposure limits with engineering controls, work practices, and respirators when necessary. Update the plan annually.

MOCA (4,4'-methylene bis (2-chloroaniline)) *2/Z* [437-002-0364](#)

Signs and information. You must post appropriate signs and instructions at the entrances and exits of regulated areas that inform employees about procedures they must follow when they enter and leave.

Training. Employees must be trained before they are authorized to enter a regulated area. All training materials must be provided, upon request, to Oregon OSHA.

Reports. Written operations reports and incident reports must be provided to the nearest Oregon OSHA field office.

Operations reports must include a brief description and location of regulated areas, the names of carcinogens in each regulated area and how they are stored, and the number of employees in each regulated area.

You must prepare an incident report and a medical surveillance report that includes necessary treatment for exposed employees after any release of MOCA where employees may be exposed. Incidents that result in the release MOCA in any area where employees may be exposed must be reported to Oregon OSHA within 24 hours.

Records. You must keep complete, accurate records of all medical examinations provided to employees who are authorized to enter regulated areas. Maintain the records for the duration of the employee's employment.

Occupational exposure to hazardous chemicals in laboratories 2/Z [1910.1450](#)

If you employ laboratory workers who may be exposed to hazardous chemicals, you must have a written chemical-hygiene plan that describes the procedures, equipment, personal protective equipment, and work practices that will protect them. Review the plan annually.

See the Oregon OSHA publication, [Exposure to Hazardous Chemicals in Laboratories](#)

Vinyl chloride 2/Z [1910.1017](#)

Compliance program. You must have a written plan to reduce exposures to or below the permissible exposure limit. The plan must describe how you will reduce exposures with engineering controls, work practices, and respirators. Update the plan annually.

Emergencies. You must have a written plan for emergencies at each facility that uses vinyl chloride as a liquid or compressed gas. Employees who respond to emergencies must have appropriate respirators and protective clothing; identify the employees and the respirators and protective clothing they will use. Employees who do not respond to emergencies must evacuate and not return to the workplace until the emergency is over; include the evacuation procedure, exits, and safe areas in the plan.

Division 3, Construction rules

Hazard communication **3/D** [1926.59](#)

Hazard determination. If you import or manufacture chemicals, you must describe the procedures you use to determine the chemicals' hazards. You are also responsible for giving your customers a material safety data sheet for each chemical they purchase from you.

Hazard communication program. If your employees use hazardous chemicals, you must have a written hazard communication program that includes the following:

- The name of the person responsible for managing the program
- A description of your method for labeling hazardous-chemical containers
- How you review and update the label information
- How you maintain material safety data sheets and how employees can review them
- How you update material safety data sheets
- How you train employees about the hazardous chemicals they use and what information the training covers

Lead 3/D [1926.62](#)

If you have employees whose work may expose them to lead, you must have a written program that will reduce their exposure to or below the permissible exposure limit. If you require employees to wear respirators, you must include written procedures that ensure employees know how to select, use, and maintain their respirators. Update the program annually.

Elements of the written program:

- A description of each activity in which lead is emitted
- A description of the means you use to achieve compliance
- The technology you considered to meet the permissible exposure limit
- Air-monitoring data that document the source of lead emissions
- A detailed implementation schedule

Methylenedianiline 3/D [1926.60](#)

Compliance program. If you have employees whose work may expose them to methylenedianiline, you must have a written compliance program that will reduce their exposure to or below the permissible exposure limit. If you require employees to wear respirators, you must include written procedures that ensure the employees know how to select, use, and maintain their respirators.

Emergencies. You must also have a written plan that describes how employees will deal with emergencies involving releases of methylenedianiline. Include escape routes and evacuation procedures in the plan and ensure that on-site emergency responders have appropriate personal protective equipment.

Occupational noise exposure (applicable rules) 3/D [437-003-0027](#)

As part of a hearing conservation program, you must keep all employee-training records and an accurate record of all employee exposure measurements required by this rule. Retain all employee audiometric test records.

Respiratory protection 3/E [1926.103](#)

If your employees need to wear respirators, you must have a written respiratory protection program that includes the following elements:

- Procedures for selecting respirators for use in the workplace
- Medical evaluations for employees who use respirators
- Fit testing procedures for tight-fitting respirators
- Procedures for proper use of respirators
- Procedures and schedules for cleaning, disinfecting, storing, and maintaining respirators
- Procedures to ensure adequate air quality, quantity, and flow of breathing air in atmosphere-supplying respirators
- Training in the respiratory hazards and in the proper use of respirators
- Procedures for evaluating the program's effectiveness

Rigging equipment for material handling 3/H [1926.251](#)

Make regular thorough inspections of alloy steel chain slings. Document the most recent month in which each alloy steel chain sling was inspected.

Wiring design and protection (branch circuits) 3/K [437-003-0404](#)

Receptacles more than 125-volt, single-phase, 30-amperes must have GFCI protection or you must develop an assured equipment grounding conductor program to protect employees; you must have a written description of the program at the job site.

Fall protection — systems criteria and practices 3/M [1926.502](#)

Safety net systems. If you use safety nets for fall protection but cannot perform a drop test, a competent person must determine and certify that the system is safe. Identify the net, record the date of the determination, and include the signature of the competent person. Keep the most recent certification for each net at the job site.

Fall protection — training requirements 3/M [437-003-0503](#)

Workers who could be exposed to fall hazards must be trained to recognize the hazards and know procedures that minimize the hazards. Document that employees have been trained; include their names, training dates, and the trainer's signature.

Crane operator safety training requirements 3/N [437-003-0081](#)

If you have employees who operate cranes or derricks, you must have a written procedure that ensures they operate the equipment safely. Also, document each employee's training and their years of crane-operating experience; include the type of training, training date, and who trained them.

Cranes and derricks 3/N [1926.550](#)

A competent person or a government or private agency recognized by the U.S. Department of Labor must make a thorough, annual inspection of the hoisting machinery. Document the dates and results of inspections for each hoisting machine.

Crawler, truck, or locomotive cranes must meet the inspection, testing, and maintenance requirements in ANSI standard B30.5-1968, *Safety Code for Crawler, Locomotive and Truck Cranes*. The written, dated, and signed inspection reports and records of the monthly inspection described in section 5-2.1.5 of the ANSI standard are not required, however. Instead, record the inspection date, the inspector's signature, and the crane's serial number or other identifier. Keep the most recent inspection record on file until a new one is prepared.

Material hoists, personnel hoists, and elevators 3/N [1926.552](#)

Personnel hoists. Before hoists are put in service, an inspection and test of their functions and safety devices must be made under the supervision of a competent person. A similar inspection and test is required following major alteration of an existing hoist. Hoists must be inspected and tested at least every three months. Prepare an inspection record that includes the inspection date, the inspector's signature, and a serial number, or other identifier, for the hoist that was inspected and tested. Keep the most recent record on file.

Material handling equipment 3/O [1926.602](#)

Forklift operator certification. You must certify (in writing) that each employee who operates a forklift has been trained and evaluated and found competent to operate the forklift. The certification must include the name of the operator, the date of the training, the date of the evaluation, and the name of the persons performing the training or evaluation.

Requirements for cast-in-place concrete [3/Q 1926.703](#)

Concrete formwork must be designed, fabricated, erected, supported, braced, and maintained so that it can support without failure all applied loads. Drawings or plans, including all revisions, for the jack layout, formwork (including shoring equipment), working decks, and scaffolds, must be available at the site.

Steel erection — additional training requirements 3/R [437-003-0761](#)

You must provide training for all employees exposed to fall hazards and additional training for employees engaged in multiple-lift rigging, connecting tasks, and controlled decking zone procedures. Certify that employees have received the training by recording their names, their training dates, and the trainer's signature.

Site layout, site-specific erection plan, and construction sequence 3/R [1926.752](#)

Approval to begin steel erection. Controlling contractors must ensure that steel erectors have the following written notifications before they authorize steel erection to begin: (1) The concrete in the footings, piers, and walls, and the mortar in the masonry piers and walls, supports the loads imposed during steel erection. (2) Repair, replacement, or field modifications of anchor bolts were made in accordance with 1926.755(b).

The controlling contractor must keep copies of the written notifications on site until the project is done. See the requirements in 437-003-1752, Written notifications.

Site-specific erection plan. A steel-erection contractor must develop and implement a written site-specific erection plan before erecting steel at a job site. The purpose of the plan is to ensure that structural steel framing is stable and that employees are protected from falls. See the requirements in 437-003-0752, Site-specific erection plan. The plan must be developed and signed by a qualified person, must identify the site, and must be available at the site. Written elements include the following:

- A description of the procedures used to comply with 1926.754(a), Structural steel assembly, such as a temporary bracing plan or erection sequencing that provides for lateral stability.
- A description of the procedures and work practices used to protect employees from falls and other hazards when it is necessary for them to walk or work on suspended loads.

Column anchorage 3/R [1926.755](#)

Before the erection of a column, the controlling contractor must provide written notification to the steel erector if the anchor bolts have been repaired, replaced, or modified.

Open web steel joists [3/R 1926.757](#)

Steel joists and steel joist girders cannot be used as anchorage points for a fall-arrest system unless a qualified person provides written approval.

Landing and placing loads. Bundles of decking cannot be placed on steel joists without all bridging installed and anchored, and all joist-bearing ends attached, unless a qualified person determines that the structure can support the load and the determination is documented in the site-specific erection plan.

Systems-engineered metal buildings 3/R [1926.758](#)

Purlins and girts cannot be used as anchorage points for fall-arrest systems unless a qualified person provides written approval.

Preparatory operations (demolition) 3/T [1926.850](#)

Before permitting employees to start demolition operations, a competent person must make an engineering survey of the structure to determine its condition. You must have written evidence that the survey was performed.

Asbestos 3/Z [1926.1101](#)

Alternative control methods for Class I work. A certified industrial hygienist or licensed professional engineer must evaluate the work area, the work practices, and the engineering controls. He or she must document that the alternative control method will reduce employee exposure to below the permissible exposure limits under worst-case conditions and prevent asbestos contamination outside the work area.

Alternative control methods for Class II work. A competent person must evaluate the work area, the work practices, and the engineering controls. He or she must document in writing that the alternative controls will reduce employee exposure to below the permissible exposure limits.

Access to training materials. Employees who may be exposed to more than the permissible exposure limit — and employees who perform Class I through IV asbestos work — must have asbestos-hazard training and access to them any written materials related to their training.

Cadmium 3/Z [1926.1127](#)

Compliance program. If your employees' work may expose them to cadmium, you must have a written compliance program that will reduce their exposure to or below the permissible exposure limit. If you require employees to wear respirators, you must include written procedures that ensure employees know how to select, use, and maintain respirators.

Emergencies. You must have a written plan that describes how employees will deal with emergencies involving releases of cadmium; include procedures for using respirators and personal protective equipment.

Division 4, Agriculture rules

Safety committees and safety meetings [4/C 437-004-0250](#)

Safety committee records

Safety committee records must include:

- Meeting date
- Names of those attending
- All reports, inspections, evaluations, recommendations, management responses, and other safety and health-related items brought before the committee
- The date that management agrees to respond to specific recommendations

Keep the records for at least three years and make them available to employees and to Oregon OSHA representatives, upon request.

Safety meeting records

Safety meeting records must include:

- Meeting date
- Names of those attending
- Topics discussed

Keep the records for at least three years and make them available to employees and to Oregon OSHA upon request.

Emergency action plan [4/E 437-004-0450](#)

If your workplace has 11 or more employees, it must have a written emergency action plan that includes the following information:

- Procedures for reporting a fire or other emergency
- Procedures for emergency operation or shutdown of critical equipment
- Procedures for rescue and medical duties
- Names and job titles of employees to contact for more information about the duties of those covered by the plan

If your workplace has fewer than 11 permanent year-round employees, the emergency action plan does not have to be in writing.

Respiratory protection 4/I [437-004-1041](#)

If you have employees who use respirators, you must have a written respiratory-protection program and keep written records of fit tests and medical evaluations. Elements of the written program include the following:

- Selecting respirators
- Training employees in respiratory hazards and the use of respirators
- Fit testing tight-fitting respirators
- Using respirators in emergencies
- Maintaining respirators
- Ensuring air quality in atmosphere-supplying respirators
- Evaluating the program's effectiveness
- Medical evaluations for employees who you require to use respirators

A physician or other licensed health-care professional must perform medical evaluations with a medical questionnaire similar to the one in [Sections 1 and 2](#), Part A of Appendix C, 437-004-1041.

Keep written records of employee medical evaluations and fit tests.

See the Oregon OSHA publication, [The air you breathe: Oregon OSHA's respiratory protection guide for agricultural employers](#) [440-3654].

The control of hazardous energy (lockout/tagout) 4/J [437-004-1275](#)

If you have employees who service equipment that could contain stored energy or start up unexpectedly, you must have a written energy-control program that includes energy-control procedures, employee training, and annual reviews.

Energy-control procedures. The procedures must identify the energy sources and describe how workers will secure energy-isolating devices, use and remove locks and tags, and test the effectiveness of energy-isolating devices. Under some conditions, you may not have to document the procedures. See 437-004-1275(5)(d) for exceptions.

Annual review. The annual review is an independent evaluation by an authorized employee who understands the energy-control procedures for the equipment evaluated. The review must document which equipment is evaluated, the inspection date, the workers included in the review, and the name of the person who did the review.

Training. Document all training, including each worker's name, the training date, and trainer's name.

Medical services and first aid [4/K 437-004-1305](tel:437-004-1305)

You must evaluate your workplace to determine the types of injuries and illnesses that could occur and the capabilities of local emergency crews to respond promptly.

If local emergency responders can handle the kinds of emergencies your workplace could have, your emergency-medical plan must include a telephone number for responders and instructions for your employees' activities during emergencies. Post the information where employees are most likely to read it.

If responders cannot respond promptly to emergencies, your plan must also contain the following information:

- The names, locations, and telephone numbers of employees authorized to give first aid
- Instructions for using emergency communication equipment such as two-way radios
- Instructions for transporting victims to an ambulance or other emergency transportation

Fire prevention plan [4/L 437-004-1460](#)

If your workplace has 11 or more employees, it must have a written fire prevention plan that includes the following information:

- Procedures for controlling accumulations of flammable and combustible waste material
- Procedures for maintaining safeguards on heat-producing equipment to prevent accidental ignition of combustible material
- Procedures for reporting possible fire hazards

If your workplace has fewer than 11 permanent year-round employees, the fire prevention plan does not have to be in writing.

Acrylonitrile 4/Z [437-004-9710](#)

See [Acrylonitrile](#), 1910.1045, for these requirements.

Asbestos 4/Z [437-004-9050](tel:437-004-9050)

If your employees do agricultural work that exposes them to asbestos, follow the general industry requirements [[Asbestos](#), 1910.1001]. Those who do construction-related work and who could be exposed must follow the construction-industry requirements [[Asbestos](#), 1926.1101].

Benzene *4/Z* [437-004-9640](#)

See [Benzene](#), 1910.1028, for these requirements.

Bloodborne pathogens 4/Z [437-004-9650](#)

See [Bloodborne pathogens](#), 1910.1030, for these requirements.

Cadmium 4/Z [437-004-9620](#)

If your employees do agricultural work that exposes them to cadmium, follow the general industry requirements [[Cadmium](#), 1910.1027]. Those who do construction-related work and who could be exposed must follow the construction-industry requirements [[Cadmium](#), 1926.1127].

These rules require you to document how you will reduce employee exposures to or below the permissible exposure limit with engineering controls and work practices. If employees need to wear respirators to control exposures, you must have written procedures that ensure they know how to select, use, and maintain their respirators.

Carcinogens *4/Z* [437-004-9090](#)

See [13 carcinogens](#), 1910.1003, for these requirements.

Ethylene oxide 4/Z [437-004-9740](#)

See [Ethylene oxide](#), 1910.1047, for these requirements.

Formaldehyde 4/Z [437-004-9760](#)

See [Formaldehyde](#), 1910.1048, for these requirements.

Hazard communication [4/Z 437-004-9800](tel:437-004-9800)

The written hazard-communication program requires a list of hazardous chemicals used at your workplace, warning labels, material safety data sheets, and employee training.

Elements of the written program:

- The name of the person responsible for managing the program
- A description of your method for labeling hazardous-chemical containers
- How you will review and update label information
- How you maintain material safety data sheets and how employees can review them
- How you update the material data safety sheets
- How you train employees about the hazardous chemicals they use and what information the training covers

Hazardous chemicals in laboratories [4/Z 437-004-9860](#)

See [Occupational exposure to hazardous chemicals in laboratories](#), 1910.1450, for these requirements.

Lead [4/Z 437-004-9600](#)

See [Lead](#), 1910.1025, for these requirements.

Methylenedianiline 4/Z [437-004-9780](#)

See [Methylenedianiline](#), 1910.1050, for these requirements.

Division 7, Forest activities rules

Accident investigation 7/B [437-007-0125](#)

Keep written records of all accident investigations and corrective actions for three years.

Annual program evaluation 7/B [437-007-0145](#)

Evaluate your safety and health program annually. Include the methods you use to identify and correct deficiencies. Keep written evaluations for three years.

Employee involvement 7/B [437-007-0130](#)

Monthly safety meetings are required for all employees. Take minutes and attendance at each meeting. Keep the records for three years and make them available to employees who want to review them.

Safety and health program [7/B 437-007-0100](#)

Your workplace must have a written safety and health program that covers the following elements:

- Management commitment
- Supervisory responsibilities
- Accident investigation
- Employee involvement
- Hazard identification and control
- Training
- Annual program evaluation

Training 7/B [437-007-0140](#)

Current and new employees, including supervisors, must have safety training that is appropriate for their tasks. Keep a current training record for each employee; include the employee's name, training dates, a description of the training, and the trainer's signature.

Medical services and first aid [7/C 437-007-0220](#)

You must have an emergency medical plan that covers emergency care and treatment. One element of the plan is written land directions and site location by township, range, and section to sites where work lasts more than one day.

Site planning and implementation [7/C 437-007-0200](#)

Before starting forest activities that last more than one day, hold a pre-work safety meeting and document what you discuss with employees. The discussion must cover emergency medical-evacuation procedures and hazards at the site. You can substitute the pre-work safety meeting for the monthly safety-meeting requirement.

Fire extinguishers 7/E [437-007-0410](#)

Do an annual maintenance check of portable fire extinguishers, document the date, and keep the maintenance record for one year. Training, maintaining, and using portable fire extinguishers must be done in accordance with Subdivision 2/L, [Fire protection](#).

Securing machines **7/H** [437-007-0725](#)

Follow the requirements of Subdivision 2/J, 1910.147, [The control of hazardous energy](#), when it is necessary to control hazardous energy to service or maintain machines.

Trailer hoists [7/L 437-007-1150](#)

All trailer-loading devices must be designed, constructed, and maintained with a five-to-one safety factor for their rated load capacities. Trailer-loading hoists must be inspected every 30 days. The inspector must write a report, sign it, and keep it on file for 12 months. You must also do an annual lifting test on each loading device and keep a written record at the work site that contains the following:

- Date of the test
- Name of person who conducted the test
- Amount of weight lifted

Wildland fire suppression — training 7/N [437-007-1325](#)

You must provide basic wildland fire safety training to all personnel who may be called upon to do wildland fire suppression and/or prescribed burning. Keep a current written record of basic wildland fire safety training for each employee.