

## FMOP Safety Section Questions:

### Emailed questions from Mary D. and responses from John. L:

1. Fire Warden - would that be you? Any others who would need to be trained?
  - For now I would assume it would be me. It's just whoever makes sure that we follow the fire code. It would also make sense to be Will Smith.
2. Added Inspect First Aid Kit to the preparedness table - who would do this?
  - I would assume the Fire Warden
3. Is there a visual when the fire alarm sounds?
  - There are limited visual cues that the alarm is going off. Not all of the alarms have strobes built in.
4. Where will evacuation maps be located? Do you have these already?
  - There are already maps posted. I need to ensure that we have them in every room, but Jeremy already made them.
5. Do we need procedure for fire drills?
  - I need to talk with Ed and Mary about this. My recommendation would be doing 2 or 3 days (only need to do 1) of mandatory OSHA/ Safety training each year. All employees must attend one with no exception. How to enforce this is up to Ed, but, I do know many employers will suspend an employee if they do not attend 1 of the seasons. Included with the training
    - i. Osha Training
    - ii. MSDS
    - iii. OSHA Safety
    - iv. Fire Safety
    - v. Any other training recommended by Sr Staff.
  - Not doing some form of Osha/Safety training per year opens us up to potential liabilities.
6. How do we do fire drills without calling in fire department and alerting CMS?
  - There are a couple of different ways. The most practical way would be to activate the annunciator in test mode/ Drill mode. I have not seen the manuals for our panels and am not sure how to do it with our system. Most systems have a method for doing it.
7. Do we need procedure for the inspections (fire and extinguishers)?
  - We do not need one since we are not licensed to do any work on them. We need to call in the company and they inspect them. If any are discharged, or broken, a licensed company must do all the work.
8. Is the first aid kit already installed?
  - No, we need to get one.
9. Who is responsible for the monthly inspection of the first aid kit?
  - would assume fire Marshall/ building and grounds person.
10. Do we need a sign on the storage room door that says first aid kit is in the inside of the storage room door?
  - We do not need one but it would be a good idea.

11. Will there be any door access issues to the first aid kit?
- Most kits would not cause a problem. We just need to be smart when we buy the box.
12. How would you suggest we handle "Building Systems Safety" and "Disposal of Hazardous Materials"?
- I need to write a section. I have been doing the research on OSHA and the problem is that different chemicals require different methods. I am almost to the point of just saying "follow the procedures listed on each chemical's MSDS" and let that be the method.
13. Regarding the hazardous chemicals, would you have a general list of types of materials or chemicals that we generally handle? Following the procedures listed on each chemical's MSDS is a great idea. Could you provide links to where to find this info and how to use the MSDS sheets? Should someone be notified within the TC?
- What I would recommend, (and I am going to add into the OSHA sheet) is that anytime a new chemical is purchased to be used in the TC, the person requesting it must ensure that we have the current MSDS. The vendor for the product, or the manufacturer should have it easily accessible on their website. In addition there is a free website with all of them <http://www.msds.com/>
  - Legally we must have MSDS sheets for ALL chemicals. This includes things such as soap. Do we need to let Mary or Ed know every time soap is spilled? No. That being said, if we have a large gas spill in the tool room then yes we should.
  - My recommendation for spills would be to use a color code system with marking the MSDS sheet.
    - i. Dial soap, something pretty harmless would be a green- clean it up, go on the way
    - ii. Bleach- something with a slight risk Yellow-Clean it up but use some precautions (I e vent the room) and then mention it to Mary
    - iii. Monsanto Roundup Red- Alert Sr Staff right away ([http://www.monsantoito.com/docs/RoundupProConcentrate\\_MSDS.pdf](http://www.monsantoito.com/docs/RoundupProConcentrate_MSDS.pdf)) Call emergency personnel if necessary. Contact Hazardous waste cleanup company? ( I E with the stream). Also if you look at the MSDS sheet for Roundup, it is reactive with galvanized metal creating a fire risk.
  - We might also want to look at these for chemicals [http://www.amazon.com/gp/product/B00KM8M0GC?keywords=MSDS&qid=1448901774&ref=sr\\_1\\_3&sr=8-3](http://www.amazon.com/gp/product/B00KM8M0GC?keywords=MSDS&qid=1448901774&ref=sr_1_3&sr=8-3)
14. The blank MSDS labels you found on Amazon would be handy to have. Would the Operations Manager be overall responsible for the hazardous materials oversight?
- I think that that would have to be a discussion for us to have. I think right now there are 2 different safety/ risk management people Mary for the organization and I am for the volunteers.
15. Who should determine the First aid kit appropriate for the building and order one?
- Something like this is all we will need
  - [http://www.amazon.com/SAS-Safety-6050-01-50-Person-First-Aid/dp/B008FKA3HC/ref=pd\\_sim\\_328\\_5?ie=UTF8&dpID=51rW6RIY%2BL&dpSrc=sims&preST=AC\\_UL160\\_SR160%2C160\\_&refRID=1SDS5QTXF27HVD3W7A9N](http://www.amazon.com/SAS-Safety-6050-01-50-Person-First-Aid/dp/B008FKA3HC/ref=pd_sim_328_5?ie=UTF8&dpID=51rW6RIY%2BL&dpSrc=sims&preST=AC_UL160_SR160%2C160_&refRID=1SDS5QTXF27HVD3W7A9N)
16. John needs to look into the Knox box and get an update on it for us.