

**Palm Beach State College**

*Florida's First Public Community College*



**OCCUPATIONAL SAFETY & HEALTH ADMINISTRATION  
REQUIREMENTS APPLICABLE TO  
PALM BEACH STATE COLLEGE**

**2011**

**OSHA PROGRAM, PLAN, TRAINING, INSPECTION AND CERTIFICATION REQUIREMENTS  
APPLICABLE TO PALM BEACH STATE COLLEGE**

PROGRAM	REGULATORY CITATION	AFFECTED PARTY OR PERSONNEL	FREQUENCY	NOTES
<b>Asbestos</b>				
Signs	29 CFR 1910.1001(j)(3)(v)	Employer	N/A	For mechanical room/areas containing asbestos-containing materials (ACM or potential asbestos-containing materials (PACM), signs identifying the material present, its location and work practices to be followed to ensure it is not disturbed must be posted at the entrance where employees may be expected to enter.
Labels	29 CFR 1910.1001(j)(4)(i)	Employer	N/A	Warning labels containing the information specified in 29 CFR 1910.1001(j)(4)(ii) are to be affixed to materials with ACM or PACM.
Awareness Training	29 CFR 1910.1001(j)(7)(iv)	Employees, e.g., custodians, who perform housekeeping operations in an area containing ACM or PACM	Annually	Training elements specified in citation
NOTE: Other requirements of this section apply only where there is an occupational exposure to asbestos above its Permissible Exposure Level (PEL), a situation that is unlikely to occur at Palm Beach State College unless an abatement activity is occurring. In this instance, the abatement contractor would be required to follow all pertinent requirements in this section.				
<b>Bloodborne Pathogens</b>				
Exposure Control Plan	29 CFR 1910.1030(c)(1)(i)	Employers having employees with a potential for occupational exposure to blood or other potentially infectious materials (OPIM)	N/A	Written plan to be designed to eliminate or minimize employee exposure and containing the elements specified in 29 CFR 1910.1030(c)(1)(ii)
Hepatitis B Vaccination	29 CFR 1910.1030(f)(2)	Each employee with a potential for occupational exposure or an exposed employee	Vaccine to be made available within 10 days of assignment to tasks where occupational exposure may occur and following training or an exposure incident	Employees declining to be vaccinated must sign the statement in Appendix A of 29 CFR 1910.1030.
Post-Exposure Evaluation and Follow-UP	29 CFR 1910.1030(f)(3)	Exposed employees	Following report of an exposure incident	Evaluation and follow-up to address the elements specified in the citation, including the information to be provided to the healthcare professional per 29CFR 1910.1030(f)(4) and the healthcare professional's written opinion per 29 CFR 1910.1030(f)(5)
Labels	29 CFR 1910.1030(g)(1)(i)	Employer	N/A	Affixing of biohazard warning labels or use of red bags or containers as per citation
Initial Training	29 CFR 1910.1030(g)(2)(i)(A)	Each employee with a potential for occupational exposure	At the time of initial assignment to tasks where occupational exposure may occur	Training elements as specified in 29 CFR 1910.1030(g)(2)(vii)
Refresher Training	29 CFR 1910.1030(g)(2)(i)(B)	Each employee with a potential for occupational exposure	Annually or when new exposures may occur	Training elements as specified in 29 CFR 1910.1030(g)(2)(vii)

**OSHA PROGRAM, PLAN, TRAINING, INSPECTION AND CERTIFICATION REQUIREMENTS  
APPLICABLE TO PALM BEACH STATE COLLEGE**

<b>PROGRAM</b>	<b>REGULATORY CITATION</b>	<b>AFFECTED PARTY OR PERSONNEL</b>	<b>FREQUENCY</b>	<b>NOTES</b>
Medical Records	29 CFR 1910.1030(h)(1)(i) 29 CFR 1910.1020	Exposed employees	N/A	Medical records to contain the information specified by 29 CFR 1910.1030(h)(1)(ii) and be maintained for at least the duration of employment plus 30 years in accordance with 29 CFR 1910.1020
Training Records	29 CFR 1910.1030(h)(2)	Each employee with a potential for occupational exposure	N/A	Training records to contain the information specified by 29 CFR 1910.1030(h)(2)(i) and be maintained for a period of three years
Sharps Injury Log	29 CFR 1910.1030(h)(5) 29 CFR 1904.8 29 CFR 1904.33	Employer	N/A	Sharps injury log to record percutaneous injuries from contaminated sharps with information as specified by citation and be maintained for a period of five years following the calendar year in which the injury occurred. The injury must also be recorded on the Log of Work-Related Illnesses and Injuries (OSHA Form 300).
NOTE: Palm Beach State College is presently exempt from the recordkeeping requirements of 29 CFR 1904. Accordingly, the requirement to maintain a Sharps Injury Log does not apply to the College until such time as the College comes under the full ambit of OSHA regulations.				
<b>Chemical Hygiene</b>				
Employee Exposure Determination	29 CFR 1910.1450(d)	Affected employees	Following employee's exposure to a regulated substance that exceeds the action level or PEL for that substance	Required only if there is reason to believe that an employee has been so exposed. The recordkeeping requirements of 29 CFR 1910.1450(j) would also be triggered in this event
Chemical Hygiene Plan	29 CFR 1910.1450(e)(1)	Employees potentially exposed to hazardous chemicals in the laboratory	N/A	Written plan that is capable of protecting employees from hazardous chemicals and keeping exposures below PELs. Plan to include the elements specified in 29 CFR 1910.1450(e)(3)
Initial Training	29 CFR 1910.1450(f)(1)	Employees potentially exposed to hazardous chemicals in the laboratory	At the time of initial assignment to work area where hazardous chemicals are present and prior to assignments involving new exposure situations. Refresher training may occur at a frequency determined by the employer	Information and training provided to ensure employees are apprised of the hazards of chemicals present in their work area. Elements as specified in 29 CFR 1910.1450(3) and 29 CFR 1910.1450(f)(4)
Medical Consultation and Examination	29 CFR 1910.1450(g)	Employees potentially exposed to hazardous chemicals in the laboratory	Whenever an employee develops signs and symptoms resulting from possible hazardous exposure or a spill or release event occurs	Employer to offer consultation/examination and to provide certain information to the examining physician. Employer to receive a written opinion from the examining physician

**OSHA PROGRAM, PLAN, TRAINING, INSPECTION AND CERTIFICATION REQUIREMENTS  
APPLICABLE TO PALM BEACH STATE COLLEGE**

PROGRAM	REGULATORY CITATION	AFFECTED PARTY OR PERSONNEL	FREQUENCY	NOTES
<b>Emergency Action Plan</b>				
Emergency Action Plan	29 CFR 1910.38(b)	Employer	N/A	Written plan with minimum elements as per 29 CFR 1910.38© and made available to employees. See PBSC Emergency Operations Plan.
Employee Alarm System	29 CFR 1910.38(d)	Employer	N/A	Alarm system must meet requirements of 29 CFR 1910.165.
Training	29 CFR 1910.38(e)	Designated employees	Not specified	Designated employees to be trained to assist in a safe and orderly evacuation of other employees
Review	29 CFR 1910.38(f)	All employees covered by the plan	When plan is developed, employees are assigned to a job, employee's responsibilities under the plan change or the plan is modified	
<b>Electrical Protective Devices</b>				
Testing of Electrical Protective Equipment and Repaired Insulating Equipment	29 CFR 1919.137(b)(2)(viii) 29 CFR 1910.137(b)(2)(xi)	Electricians	As per Tables I-5 and I-6 of 29 CFR 1910.137	Test methods as specified in 29 CFR 1910.137(b)(2)(ix)
Certification	29 CFR 1919.137(b)(2)(xii)	Employer	Following testing	Certification of testing as per citation
<b>Energy Control (Lockout/Tagout)</b>				
Energy Control Program	29 CFR 1910.147(c)(1)	Employer	N/A	Program to consist of documented energy control procedures, employee training and periodic inspections
Periodic Inspection	29 CFR 1910.147(c)(6)	Authorized Employees, e.g., Maintenance, Groundskeepers	At least annually or whenever deviations or inadequacies are identified	Inspection to ensure that energy control procedures and the requirements of the standard are being followed
Certification of Periodic Inspection	29 CFR 1910.147(c)(6)(ii)	Employer (Authorized Employee other than person inspected)	Following periodic inspection	Certification, as per citation, that periodic inspection has been performed
Initial Training	29 CFR 1910.147(c)(7)(i)	Affected and Authorized Employees	Not specified	Training to ensure that the purpose and function of the energy control program are understood by employees and that they acquire appropriate knowledge and skills
Re-training	29 CFR 1910.147(c)(7)(iii)	Affected and Authorized Employees	Whenever conditions specified are experienced	
Certification of Training	29 CFR 1910.147(c)(7)(iv)	Employer	Following training	Certification, as per citation, that training has been accomplished and is being kept up to date
<b>Fall Protection - See Vehicle-Mounted Elevated and Rotating Work Platforms</b>				
<b>Fire Prevention Plan</b>				
Fire Prevention Plan	29 CFR 1910.39(b)	Employer	N/A	Written plan with minimum elements as per 29 CFR 1910.39(c) and made available to employees
Employee Information and Review	29 CFR 1910.39(d)	Employees	Upon initial assignment to job	Employees to be informed of the fire hazards they face, including a review of those parts of the plan necessary for self-protection

**OSHA PROGRAM, PLAN, TRAINING, INSPECTION AND CERTIFICATION REQUIREMENTS  
APPLICABLE TO PALM BEACH STATE COLLEGE**

PROGRAM	REGULATORY CITATION	AFFECTED PARTY OR PERSONNEL	FREQUENCY	NOTES
<b>Hazard Assessment</b>				
Hazard Assessment	29 CFR 1910.132(d)(1)	Employer	Initial/ongoing	Assessment of the workplace to determine if hazards are, or are likely to be, present necessitating the use of personal protective equipment (PPE)
Certification of Assessment	29 CFR 1910.132(d)(2)	Employer	Following hazard assessment	Certification, as per citation, to verify conduct of hazard assessment
<b>Hazard Communication</b>				
Hazard Communication Program	29 CFR 1910.1200(e)(1)	Employer	N/A	Written program with elements per 29 CFR 1910.1200(e)(1) and made available to employees
Labels	29 CFR 1910.1200(f)(5)	Employer	N/A	Each container of hazardous chemicals must be labeled.
Material Safety Data Sheets (MSDSs)	29 CFR 1910.1200(g)(8)	Employer	N/A	Copies of MSDSs for hazardous chemicals must be maintained in the workplace and immediately accessible to employees during their work shift. MSDSs that have been updated, or for products that are no longer used (or some other record of the identity (chemical name, if known) of the hazardous substance or agent, where it was used, and when it was used) must be retained by the College for at least thirty years as per 29 CFR 1910.1020(d)(1)(ii)(B) and the Florida Right to Know Law.
Training	29 CFR 1910.1200(h)(1)	All employees	Prior to working in area where hazardous chemicals are used or stored and whenever a new physical or health hazard on which no training has been received is introduced into the work area	Training elements as specified in 29 CFR 1910.1200(h)(3)
<b>Hazardous Waste &amp; Emergency Response Operations (HAZWOPER)</b>				
Emergency Response Plan	29 CFR 1910.120(q)(1)	Employer	N/A	Emergency response plan required for employers whose employees are engaged in emergency response. See PBSC Emergency Operations Plan.
Initial Training	29 CFR 1910.120(q)(6)	First responders, hazardous materials technician and specialist and on-scene incident commander	Prior to taking part in actual emergency operations on an incident	6 to 24 hours of training, based on the duties and function to be performed by each responder in an emergency response organization
Refresher Training	29 CFR 1910.120(q)(8)(i)	See above	Annually	Refresher training to be of sufficient content and duration to maintain individual competencies, or a demonstration of those competencies
Statement of Training or Competency	29 CFR 1910.120(q)(8)(ii)	Employer	Annually	If a statement of competency is made, the employer shall keep a record of the methodology used to demonstrate competency.

**OSHA PROGRAM, PLAN, TRAINING, INSPECTION AND CERTIFICATION REQUIREMENTS  
APPLICABLE TO PALM BEACH STATE COLLEGE**

PROGRAM	REGULATORY CITATION	AFFECTED PARTY OR PERSONNEL	FREQUENCY	NOTES
NOTE: In accordance with the provisions of 29 CFR 1910.120(a)(2)(iii)(B) and (C) and 29 CFR 1910.120(a)(2)(iv), employers who are conditionally exempt small quantity generators (i.e., they generate less than 100 kg of hazardous waste per month), such as Palm Beach State College, and who direct their employees to engage in emergency response actions in areas that are not used primarily for treatment, storage or disposal are covered only by paragraph q of the HAZWOPER regulations.				
<b>Personnel Protective Equipment</b>				
Training	29 CFR 1910.132(f)	All employees	When employee is required to wear PPE	Training to cover elements specified in citation
Certification	29 CFR 1910.132(f)(4)	Employer	Following training	Certification, as per citation, to verify conduct of training and employee understanding
<b>Portable Fire Extinguishers</b>				
Inspection	29 CFR 1910.157(e)(2)	Employer, e.g., Security Officers	Monthly	Visual inspection
Maintenance Check	29 CFR 1910.157(e)(3)	Employer, e.g., Facilities Maintenance	Annually	Annual maintenance date to be recorded and record retained for one year after last entry or the life of the shell, whichever is less. Alternate equivalent protection to be provided when extinguishers are removed for maintenance or recharging
Hydrostatic Test	29 CFR 1910.157(f)	Employer, e.g., Facilities Maintenance	1 - 12 years, as per Table L-1 of the citation	
Certification	29 CFR 1910.157(f)(16)	Employer, e.g., Facilities Maintenance	Following hydrostatic testing	Evidence of hydrostatic testing to be maintained in the form of a certification record which includes the information specified by the citation
Note: Other requirements are not applicable since, although portable fire extinguishers are provided in each College building, they are not intended for employee use, and PBSC has an Emergency Action Plan and a Fire Prevention Plan.				
<b>Powered Industrial Trucks (Forklifts)</b>				
Initial Training	29 CFR 1910.178(l)(1)(ii)	Forklift Operators	Prior to operation	Training elements as specified in citation
Refresher Training	29 CFR 1910.178(l)(4)(i)	Forklift Operators	As needed - Condition-driven	Conditions for re-training specified in citation
Evaluation	29 CFR 1910.178(l)(2)(ii) 29 CFR 1910.178(l)(4)(iii)	Forklift Operators	Following training or at least once per three years	Evaluation of operator's performance in the workplace
Certification of Training and Evaluation	29 CFR 1910.178(l)(6)	Employer	Following training/evaluation	Certification that the operator has been trained and evaluated
<b>Recording and Reporting Occupational Illnesses and Injuries</b>				
Currently, under OSHA regulations at 29 CFR 1904, Subpart B, Appendix A, Palm Beach State College is exempted from the requirements to record occupational illnesses and injuries using OSHA Form 300, the Log of Work-Related Illnesses and Injuries, along with the annual summary of such incidents using OSHA Form 300-A, unless requested to do so in writing by OSHA, the Bureau of Labor Statistics (BLS) or a state agency operating under the authority of OSHA or the BLS. However, as per 29 CFR 1904.39, the College must report to the OSHA Area Office, either orally by telephone or in person, any workplace incident that results in a fatality or the hospitalization of three or more employees within eight hours of occurrence, providing the information required by 29 CFR 1904.39(b)(2). The OSHA Area Office for Palm Beach State College is located at 1000 South Pine Island Road, Suite 100, Fort Lauderdale, FL 33324, telephone (954) 424-0242, fax (954) 424-3073.				
<b>Respiratory Protection</b>				
Respiratory Protection Program	29 CFR 1910.134(c)(1)		N/A	Written program per 29 CFR 1910.134(m)(3)
Medical Evaluation	29 CFR 1910.134(e)		Before respirator use and annually, before fit-testing	Records kept per 29 CFR 1910.134(m)(1) and made available per 29 CFR 1910.1020
Fit-Testing	29 CFR 1910.134(f)		Before respirator use and annually thereafter	Required for respirators with a negative or positive pressure tight-fitting facepiece. Records kept per 29 CFR 1910.134(m)(2)

**OSHA PROGRAM, PLAN, TRAINING, INSPECTION AND CERTIFICATION REQUIREMENTS  
APPLICABLE TO PALM BEACH STATE COLLEGE**

<b>PROGRAM</b>	<b>REGULATORY CITATION</b>	<b>AFFECTED PARTY OR PERSONNEL</b>	<b>FREQUENCY</b>	<b>NOTES</b>
Initial Training	29 CFR 1910.134(k)(3)		Before respirator use	
Refresher Training	29 CFR 1910.134(k)(5)		Annually or as needed	Conditions for re-training specified in citation
<b>Vehicle-Mounted Elevated and Rotating Work Platforms</b>				
Testing of Lift Controls	29 CFR 1910.67(c)(2)(i)	Platform user	Daily prior to use of platform	Testing to determine that such controls are in safe working condition
Training	29 CFR 1910.67(c)(2)(ii)	Platform user	Before use of platform	Only trained persons shall operate an aerial lift
Fall Protection	29 CFR 1910.67(c)(2)(v)	Platform user	During use of platform	Requires wearing of a body belt and attachment of a lanyard to boom or basket
Other Requirements	29 CFR 1910.67(c)	Platform user	During use of platform	Other requirements apply