

Texas Parks & Wildlife Department

SAFETY MANUAL

Effective: June 1, 2019



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Executive Directive

TPWD values its human, physical, fiscal and environmental assets and believes that the only way we can ensure the safest and healthiest possible environment for our employees, volunteers, interns, contract employees and customers is by working together. We are responsible for our own safety and for the conservation, preservation and protection of our assets and resources - every individual, at every level. I am personally committed to this endeavor, and I expect every employee and supervisor to possess the same commitment.

In accordance and with Texas Labor Code, Title 5, Subtitle A, Chapter 412 - State Office of Risk Management, Texas Administrative Code, Title 28, Part 4, Chapter 252, Subchapter B, Section 252.201, Texas Parks and Wildlife Department Safety and Risk Management Policy OP-98-04 and this manual, TPWD administers an on-going Safety and Risk Management Program as an integral part of our agency culture as required by state law. By giving safety and risk management priority consideration, TPWD is committed to preventing accidents, injuries and providing the safest and healthiest possible environment for employees, volunteers, interns, contract employee and customers.

I authorize the TPWD Safety Officer, under the direction of the Risk Manager, to govern this program and to lead the agency' s Safety and Risk Management Committee (SRMC). Please know that I fully endorse and support the actions of the Risk Manager, Safety Officer and SRMC. Toward that end, the Safety and Risk Management Program administer s this agency Safety Program Manual as a foundation to guide safe conduct, compliance and each division in providing for their respective unique needs.

At a minimum, each division will be required to:

1. Maintain a representative to serve on the agency Safety and Risk Management Committee;
2. Comply with all federal, state and local safety regulations and policy set forth in the TPWD Safety and Risk Management Program and as directed through relevant state governing bodies.

The management of TPWD is wholly committed to the successful conduct of this program. Your support is imperative for it to work. I am asking all of us to partner with the TPWD Risk Manager, TPWD Safety Officer, and Safety and Risk Management Committee and become Safety Champions for our Department.

Sincerely,



Carter Smith
Executive Director

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TPWD Safety Manual Acknowledgement Form

Name:	Employee Number:
Work Location:	Date:
<input type="checkbox"/> I hereby acknowledge that I have read the Safety & Risk Management Policy (OP-98-04) and the TPWD Safety Manual. I understand that the manual is a guide for me to do my work in a safe and efficient manner and I will make every effort to follow the safe practices outlined within. I further understand that, even if the manual does not cover every possible accident/incident avoidance procedure pertaining to my job, I am still responsible for being aware of my surroundings and utilizing good judgment under all circumstances and will contact my supervisor for further instructions as necessary.	
Approval Signatures(s):	
_____	_____
Employee Signature	Date
_____	_____
Supervisor Signature	Date

Upon review of the TPWD Safety Manual, this page is to be completed and returned to your supervisor for retention.

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A. INJURY AND ILLNESS PREVENTION PROGRAM

1.0 Agency Safety and Risk Management Program

[28 Texas Administrative Code \(TAC\) §252.201](#) mandates that each state agency establish a Safety and Risk Management Program. TPWD's program is established in Policy [OP-98-04](#) Safety and Risk Management and detailed in this Safety Manual.

Applicability and Accountability

The Texas Parks and Wildlife Department (TPWD) Safety and Risk Management Program (SRM) applies to all TPWD personnel, volunteers, interns, contract employees and contractors performing work for TPWD. It is the responsibility of everyone working for and with TPWD to work and perform in a safe manner. This program provides guidance in the form of policies, procedures, manuals, and guidelines to help ensure that safe work practices are observed. If any employee, volunteer, intern, contract employee or contractor working for TPWD violates provisions of the SRM or works in a manner that threatens their own health and safety or the health and safety of employees or the public, they will be subject to disciplinary action, up to and including termination of employment, service or contract with TPWD.

Mission Statement

The Texas Parks and Wildlife Department Safety and Risk Management Program commits to preventing death, injury and illness of employees, volunteers, interns, contract employees, contractors and the visiting public, and damage to or loss of state property through commitment, accountability, and training.

Goals

The goals of the Texas Parks and Wildlife Department SRM are to protect the agency's most precious resources, its employees, volunteers, interns and contract employees, and to provide a safe environment for the visiting public. This is accomplished by identifying and eliminating all unsafe working and health conditions, unsafe practices and potential hazards.

Objectives

A sound safety and risk management program is recognized as an integral component of good management and governance. It is an iterative process consisting of steps, which when undertaken in sequence, enable continual improvement in decision making. The objectives for the TPWD SRM are listed below.

- Enhance supervisor, employee, and volunteer knowledge, skills and commitment to a sound safety and risk management program by providing training and education
- Obtain resources to sustain the TPWD SRM Program and to furnish supervisors, employees, volunteers, interns and contract employees with equipment essential for an effective and safe environment
- Ensure compliance and participation through oversight and accountability
- Develop and implement an employee Safety and Risk Management recognition program that recognizes exceptional safety practices and personnel
- Provide a Texas Parks and Wildlife Department Safety Manual to all employees, volunteers, interns and contract employees

1.1 Authority and Responsibility

The safety officers, managers, and supervisors hold positions responsible for enforcing the safety programs and for issuing disciplinary action as required by the Performance, Conduct and Disciplinary Action Process ([HR-18-01](#)).

TPWD is committed to safety and senior management holds all supervisory staff responsible and accountable for safety within their respective areas.

Executive Director

- Authorizes and monitors the agency's Safety and Risk Management Program
- Ensures division directors implement Safety and Risk Management Program requirements and guidelines for their respective divisions

Division Directors

- Designate representatives to serve on the Safety and Risk Management Committee
- Implement a division safety program according to the Safety Manual
- Ensure that the safety of personnel is not sacrificed for speed of operations or any other job requirement
- Commit funds to support safety initiatives
- Require that managers and supervisors develop Job Hazard Analysis (JHAs) and Standard Operating Procedures (SOPs) to mitigate tasks that are highly hazardous.
- Ensure inspections of all TPWD facilities under their direction are reviewed
- Ensure that all site housekeeping, facility renovations and new construction meet applicable building and fire codes

Branch, Regional and Program Directors/Managers

- Implement safety directives required by their division directors
- Ensure the implementation of the safety program includes the public, volunteers, interns and contract employees
- Ensure that the safety of personnel is not sacrificed for speed of operations or any other job requirement
- Ensure that each employee participates in a monthly safety training
- Require that each site provides personal protective equipment (PPE) for employees
- Request funds to support safety initiatives
- Require that managers and supervisors develop Job Hazard Analysis (JHAs), Standard Operating Procedures (SOPs) or General Orders (for Law Enforcement personnel) for tasks that are highly hazardous
- Ensure that priority is given to accident prevention
- Ensure that each site has a dedicated Site Safety Officer (SSO) capable of performing required duties as detailed [below](#)
- Ensure that supervisors are held accountable for site safety
- Consider safety aspects of all operations
- Assist supervisors with safety needs

Agency Risk Manager

- Serves as the TPWD's point-of-contact with the State Office of Risk Management (SORM) and State Fire Marshal's Office (SFMO)
- Annually reviews SRM goals and objectives
- Serves as liaison to the Executive Office

Chief Safety Officer (CSO)

- Directs the activities of the agency Safety section
- Serves as Chair of the Safety and Risk Management Committee
- Annually reviews Safety section goals and objectives
- Serves as a liaison between divisions

Safety and Risk Management Committee (SRMC)

- The committee is comprised of Division Safety Officers (DSOs) from each division. Each division will have a primary and secondary member on the committee.
- Provides input for goals and direction of the Safety and Risk Management Program
- Participates in the Safety and Risk Management Program in accordance with the [SRMC By-laws](#)
- Meets with individual Division Directors to determine the respective division's commitment and allocation of resources (staff, time, funds, etc.) to the Safety and Risk Management Program
- Works to establish a safety and risk management program within each division, to identify safety training issues and needs and to develop strategies to meet identified needs
- Meets every other month to monitor the effectiveness of the agency Safety and Risk Management Program and to make recommendations for improvements
- Implements and maintains an Employee Safety Recognition Program

Committee Members

An updated list of [SRMC committee members](#) can be found on the WILDnet.

First Level Supervisors and Site Managers

- Appoint a direct report, in writing, as the Site Safety Officer (SSO)
- Perform hazard assessment(s) in the initial and subsequent planning stages of all operations and activities, and ensure that actions are taken prior to and during the operation/activity to prevent accidents/incidents
- Monitor operations for safety compliance and make corrections
- Ensure that the safety of personnel is not sacrificed for speed of operations or any other job requirement
- Take appropriate disciplinary actions when necessary to ensure accountability for safety
- Review Incident Reporting System (IRS) reports and be knowledgeable of the site's most recent incident history
- Ensure that all accidents/incidents are promptly reported and investigated in accordance with the Incident Reporting and Investigation section ([Chapter 5.0](#)) of this manual
- Establish safety objectives and goals each fiscal year
- Conduct safety orientation and training for employees prior to the assignment of

an actual work task, familiarize them with the safety rules and regulations, hazards inherent in their jobs and the department's safety rules and regulations, as well as the Hazardous Communication Act, JHAs and SOPs

- Recognize employee safety achievements and make recommendations for safety awards
- Advise employees, volunteers, interns and contract employees to immediately report to the supervisor all TPWD-related accidents/incidents in which they are involved
- Conduct Job Hazard Analyses (JHAs) to examine specific tasks and identify hazards. The JHA will implement corrective measures of any found hazards, if necessary.
- Ensure that all safety equipment and protective devices necessary for each job are provided and properly maintained and used
- Ensure that safety policies and procedures applicable to the job are followed
- Provide specific training to employees, volunteers, interns and contract employees to promote safe performance of tasks
- Ensure that employees receive Texas Hazard Communication Act training
- Promote safety awareness by modeling a good example of accident/incident prevention behavior
- Incorporate safety awareness and training into regularly scheduled staff meetings
- Review all accidents/incidents within the work section and discuss with employees, volunteers, interns and contract employees the factors that contributed to the cause of the accident/incident and preventive measures that may be taken in the future
- Keep informed of current safety activities, hazards and corrective actions
- Conduct inspections of facilities and work areas and ensure that safe practices and safe working conditions exist. When hazards are identified which are not immediately correctable, the inspector will complete a Safety Hazard Report ([PWD-133](#)) or work order ([PWD-133A](#)).
- Minimize use of toxic or hazardous substances, (including pesticides, solvents, and herbicides), in all department activities and at all department facilities
- Perform an incident investigation to include root cause analysis (A 5-Why Root Cause Analysis will suffice.)

Site Safety Officer (SSO)

SSOs are liaisons between their sites, the Safety and Risk Management Committee representatives and the Chief Safety Officer. Each organizational unit or facility, regardless of size, must have a designated SSO.

- Assist supervisors in applying all safety activities to include those listed below:
- Attend safety conferences
- Arrange and conduct regular safety trainings
- Attend safety meetings and prepare necessary reports
- Regularly observe work areas and operations and verify that procedures exist to ensure a safe environment
- Review Job Hazard Analyses, Incident Reports, Site Inspection Reports and SOPs with supervisor
- Report any unsafe working condition or act to supervisor
- Inform new employees about site safety requirements
- Perform other duties as required to ensure site has an effective safety program

- Perform an incident investigation to include root cause analysis (A 5-Why Root Cause Analysis will suffice.)

All Employees

- Read, understand and complete the acknowledgment form for this Safety Manual ([at the beginning of this document](#)) and return signed form to Supervisor
- All new employees must review the TPWD Safety Manual and complete and return the signed acknowledgement form to their supervisor as part of the onboarding process
- Information regarding Safety will be presented to all new employees at New Employee Orientation (NEO)
- Make a personal commitment to practice good safety habits to protect self and others and to fully participate and support the TPWD Safety and Risk Management Program
- Take reasonable and prudent actions to prevent accidents/incidents
- Follow safety policies and procedures established by TPWD
- Observe posted warnings and utilize proper procedures presented in safety training programs
- Contact the supervisor for instruction when there is any doubt about how to perform a job or activity safely
- Maintain work areas clean and free of hazards
- Report potential hazards, unsafe equipment, working conditions, and behaviors to SSO and Supervisor
- Immediately report all accidents/incidents and injuries to SSO and Supervisor
- Attend orientation on job hazards, safety rules and standards to prevent accidents/incidents
- Attend training classes to become knowledgeable in safety requirements
- Do not start any job, operation or activity until thoroughly familiar with any hazards and the safety requirements to be followed to prevent accidents/incidents
- Wear or use all items of protective clothing and equipment provided
- Review SOP and JHA

1.2 Division and Regional Safety Sub-Committees

Sub-Committees may be appointed periodically in accordance with Article VIII Section 7 of the [SRMC By-Laws](#).

1.3 Adherence to Safety Practices and Disciplinary Action

- Any employee will have authority in situations involving imminent danger to life, limb, or property to stop progress of a job until proper corrective actions have been taken
- Failure to observe safety practices may result in disciplinary action; the severity of the disciplinary action will be determined by the seriousness of the safety violation

Note: All disciplinary actions will be in accordance with the Performance, Conduct and Disciplinary Process ([HR-18-01](#)).

1.4 Monthly Training, Site Inspection and JHA Review

- All TPWD employees, volunteers, interns and contract employees must attend or view a minimum of one 5-Minute Safety Meeting or Topic per month and record and submit it in the Safety Tracking System as described on the [WILDnet Safety page](#).
- A minimum of one facility or equipment safety inspection must be conducted per month at TPWD occupied sites (as defined by each Division) and recorded and submitted on the Facility Inspection and JHA Form as described on the [WILDnet Safety page](#).
- A minimum of one JHA or Standard Operating Procedure must be reviewed per month by each TPWD work group as defined by each Division. Monthly activities associated with the creation of new JHAs can also be considered as meeting this requirement. These activities should be recorded and submitted on the Facility Inspection and JHA Form as described on the WILDnet Safety page.
- Please refer to the [TPWD Risk Management Manual](#) where procedures and guidelines are defined for each division.

1.5 Safety Bulletin Boards

Bulletins and bulletin boards capable of holding safety posters should be provided at all sites. Safety information should be promptly posted.

1.6 Safety Time Accounting

Each division assigns funding/project codes for safety purchases and functions. (See Division Budget Coordinator) Employees are required to use the appropriate codes assigned by their divisions for reporting time spent toward safety activities and the respective project and funding codes for tracking expenses incurred toward safety purchases of goods or services.

1.7 Available Resources

- [TPWD WILDnet Safety Page](#)
- [TPWD Policy and Procedures](#)
- [TPWD Fleet Management Policy and Manual](#)
- [Living History Exhibits, Demonstrations and Reenactments Manual](#)
- [National Fire Protection Association \(NFPA\)](#)
- [National Safety Council \(NSC\)](#)
- [Occupational Safety and Health Administration \(OSHA\)](#)
- [National Weather Service \(NWS\)](#)
- [Environmental Protection Agency \(EPA\)](#)
- [Texas Commission on Environmental Quality \(TCEQ\)](#)
- [Texas Department of State Health Services \(DSHS\)](#)
- [State Office of Risk Management \(SORM\)](#)
- [State Fire Marshal's Office \(SFMO\)](#)
- [Texas Department of Licensing and Regulation \(TDLR\)](#)

1.8 Injury Illness and Prevention Program

Injury and illness prevention programs are a proactive process to help employers find and fix workplace hazards before employees, volunteers, interns and contract employees are hurt. Research shows that employers who implement prevention programs experience dramatic decreases in workplace injuries, and often report a

transformed workplace culture that can lead to higher productivity and quality, reduced turnover, reduced costs, and greater employee and volunteer satisfaction.

Injury and illness prevention programs are based on proven managerial concepts that are widely used in industry to bring improvements in quality, environment and safety, and health performance. Effective injury and illness prevention programs emphasize top-level ownership of the program, participation by employees, volunteers, interns and contract employees, and a “find and fix” approach to workplace hazards.

2.0 Job Hazard Analysis

A job hazard analysis (JHA) is a method of task analysis directed toward tasks that have high-risk procedures or could result in injury. This analysis applies to all high-risk jobs in an effort to avoid possible hazards. The benefits of a JHA are that the supervisor and employee learn more about the job or task and the employee or volunteer avoids hazards in his/her assignment.

2.1 Job Hazard Analysis Procedures

Procedures as follows:

1. Using the [TPWD Job Hazard Analysis](#), identify which job or task you will analyze.
2. Break the job down into basic steps in the normal order of occurrence. This can be done by:
 - a. Observing the job.
 - b. Discussing it with the employee or volunteer.
 - c. Drawing on your knowledge of the job.
 - d. Referring to reference materials and information resources.
3. Identify the hazards or accident/incident potentials by:
 - a. Observing the job.
 - b. Discussing it with the employees or volunteers, interns and contract employees.
 - c. Recalling past accidents/incidents.
 - d. Referring to reference materials and information resources.
4. Recommend safety procedures by:
 - a. Observing the job for clues.
 - b. Discussing precautions with a person who is experienced in performing the job task.
 - c. Referring to reference materials and information resources.
 - d. Consider these hazards when building your Standard Operating Procedure (SOP).

3.0 Standard Operating Procedures for Hazard Tasks (SOPs)

A JHA is a prerequisite to a SOP. Hazardous tasks are typically those in which the employee must use hazardous materials, or in which the equipment may cause serious injury if used improperly.

The procedures for developing a SOP are as follows:

1. Identify the operation, activity, equipment, or location that needs an SOP.
2. Review the JHA.
3. Identify the purpose and any statutes/codes to follow for the SOP. (For example:

- "This ensures the safe operation of equipment.")
4. Identify to whom the SOP applies. (e.g., all office employees, all staff handling incoming mail, etc.)
 5. Identify and define special terminology so the reader will understand the subject and content of the SOP.
 6. List the procedures, requirements, or steps in sequential order. Be specific as this helps ensure job safety.
 7. Include any forms, charts or other information as appendices.

3.1 Suggested Format of SOP

Organization:

Warehouse Number 1, Support Services Division, Texas Water Commission

Subject:

Changing Light Bulbs in Ceiling of Warehouse Number 1

Purpose:

To prescribe safe procedures for changing light bulbs in 12-foot high ceilings in Warehouse Number 1.

Applicability:

This SOP is applicable to all maintenance employees who change light bulbs in Warehouse Number 1.

Definitions:

Not applicable

Procedure:

1. Select a commercial step ladder from storage area that is long enough to prevent employee from having to climb on the top three steps.
2. Inspect ladder to ensure feet, braces, steps, side rails, etc., are in safe condition
3. Get help to carry ladder from storage area to work location due to length of ladder and congested area through which it must be carried.
4. Place ladder directly under light fixture containing bulb to be changed.
5. Ensure ladder footing is on level floor and that metal braces are fully extended and in locked position.
6. The ladder angle should be $\frac{1}{4}$ of the working height.
7. Make sure the ladder is at least 3ft. above the roof line.
8. Place replacement bulb(s) in apron pocket or a container (e.g., satchel, box, etc.) with a cord attached so it can be drawn up to the work place at the top of the ladder.
9. Climb the ladder using both hands.
10. Maintain three points of contact.
11. Do not climb higher than the third step from the top of the ladder.
12. Remove or open guard or cover over light bulbs.
13. Remove defective bulb(s) and place in container, handle carefully. Ensure no one is standing directly under light fixture.
14. Replace bulbs and cover or guard.
15. Lower container of bulbs to helper.
16. Climb down ladder keeping both hands on the side rails.
17. Return ladder to storage area with the assistance of another employee.
18. Secure ladder safely.

Appendix

4.0 Safety Inspection Program

This program establishes the procedures for conducting safety inspections. It applies to all Texas Parks and Wildlife Department employees, volunteers, interns and contract employees at all locations.

The primary purpose of an inspection is to identify potential or existing hazards and correct them before an accident/incident occurs. The secondary purpose is to improve operations, therefore increasing efficiency, effectiveness, and productivity. Management ultimately has the responsibility for inspecting the workplace, and authority for carrying out the actual inspection process.

4.1 Responsibilities

Site Safety Officers will conduct a minimum of one safety inspection a month.

Supervisors and managers will continually observe employees, volunteers, interns, contract employees, and work areas for unsafe practices or conditions. Identify safety hazards and implement immediate corrective action and follow-up.

Employees will correct immediately, if possible, any observed safety hazard or unsafe work practice within their individual work area. In the event the hazard or unsafe work practice cannot be immediately corrected, each employee must immediately report the situation to a direct supervisor.

Volunteers, interns and contract employees will be responsible for immediately reporting any observed safety hazard to the volunteer supervisor or site manager.

4.2 Conducting Safety Inspections

Safety inspections should involve everyone. The TPWD Safety Checklist ([PWD-148](#)) is comprehensive and can be customized to meet the specific needs of the division's inspection program or work site.

Additions or modifications to customize the TPWD Safety Checklist may be necessary and are encouraged. The final form must be coordinated with the Division Safety Officer (DSO). The inspection will be recorded and reported as a dashboard item on the [WILDnet Safety Page](#). It is recommended that employees complete the [PWD-148](#) or other approved inspection form.

The Chief Safety Officer may conduct additional inspections.

Effective Safety Observation

There are several factors necessary for effective safety observation. Inspectors must:

- **Know what to look for.** The more an employee knows about a job and a worker's responsibilities, the more effectively the team members can observe.
- **Practice observing.** The more often a person looks with the conscious intention to observe, the more they will see. Like all skills, observation improves with practice.
- **Keep an open mind.** Each inspector must keep an open mind until all the facts are available. No matter what conclusions they may draw initially, inspectors

must accept facts and report accordingly.

- **Do not be satisfied with first impressions.** A clean shop or a careful routine may still contain hidden hazards.
- **Guard against habit and familiarity.** Asking the questions what, where, who, how, when, and (especially) why will often help uncover the facts of the situation.
- **Record observations systematically.** Date all notes. Include space for comments on actions taken and on results of the actions taken.
- **Use the checklist.** A systematic check for litter, obstructions, handling of flammables, condition of fire-fighting equipment, and so on, can help uncover tangible problems to correct.
- **Capture corrective actions.** Use the inspection form, [PWD-133](#) or work order [PWD-133A](#)

Hazard Reporting

At all times, employees should be alert to the condition of their work environments and report hazardous conditions immediately. The [PWD-133](#) form may be used to report hazardous conditions to the immediate supervisor. The PWD-133 may also be utilized to report a hazardous condition anonymously and directly to the State Office of Risk Management (SORM) if desired. Upon request, the identity of the individual submitting the form will be kept confidential.

Once completed, one copy of the form should be submitted to the immediate supervisor and another copy should be submitted to the respective SSO. Once the hazardous condition is resolved, the Repair Section of the Hazard Report Form should be completed and filed by the SSO.

5.0 Incident Reporting & Investigation

The purpose of accident/incident reporting and investigation is to determine the root cause of an accident/incident so that appropriate action may be taken to immediately prevent future accidents/incidents. The timely and accurate reporting of the incident in the [Incident Reporting System \(IRS\)](#) and a thorough investigation is crucial.

5.1 Reports & Records

Reports, records and trend data provide essential information for the prevention of accidents/incidents. They show the types of accidents/incidents most frequently encountered, where they occur, and their relative severity.

They also provide supervisors and employees with a tool for documenting the details of an occurrence, especially important when needed for litigation. Complete and accurate reports of all accidents/incidents are essential to our Safety and Risk Management Program.

5.2 Incident Reporting / Accident Investigation Procedures

An accident/incident is defined as an injury or “near miss”, with damage or loss that occurs to a person or state-owned or leased property.

All injuries and accidents/incidents as defined below that cause major injury, significant property damage or death must be reported to the Chief Safety Officer by

email, phone or voicemail message within 24 hours of occurrence. A report in [IRS](#) must be submitted for the accident/incident within 48 hours of occurrence by the Supervisor.

5.2.1 Incident Reporting

- The [Incident Reporting System \(IRS\)](#) is used for reporting all injuries, incidents and near misses involving an employee or non-employee en route to or performing a TPWD assignment and all damage to, theft or loss of state property. This includes incidents on or off department property and associated with TPWD personnel and/or property.
- If an incident meets the criteria above and involves a criminal offense or investigation, it must be reported through the Incident Reporting System and on applicable offense reports, per division-specific requirements.
- Incidents that do not result in personal injury (potential injuries or near misses) should be investigated and reported in the IRS in the same way as if an injury had occurred
- If the employee's injury involves loss of time, medical cost or both, the employee must follow the workers' compensation procedures outlined in the Benefits Policy ([HR-03-15](#)). The Human Resources Division requires that all injuries be reported regardless of whether a Workers' Compensation claim was filed, in the event the injury requires a claim in the future

5.3 Incident Severity

Regarding incidents that are not being investigated by Internal Affairs, the Chief Safety Officer's role will be dictated by the severity of the incident as follows:

Major Incident –an accident or incident occurring on state-owned or leased property, or involving TPWD employees, volunteers, interns and contractors acting within the course and scope of employment/assignment that results in a fatality, loss of limb, loss of sight or other serious bodily injury; or, a site manager's estimate that \$25,000 or more of property damage, theft or loss has occurred. The Chief or Division Safety Officer is authorized to conduct an immediate on-site safety investigation following major incidents. During this investigation and following the investigation, the Chief Safety Officer will coordinate with the General Counsel, or designee, and with the Director of Internal Affairs, or designee.

Reports will be routed through channels determined by each division to the Executive Director.

Moderate Incident –an unplanned event occurring on state-owned or leased property or involving TPWD employees, volunteers, interns and contractors acting within the course and scope of employment that results in significant bodily injury and is not a Major Incident and results in assistance being requested by or received from a fire department, Emergency Medical Services (EMS), Star Flight, or a site manager's estimate that \$5,000 up to \$24,999 of property damage, theft or loss has occurred.

The Division Safety Officer will determine whether an on-site safety investigation is needed. The Chief Safety Officer and the Division Safety Officer are authorized to investigate a moderate accident/incident or may assign a designee to conduct the investigation. During this investigation and following the investigation, the Chief

Safety Officer or designee will coordinate with the General Counsel, or designee, and with the Director of Internal Affairs, or designee.

Reports will be routed through channels determined by each division to the Regional Director and Division Director.

Minor Incident –an unplanned event occurring on state-owned or leased property or involving TPWD employees, volunteers, interns and contractors acting within the course and scope of employment that is not a Major or Moderate Incident and results in a minor injury to a visitor or employee, a near miss or less than \$5,000 of property damage, theft or loss has occurred.

The TPWD site manager or supervisor is authorized to conduct a safety investigation. If needed, the site manager or supervisor may request a Chief Safety Officer investigation. During this investigation and following the investigation, the Division Safety Officer or designee will coordinate with the General Counsel, or designee, and with the Director of Internal Affairs, or designee.

Reports will be routed to the Supervisor.

B. OCCUPATIONAL SAFETY PROGRAM

6.0 Vehicle and Equipment Operations

This section addresses policy and best practices for safely operating vehicles and equipment.

For TPWD policy and procedures regarding operation of vehicles including driver eligibility, driving restrictions, training requirements, etc., see TPWD Driver Safety Policy ([OP-15-01](#)).

For TPWD policy and procedures regarding commercial driver's license and subsequent drug and alcohol testing program requirements, see Drug and Alcohol Testing Procedures ([HR-09-101](#)).

For TPWD policy and procedures regarding vehicle fleet operations, compliant and appropriate vehicle use, see TPWD Fleet Management Policy and Manual.

For TPWD employees that hold a commercial driver's license, see (PWD [1400](#) and [1401](#)) to read and sign the Commercial Driver's License Declaration forms for both employees and supervisors

6.1 ATV and UTV Operations

As referenced and defined in the [Transportation Code](#) and [Parks and Wildlife Code \(PWC\) §29.001](#), a "UTV" (Utility-Type vehicle) is a Recreational Off-Highway Vehicle, which is generally used for maintenance, hunting or recreation. An "ATV" (All-Terrain vehicle) is a vehicle that has a saddle seat, three or more tires and is designed for off- highway use.

Employees may operate a "UTV" or an "ATV" under the following guidelines:

Department ATV

- Review of the operational vehicle safety for the vehicle
- Hold a valid driver's license
- Equipped with a triangular orange flag at least six foot off the ground and on top of a pole attached to the back of the vehicle when operated on numbered public roadways
- Headlights and taillights that are illuminated at all times (if equipped) on numbered public roadways
- Complete an approved ATV operator safety course as required by [Texas Department of Public Safety](#)
- Usage of required and/or recommended safety equipment (See SOP). Examples include: helmet, long pants, long sleeve shirt, protective footwear, gloves and eye protection
- Operation of the vehicle does not exceed a distance of 10 miles on public roadways from the point of origin to the destination
- Only employees may operate an ATV. No volunteer is authorized to operate an ATV without division approval.

Department UTV

- Review of the operational vehicle safety manual for the vehicle
- Log onto: <https://cbt.rohva.org/login/index.php> and watch the video. Take the test and file the results.
- Hold a valid driver's license
- Equipped with a triangular orange flag at least six foot off the ground and on top of a pole attached to the back of the vehicle when operated on numbered public roadways
- Slow moving vehicle emblem on the rear of the vehicle when operated on numbered public roadways
- Headlights and taillights that are always illuminated (if equipped) on numbered public roadways
- Usage of seatbelts (if equipped)
- Operation of the vehicle does not exceed a distance of 10 miles on numbered public roadways from the point of origin to the destination

All current employees/volunteers who operate a UTV or new employees/volunteers who want to operate a UTV must take this e-learning class prior to operating a UTV. ROHVA Log-on Information is available at [ROHVA Safety E-Course](#).

Further information regarding safe operations of UTVs can be found in the [UTV/ROV Operations Guidelines](#) on the WILDnet and on the Department of Public Safety's Vehicle Descriptions and Requirements [Chart](#).

6.2 Procedures in Traffic Collisions and Who to Notify for Insurance Claims

- Check the scene for safety, never endanger yourself
- Stop - Never leave the scene of an incident
- A police report is required for all collisions involving all state vehicles. Notify emergency personnel (911) in the event of a collision.
- Introduce yourself to the other driver in a calm and courteous manner:
 - give your name
 - address
 - job title
 - show your driver's license
 - obtain his/her name
 - their address
 - their phone number
 - his/her insurance company information
- Assist injured persons as you are safely able to do so. Do not move seriously injured persons unless necessary for their protection against further injury.
- Do not transport non TPWD personnel in your fleet vehicle.
- Do not make any representations regarding insurance coverage or admit fault to other parties involved in the incident. Make notes, drawings and take photos if possible, of all physical facts pertaining to the incident as well as any statements made by the other driver or by anyone who witnessed the incident.
- Notify your supervisor and submit the detailed report through the [Incident Reporting System](#).
- If the other party wants to file a claim have them contact the TPWD Legal

- Department at 512-389-4800. Be sure to include this in your IRS report.
- TPWD is exempt from the proof of financial responsibility requirements of the Motor Vehicle Safety Responsibility Act. See, [Transportation Code §601.007](#). A [Notice Regarding Vehicle Insurance](#) document must be kept in each state vehicle.

7.0 Visitor Transport Guidelines

Scheduled activities and tours involving the transportation of visitors on TPWD property or by TPWD employees should:

- be reviewed by the regional director and Chief Safety Officer.
- comply and be conducted in accordance with local, state and federal laws governing such activity.
- only use authorized employees with valid commercial driver's licenses to operate vehicles and equipment requiring a commercial driver's license.
- have a JHA for each activity or tour conducted prior to all visitor transport activities.

Standard Operating Procedures must be created and approved for each visitor transport activity and will include:

Operator Training:

- Safe conduct/operation (speed limits, capacity limits, passenger/operator rules)
- Communication
- Emergency Procedures

Safety Equipment Requirements:

- Operator to Passenger Communications (Bullhorn, Public Address, signage, or additional personnel)
- Radio and Cell phone
- Fire Extinguisher
- First Aid Kit
- Safety Chains (trailers)
- Break-away safety chains for travel over 10 mph; recommend trailer break-away braking system on new trailers for visitor transport
- Appropriate seating
- Restraining railing on trailers with outward facing seating
- Seatbelts (when applicable)
- Proper tow vehicle capacity
- Proper ball & hitch type and capacity
- Route planning and maintenance

Equipment Inspections:

- Daily operator inspection
- Annual safety inspection for applicable vehicles by SSO or designee
- Maintenance logs are maintained by the Fleet FMS system
- Fire Extinguishers

8.0 Fire Protection

Fire protection refers to all measures that are designed to prevent and/or minimize property damage and harm to persons that could result from a fire. A fire protection program is based upon proactive fire prevention planning and compliance with building codes and local fire ordinances.

8.1 Fire Prevention Plan

A Fire Prevention Plan is used to control and reduce the possibility of fire and to

specify the type of equipment to use in case of fire. Each TPWD location will develop a site-specific Fire Prevention Plan as a chapter in its Emergency Plan that, at minimum, addresses the following:

- major workplace fire hazards and their proper handling and storage procedures
- potential ignition sources for fires and their control procedures
- Types of fire protection equipment or systems which can control a fire
- Equipment and systems installed to prevent or control ignition of fires and for control of fuel-source hazards

8.2 Fire Code

TPWD will follow all applicable [NFPA](#) and [OSHA](#) standards according to building codes which have been adopted by TPWD (see [Infrastructure's Adoption of Standard Building Codes Directive](#)). Extensive fire safety standards have been developed by life safety engineers and fire professionals and have been codified. Every new and existing building or structure must be constructed, arranged, equipped, maintained, and operated using NFPA 1 and NFPA 101 as guidelines identified by the State Fire Marshall's Office (SFMO) to provide a reasonable level of life safety, property protection, and public welfare from the actual and potential hazards created by fire, explosion, and other hazardous conditions.

The purpose of codes and standards are to prescribe minimum requirements necessary to establish a reasonable level of fire and life safety and property protection. Where a building code has been adopted, all new construction, upgrades and major renovations should comply with the applicable fire and building codes.

The scope of the fire code includes, but is not limited to, the following:

- Inspection of permanent and temporary buildings, processes, equipment, systems, and other fire and related life safety situations
- Investigation of fires, explosions, hazardous materials incidents, and other related emergency incidents
- Review of construction plans, drawings, and specifications for life safety systems, fire protection systems, access, water supplies, processes, hazardous materials, and other fire and life safety issues
- Fire and life safety education of fire brigades, employees, responsible parties, and the public
- Existing occupancies and conditions, the design and construction of new buildings, remodeling of existing buildings, and additions to existing buildings
- Design, installation, alteration, modification, construction, maintenance, repairs, servicing, and testing of fire protection systems and equipment
- Installation, use, storage, and handling of medical gas systems
- Access requirements for fire department operations
- Hazards from outside fires in vegetation, trash, building debris, and other materials
- Regulation and control of special events including, but not limited to, assemblage of people, exhibits, trade shows, amusement parks, haunted houses, outdoor events, and other similar special temporary and permanent occupancies
- Interior finish, decorations, furnishings, and other combustibles that contribute to fire spread, fire load, and smoke production
- Storage, use, processing, handling, and on-site transportation of flammable

- and combustible gases, liquids, and solids
- Storage, use, processing, handling, and on-site transportation of hazardous materials
- Control of emergency operations and scenes
- Conditions affecting fire fighter safety
- Arrangement, design, construction, and alteration of new and existing means of egress
- Storage of combustibles in sprinkled areas must maintain an 18-inch clearance from ceilings.
- Storage of combustibles in non-sprinkled area must maintain a 24-inch clearance from ceilings.

8.3 Flammable Liquids Storage Containers

Flammable and combustible liquids should be stored in only certain types of approved containers. Many types of containers are required depending on the quantities and classes of flammable or combustible liquids in use. Approval for containers is based on specifications developed by organizations such as OSHA, National Fire Protection Association (NFPA), or American National Standards Institute (ANSI).

A **safety can** is an approved container with a maximum capacity of 5 gallons that has a spring closing lid and spout cover. Safety cans are designed to safely relieve internal pressure when exposed to fire conditions.

A **flammable liquid storage cabinet** is an approved cabinet that has been designed and constructed to protect the contents from external fires. Storage cabinets are usually equipped with vents, which are plugged by the cabinet manufacturer. Venting is not required by any code or the local municipalities and may prevent the cabinet from protecting its contents.

Therefore, vents should remain plugged always. Storage cabinets must also be conspicuously labeled “**Flammable – Keep Fire Away**”

- Quantities should be limited to the amount necessary for the work in progress
- No more than ten (10) gallons of flammable and combustible liquids, combined, should be stored outside of a flammable storage cabinet unless safety cans are used. When safety cans are used, up to 25 gallons may be stored without using a flammable storage closet
- Storage of flammable liquids must not obstruct any exit
- Flammable liquids should be stored separately from strong oxidizers, shielded from direct sunlight and kept away from heat sources
- Storage of combustibles must be identified by a 704 placard

8.4 Fire Extinguishers

The extinguisher size and spacing is based on its Class A or B hazard.

Class A – extinguishers for ordinary combustible materials such as paper, wood, cardboard, and most plastics. The numerical rating on these types of extinguishers indicates the amount of water it holds and the amount of



fire it can extinguish. Geometric symbol for Class A fire extinguishers is a green triangle.

Locations such as offices, classrooms, and assembly halls that contain mainly Class A combustible materials have one 2-A extinguisher for every 3,000 square feet. OSHA requires that all employees have access to an extinguisher within 75 feet of travel distance.

Class B – extinguishers for fires involving flammable or combustible liquids such as gasoline, kerosene, grease and oil. The numerical rating for Class B extinguishers indicates the approximate number of square feet of fire it can extinguish. Geometric symbol for Class B fire extinguishers is a red  square.

Locations that contain Class B flammables, such as workshops, storage areas, research operations, garages, warehouses, or service and manufacturing areas require that all employees have access to an extinguisher within 50 feet of travel distance.

<u>Hazard</u>	<u>Extinguisher</u>	<u>Spacing</u>
Light (Low) - Small amounts of flammable liquids used for copy machines, art departments, etc., that are stored safely and kept in closed containers.	5B	30'
	10B	50'
Ordinary (Moderate) - The total amount of flammable liquids is present in greater amounts than expected under low-hazard locations. This can include garages, workshops, or support service areas.	10B	30'
	20B	50'
Extra (High) - Locations where flammable liquids are present and used in large quantities. This includes areas used for storage, production, woodworking (finishing), vehicle repair, aircraft and boat servicing, or where painting, dipping, and coating, operations are performed with flammable liquids.	Variable	Variable

Class C – extinguishers required where energized electrical equipment is used, such as appliances, wiring, circuit breakers and outlets. Never use water to extinguish Class C fires because the risk of electrical shock is far too great! Class C extinguishers do not have a numerical rating. The C classification means the extinguishing agent is non-conductive. Geometric symbol for Class C fire extinguishers is a blue circle. 

Class D – fire extinguishers that are commonly found in a chemical laboratory. They are for fires that involve combustible metals, such as magnesium, titanium, potassium and sodium. These types of extinguishers also have no numerical rating,

nor are they given a multi-purpose rating – this type of extinguisher is designed for Class D fires only. Geometric symbol for Class D fire extinguishers is a yellow decagon.

Locations where combustible metal powders, flakes, shavings, or similarly sized materials are generated at least once every two weeks, must install Class D portable fire extinguishers no more than 75 feet from the hazard.



Class K – fire extinguishers for fires where potential hazards from combustible cooking media (vegetable or animal oils and fats) are found such as in restaurants and cafeteria kitchens. They must be installed at a maximum travel distance of 30 feet. Geometric symbol for Class K fire extinguishers is a black hexagon. Proper signage is required to use this system only after Ansul activation.



8.4.1 Installation

To prevent fire extinguishers from being moved or damaged, they should be mounted on brackets or in wall cabinets with the carrying handle placed 3-1/2 to 5 feet above the floor. Larger fire extinguishers need to be mounted at lower heights with the carrying handle about 3 feet from the floor.

8.4.2 Inspection

Inspect all extinguishers at least once a month and initial on the tag. Each extinguisher should be inspected annually by an authorized company. Use the following checklist as a guide:

1. Is each extinguisher in its designated place, clearly visible, and not blocked by equipment, coats or other objects that could interfere with access during an emergency?
2. Is the nameplate with operating instructions legible and facing outward?
3. Is the pressure gauge showing that the extinguisher is fully charged (the needle should be in the green zone)?
4. Is the pin and tamper seal intact?
5. Is the extinguisher in good condition and showing no signs of physical damage, corrosion or leakage?

8.5 Compliance

Monthly inspections are required by onsite staff. Compliance with these procedures is monitored annually by the Chief Safety Officer, State Office of Risk Management (SORM) and the State Fire Marshal's Office.

8.6 Wildland Firefighting / Prescribed Burning

The State Parks and Wildlife Divisions manage wildland firefighting and prescribed burns throughout the state in accordance with the [National Wildfire Coordinating Group \(NWCG\)](#) standards and strategies.

The State Parks Division also follows all requirements outlined in the [State Parks Wildland Fire Management Plan & Operating Procedures](#) established by the [State Parks Wildland Fire Program](#), which provides overall direction and coordination for State Parks wildland fire operations state-wide.

8.7 Local Fire Department Cooperation

8.7.1 General Guidelines

All TPWD sites depend on local fire departments for emergency response and fire suppression. These local fire departments must have confidence that state-owned buildings and fire safety systems meet state standards and are compatible with local fire department equipment and procedures. This ensures their firefighters can safely and promptly respond to emergencies.

8.7.2 Relationships with Local Fire Departments

TPWD Site Managers should initiate meetings with local fire departments to open the lines of communication and to determine correct fire response procedures.

Agency staff involved in safety, planning, operation and maintenance must be made aware of the responsibilities they have for the compatibility and use of agency equipment by local emergency responders.

8.8 Fire Notification Policy and Procedure

In accordance with the TPWD Safety and Risk Management Policy ([OP-98-04](#)) and [Government \(Gov't\) Code 417.0052, 417.007](#), the Chief Safety Officer must promptly report to the SFMO **any fire within a 24-hour period**, that causes death, injury, significant property damage or when arson may be suspected.

A decision will be made whether an investigation by the SFMO is warranted. No clean-up of the fire location should occur until this decision has been made and communicated to the site manager or designee.

9.0 Hazardous Energy Control

Energy sources including electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other sources in machines and equipment can be hazardous to workers. During the servicing and maintenance of machines and equipment, the unexpected startup or release of stored energy can result in serious injury or death to employees.

9.1 Purpose

TPWD's hazard energy control program consists of energy control procedures, employee training and periodic inspections. This is to ensure that before any employee performs servicing or maintenance on a machine or piece of equipment, the machine or equipment should be isolated from the energy source and rendered inoperable.

9.2 Procedural Steps to Perform Lockout / Tagout

Lockout/Tagout is required when isolating machines or equipment from energy sources. This procedure may be used when there are limited numbers or types of machines or equipment or there is a single power source. For more complex systems, a more comprehensive procedure will need to be developed, documented, and utilized. If an energy isolating device is not capable of being locked-out, TPWD should utilize a tagout procedure.

All employees are required to comply with the restrictions and limitations imposed upon them during the use of lockout. The authorized employees are required to perform the lockout in accordance with this procedure. All employees, upon observing a machine or piece of equipment which is locked out to perform servicing or maintenance should not attempt to start, energize or use that machine or equipment.

Affected employees should be instructed in the safety significance or the lockout (or tagout) procedure. Each new or transferred affected employee and other employees, whose work operations are or may be in the area, should be instructed in the purpose and use of the lockout or tagout procedure.

Affected employees are those whose jobs require them to operate or use a machine or equipment on which servicing, or maintenance is being performed under lockout or tagout, or whose jobs requires them to work in an area in which such servicing or maintenance is being performed.

Authorized employees are those who perform lockouts and/or tag outs on machines or equipment to perform servicing or maintenance. An affected employee becomes an authorized employee when that employee's duties include performing servicing or maintenance covered under this section.

1. Lock out the energy-isolating device(s) with assigned individual lock(s), the design, purpose and use of which the employee was trained in prior to use.
2. Lockout devices, where used, must be affixed in a manner that will hold the energy- isolating devices in a "safe" or "off" position.
3. Tagout devices, were used, must be affixed in such a manner as will clearly indicate that the operation or movement of energy-isolating devices from the "safe" or "off" is prohibited.
4. Where tagout devices are used with the energy-isolating devices designed with the capability of being locked, the tag attachment must be fastened at the same point where the lock would have been attached.
5. Where a tag cannot be affixed directly to the energy-isolating device, the tag must be located as close as safely possible to the device, in a position that will be immediately obvious to anyone attempting to operate the device.

9.3 Requirements for Testing Lockout / Tagout Effectiveness

1. Ensure that the equipment is disconnected from the energy source(s) by first checking that no personnel are exposed, then verify the isolation of the equipment by operating the push button or other normal control(s) or by testing to make certain the equipment will not operate.

CAUTION: Return operating control(s) to neutral or "off" position after verifying the isolation of the equipment.

2. The machine or equipment is now locked out, and servicing or maintenance may begin.

9.4 Procedural Steps to Control Hazardous Energy

1. Notify all affected employees that servicing, or maintenance is required on a machine or piece of equipment and that the machine or piece of equipment must be shut down prior to lockout to perform the servicing or maintenance. (Include the name(s) / job titles of affected employees and how to notify.)
2. The authorized employee should refer to this division's procedures to identify the type and magnitude of the energy that the machine or equipment utilizes, understand the hazards of the energy, and know the method to control the energy.
3. Make a survey to locate and identify all isolating devices to be certain which switch (es), valve(s) or other energy isolating devices apply to the equipment to be locked or tagged out. More than one energy source (electrical, mechanical, or others) may be involved. (Include type(s) and magnitude(s) of energy, its hazards and the methods to control the energy.)
4. If the machine or equipment is operating, shut it down by the normal stopping procedure (depress stop button, open switch, close valve etc.). (Include type(s) and location(s) of machine or equipment operating controls.)
5. De-activate the energy isolating device(s) so that the machine or equipment is isolated from the energy source(s). (Include type(s) and location(s) of energy isolating devices.)
6. Stored or residual energy (such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gases, steam, or water pressure, etc.) must be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down, etc. (Include type(s) and location(s) of stored or residual energy devices)

9.5 Restoring Equipment to Service

A recommended element of the energy control procedure. When the servicing or maintenance is completed, and the machine or equipment is ready to return to normal operating condition, the following steps will be taken:

1. Check the machine or equipment and the immediate area around the machine or equipment to ensure that nonessential items have been removed and that the machine or the equipment components are operationally intact.
2. Check the work area to ensure that all employees have been safely positioned or removed from the area.
3. Verify that the controls are in neutral.
4. Remove the lockout devices and re-energize the machine or equipment.
5. Notify affected employees that the servicing or maintenance is complete, and the machine or equipment is ready to use.

NOTE: The removal of some forms of blocking may require re-energization of the machine before safe removal.

10.0 Machine and Equipment Safety

It is the policy of this agency to provide appropriate training and guidance to all employees authorized and instructed to operate, maintain or repair machinery or equipment.

10.1 Pre-operational Procedures

Prior to use, it is the responsibility of the supervisor or SSO to ensure staff members have received proper training and instruction in the safe operation of all equipment and machinery assigned for use. It is incumbent on the operators of this equipment to comply with all safety measures provided by the supervisor, SSO, and manufacturers' recommendations.

Staff members receiving inadequate instruction or who feel incapable of safely conducting assigned tasks should always request additional assistance or instruction from their immediate supervisor or SSO before operating any machine or equipment.

1. Machine Guards – Operators must ensure that all permanent or temporary guards provided by the manufacturer are securely attached and in good working order prior to use safety guards must meet these general requirements:
 - The guard must prevent clothing, hands, arms, hair, or other body parts from contacting moving parts.
 - Guards should not be removed or altered.
 - Guards and safety devices should be made of durable material that will withstand the conditions of normal use. They must be firmly secured to the machine.
 - The guard should prevent other objects from falling into moving parts.
 - A guard should not create a hazard of its own such as a shear point, a jagged edge, or an unfinished surface which can cause a laceration. The edges of guards should be rolled or bolted in such a way to eliminate sharp edges.
 - If a guard is defective, damaged or does not meet these standards above, notify your supervisor or SSO and ensure proper repairs prior to use.
2. Identify and eliminate potential hazards associated with accidental contact of equipment by operators or others in the immediate vicinity.
3. Always wear appropriate personal protective equipment (PPE) per manufacturers' instructions.
4. Ensure all work areas have proper lighting and are dry, clean and otherwise free of potential hazards before beginning work. Dress appropriately for equipment use or machinery operation. Do not wear loose clothing and remove any jewelry that could become entangled in moving parts or pose a hazard during use.
5. Staff should immediately remove, lock, store, and tag or mark any equipment determined unsafe for use until it is properly repaired or replaced.

10.2 Safety Standards

Supervisors and/or SSO should ensure all equipment has been installed or repaired by qualified individuals and meets all necessary safety standards prior to use.

10.3 Operating Procedures

1. Never operate any machinery or equipment while extremely fatigued or under the influence of drugs or alcohol.
2. Carefully read and follow all manufacturers suggested operating procedures for the safe operation of machinery and equipment.
3. Avoid or remove all potential distractions that could cause injury while operating equipment.
4. All equipment and machinery should be in good operating condition and free of any known defects.
5. Always use the proper piece of machinery or equipment for the appropriate task.
6. Regularly inspect all electrical cables and cords to ensure they are not defective or worn.
7. After use, equipment should be returned and stored in the appropriate location to avoid dust and dirt, damage, and accidents/incidents. Repairs or problems should be addressed immediately or reported to the maintenance supervisor or SSO.

10.4 Training Program

Under no circumstances, will an employee operate a piece of machinery or equipment until he/she has participated in the proper training and/or safety awareness program as specified by the supervisor, SSO or division safety officer.

Classroom training will consist of:

- A review and understanding of the owner's manual and/or standard operating procedures and/or safety training materials, provided by the supervisor or SSO.

Operational training will consist of:

- Pre-operational procedures and hands-on instruction by qualified individuals or staff.
- An operational review of each piece of machinery or equipment the employee is expected to operate.
- Demonstrated proficiency by qualified individual documented on their proficiency log.
- Periodic reviews of staff competency as deemed necessary by the supervisor or SSO.

10.5 Responsibilities

Immediate supervisors are responsible for ensuring staff members are properly trained in the safe operation of all machinery or equipment associated with their assigned duties. Supervisors may assign training duties to the SSO or other qualified individuals to assist or coordinate in providing this training. SSOs are also responsible for safety awareness and providing training, as assigned or necessary. All staff members are instructed to report any unsafe practices or behavior immediately to the supervisor.

11.0 Powered Industrial Truck Operation Plan

TPWD's Powered Industrial Truck Operation Plan (Forklift Operation Plan) establishes guidelines to be followed whenever any employees work with powered industrial trucks. The rules established are to:

- Provide a safe working environment.

- Govern operator use of powered industrial trucks.
- Ensure proper care and maintenance of powered industrial trucks.

The procedures establish daily inspection requirements designed to ensure that powered industrial truck safety training, operation, and maintenance practices are communicated to and understood by the affected employees. These requirements are also designed to ensure that procedures are in place to safeguard the health and safety of all employees.

TPWD complies with the requirements of the [Risk Management for Texas State Agencies \(RMTSA\) guidelines Volume 3, Section 2, Subchapter 6.18, OSHA 29 CFR §1910.176 and §1910.178.](#)

11.1 Training

Under no circumstances will an employee operate a powered industrial truck until he/she has successfully completed a TPWD-approved powered industrial truck training program. Regardless of claimed previous experience, all new operators must undergo a performance evaluation on each different unit.

TPWD's powered industrial truck training will consist of blended methods.

All powered industrial truck operators are trained and tested on the equipment they will be driving before they begin their jobs.

11.2 Performance Evaluation

Each certified powered industrial truck operator is evaluated at least once every three (3) years to verify that the operator has retained and uses the knowledge and skills needed to drive safely. This evaluation is done by the site supervisor and the SSO. If the evaluation shows that the operator is lacking the appropriate skills and knowledge, the operator is re-trained by the TPWD instructor(s).

Refresher Training is mandatory for any of the following situations:

- If the operator is involved in an accident or a near-miss incident
- If the operator has been observed driving the vehicle in an unsafe manner
- When the operator is assigned to a different type of truck
- If it has been determined during an evaluation that the operator needs additional training
- When there are changes in the workplace that could affect safe operation of the truck. This could include a different type of paving, reconfiguration of the storage racks, new construction leading to narrower aisles, or restricted visibility.

11.3 Inspections

The inspection of the Powered Industrial Lift Truck (forklift) is vital. All components of a forklift should be inspected and documented on the OSHA pre-inspection checklist before use.

11.3.1 Pre-Operational Inspection Procedures

The agency requires operators to perform pre-operational equipment checks on powered industrial lift trucks prior to the beginning of each shift in which those trucks

will be utilized to ensure the safe operating condition of the vehicle. The pre-operational check is performed by completing a daily truck inspection checklist. https://www.osha.gov/dte/library/pit/daily_pit_checklist.html

No blank spaces are allowed on the form. If an item does not apply, use the code N/A. TPWD also requires operators to complete the comment section thoroughly and accurately if there are any operational or visual defects.

If an unsafe condition is found, the unit must be taken 'out of service' and reported to the maintenance supervisor for repair.

The site supervisor and the SSO are responsible for retaining all daily truck inspection checklist forms for each vehicle for 30 days.

11.3.2 Periodic Inspection Procedures

Periodic inspections are in conjunction with the powered industrial truck's maintenance or service schedule. Maintenance schedules are normally expressed in days and operating or running hours. The Operator or Employee perform(s) inspection and maintenance per Operator Instruction Manuals. Most manufacturers' Operator Instruction Manuals contain the recommended maintenance schedule. Inspections and maintenance or repair beyond recommended service schedules should be done by authorized workshops and/or service technicians.

12.0 Welding, Cutting and Brazing

Welding, Cutting and Brazing must only be performed by employees who are properly instructed and qualified. All OSHA standards for the general industry, shipyard employment, marine terminals, and construction industry are applicable. Reference [OSHA 29 CFR §1910 Subpart Q](#), [§1915 Subpart D](#), [§1917 Subpart G](#), and [§1926 Subpart J](#).

12.1 Fire Protection and Prevention

For fire protection and prevention responsibilities of welders and cutters, their supervisors (including outside contractors) and those in management on whose property cutting and welding is to be performed, see, [NFPA 51B-Standard for Fire Prevention in Use of Cutting and Welding Processes](#).

If you need to log in to the NFPA website, please contact the Risk Management Branch in the Support Resources Division for login credentials.

12.2 Welding, Cutting and Brazing Checklist for General Industry and Construction

TPWD employees conducting welding, cutting and/or brazing operations should use the checklist located at: <http://www.tdi.texas.gov/pubs/videoresource/cklweldcut.pdf>.

13.0 Housekeeping

Good housekeeping not only results in a cleaner workplace but a safer workplace as well. Reference [OSHA 29 CFR §1910.22](#)

13.1 Housekeeping in Buildings - Inventory and Materials

- Store items securely by stacking or arranging in an orderly manner
- The site will provide hazard communication training for those who during housekeeping duties will be exposed to hazardous chemicals such as bleach, ammonia, or any other types of cleaning products that may pose hazard
- If you work with a chemical you suspect to be hazardous and you have not been trained in its safe use, contact your supervisor or SSO immediately
- Combustibles and chemicals must be stored in appropriate spaces/units

13.2 Machinery and Stationary Equipment

- Keep all equipment and machinery clean and free of unnecessary materials
- Do not allow excess grease or oil to accumulate
- Ensure proper guards are in place and keep them in good operating condition
- Lockout/Tagout any unsafe item and place in an assigned location to prevent use

13.3 Tools and Movable Equipment

- Store properly in secure, assigned location
- Do not allow excess grease or oil to accumulate
- Maintain in safe working condition
- Lockout/Tagout any unsafe item and place in an assigned location to prevent use
- Mark or tag equipment if it is out of service.

13.4 Aisles and Passageways

- Provide access to all workstations and areas, exits, fire extinguishers, fire blankets, electrical disconnects, safety showers, and other emergency aids
- Clearly mark walkways to distinguish from areas not for pedestrian traffic (if applicable)
- Keep free of physical obstructions that would prevent access, including objects blocking path, spills of liquids or solids

13.5 Floors

- Ensure slip-resistant surfaces are suitable to the work being performed
- Keep floors clean, dry, and free of waste, unnecessary material, oil and grease
- Have an adequate number of waste receptacles at accessible locations throughout all work areas

13.6 Doors and Windows

- Keep all door entrances completely free of debris, shrubs, or other obstructions
- Keep all windows and blinds clean
- Keep doors and windows properly maintained in good working order

13.7 Loading Docks

- Keep all loading dock areas free of unnecessary materials
- Have emergency spill kits and other spill clean-up equipment and materials available in the loading dock area. Clean up spills as soon as they occur.

- Keep all overhead doors clean and free of rust or dirt at hinges

13.8 Vents

- Provide adequate ventilation to all work areas to maintain air free of particles and contaminants
- Ensure that all ventilation systems and HVAC systems are provided adequate routine maintenance and cleaning

13.9 General

- Walls must be properly maintained and kept free of any unnecessary items
- Maintain adequate lighting systems in a clean and efficient manner
- Replace bulbs as soon as possible after failure
- Must have safe stairs that are clean, dry, free of waste, well-lit, and provided with adequate handrails and treads that are in good condition

13.10 Building Faces and Sides

- Repair all protruding nails and screws and remove loose stones and bricks
- Any stairs or platforms adjacent to or leading into building(s) must be kept clean and free of obstructions

13.11 Grounds

- Keep in good order, free of refuse, and free of unnecessary materials
- Store materials outdoors only in designated areas
- Provide designated walkways, preferably paved and kept clear of snow, ice, materials, or any other physical hazards
- Provide a lighting system that is adequate to allow employees to navigate around the site
- Trim lawn, trees and shrubs in such a way to minimize any possible safety hazards

14.0 Office Safety

When thinking about safety we usually think of our field operations, however many injuries take place in the office environment as well. Falls and ergonomic injuries are the most prevalent and should be taken seriously. Be sure to remove clutter from the floor and be aware when going around corners. If you have a concern about your office environment, please reach out to your divisional safety officer.

14.1 Security

Each site must develop and maintain a Workplace Security Plan including:

- Access restrictions
 1. Identification (badges) must be worn at all Austin Headquarters locations
 2. Computer access
 3. Reception areas/visitor procedures
 4. Parking
 5. Patrols/guards
- Anti-theft practices
- Robbery procedures
- Active shooter procedures

14.2 Elevator Safety

- Wait until the car has stopped and is level with landing before exiting
- Move loads on or off the elevator only after car is stopped and level with floor
- Keep car gates or doors closed always except when car is at landing
- Never load an elevator beyond its rated capacity
- Never block elevator doors open
- Never use during a fire event or drill

14.3 Fire / Severe Weather Safety

- Staff will respond according to site's emergency procedures (see Emergency Management Planning [Chapter 25.0](#) in this document).
- All site emergency procedures should be reviewed and updated on an annual basis.

14.4 Use of Space Heaters & Small Appliances

- All small appliances must be plugged directly into a wall outlet, unplug appliances when not in use and place on a non-combustible surface.
- Space heaters must be plugged directly into wall or floor outlets (not power strips or extension cords).
- Space heater must have automatic shut off if tipped over.

14.5 Dress Code in Maintenance or Workshop Areas

When leaving office areas to work in maintenance or workshop areas, the following dress code is required:

- Secure loose clothing and remove jewelry
- Proper shoes with non-skid soles should be worn
- Appropriate personal protective equipment (PPE) must be worn

15.0 Slips, Trips and Falls

TPWD must use [OSHA 29 CFR §1910.22](#) and the American National Standards Institute ([ANSI A1264.2](#)) as a guide for preventing slips, trips, and falls.

Training employees to use hazard-awareness and prevention practices is critical.

15.1 Walking/Working Surfaces

- All workspaces, passageways, storerooms, and service rooms should be kept clean, orderly and in a sanitary condition.
- The floor of every workspace should be maintained in a clean and dry condition. In areas where wet processes are used, drainage should be maintained. False floors, platforms, mats, or other dry standing places should be provided where practical.
- Loading dock plates should be kept in working condition and secured to prevent slipping.

15.2 Safe Practices

- Ensure wet-floor warning signs are posted in and around wet floor locations
- Provide and maintain adequate drainage in and around wet floor locations

- Ensure walkway surfaces are in good repair
- Provide floor plugs for power equipment to ensure power cords are not run across walkway paths
- Report and clean up spills immediately
- Minimize carpet and matting trip hazards
- Use prudent housekeeping procedures and provide adequate lighting in poorly lit areas such as halls and stairwells
- Eliminate or mark uneven floor surfaces

16.0 Playground Safety

TPWD must adhere to the following [American Society for Testing and Materials \(ASTM\)](#) safety codes when constructing and maintaining public playgrounds per [Infrastructure's Adoption of Standard Building Codes Directive](#):

ASTM F1487-17, Standard Consumer Safety Performance Specifications for Playground Equipment for Public use

ASTM F2223-15, Standard Guide for ASTM Standards on Playground Surfacing

The following additional guidelines are available through additional sources. These guidelines, however, are not the sole method to minimize injuries associated with playground equipment.

[United States Consumer Product Safety Commission Public Playground Safety Handbook](#)

[United States Consumer Product Safety Commission Public Playground Safety Checklist](#)

[United States Consumer Product Safety Commission Public Playground Safety Publications](#)

17.0 Special Events Guidelines

TPWD is obligated to ensure the safety and health of all involved with special events that are managed, conducted or sponsored by TPWD or conducted on TPWD property.

17.1 Definitions

For the purposes of these guidelines, a special event will be defined as any event managed by TPWD staff or when representing the agency as part of an event, which is not part of the routine or normal day-to-day, ongoing activities or operations of a unit or site. This includes annual events and events with a greater than normal safety, liability or risk exposure including events where TPWD is hosting or participating as a part of a larger event.

17.2 Special Events Standard Operating Procedures (SOPs)

All TPWD site managers who allow and conduct special events must develop or obtain written standard operating procedures (SOPs) to address the types of functions or activities that will be allowed. SOPs should include maximum

attendance, evacuation procedures, code compliance, and insurance requirements. It is crucial in preparing successful SOPs, to consult with the municipal and county emergency planning offices, local, county, state, federal regulatory authorities as necessary. Once the SOPs have been established for each type of event, it must be sent to the agency Risk Manager.

17.3 TPWD as Participant in Special Events

If TPWD personnel determine that substantial risks exist at a special event TPWD is participating in, they should be addressed with the event manager for correction. If problems are not corrected to the satisfaction of TPWD personnel, they should consider not participating in the event at that time or in the future.

17.4 Special Events Checklist ([PWD 154](#) or [PWD 1337](#) for State Parks)

Once completed, a copy of the checklist is to be submitted to the immediate supervisor and kept on file for a minimum of three (3) years. Thirty (30) days prior to each event, the checklist is submitted to the agency Risk Manager for evaluation and to mitigate and prevent potential safety hazards and liabilities.

For events that occur more frequently than every other month, one checklist per year may be submitted for the event.

17.5 Volunteer, Intern and Contract Employee Safety

Volunteers, interns, contract employees, inmates, persons performing civil restitution and anyone performing services for TPWD, though not an official employee of TPWD are required to comply with all TPWD Safety and Risk Management policies and guidelines at Special Events. Policies regarding use of volunteers including screening, equipment training, insurance and other risk reduction requirements and information for Special Events are administered by the TPWD Volunteer Program in the Human Resources Division as well as in the State Parks Division.

17.6 Living History Exhibits, Demonstrations and Reenactments

Many interpretive exhibits, demonstrations and reenactments are conducted on TPWD property by volunteers and TPWD staff. Policies and procedures for reducing the potential for accidents/incidents during these interpretive demonstrations, addressing use of black powder, encampments, food safety, livestock, pyrotechnics and more, may be found in the [TPWD Living History Exhibits, Demonstrations and Reenactments Manual](#) administered by the [State Parks Safety Program](#) and the [State Parks Interpretive Services Program](#).

17.7 Risk Management

Risk should be considered for each Special Event. Risk management is the identification, assessment, and prioritization of risks followed by coordinated and economical application of resources to minimize, monitor, and control the probability and/or impact of unfortunate events or to maximize the realization of opportunities. Risk management's objective is to assure uncertainty does not deflect the endeavor from the business goals.

C. OCCUPATIONAL HEALTH PROGRAM

18.0 First Aid

- All employees are strongly encouraged to receive CPR, First-Aid & AED training.
- When an employee is certified with an Emergency Medical Service provider, and has permission from that provider, the employee may perform procedures authorized by the protocols of that provider while on duty as a TPWD employee at the responsibility of the provider.
- Never administer medication unless trained and certified to do so.
- The TPWD FA/CPR/AED program is tracked by the Chief Safety Officer.

18.1 First Aid Equipment

- Each agency employee should have easy access to a first-aid kit in facilities and vehicles. First aid kits will be restocked by each SSO as needed, and at least every 425 days or 1 year and 2 months.
- First aid kits should meet [ANSI Z308.1](#), minimum requirements (see list below). Site managers and SSOs should evaluate their workplaces and determine hazards that aren't adequately covered by ANSI Z308.1, to identify additional, necessary supplies that meet the needs of their worksites.

ANSI/SEA Z308.1 (Latest Year) – Minimum Requirements for Workplace First Aid Kits and Supplies Basic Kit with 89 pieces – minimum contents:

ITEM	MINIMUM QUANTITY
Burn Dressing 4" x 4"	1
BZK Antiseptic Towelettes	10
Cold Compress 4" x 5"	1
Conforming Gauze Roll 2"	1
CPR Mask with One-Way Valve	1
Eyewash Bottle, 1 oz.	1
First Aid/Burn Cream Pack	10
First Aid Guide	1
First Aid Tape ½" x 5 yd	1
Gauze Dressing Pads 3" x 3"	4
Hand Sanitizer, 0.9g	6
Nitrile Gloves	4
Plastic Bandages 1" x 3"	32
Scissors	1
Sterile Eye Pads	2
Trauma Pads 5" x 9"	2
Triple Antibiotic Ointment Packs	10

Note: Inspect first aid kits annually and replace any expired contents.

Optional items and sizes may be added to the basic contents listed above to augment a first-aid kit, based on the specific hazards existing in a work environment such as:

- Analgesic (should contain no ingredients that are known to cause drowsiness)
- Bandage compress (es) in sizes 2 in. x 2 in. (5 cm. x 5 cm.), 3 in. x 3 in. (7.5 cm. x 7.5 cm.) or 4 in. x 4 in. (10 cm. x 10 cm.)
- Breathing barrier for cardiopulmonary resuscitation (CPR)
- Burn dressing(s) at least 12 sq. in. (77.4 cm.)
- Cold pack(s) at least 4 x 5 in. (10 x 12.5 cm.)
- Eye covering(s)
- Eye/skin wash, 4 fl. oz. (15 ml.)
- Hand sanitizer with a minimum of 61 percent ethyl alcohol
- Roller bandage(s) at least 2 in. (5 cm.) wide and at least 4 yds. (365 cm.) long, unstretched and individually packaged
- Placement of AEDs is encouraged at all facilities. TPWD uses Phillips HeartStart and Cintas Reviver Series AEDs. Batteries and pads should be checked monthly and replaced as required by the manufacturer's guidelines. AED pads and batteries can be purchased through AED Superstore.

18.2 Eye Wash Stations

- Within work areas where the eyes or body of any person may be exposed to injurious corrosive materials, suitable facilities for quick drenching or flushing of the eyes and body must be provided for immediate emergency use.
- Stations must be within 55 ft. or 10 seconds of nearest potential hazard.
- Eye wash stations must be inspected weekly and showers inspected quarterly.

18.3 Automated External Defibrillators (AEDs)

- Use of AEDs must be in accordance with [Health and Safety Code §779.002-§779.005](#).
- A person or entity that acquires an AED must:
 - Receive training that is provided by any nationally recognized organization
 - Maintain and test the AED according to the manufacturer's guidelines.
 - Notify the local emergency medical services provider of the existence, location and type of AED.
 - Promptly notify the local emergency medical services if an AED is used to provide emergency care to a person in cardiac arrest.
- AEDs must:
 - Be readily accessible for emergency use.
 - Be located in proximity to anticipated need or in roving patrol vehicle.
 - Have a spare set of pads.
 - Follow replacement schedule for battery, pads and supplies.

19.0 Office Ergonomics

Certain work in an office may contribute to discomfort and/or injury. Included in this category are jobs involving extensive telephone usage and computer work. The agency has taken the following measures to minimize office hazards:

- Internal Office Ergonomics Program which includes training, assisted evaluations, and supplies recommendations
- Headsets provided, when telephone usage exceeds three (3) continuous hours/day
- Workstations where terminals are present should be equipped to allow comfortable computer use

19.1 Back Safety

TPWD's procedures on safe lifting practices ensure that employees are trained to protect themselves from the hazards of improper lifting. It is the responsibility of all employees to follow safe work practices.

19.2 Safe Lifting and Carrying Procedures

- Don't attempt the lift by yourself, if the load appears too heavy or awkward. Ask for help.
- Ensure a clear path for carrying.
- Bend to lift an object, don't stoop.
- Keep your back straight by tucking in your chin.
- Lift with stronger leg muscles, not weaker back muscles.
- Keep arms and elbows close to the body when lifting/carrying.
- Don't twist your body while carrying the load.
- To change direction, shift your foot position and turn your whole body.
- Push, don't pull, the object when possible.
- Split the load into several smaller ones when you can, to achieve manageable lifting weight.
- Avoid lifts from below the knees or above the shoulders by using mechanical aids to lower the object, use leg muscles, and don't stoop.

19.3 Alternative Materials-Handling Techniques

Alternative materials-handling techniques for carrying or moving loads are to be used whenever possible to minimize lifting and bending requirements. These alternative materials-handling techniques include use of:

- Hoists
- Industrial Lift Trucks
- Dollies
- Carts
- Pallet Jacks
- Lift tables (where applicable)

20.0 Hazard Communication Program

The Texas Parks & Wildlife Department Hazard Communication Program complies with the [Texas Hazard Communication Act](#). This program should be reviewed upon initial employment and bi-annually thereafter.

- A. An employer / supervisor must post and maintain adequate notice, at locations where notices are normally posted, informing employees of their rights under this

chapter. Contact your point of contact about acquiring a notice for posting. The Human Resources Division must provide all employees with the posting when an employee is hired by the agency. All employees must receive basic instruction on the TEXAS HAZARD COMMUNICATIONS ACT and the agency Hazard Communication Program during New Employee Orientation. The supervisor must provide the employee with training at the employee's work site on the TEXAS HAZARD COMMUNICATIONS ACT, Safety Data Sheet (SDS), location, effects, safe handling, protective equipment, first aid treatments, handling, cleanup of hazardous chemicals known to be in the employee's work area to which the employee may be exposed.

- B. Employees who may be exposed to hazardous chemicals must be informed of the exposure and have access to the workplace chemical list and SDSs for the hazardous chemicals. Employees, on request, will be provided a copy of a specific SDS with any trade secret information deleted. In addition, employees must receive training concerning the hazards of the chemicals and measures they can take to protect themselves for those hazards. Employees must be provided with appropriate personal protective equipment.
- C. An employer may not discharge, cause to be discharged, otherwise discipline, or in any manner discriminate against an employee because the employee has:
 - 1. Filed a complaint
 - 2. Assisted an inspector of the Texas Department of State Health Services who may make or is inspecting under [Hazard Communication Act § 502.011](#)
 - 3. Instituted or caused to be instituted any proceeding under or related to this chapter
 - 4. Testified or is about to testify in a proceeding under this chapter
 - 5. Exercised any rights afforded under this chapter on behalf of the employee or on behalf of others.
- D. Pay, position, seniority, or other benefits may not be lost as the result of the exercise of any right provided by this chapter.
- E. A waiver by an employee of the benefits or requirements of this chapter is void. An employer's request or requirement that an employee waive any rights under this chapter as a condition of employment is a violation of this chapter.

The supervisor will administer this program at each facility. All areas containing hazardous chemicals will have a [704 placard](#).

20.1 Workplace Chemical List

- A. For the worker right-to-know, the supervisor must post and maintain adequate notice, at locations where notices are normally posted, informing employees of their rights under this chapter as outlined in [§502.017](#). Compile and maintain a workplace chemical list that contains the following information for each hazardous chemical normally present in the workplace, or temporary workplace, more than 55 gallons or 500 pounds, or more than an amount that the Texas Commission on Environmental Quality, determines by rule, for the "hazardous chemicals".

The workplace chemical list contains the following information:

- 1. The chemical or common name used on the SDS and container
- 2. The work area in which the hazardous chemical is normally present

Note: If the limit for any hazardous chemical normally present in the workplace, or temporary workplace, is more than 55 gallons or 500 pounds or more than an amount that the Texas Commission on Environmental Quality determines by rule for the "hazardous chemicals", a Tier II Report must be filed through TPWD State Parks Texas Commission on Environmental Quality (TCEQ) Coordinator to TCEQ. A copy must also be sent to your local fire department, and Local Emergency Planning Committee. Contact your point of contact for further information about these procedures.

- B. The supervisor must update the workplace chemical list as necessary at least by December 31 of each year. Each workplace chemical list should be dated and signed by the person responsible for compiling the information.
- C. The workplace chemical list may be prepared for the workplace, or for each work area or temporary workplace, and must be readily available to employees and their representatives. All employees must be made aware of the workplace chemical list before working with, or in a work area containing hazardous chemicals.
- D. The supervisor must maintain a workplace chemical list for at least 30 years. The employer must send the work place chemical list to the Texas Department of State Health Services if the employer/facility ceases to operate.

20.2 Safety Data Sheet

- A. A chemical manufacturer or distributor must provide appropriate safety data sheets (SDS) to purchasers who acquire hazardous chemicals in this state with each initial shipment and with the first shipment after an SDS is updated. The SDSs must conform to the most current requirements of the OSHA standard.
- B. The supervisor/SSO must maintain a legible copy of a current SDS for each hazardous chemical purchased. If the facility does not have a current SDS for a hazardous chemical when the chemical is received at the workplace, the supervisor should request an SDS in writing from the manufacturer or distributor in a timely manner or otherwise obtain a current SDS. The manufacturer or distributor should respond with an appropriate SDS in a timely manner.
- C. SDSs must be readily available, upon request, for review by employees or designated representatives at each workplace.
- D. A copy of an SDS maintained by any facility under this section must be provided to the Texas Department of State Health Services upon request.
- E. SDSs should be kept near the chemical storage for easy access to all employees.

20.3 Labels

- A. A label on an existing container of a hazardous chemical may not be removed or defaced unless it is illegible, inaccurate, or does not conform to the OSHA standard or other applicable labeling requirement. Primary containers must be relabeled with at least the chemical or common name appearing on the SDS, the pertinent physical and health hazards, including the organs that would be affected, and the manufacturer's name and address. Except as provided by Subsection (b), secondary containers must be relabeled with at least the chemical or common name appearing on the SDS and appropriate hazard warnings.

- B. An employee will not be required to work with a hazardous chemical from an unlabeled container except for a portable container intended for the immediate use (that day or shift) of the employee who performs the transfer.
- C. Buildings containing hazardous chemicals must be marked with a 704 placard.

20.4 Employee Education Program

- A. The supervisor must provide an education and training program for employees who use or handle hazardous chemicals on a regular basis. The Human Resources Division must give all employees the TEXAS HAZARD COMMUNICATIONS ACT upon employment. The employee must receive basic instruction on the TEXAS HAZARD COMMUNICATIONS ACT and the agency Hazard Communication Program during New Employee Orientation. The supervisor must provide the employee with training at the employee's work site on the TEXAS HAZARD COMMUNICATIONS ACT, SDS, location, effects, safe handling, protective equipment, first aid treatments, handling, cleanup, etc. of hazardous chemicals known to be in the employee's work area to which the employee may be exposed.
- B. The supervisor should develop, implement, and maintain at the workplace this written hazard communication program, including the site-specific program elements for the workplace, which describes how the criteria specified in this chapter will be met.
- C. This education and training program must include, as appropriate:
 - 1. Information on interpreting labels and SDSs and the relationship between those two methods of hazard communication.
 - 2. The location by site specific work area, acute and chronic effects, and safe handling of hazardous chemicals known to be present in the employee's work area and to which the employees may be exposed.
 - 3. The proper use of protective equipment and first aid treatment to be used with respect to the hazardous chemicals to which the employees may be exposed.
 - 4. General safety instructions on the handling, cleanup procedures, and disposal of hazardous chemicals; and the location where documents (SDS, training records, Haz. Com. Program, etc.) are stored.
- D. Training may be conducted by categories of chemicals. The supervisor must advise employees that information is available on the specific hazards of individual chemicals through the SDSs. Protective equipment and first aid treatment may be by categories of hazardous chemicals.
- E. The supervisor should provide additional instruction to an employee when the potential for exposure to hazardous chemicals in the employee's work area increases significantly or when the supervisor receives new and significant information concerning the hazards of a chemical in the employee's work area. The replenishment of new chemicals alone does not necessarily require additional training.
- F. The supervisor must provide training to a new or newly assigned employee before the employee works with or in a work area containing a hazardous chemical.
- G. The supervisor should keep a written record of each training session given to employees, including:
 - 1. the date
 - 2. a roster of the employees who attended

3. the subject covered in the training session
4. the names of the instructors

Existing supplies of toxic and hazardous substances (if more than the reasonably foreseeable need) should be reduced as quickly as legally and financially possible. Alternatives to the use of those substances should be considered and adopted wherever practical and the use of those substances should be kept to the minimum necessary to accomplish each task. Use and disposal of those substances should be undertaken only by adequately trained personnel using appropriate equipment and in full compliance with applicable law.

Training records should be maintained for an indefinite period by the Department. The Texas Department of State Health Services has access to those records and may interview employees during inspections.

20.5 Reporting Fatalities and Injuries

- A. Within 48 hours after the occurrence of an employee accident/incident that:
 - directly or indirectly involves chemical exposure
 - or that involves asphyxiation
 - and that is fatal to one or more employees
 - or results in the hospitalization of five or more employeesthe employer of any of the employees so injured or killed must report the accident/incident either orally or in writing to the Texas Department of State Health Services. A written report must be filed by the site supervisor to document that the report was made in accordance with this section of the THCA. A copy of this report should be included as supporting documentation to the [IRS](#) entry.
- B. The report to the Department of State Health Services (DSHS) should relate the circumstances of the accident/incident, the number of fatalities and the extent of injuries. If it is necessary to complete the investigation of an incident, DSHS may require additional reports in writing as necessary. All documentation should be filed by the site supervisor.

21.0 Hearing Conservation

The purpose of the TPWD Hearing Conservation Plan is to prevent any temporary or permanent noise-induced hearing loss to employees.

21.1 Monitoring

- Whenever employee noise exposure(s) equal or exceed an 8-hour time weighted average sound level (TWA) of 85 decibels measured on a scale (slow response) or equivalently a dose of 50 percent, the affected employee will be protected by the hearing conservation program. The supervisor will monitor and identify workplace noise levels using a calibrated sound level meter on an annual basis, or whenever there is a change in production processes equipment or controls.
- Warning signs will be posted in conspicuous locations near the high-noise level areas to ensure that hearing protection is required when operating machinery.
- Excessive noise should be controlled at the source utilizing engineering and administrative controls before using personal protective equipment.

21.2 Hearing Protection

- Supervisors or SSOs will provide adequate hearing protection for employees.
- Employees are required to wear provided hearing protection. Damaged or defective equipment must be discarded and replaced.

21.3 Training and Information

- The supervisor and SSO will ensure that each employee receives training during the first week of employment.
- Information provided in the retraining program will be updated annually to be consistent with changes in work and/or protective equipment.

21.4 Record Keeping

- The supervisor will maintain accurate records for all noise-level surveys and employee exposures.
- Records will be provided to employees, former employees, or designated representatives upon written request to the supervisor. All records will be maintained at each individual location.

22.0 Personal Protective Equipment (PPE) Program

The purpose of this Personal Protective Equipment (PPE) Program is to ensure that adequate PPE is provided when hazards cannot be abated through engineering or administrative controls.

22.1 PPE Job Hazard Analysis

Supervisors and SSOs must conduct a JHA to determine the appropriate PPE for each specific job or task. JHAs are created on an as needed basis. They are then documented and recorded for each division.

Consideration is given to these basic hazard categories:

- Impact
- Heat
- Compression (roll-over)
- Penetration
- Harmful Dust
- Light (optical) radiation
- Chemical

22.2 Selection Guidelines

After completion of the JHA, the supervisor or SSO will fit the user with the proper PPE and give instructions on care and use of the PPE. It is very important that the users are aware of all warning labels for and limitations of their PPE.

PPE includes eye, head, foot and leg, hand and arm, and hearing protection.

It is the responsibility of the supervisor or the SSO to reassess the workplace hazard situation as necessary, to identify and evaluate new equipment and processes, to review accident/incident records, and reevaluate the suitability of previously selected PPE.

22.3 Employee Training

1. The supervisor or SSO provides training for each employee who is required to use personal protective equipment. Training includes:
 - When PPE is necessary
 - What PPE is necessary
 - How to wear assigned PPE
 - Limitations of PPE
 - The proper care, maintenance, useful life, and disposal of assigned PPE
2. Employees must demonstrate an understanding of the training and the ability to use the PPE properly before they can perform work requiring the use of the equipment.
3. Employees should not perform work without appropriate PPE.

22.4 Cleaning and Maintenance

PPE is to be inspected, cleaned, and maintained by employees as part of their normal job duties so that the PPE provides the appropriate protection.

Supervisors are responsible for ensuring compliance with cleaning standards by employees.

If a piece of PPE needs repair or replacement, it is the responsibility of the employee to bring it to the immediate attention of his or her supervisor or the SSO. Contaminated PPE that cannot be decontaminated must be disposed of in a manner that protects employees from exposure to hazards.

23.0 Respirator Program

This respirator program lays out standard operating procedures to ensure the protection of all employees from respiratory hazards through proper selection and use of respirators.

Respirators are to be used only where engineering control of respirator hazards is not feasible, while engineering controls are being installed, or in emergencies.

23.1 Respirator Selection

Respirators will be selected based on hazards to which the worker is exposed. All selections will be made by the supervisor. Only MSHA/NIOSH-certified respirators will be selected and used. Where practical, the respirators will be assigned to individual workers for exclusive use.

23.2 Training and Use

The user will be instructed and trained in the proper use of respirators and their limitations. Training includes demonstrations and practice in how the respirator should be worn, how to adjust it, and how to determine if it fits properly.

Respirators should not be worn when conditions prevent a good face seal. Special consideration should be given to facial hair, headgear, glasses, and dentures. To ensure proper protection, the face piece fit will be checked according to the manufacturer's face piece-fitting instructions.

23.3 Inspection, Cleaning, Maintenance and Storage

Respirators will be cleaned and disinfected after each use.

Respirators will be stored in airtight and sanitary locations. Respirators used routinely will be inspected during cleaning. Worn or deteriorated parts will be replaced. Respirators for emergency use such as self-contained devices will be thoroughly inspected at least once a month and after each use. Inspection for SCBA breathing gas pressure will be performed weekly.

23.4 Air Purifying Respirators

Instructions for Use and Care by Properly Trained and Qualified Personnel

Warning:

1. This device does NOT supply oxygen.
2. Use only in adequately ventilated areas containing at least 19.5% oxygen.
3. Do not use when concentrations of contaminants are unknown or immediately dangerous to life or health.
4. Leave area immediately if:
 - a. Breathing becomes difficult.
 - b. Dizziness or other distress occurs.
 - c. You taste or smell contaminants.
5. Use strictly in accordance with instructions, labels and limitations pertaining to this device.
6. This device may not provide a satisfactory face seal with certain physical characteristics (such as beards or gross sideburns) as outlined in [ANSI Z88.2](#), resulting in leakage regarding the face piece.
7. Never alter or modify this device.

23.5 Preparations for Use: Inspection

Five inspection points are listed below that should be checked before donning the respirator. Under no circumstances, should a respirator that fails inspection be used. The respirator should be repaired or replaced.

1. **Headbands:** Check to see that the headbands still have their elasticity. Inspect for cracks or tears and make sure all buckles are in place and working properly.
2. **Face Piece:** Check face piece for dirt, cracks, tears or holes. Inspect the shape of the face piece for possible distortion that may occur from improper storage and make sure the rubber is flexible and not stiff.
3. **Inhalation and exhalation valves:** Check for cracks, tears, distortion, dirt or build-up of material between valve and valve seat.
4. **Cartridge holders:** Check to make sure gaskets are in place and check for cracks and damage to threads.
5. **Cartridges and/or filters:** Make sure cartridges and filters are clean. Never try to clean filter or cartridge by washing it or using compressed air. Inspect cartridges for dents, scratches or other damage, particularly the metal sealing bead around the bottom.

Installing Cartridges: Thread cartridges into receptacles carefully. Hand tighten to prevent damage to threads and to ensure a good seal against the gaskets.

23.6 Donning the Respirator

Pull out headband straps, especially the "FRONT" or forehead strap, so that the ends are at the buckles, then grip the face piece between your thumb and fingers. Insert chin well into the lower part of face piece and pull headbands back over head. To obtain a firm and comfortable fit against the face at all points, adjust headbands as follows:

1. See that straps lie flat against head
2. Tighten lower or "Neck" straps
3. Tighten the "Side" straps (Do not touch forehead or "Front" strap)
4. Place both hands on headband pad and push it towards the neck
5. Repeat operations (B) and (C)
6. Tighten forehead or "Front" strap a few notches if necessary

Test for tightness: The respirator must be subjected to the following tightness test before each use:

Test respirator for leakage using a positive pressure method. Lightly place palm over exhalation valve cover. Gently exhale. A slight positive pressure should build up inside the respirator. If any leakage is detected around the facial seal, readjust head harness straps and repeat test until there is no leakage. If other facial seal leakage is detected, the condition must be investigated and corrected before another test is made.

A negative pressure test may also be performed on certain types of respirators. Lightly place palms over cartridges of filter holders. Gently inhale. The face piece should collapse against the face.

The respirator must pass the tightness tests before the respirator is used. The respirator will not furnish protection unless all inhaled air is drawn through suitable cartridges or filters.

23.7 Replacing Cartridges and Filters

The following conditions are indications that the cartridges or filters should be replaced:

1. Cartridges: Odor or taste of gases or vapors; eye, nose, or throat irritation
2. Filters: Excessive breathing resistance upon inhalation

To replace cartridges, proceed as follows:

1. Remove the expended cartridges and discard
2. Remove the replacement cartridges from storage bags, write date on cartridge and insert into the threaded receptacles making sure gaskets are in place in cartridge holders
3. Carefully hand-tighten the cartridges to prevent damage to threads and to ensure a good seal against the gaskets

23.8 Cleaning and Sanitizing

The face piece (with the cartridges removed) should be cleaned and sanitized after every use.

CAUTION: Cleaning and sanitizing at the recommended 120 degrees F temperature will avoid possible overheating and distortion of parts of the respirator assembly, which would necessitate replacement.

23.9 Using Caution

Do not enter any atmosphere with this respirator unless you know that:

1. Cartridges are the proper type for the contaminant or contaminants present.
2. Amount of oxygen is sufficient to support life (that is, at least 19.5 percent oxygen by volume at sea level). If oxygen concentrations sufficient to support life are questionable, use Self-Contained Breathing Apparatus only.
3. Respirator does not leak (see test for tightness).
4. Cartridges do not need replacing. Discard used or exhausted cartridges.

23.10 Limitations

The following is a partial list of gaseous materials for which chemical cartridge respirators should not be used for respiratory protection regardless of concentration or time of exposure. This list is not complete, however, is offered only as a guide to proper evaluations of the many contaminants found in industry. Contact MSA for further information on other specific materials.

Acrolein	Hydrogen sulfide	Nitroglycerin
Aniline	Methanol	Nitromethane
Bromine	Methyl bromide	Ozone
Carbon monoxide	Methyl chloride	Phosgene
Dimethylaniline	Methylene chloride	Phosphine
Dimethyl sulfate	Nickel carbonyl	Phosphorus trichloride
Hydrogen cyanide	Nitro compounds	Stibine
Hydrogen Fluorides	Nitrobenzene	Sulfur chloride
Hydrogen selenide	Nitrogen oxides	Toluene diisocyanate
Vinyl chloride		

23.11 Self-Contained Breathing Apparatus (SCBA)

This apparatus will be used only by trained and qualified personnel. Inspections will take place monthly.

23.12 Checklist for Inspection of Pressure Demand SCBAs

Prior to Beginning Inspection: Regulator must be connected to air cylinder via high pressure hose. Check for the presence and condition of small "O" ring in high pressure hose connector.

Check to ensure that:

1. High pressure hose connector is tight on cylinder fitting
2. Bypass valve closed
3. Mainline valve closed
4. No cover or obstruction on regulator outlet

Back & Harness Assembly

1. Straps
 - a. Visually inspect for complete set
 - b. Visually inspect for frayed or damaged straps that may break during use
2. Buckles
 - a. Visually inspect for mating ends
 - b. Check locking function
3. Backplate & Cylinder Lock
 - a. Visually inspect backplate for cracks and for missing rivets or screws
 - b. Visually inspect cylinder. Hold down strap and physically check strap tightener and lock to ensure that it is fully engaged.

Cylinder & Cylinder Valve Assembly

Cylinder

- a. Physically check cylinder to ensure that it is tightly fastened to backplate.
- b. Check Hydrostatic Test Date to ensure it is current. (Hydrostatic test dates are located on neck of air cylinders near valve. Composite fiber-glass wrapped cylinders must be tested every three years.)
- c. Visually inspect cylinder for large dents or gouges.

Head & Valve Assembly

- a. Visually inspect cylinder valve. (NIOSH no longer requires locks on cylinder valves: Some old cylinder valves may still have latches.)
- b. Visually inspect cylinder gauge for condition of face, needle, and lens.
- c. Open cylinder valve and listen or feel for leakage around package. (If leakage is noted, do not use until repaired.)

Regulator & High-Pressure Hose

High-Pressure Hose & Connector

- a. Listen or feel for leakage in hose or at hose to cylinder connector. (Bubble in outer hose covering may be caused by seepage of air through hose when stored under pressure. This does not necessarily mean a faulty hose.)

Regulator & Low-Pressure Hose

- a. Cover outlet of regulator with palm of hand. Open mainline valve and read regulator gauge. (Must read at least 1800 PSI and not more than rated cylinder pressure.)
- b. Close cylinder valve and slowly move hand from regulator outlet to allow slow flow of air. Gauge should begin to show immediate loss of pressure as air flows out. Low pressure alarm should sound between 650 and 550 PSI. Remove hand completely from outlet and close mainline valve.
- c. Place mouth onto or over regulator outlet and blow. A positive pressure should be created and maintained for 5-10 seconds without any loss of air. Next suck a slight negative pressure on regulator and hold for 5-10 seconds. Vacuum should remain constant. These test the integrity of the

diaphragm. Any loss of pressure or vacuum during these tests indicates a leak in the apparatus.

- d. Open cylinder valve.
- e. Place hand over regulator outlet and open mainline valve. Remove hand from outlet and replace in rapid movement. Repeat twice. Air should escape when hand is removed each time, indicating a positive pressure in chamber. Close mainline valve and remove hand from outlet.
- f. Ascertain that no obstruction is in or over the regulator outlet. Open and close bypass valve momentarily to ensure flow of air through bypass system.

Face Piece & Corrugated Breathing Tube

Face Piece

- a. Visually inspect head harness for damaged serration and deteriorated rubber.
- b. Visually inspect rubber facepiece body for signs of deterioration or extreme distortion.
- c. Visually inspect lens for proper seal in rubber face piece, cracks or large scratches while retaining clamp properly in place.
- d. Visually inspect exhalation valve for visible deterioration or build-up of foreign materials.
- e. Breathing Tube & Connector
- f. Stretch breathing tube and visually inspect for deterioration and holes.
- g. Visually inspect connector to ensure good condition of thread and for presence and proper condition of "O" ring rubber gasket seal.

Note: The final test of face piece would involve a negative pressure test for overall seal and check of exhalation valve. If doing monthly inspection, mask may now be placed against face and the following test performed. If preparing for use, don backpack, and then don face piece and use following procedure for Negative-Pressure on face piece.

Negative-Pressure Test on Face Piece

- a. With face piece held tightly to face or face piece properly donned, stretch breathing tube to open and place thumb or hand over end of connector. Inhale. Negative pressure should be created inside mask, causing it to pull tightly to face. If negative pressure leaks down, the face piece assembly is not adequate and should not be worn.

Storage of Units

Follow this checklist to store SCBA:

- Cylinder refilled as necessary and unit cleaned and inspected
- Cylinder valve closed
- High pressure hose connector tight on cylinder
- Pressure bled off high pressure hose and regulator
- Bypass valve closed
- Mainline valve closed
- All straps completely loosened and laid straight
- Face piece properly stored to protect against dust, sunlight, heat, extreme cold, excessive moisture, and damaging chemicals

Note: If a discrepancy is found, set the unit aside until a repair can be done by a certified repair person.

24.0 Permit-Required Confined Space Entry

The purpose of this program is to ensure safe entry methods are utilized prior to and during all work activities in permit-required confined spaces. This program is designed to prevent personal injuries and illnesses that may be prevalent in confined spaces.

This program covers all employees and outside contractors. The elements contained in this program must be followed in all situations where entry into a permit-required confined space (permit space) is necessary.

24.1 Definitions

The OSHA permit-required confined space standard defines a confined space as a space that is large enough for a person to enter, has limited or restricted means of entry or exit, and is not designed for continuous occupancy. A permit-required confined space (permit space) is a confined space that presents or has the potential to present hazards related to atmospheric conditions (toxic, flammable, asphyxiating), engulfment, configuration, or any other recognized serious safety or health hazard.

Examples of confined spaces include ship compartments, vats, silos, sewers, tunnels, vaults and pits. Although these environments are often dangerous, you might have to work in them to inspect equipment, hardware, or structural elements, or to clean, repair, or maintain them.

24.2 Regulations

Regulations governing entry into confined spaces are specified by [OSHA 29 CFR §1910.146](#).

24.3 Job Hazard Analysis of Permit Spaces

A [JHA](#) must be performed to determine if any spaces fit the criteria for a permit-required confined space. Permit-required confined spaces must use the Confined Space Entry Permit ([PWD 795](#)) to document the space conditions.

24.4 Reclassification of Non-Permit Confined Spaces

Hazards to entrants may change when new equipment or construction takes place that creates new confined spaces. It is the responsibility of the supervisor to notify the division's SRMC member for guidance and assistance when there are changes in the use or configuration of non-permit confined spaces.

24.5 Measures to Prevent Unauthorized Entry

Danger signs identifying the existence, location, and danger posed by the permit spaces must be posted to prevent unauthorized entry into those spaces. The signs are posted at the entrances to the spaces and read:

DANGER
Permit-Required Confined Space
DO NOT ENTER

24.6 Safety Permit Entry Operations

All permit requirements for confined space entries must follow [29 CFR §1910.146](#).

Acceptable entry conditions are specified as those in which:

1. All hazards in a permit-required confined space that can be eliminated have been via engineering controls, ventilation, or some other means.
2. Authorized entrants are protected by use of PPE against any remaining or potential hazards.
3. All procedures of this program are being followed.
4. TPWD will contract permit-required confined space work where the hazards cannot be eliminated.
5. Confined Space training will occur every two (2) years.

The permit space must be appropriately isolated from other work activity by means of signs and barriers as necessary. The permit space should be purged, made inert, flushed, or ventilated with appropriate equipment as necessary to eliminate or control atmospheric hazards.

Pedestrian, vehicle, or other barriers must be provided as necessary to protect entrants from external hazards.

Conditions in the permit space are acceptable for entry throughout the duration of an authorized entry if all monitoring and entry procedures are followed and attendants are provided as specified in this program.

D. EMERGENCY MANAGEMENT

25.0 Emergency Management Structure and Planning

TPWD emergency planning and response is structured using the following resources:

- [TPWD Continuity of Operations Plan \(COOP\)](#)
- Incident Command System (ICS)
- TPWD Emergency Management Plan (in draft phase currently)
- FEMA Plan (in draft phase currently)
- Site specific emergency plans/procedures



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