



**Ozark Action, Inc.**

Helping people. Changing lives.

A Community Action Partnership

710 East Main Street

West Plains, Missouri 65775-0588

Phone: (417) 256-6147 • Fax: (417) 256-0333

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## Safety Orientation

### Volunteer

The Mission of Ozark Action, Inc. is to coordinate & provide services for people with needs so that they can improve their quality of life.

*Investing in families in Douglas, Howell, Oregon, Ozark, Texas and Wright Counties*  
*"An Equal Opportunity Employer"*

[www.oaiwp.org](http://www.oaiwp.org) • [www.facebook.com/OzarkAction](https://www.facebook.com/OzarkAction) • [www.twitter.com/OzarkActionInc](https://www.twitter.com/OzarkActionInc)

## **1. OBJECTIVE**

At Ozark Action, Inc. safety is our number one priority. We take pride in our facilities and our employees. Our ongoing goal is to provide our employees with the proper training and equipment to ensure their safety and a safe work environment. This manual is designed to provide an overview of Ozark Action, Inc. safety rules, guidelines, and policies.

## **2. SCOPE**

The policies of this manual cover all Ozark Action, Inc. employees. All new hires will be required to read this manual at the time of their employee orientation. Additionally, supervisors should review these policies with their staff at least annually to ensure continued adherence.

## **3. POLICIES**

Working safely and promoting safety is expected of each employee during their employment at Ozark Action, Inc. Any employee that willfully disregards safety regulations, policies and/or procedures, or that bypasses or attempts to bypass safety features on equipment will face disciplinary action up to and including termination.

### **TRAINING**

All employees shall receive proper training for their work areas or jobs. Employees are expected to actively participate in their training to the fullest extent possible. Training could be in many possible forms such as videos, in-services, classroom instruction, demonstrations, study/quizzes, etc. Employees requiring certification for specific jobs or duties will be given the necessary training that will be required for their job assignment.

### **SAFETY MEETINGS**

Safety meetings will be held as needed to ensure new or updated safety information is provided to all employees in a timely manner. Employees must attend all safety meetings as required by their immediate supervisor.

**Some basic safety rules for employees include:**

- Employees should know how to properly perform their assigned task. If unsure they should contact their supervisor immediately before continuing any work.
- Employees should assess working areas and equipment before beginning work to identify any hazards. Corrective action to eliminate such hazards should be taken.
- Work areas should be kept clean and organized. Walkways and paths should be free of any clutter or storage.
- Use tools for their intended purpose only.
- All tools and equipment should be properly cleaned and stored after use.
- Spills or other causes of a wet surface should be immediately cleaned-up and dried to prevent slips and falls.
- Employees should use good posture at all times and take regular breaks (as provided by your immediate supervisor) to minimize the possibility of musculoskeletal disorders or back injuries. Additionally, proper lifting techniques should be used at all times.
- Proper use and care of Personal Protective Equipment is mandatory. All necessary equipment will be provided by Ozark Action, Inc. at no charge to the employee.
- Employees should wear appropriate clothing for their job. All jewelry and rings must be removed before working in, on and around equipment.
- Horseplay is never allowed while "on the clock" or on company grounds.

#### **4. RESPONSIBILITIES**

To maintain a safe work environment, everyone must take an active role. Ozark Action, Inc. responsibilities include providing the necessary resources (money, equipment, employees) to ensure all employees are able to perform their duties safely. It is then up to the employees to do their part. A multi-stream flow of communication is vital to keep everyone informed of safety rules, needs and changes.

##### **Management:**

- All management personnel should lead by example. Safety rules should not only be enforced but also followed.
- Management is ultimately responsible for all safety issues and the compliance of this and other Ozarks Action, Inc. safety policies by employees.

##### **Supervisors:**

- Supervisors must be thoroughly knowledgeable in all areas of safety
- Supervisors should make inspections of work areas and equipment on a regular basis.
- Supervisors shall have the authority to shutdown equipment for any safety reason.
- Supervisors should know the cause and severity of any accident of their employee.
- Supervisors must provide specific training as needed to new employees. Additionally, new training should be provided to all employees whenever a process is changed or new equipment is introduced.
- Supervisors must communicate with management and employees, ensuring all necessary safety information is presented and understood by everyone.

##### **Employees:**

- All employees are responsible for complying with Ozark Action, Inc. rules and procedures.
- Employees are responsible for having a safety attitude and developing safe work habits.
- Employees must report any accident or near accident to their immediate supervisor.
- Employees must report any unsafe equipment or unsafe work conditions to their supervisor.

### **Volunteers:**

- All volunteers of Ozark Action, Inc. are responsible for complying with Ozark Action, Inc. rules and procedures.
- Volunteers are responsible for having a safety attitude and developing safe work habits.
- Volunteers shall report any accident or near accident to their assigned staff person.
- Volunteers shall report any unsafe equipment or unsafe work conditions their assigned staff person.

### **5. FIRE SAFETY**

- Employees must follow Ozark Action, Inc. fire safety rules as outlined in the Emergency Evacuation Plan. Fire safety is everyone's responsibility.
- Prevention is the best defense against fire hazards.
- Employees should know the location of and how to use the fire alarm nearest to their workstation/area.
- Different types of fires require different types of extinguishers. Never attempt to use an extinguisher unless you are knowledgeable about the differences.
- Employees should know the location of, how to use, and when to use the nearest fire extinguisher.
- During a fire emergency employees should remember three important steps:
  1. Announce over intercom to stay calm and exit building
  2. Safety Officers assist others in exiting the building
  3. Attempt to extinguish the fire ONLY if the fire is small and contained, you are safe from toxic smoke, you have a means of escape, and you know how to properly use the fire extinguisher.

### **6. FIRST AID**

Employees should know what to do in an emergency. First aid is temporary care administered until trained emergency medical help arrives. First aid can prevent death or additional injuries if properly administered. Employees should never attempt to perform any first aid for which they are not properly trained. Employees should know the location of all first aid kits, the location of any first aid stations (eye wash or emergency shower) and who is CPR trained in their department.

**Employees should call 911 immediately in case of an emergency and notify their immediate supervisor as soon as possible.**

## **7. RECORD KEEPING**

As required by OSHA, Ozark Action, Inc. maintains records on all work-related fatalities, injuries and illnesses. To ensure we comply fully related fatalities, injuries and illnesses. To ensure we comply fully with the law, employees need to report any and all accidents or near accidents to their immediate supervisor. By keeping accurate records we can provide a safer work area for all employees.

## **8. ALCOHOL, TOBACCO AND DRUG USE**

Ozark Action, Inc. is a drug free company. Ozark Action, Inc. does random drug testing. The use of alcohol and drugs is strictly forbidden before work or on company premises. Tobacco use is allowed only in designated areas and only on break periods. Employees must inform their supervisor if they are to take any prescribed medicine that would impair their ability to work safely.

## **9. ERGONOMICS**

The occupational Safety and Health Administration has issued the final Ergonomics Program Standard(20CFR 1910.900) which addresses the significant risk of employee exposure to ergonomic risk factors which may lead to musculoskeletal disorders (MSD's) of the upper extremities, back, and lower extremities.

We, at Ozark Action, Inc. are striving to keep our staff and volunteers as informed and abreast of training as possible. Thus being the case, please find the attached article on Ergonomics which you need to keep on hand so you can refer to from time to time.

# ERGONOMICS

## TIPS FOR GOOD OFFICE POSTURE

### SIT UP STRAIGHT

Adjust your chair height so that your thigh is horizontal and your calf is perpendicular while your feet rest flat on the floor.

The backrest should maintain the arch of your back and give even pressure and support.

Your back and neck should be straight and knees should be slightly lower than the hips.

Use a footrest to support your feet if your feet dangle when your chair is adjusted.

### HANDS

When your hands are on your keyboard, your upper arms and forearms should form a 90-degree angle, with the upper arms almost vertical.

Hands should form a straight line with forearms.

### EYES

Eyes should be level with the top of your screen.

The screen should be about 20 to 24 inches from your face.

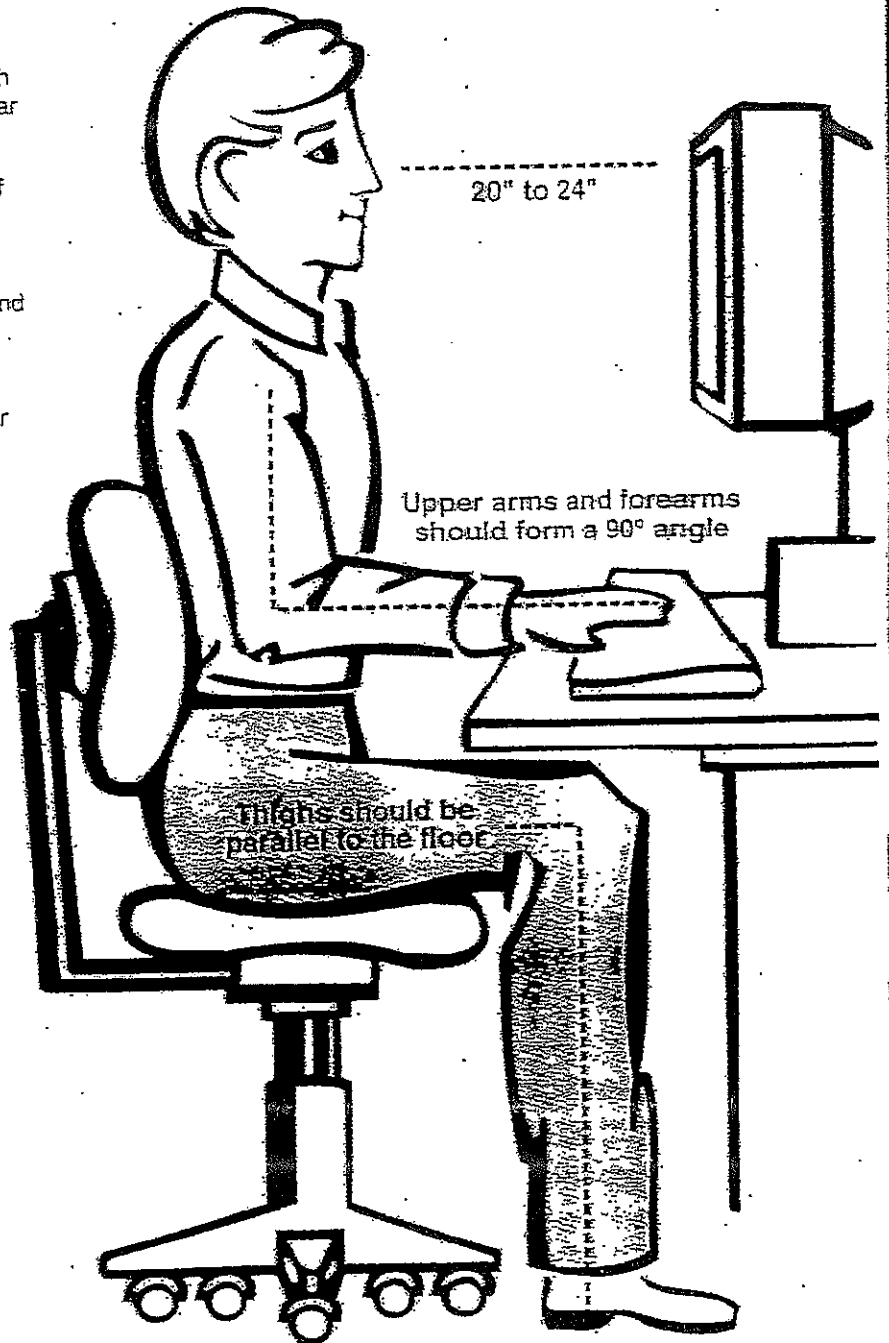
To minimize eye strain:

- Position the screen so lighting is indirect, don't have light shining directly on screen.
- Use a glare-reducing screen, if possible, or turn down the brightness of your screen to cut down the glare.

- Rest your eyes by looking into the distance every now and then

### WRIST-HAND MOVEMENT (Precautionary Measures)

- Take regular breaks at least once an hour, flex and shake out your hands.
- Place keyboard on a lower surface so that wrists are straight and forearms are parallel to floor.
- Try using a wrist rest when typing. This supports your arms and allows your shoulders to relax.
- Working with a minimum amount of space between fingers is considered an optimal work position.



Feet should rest flat on the floor

RHH FOAM SYSTEMS INC.  
17100 WEST VICTOR ROAD  
NEW BERLIN WI 53151-4139 USA  
1-800-657-0702  
(262) 754-8088

FOR EMERGENCY, CALL CHEMTREC:  
OUTSIDE U.S.A., CALL COLLECT:

1-800-424-9300  
001-(703) 527-3887

DATE OF PREPARATION:  
PREPARED BY:

January 30, 2010  
Debra M. Buss

## MATERIAL SAFETY DATA SHEET

### SECTION 1 - PRODUCT IDENTIFICATION

Name of product:

VERSI-FOAM Systems I, 15, 50 and 1.75 pcf Refillable  
Component A

### SECTION 2 - CHEMICAL COMPOSITION

#### CHEMICAL

#### CAS#

#### CONCENTRATION

Polymethylene polyphenyl isocyanate  
Containing 4,4 Methylene bisphenylisocyanate (MDI)  
(Approximately 40% - 50% MDI)  
Tetrafluoroethane (134a)

9016-87-9

80% to 100%

101-68-8

811-97-2

<15%

### SECTION 3 - HAZARDS IDENTIFICATION

**CAUTION!!** CONTENTS UNDER PRESSURE. Reacts slowly with water, releasing carbon dioxide, which can cause pressure buildup and rupture of closed containers. Elevated temperatures accelerate this process.

#### POTENTIAL HEALTH EFFECTS

Eyes:  
Skin:

May cause moderate eye irritation. May cause very temporary corneal injury.

Prolonged or repeated exposure may cause slight irritation. May cause allergic skin reaction in susceptible individuals. Animal studies have shown that skin contact with isocyanates may play a role in respiratory sensitization. May stain skin. A single prolonged exposure is not likely to result in the material being absorbed in harmful amounts.

Ingestion:  
Inhalation:

No hazards anticipated from swallowing small amounts.

At room temperature, there are minimal vapors. Excessive exposure may cause irritation to upper respiratory tract and lungs. May cause respiratory sensitization to susceptible individuals. Symptoms may include coughing, difficult breathing and tightness in the chest. Effects may be delayed.

### SECTION 4 - FIRST AID PROCEDURES

In all cases, seek additional medical attention.

#### EYE CONTACT

Flush with clean, low pressure water for 15 minutes while holding eyelids open.

#### SKIN CONTACT

Remove contaminated clothing. Immediately wash skin with soap and warm water.

#### INHALATION

Remove from contaminated area to fresh air. If not breathing, administer artificial respiration or oxygen.

#### INGESTION

In case of excessive ingestion, give large amounts of liquids. DO NOT INDUCE

VOMITING

### SECTION 5 - FIRE FIGHTING MEASURES

Flash Point

>400°F/>204°C (estimated)

Extinguishing Media

Carbon dioxide, dry chemical, foam, water fog or fine spray.

Special Protective Equipment

Positive pressure self contained breathing apparatus (SCBA) and protective fire fighting clothing.

Hazardous Decomposition Products

During combustion, Carbon Monoxide and Carbon Dioxide, Nitrogen Oxides, Ammonia, Hydrochloric Acid, Hydrofluoric Acid, Chlorine, Fluorine, Phosgene, Phosphorous oxides and trace amounts of Hydrogen Cyanide are given off.

### SECTION 6 - HANDLING AN ACCIDENTAL RELEASE OR SPILL

Provide adequate ventilation.

Wear suitable personal protective clothing and equipment.

Contain spill and collect using suitable absorbent material, such as sawdust or vermiculite. Shovel into waste container adding 10%-20% decontaminate solution (90% water, 7% ammonia and 3% liquid detergent). Leave uncovered for 24 hours prior to disposal. Dispose of as ordinary industrial waste in compliance with pertinent regulations.



SECTION 7 - HANDLING AND STORAGE

**CAUTION!!** Contents under pressure. Avoid open flames and contact with water.  
 Storage temperature: NEVER store above 120° F (<49° C) or below 30°F (-1°C)  
 75° F (24° C) is ideal storage temperature.  
 Do not puncture or incinerate.

SECTION 8 - PERSONAL PROTECTIONEYE PROTECTION

Wear safety goggles.

SKIN PROTECTION

Wear protective clothing and chemical resistant gloves.

RESPIRATORY PROTECTION

Use only in well ventilated areas. When atmospheric levels may exceed exposure guideline, use a approved air-purifying respirator equipped with an organic vapor sorbent and a particulate filter. In situations of insufficient ventilation, or in situations where the potential exists for exceeding the TLV, wear self-contained breathing apparatus.

EXPOSURE GUIDELINES:Methylene bisphenyl isocyanate (MDI): ACGIH TLV is 0.005 ppm TWA and OSHA PEL is 0.02 ppm ceiling.  
 Tetrafluoroethane (HFC-134a): TLV is 1000 ppmSECTION 9 - PHYSICAL AND CHEMICAL PROPERTIES

Vapor Pressure(70°F/21°C)  
 Vapor Density  
 Boiling Point  
 Specific Gravity  
 VOC Content (lb./gal)  
 Appearance and Color

<25 psi @ 25° C  
 Heavier Than Air  
 Not Available  
 1.24  
 0  
 Dark brown, frothy liquid with mild musty odor

SECTION 10 - REACTIVITY AND STABILITYSTABILITY

Stable under recommended storage conditions

REACTIVITY

Reacts with water. Avoid alkalis, acids, alcohol, ammonia, bases, moist air and strong oxidizers. Reaction may be violent at elevated temperatures. Avoid open flames and storage temperatures above 120° F (49°C). DO NOT INCINERATE CYLINDERS.

SECTION 11 - TOXICOLOGICAL INFORMATION

Concentration of components (Sec. 2) must be considered to determine effects of this mixture.  
 MDI: LD50 2000mg/kg (rats,); ingestion

SECTION 12 - ECOLOGICAL INFORMATION

Material is practically non-toxic to aquatic organisms on an acute basis (LC50 >100 mg/L)  
 The LC50 in earthworm Eisenia foetida is >1000 mg/kg

SECTION 13 - DISPOSAL INFORMATION

Prior to disposal, cylinders must be properly vented. Do not puncture or incinerate cylinders. Once pressure has been relieved, empty cylinders can be disposed of as ordinary industrial waste in compliance with pertinent regulations. Dispose of leftover chemical by following instructions under Section 6 "Handling an accidental release or spill".

SECTION 14 - TRANSPORTATION INFORMATION

UN 1956, Compressed Gas n.o.s. (Fluorinated Hydrocarbon, Nitrogen), Class 2.2, PKG GRP N/A

SECTION 15 - REGULATORY INFORMATION

SARA 313: Contains: Methylene Bisphenylisocyanate (MDI) CAS Number 101-68-8  
 Polymeric Diphenylmethane Diisocyanate CAS Number 9016-87-9

SARA 311/312 Categories: An immediate health hazard  
 A delayed health hazard

All ingredients are on the TSC Inventory

This product is defined as a "Hazardous Chemical" under OSHA Hazard Communication Standard, 29 CFR 1910.1200

SECTION 16 - OTHER INFORMATION

# HMIS Hazardous Materials Identification System

## HMIS Label Example

**Chemical Name**

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**HEALTH**    \*    2

**FLAMMABILITY**    1

**PHYSICAL HAZARD**    0

**PERSONAL PROTECTION**    A

Emergency Overview:  
Summarize the nature and appearance of the chemical and the important health hazards.

## HMIS HEALTH HAZARD RATING CHART

<b>* CHRONIC HAZARD</b>	Chronic (long-term) health effects may result repeated overexposure.
<b>0-MINIMAL HAZARD</b>	No significant risk to health.
<b>1-SLIGHT HAZARD</b>	Irritation or minor reversible injury possible.
<b>2-MODERATE HAZARD</b>	Temporary or minor injury may occur.
<b>3-SERIOUS HAZARD</b>	Major injury likely unless prompt action is taken and medical treatment is given.
<b>4-SEVERE HAZARD</b>	Life-threatening, major or permanent damage may result from single or repeated overexposures.

## PERSONAL PROTECTION INDEX

<b>A</b>		<b>C</b>					
<b>B</b>		<b>H</b>					
<b>C</b>		<b>I</b>					
<b>D</b>		<b>J</b>					
<b>E</b>		<b>K</b>					
<b>F</b>		<b>X</b>					
<b>A</b>		<b>Q</b>					
<b>I</b>		<b>Z</b>					

Consult your supervisor or S.O.M. for "SPECIAL" handling directions

## LABELS, MSDS AND SYMBOLS

Any written, printed, or graphic materials displayed on or affixed to containers of hazardous chemicals are called labels. Labels are considered the most immediate source of information about chemicals and their hazard potential. It is obligatory that all hazardous chemicals containers must be labeled.

A Material Safety Data Sheet (MSDS) provides detailed information about a specific hazardous material. Although labels are a good way to provide information about hazardous chemicals, sometimes you need more information about the chemical but it may not be possible to provide all the information on a label. An MSDS must be maintained in the facility for use of personnel while the material is in the facility, and will be retained for a period of 30 years upon discontinuation of use of the material the MSDS represents.

The following information must be included in an MSDS:

- Identity (name of substance).
- Physical Hazards (target organ).
- Health Hazards.
- Routes of Body Entry.
- Permissible Exposure Limits (PEL)
- Carcinogenic Factors (cancer causing).
- Safe-Handling Procedures.
- Date of Sheet Preparation.
- Control Measures (Personal protective equipment).
- Emergency First Aid Procedures (emergency telephone number).
- Contact Information (for the preparer of the sheet).
- Special Instructions

OSHA created no symbols or specific color designation as part of the HCS. However OSHA does endorse the use of U.S. Dept. of Transportation's hazard class symbol and color system in any employer's training programs.

## HMIS Hazardous Materials Identification System

<b>0-MINIMAL HAZARD</b>	Materials that will not burn.
<b>1-SLIGHT HAZARD</b>	Materials that must be preheated before ignition will occur. Includes liquids, solids and semi solids having a flash point above 200° F. (Class III B)
<b>2-MODERATE HAZARD</b>	Materials which must be moderately heated or exposed to high ambient temperatures before ignition will occur. Includes liquids having a flash point at or above 100° F but below 200° F. (Classes II & III A)
<b>3-SERIOUS HAZARD</b>	Materials capable of ignition under almost all normal temperature conditions. Includes flammable liquids with flash points below 73° F and boiling points above 100° F as well as liquids with flash points between 73° F and 100° F. (Classes IB & IC)
<b>4-SEVERE HAZARD</b>	Flammable gases, or very volatile flammable liquids with flash points below 73° F, and boiling points below 100° F. Materials may ignite spontaneously with air. (Class IA)

<b>HMIS PHYSICAL HAZARD RATING CHART</b>	
<b>0-MINIMAL HAZARD</b>	Materials that are normally stable, under fire conditions and will not react to water, polymerize, decompose, condense or self react.
<b>1-SLIGHT HAZARD</b>	Materials that are normally stable but can become unstable at high temperature and pressures. Materials may react non-violently with water or undergo hazardous polymerization in the absence of inhibitors.
<b>2-MODERATE HAZARD</b>	Materials that are unstable and may undergo violent chemical change at normal temperature and pressure with low risk for explosion. Materials may react violently with water or form peroxides upon exposure to air.
<b>3-SERIOUS HAZARD</b>	Materials that may form explosive mixtures with water are capable of detonation or explosive reaction in the presence of a strong initiating source or undergo chemical change at normal temperature and pressure with moderate risk of explosion.
<b>4-SEVERE HAZARD</b>	Materials that are readily, capable of water reaction, detonation or explosive decomposition at normal temperatures and pressures.

## HMIS LABELS

Look at the top of the HMIS label in the white field, you will see the name of the hazardous material to which the rest of the information on the label applies. You may see multiple labels in one location, this is an indication that multiple hazardous materials are present, and the danger posed by the materials may not be the same across the board.

Check the number in the blue bar, which will be between 0 and 4, with 4 being the most severe. This number represents the type of health hazards related to accidental exposure to the material. You should also look for the presence of an asterisk (\*) in this bar: if you see one, it means the hazard involves chronic health risks (\*). For a detailed description of what each number level says about the health hazard check the reference chart linked to in the Resources section of this article.

Check the number in the red bar, which will also be between 0 and 4. This number represents the flammability of the hazardous material, with 0 representing a material that is not flammable at all, and with 4 representing highly volatile materials that may ignite upon contact with the atmosphere.

Look at the number in the orange bar, which represents the physical hazard (\*) associated with the material. Ranked from 0 to 4, 0 represents a material that is stable under normal conditions, and 4 represents one that is highly reactive. The reference chart includes detailed descriptions of each numerical level.

Check the code in the white bar at the bottom of the label. This alphabetical code represents the configuration of safety equipment that should be used when working with the material. Letters A through K are standardized and represent different combinations of safety goggles, gloves, aprons, face shields, respirators and chemical full body suits; the specific meanings of the codes are included on the reference chart. Letters L through Z if present, represent custom configurations of safety equipment that are specified by the entity that issued the label. As you will see on the reference chart, lowercase letters from L to Z may also be used to represent individual pieces of equipment.



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I have read and understand the **Safety Policy** for Ozark Action, Inc.

I have received the Tips for Good Office Posture handout in regards to **Ergonomics**. I will comply with the precautionary measures to assist in limiting the risk of a musculoskeletal disorder.

I have received and reviewed the example of the **Material Safety Data Sheet & HMIS** information and know where to locate them at the office I will be volunteering at.

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Volunteer Signature

Date

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CSBG Staff Signature

Date

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