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**IDAPA 07
TITLE 08
CHAPTER 16**

**07.08.16 - IDAHO MINIMUM SAFETY STANDARDS AND PRACTICES
FOR LOGGING -- RECOMMENDED SAFETY PROGRAM**

000. LEGAL AUTHORITY.

Pursuant to the provisions of Section 67-2601A, Idaho Code, the Division of Building Safety has the authority to promulgate and adopt reasonable rules for affecting the purposes of the Workers' Compensation Act. (7-1-97)

001. TITLE AND SCOPE.

These rules shall be cited as IDAPA 07.08.16, "Idaho Minimum Safety Standards and Practices for Logging -- Recommended Safety Program," and shall be applicable to the logging industry in the state of Idaho. (7-1-97)

002. WRITTEN INTERPRETATIONS.

There are no written statements which pertain to the interpretation of these rules. (7-1-97)

003. ADMINISTRATIVE APPEALS.

There are no provisions for administrative appeal of these rules. The procedure for appeals in safety matters is prescribed by Title 67, Chapter 52, Idaho Code. (7-1-97)

004. -- 007. (RESERVED)

008. DEFINITIONS.

For definitions refer to IDAPA 07.08.01, "Idaho Minimum Safety Standards and Practices for Logging -- General Provisions," Section 007. (7-1-97)

009. ABBREVIATIONS.

For abbreviations, refer to IDAPA 07.08.01, "Idaho Minimum Safety Standards and Practices for Logging -- General Provisions." (3-29-10)

010. INTRODUCTION.

01. Scope. (7-1-97)

a. This Standard is a part of the accident prevention program of the State of Idaho. This book is dedicated to the safety and well-being of all workers in Idaho's logging industry. It has been prepared and adopted according to the processes prescribed by law. We make this book available to all persons concerned with the maintenance of safe working conditions in the logging industry. (7-1-97)

b. This Standard contains the primary safety rules for the logging industry. However, other Idaho Safety Standards promulgated and adopted by the Industrial Commission shall be applicable to this industry where not inconsistent with the provisions herein, or where any particular activity which is being carried on is not specifically covered or regulated herein. (7-1-97)

02. Enforcement. The enforcement of the Standard becomes the responsibility of the Division of Building Safety. This Standard will not serve its entire purpose if its requirements are considered anything but a minimum for safe operation. So much variation exists in the logging industry that each operation should be judged, not by its compliance to the letter of this Standard, but according to a higher standard -- that of absolute safety under all conditions. (7-1-97)

03. Accident Prevention. Accident prevention is a problem of organization and education. It does not rest upon involved theory or detailed safety codes but consists largely of the desire to institute a common sense safety program and determination to carry out the program effectively. Effective accident prevention embodies the following five (5) principles: management leadership; employee cooperation; effective organization; thorough training; and good supervision. (7-1-97)

011. FIRE AND SAFETY POLICY.

01. Elements. The basic elements or management responsibility for fire and safety policy are enumerated in this section. (7-1-97)

02. Management Leadership. The declaration of the safety policy should be made clear to all levels of supervision, purchasing, engineering, industrial and construction; and to all employees that top management has approved the operation's safety program. (7-1-97)

03. Planning. The program should be based on the following: accounting record of safety cost, accident recording system, accident investigation recommendations, operation inspection recommended corrections, employee suggestions, and job analysis to determine the work hazards. The hazard appraisal can be summarized as follows: mechanical and physical hazards; environmental hazards; and work procedure and practices. (7-1-97)

04. Management Discharge of Duty. (7-1-97)

a. If management is to discharge its duty in proper directing of the fire and safety program, it must organized a definite planned program of continuous supervision and leadership by all facets of the management organization. The very fact that safety must be woven into all operations and activities will not require extra managerial time beyond the ordinary to operate a business successfully, i.e., if the entire management team will assume their safety responsibility. (7-1-97)

b. The first problem of management is to determine the operation hazards. Once these are ascertained and appraised, suitable corrective action can be initiated. If the working unit is operating, the following specific activities should be carried out to find the hazards. These are: job inspection; job analysis; accident investigation (near accident, non-disabling injuries) to determine necessary remedial action to prevent reoccurrence of the accident. (7-1-97)

05. Hazard Appraisal. The partial list of terms covered by appraisals are summarized briefly as follows: mechanical and physical hazards; adequacy of mechanical guarding of machines and equipment; preventing the use of inferior manufactured and unsafe supplies, equipment, chain, cables, sheaves, tires, power saws, tractor canopy guards, approved head protection, fire extinguishers, solvents, mill saws, etc.; and physical exhaustion such as excessive work hours by truck drivers and mill maintenance employees. (7-1-97)

06. Environmental Hazards Inherent to the Operation. (7-1-97)

a. Personal protection devices (approved head protection, ear plugs, knee pads, proper eye protection, respirators, etc.) (7-1-97)

b. Storage and use of flammable liquids and gases (gasoline, diesel, acetone, acetylene, acids, etc.) (7-1-97)

c. All employees should be familiar with proper work signals (falling, blasting, high lead signals, loading, mill signals, operation fire signal, etc.) (7-1-97)

d. Noise and fatigue hazards that are inherent to the industry (planers, cutoff saws, jack hammers, etc.). (7-1-97)

07. Work Procedures and Practices. (7-1-97)

a. Hazards directly related to work practices should be carefully observed and evaluated. (7-1-97)

b. A few of the important work practices which should be investigated are: use, care and maintenance of hand and portable power tools; degree of supervision given the worker; the extent of job training provided; the safety indoctrination and training of new or transferred employees; the proper use of fire extinguishers; the use of personal protective devices (approved head protection, shoes, etc); and the repair and maintenance of equipment with respect to machines, mechanical handling equipment, log loaders, yarding equipment, tractors, fork lifts, overhead

cranes, headrigs, etc; (7-1-97)

08. Reporting of Injuries. (7-1-97)

a. The employer shall instruct all employees to report all job injuries before the shift ends, to the supervisor at the time injuries occur. Checks specifications for new machines, processes and equipment for compliance with existing safety standards, laws and safety requirements, and shall have such equipment fully inspected before it is placed in used. (7-1-97)

b. The employer is responsible for reporting all industrial lost time injuries to the Industrial Commission within forty-eight (48) hours. (3-29-10)

09. Fatalities. All work fatalities should be immediately reported to the County Sheriff or Coroner, the Division of Building Safety, and OSHA. (3-29-10)

10. Management of Personnel. (3-29-10)

a. The recruiting and placing of a new worker on the job is a major responsibility of the management organization. Every effort should be made to match the qualifications of the worker with the demands of the job. (3-29-10)

b. The furnishing of first aid services, treatment of injuries, and inspection of working conditions is the employer's responsibility. (3-29-10)

11. Assignment of Responsibilities. (3-29-10)

a. Supervisors, purchasing agents, engineering personnel, safety directors, personnel directors, and employees have certain responsibilities in the fire and safety objectives in every operation. (3-29-10)

b. Management must accept the normal obligation for preventing accidents. In many operations it is a practice to delegate the actual administration of the safety program to a person who can devote full time to it. In the smaller operations, safety administration may be a collateral duty carried on in conjunction with some other duties. The safety administrator or safety man should function in a staff capacity. Because the safety director operates in a consultant capacity, ultimate responsibility for accident prevention rests with the workers' supervisor, the foreman and line production organization. There is no doubt that the foreman is the key person in every safety program. Safety is not something separate and apart from production. If the job is done right, it is done safely. (3-29-10)

c. Safety is an integral and important part of production, just as is quality and quantity, or meeting production schedules. (3-29-10)

d. All these duties are foreman or project superintendent duties, and the most important part of the line production organization. This obligation cannot be delegated. As the person in charge of production, the foreman is responsible for the safety of his people. This fact must be made clear and should be included in the statement of policy. (3-29-10)

12. Safety Director (Part-Time or Full-Time): (3-29-10)

a. Makes periodic inspections of the operations and suggests corrective measures to eliminate hazards. (3-29-10)

b. Should assist in investigation of all types of accidents to determine the cause, so as to prevent like accidents in the future. (3-29-10)

c. Aids foremen in developing safe work procedures and practices and assists foremen in training their workers. (3-29-10)

d. Keeps accident records and makes periodic reports to the proper official on the progress being

made. Reports and records; report of accidents; accident investigation report; performance report (injury frequency & severity); accident cost report; safety committee reports; report on degree of corrective action taken on different recommendations. (3-29-10)

e. Conducts or initiates safety training courses including first aid and fire fighting, where appropriate, and any other course inherent to the job (truck driver courses, power saw courses, welding, grinder usage, fork lift truck operator, etc.). (3-29-10)

f. Establishes safety committee. (3-29-10)

g. Sees that recommendations are promptly and properly implemented. (3-29-10)

h. Checks specifications for new machines, processes and equipment for compliance with existing safety standards, laws and safety requirements, and shall have such equipment fully inspected before it is placed in use. (3-29-10)

i. He shall assist the safety committee in developing agendas for their meetings. (3-29-10)

13. Foreman Responsibilities. No theorem is more thoroughly proven and widely accepted than: the foreman is the key man in attaining proper work habits in any operation. It is the obligation of management to give the most careful attention to the selection, education, and training of foremen and train him in the proper way to train employees in correct and safe work methods to attain the best production in the safest way. (7-1-97)

14. First Aid Training. It shall be the responsibility of management to arrange to have all employees take a full course in first aid training. It is a must that supervisory personnel shall take an approved First Aid Course, and have a current First Aid card. (3-29-10)

15. Accident Record and Reporting System. (7-1-97)

a. The establishment, in the office of the employer, of an accident record and reporting system which will definitely tie into nationally uniform reporting, record, and statistical requirements United States American Standard Method of Recording and Measuring Work Injury Experiences (Z 16.1). (7-1-97)

b. Injury frequency rates shall be calculated annually on a calendar basis commencing the first of January each year. These rates shall be kept on file in the office of the employer for at least four years after the date of entry thereof, and shall be made available to the Division of Building Safety, upon request. (7-1-97)

c. The injury frequency rate shall be the number of lost time injuries to all employees per one million (1,000,000) man hours of exposure. The frequency rate is computed by multiplying the number of lost time injuries by one million (the standard of measurement) and dividing the product by the total number of man hours worked during the period. The formula is expressed as follows: Frequency equals the number of lost time injuries times one million (1,000,000) total man hours of exposure. (7-1-97)

d. A lost time injury shall be the term applied to any injury, arising out of, and in the course of employment which makes it impossible for the injured person to return to an established regular job at the beginning of the next regular shift following the shift during which the injury occurred, or some future shift. (7-1-97)

e. Man hours of exposure shall be the total number of man hours actually worked by all personnel in the industrial unit during the period for which the rate is being computed. (7-1-97)

f. Translating the number of injuries in a plant or organization, into frequency rates serves as a standard measure which enables anyone to compare the industrial injury record of the plant with that of other industrial organizations or with national and state frequency rates for the same industry. The standards that shall be used are the United States American Standard Method of Recording and Measuring Work Injury Experiences (Z 16.1). (7-1-97)

16. Training and Education. (7-1-97)

- a. Establishment of effective job training methods and safety education. (7-1-97)
 - b. First Aid courses, proper work signals and job hazard warnings. (7-1-97)
 - c. Pamphlets, bulletin boards, safety meetings, posters, etc. (7-1-97)
 - d. The employer shall establish an adequate job training and safety education program. The relationship of safety to job quality and modern quantity production methods should be clearly understood. Good work production is governed by careful planning and accurate control of all phases of the operation. Accidents are the result of inadequate planning of faulty operation. (7-1-97)
 - e. Safety must be made an essential and integral part of every operation and integrated into the activity if the most successful quantity production is to be attained. The soundness of this statement has been proven many times by comparing the accident cost with the day by day curve of production. (7-1-97)
 - f. It is the responsibility of management to train employees in all phases of the work he is assigned. The worker training should begin at the time of employment with a careful presentation of the general safety information he must have to work on and in logging and lumbering or wood working operations. When the worker is placed on the job the worker must be given detailed training on proper work methods for accomplishment of the job. The correct way is the safe way. Telling is not training. (7-1-97)
 - g. People learn to do things primarily through doing. The employee's job training should be given by the five (5) step job training method: (7-1-97)
 - i. Tell the employee; (7-1-97)
 - ii. Show the employee; (7-1-97)
 - iii. Have the employee do it; (7-1-97)
 - iv. Correct until the employee does it right; (7-1-97)
 - v. Supervise to see that the employee keeps doing it right. (7-1-97)
 - h. Education and promotion are a supplemental means of reducing injuries. This device employs any number of methods to accomplish results. A good program may use but will not overemphasize emotional appeal to the workers using such devices as scholarships, stamps, posters, safety meetings, contests, and awards. It's management's responsibility to integrate education and training program and balance its effectiveness to employee training. Unsafe acts or unsafe work practices are the result of failure to train workers in safe work procedures. In establishing or operating a safe and quality work program, an appraisal of unsafe work procedures and poor quality of work is called for, and job training methods initiated to correct these practices. (7-1-97)
- 17. Employer, Employee, and Labor Representative Cooperation. (7-1-97)**
- a. The workers have a responsibility to obey the units safety rules, smoking rules, report unsafe conditions, to serve on the different safety committees, perform their work in a safe way, and to help fellow workers by showing them how to do their job safely. (7-1-97)
 - b. Many safety programs fail because the worker has not been made to feel that it is their program; that they can contribute as well as benefit from the program. It failed because it lacks employee participation and interest. The fact that employees are given the opportunity to participate and to contribute to the program not only opens a reservoir of valuable information on practical experience in accident prevention, it also gives the employee a feeling of being a part of the organization. (7-1-97)
 - c. The committee on safety should be made up of personnel selected from management and workers. Management members are supervisors and worker members may be selected by the union or by the employees.

(7-1-97)

d. The labor unions should help develop a safe behavior among the workers. (7-1-97)

18. Maintenance of Safe Working Conditions. (7-1-97)

a. The employer shall provide a safe and healthy work area to work, including purchasing of safe equipment and tools and provide proper maintenance of such equipment. (7-1-97)

b. Since a safe and healthful place to work is the very foundation of the safety program, the mechanical, physical, and environmental conditions will be given first consideration. (7-1-97)

c. For almost every accident there are two (2) contributing causes - an unsafe condition and an unsafe act. A safe and healthful place to work will diminish or eliminate the first cause, the unsafe condition; but unless the unsafe act is corrected; accidents will continue to occur. Unsafe acts may stem from a number of factors, such as improper selection of the worker for the job, lack of job training, physical or mental limitations or inadequate supervision. When a safety program is first established or a new project with a new crew is started, this may necessitate a thorough periodic survey of the entire operation to determine hazards. (7-1-97)

19. Remedial Measures of Corrective Action. (7-1-97)

a. The employees shall support and correct the findings of job analysis, inspections, accident investigations, employee suggestions, etc. (7-1-97)

b. The assumption of responsibility for fire and accident prevention by management carries with it the continuing responsibility to assess the progress being made on the program, and where progress is unsatisfactory to take what steps are necessary to bring about improvement. Inspection alone is primarily a means of finding and eliminating fire and physical hazards, particularly in connection with enforcement. All educational and promotional activities should be integrated with inspection activities, and should be based on the specific needs of the establishment or operation. Inspection and educational and promotional programs are sometimes looked upon as entirely unrelated activities rather than a single integrated program. (7-1-97)

c. None of the foregoing activities are of value unless followed by effective corrective action. The responsible executive of top management must establish specific procedures to effect proper and complete corrective action in each area for problems that occur. In well managed establishments the areas of responsibility are clearly defined. The activities are well coordinated, supervision is good, employees safety behavior is excellent, and policies are well defined to permit smooth organization. This is not difficult; the corrective measures are applied as part of the day by day operating procedure. (7-1-97)

012. -- 999. (RESERVED)

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