

POLICY MEMORANDUM

TO: Meat Inspection Personnel

FROM: Katherine McNamara, DVM

DATE: October 15, 2014

RE: RECOGNIZING AND REPORTING WORKPLACE HAZARDS

REPORTING WORKPLACE HAZARDS/WORKER DISCRIMINATION

If in performing their inspection duties IPP recognize or brought to their attention an occupational safety and health (OSH) hazard that would affect them or their VAAFM colleagues, they are to report the hazard to their immediate supervisor.

Workers can communicate a serious OSH hazard, emergency, fatality, or imminent life threatening situation directly to VOSHA by calling VOSHA's toll-free telephone number: 1-800-287-2765. For non-serious OSH hazards, please use the on-line reporting form: <http://labor.vermont.gov/vosha/safety-complaints/> (Example of the reporting form in is Attachment A)

You cannot be punished or discriminated against for using your OSHA Rights. The OSH Act protects workers who complain to their employer, (V)OSHA or other government agencies about unsafe or unhealthful working conditions in the workplace. You cannot be transferred, denied a raise, have your hours reduced, be fired, or punished in any other way because you used any right given to you under the OSH Act. Help is available from VOSHA for whistleblowers.

More information for VOSHA workers' rights can be found at: <http://labor.vermont.gov/vosha/employee-rights/>

RECOGNIZING OCCUPATIONAL SAFETY HAZARDS

To improve VAAFM employees' ability to recognize and report workplace safety and health hazards, AgLearn Course 8500, *Recognizing and Reporting Occupational Safety and Health Hazards*, is available to IPP.

Some examples of serious hazards that may lead to unsafe or unhealthful working conditions are:

1. No emergency evacuation plans;
2. Blocked means of egress or exits;
3. Unmarked exits;
4. Lack of machine guards;
5. Failure to control hazardous energy during equipment maintenance;
6. Electrical hazards;
7. Inadequate guardrail systems;
8. Hazards relating to free falling of overhead objects;
9. Walking/working surfaces (e.g., missing drain covers);
10. Lack of personal protective equipment;

11. Release or spill of a toxic chemicals;
12. Exposure to a hazardous substance: for example, ammonia or disinfectant products;
13. Refrigeration systems – Ice formation on refrigerant lines, abnormal sounds or vibrations of piping or fans;
14. Exposure to asbestos;
15. Confined spaces; and
16. Musculoskeletal disorders, (e.g., Carpal Tunnel Syndrome).

If you have any questions concerning this information please let us know, or contact the VAAFMS Safety Committee.

Safety Complaints

VOSHA

Online Complaint Form

Notice of Alleged Safety or Health Hazards

EMERGENCY NOTICE: Do Not Report an Emergency Using This Form or Email!

To report an emergency, fatality, or imminent life threatening situation please contact our toll free number immediately:

1-800-287-2765

NOTE: In order for VOSHA to fully process your complaint, complete and accurate information about the worksite is necessary.

VOSHA Safety Complaint

- Establishment Name*
- Site Physical Address* Street Address Address Line 2 City ZIP Code
- Mailing Address (if different) Street Address Address Line 2 City ZIP Code
- Management Official First Last
- Phone
- Type of Business
- Hazard Description* Describe briefly the hazard(s) which you believe exist. Include the approximate number of employees exposed to or threatened by each hazard.

- Hazard Location* Specify the particular building or worksite where the alleged violation exists

- This condition has been brought to the attention of: (Choose all that apply)