

**NATIONAL WEATHER SERVICE MANUAL 50-1115
JULY 16, 2014**

**Safety and Environmental
OCCUPATIONAL SAFETY AND HEALTH**

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OPR: W/OPS15 (M. Burkes)

Certified by: W/OPS1 (L. Cano)

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SUMMARY OF REVISIONS: This procedural directive supersedes NWSM 50-1115 dated September 14, 2011. The following revisions were made:

(1) Chapter 1 - Fall Protection: Revised section 1.3.7d to clarify instructions related to inspection of the fall protection equipment. Revised section 1.3.9 to state that fall protection training re-certification is required only for climbers with assigned rescue roles, with training frequency extended to every 3 years. At least one currently certified climber with rescue responsibilities will be at the offices where local emergency response organizations are not available to provide rescue within 30 minutes. Revised section 1.3.9 Note to reflect the change in fall protection re-certification requirements and removed reference to peer review refresher training. Combined sections 1.4 (Quality Control) and 1.5 (Responsibilities) into section 1.4 (Responsibilities), to simplify the procedure. Removed the requirement to perform annual assessments of national and regional headquarters facilities by National Weather Service Headquarters (NWSH) environmental and safety staff since it is not a mandatory regulatory requirement. Removed the requirement to perform assessments of regional headquarters and field offices by Regional Environmental and Safety Coordinators since it is not a mandatory regulatory requirement. Added Procedure 23, Emergency Response Agreements, to section 1.5, References.

(2) Chapter 2 - Working Alone: Revised section 2.2 and section 2.3.1 to replace Automated Radiotheodolite (ART) System with Radiosonde Replacement System (RRS). Combined sections 2.4 (Quality Control) and 2.5 (Responsibilities) in section 2.4 (Responsibilities) to simplify the procedure. Removed the requirement to perform annual assessments of national and regional headquarters facilities by NWSH environmental and safety staff since it is not a mandatory regulatory requirement. Removed the requirement to perform assessments of regional headquarters and field offices by Regional Environmental and Safety Coordinators since it is not a mandatory regulatory requirement. Updated NEXRAD portion of the Attachment A, Equipment Maintenance Procedures that Require More than One Person.

(3) Chapter 3 - Safe Electrical Work Practices: Moved the example of work that may be

performed by NWS employees on or near energized circuit parts from section 3.3.2c to section 3.3.5. Revised section 3.3.6 to add requirements of National Fire Protection Association (NFPA) Standard 70E, including labeling, training, and selection of Personal Protective Equipment (PPE). Added a requirement to perform work on energized circuits by qualified personnel only. Added a reference to NFPA Standard 70E requirements to section 3.3.15. Combined sections 3.4 (Quality Control) and 3.5 (Responsibilities) into Section 3.4 (Responsibilities) to simplify the procedure. Removed the requirement to perform annual assessments of national and regional headquarters facilities by NWSH environmental and safety staff since it is not a mandatory regulatory requirement. Removed the requirement to perform assessments of regional headquarters and field offices by Regional Environmental and Safety Coordinators since it is not a mandatory regulatory requirement.

(4) Chapter 4 - Control of Hazardous Energy Sources: Added a new Attachment D, Annual Lockout/Tagout (LOTO) Inspection Certification Form. Added a reference to Attachment D in Synopsis and Checklist. Clarified annual LOTO inspection procedures and added reference to Attachment D in section 4.3.5. Combined sections 4.4 (Quality Control) and 4.5 (Responsibilities) into section 4.4 (Responsibilities) to simplify the procedure. Removed the requirement to perform annual assessments of national and regional headquarters facilities by NWSH environmental and safety staff since it is not a mandatory regulatory requirement. Removed the requirement to perform assessments of regional headquarters and field offices by Regional Environmental and Safety Coordinator since it is not a mandatory regulatory requirement.

(5) Chapter 5 - Occupant Emergency Plan (OEP): Revised synopsis to state that procedure applies to all NWS facilities, work locations and employees, including NWS operations that are located on another agency's facility. Added definitions of "Operating Unit" and "Facility Security Level" to section 5.2. Revised definition of "Shelter-in-Place." Clarified requirements for Facility Security Level I facilities in section 5.3.5. Clarified section 5.3.12d to state that in event of airborne threat facilities personnel need to ensure fans and heating/air conditioning (HVAC) systems are turned off with the exception of the Equipment Room Liebert Units. Combined sections 5.4 (Quality Control) and 5.5 (Responsibilities) into section 5.4 (Responsibilities) to simplify the procedure. Removed the requirement to perform annual assessments of national and regional headquarters facilities by NWSH environmental and safety staff since it is not a mandatory regulatory requirement. Removed the requirement to perform assessments of regional headquarters and field offices by Regional Environmental and Safety Coordinator since it is not a mandatory regulatory requirement.

(6) Chapter 6 - Fire Protection: Modified section 6.3.2d to replace outdated reference to Weather Service Operations Manual (WSOM), draft Chapter B with reference to NWSM 10-1401, Rawisonde Observations. Combined sections 6.4 (Quality Control) and 6.5 (Responsibilities) into section 6.4 (Responsibilities) to simplify the procedure. Removed the requirement to perform annual assessments of national and regional headquarters facilities by NWSH environmental and safety staff since it is not a mandatory regulatory requirement. Removed the requirement to perform assessments of regional headquarters and field offices by Regional Environmental and Safety Coordinator since it is not a mandatory regulatory requirement.

(7) Chapter 7 – Hazard Communication: Added a reference to Global Harmonization System (GHS) adopted by Occupational Safety and Health Administration (OSHA) as part of 2012 revision of Hazard Communication Standard (HCS) to section 7.3.1. Modified section 7.3.2 to add a requirement to update site-specific Hazard Communication Program in accordance with OSHA GHS requirements. Revised section 7.3.3 to add a Note and information related to new GHS requirements. Revised Addendum I to incorporate revised OSHA HCS conforming to GHS requirements. Removed Addendum II since the sample HAZCOM Program is not in compliance with revised OSHA HCS. Combined sections 7.4 (Quality Control) and 7.5 (Responsibilities) into Section 7.4 (Responsibilities) to simplify the procedure. Removed the requirement to perform annual assessments of national and regional headquarters facilities by NWSH environmental and safety staff since it is not a mandatory regulatory requirement. Removed the requirement to perform assessments of regional headquarters and field offices by Regional Environmental and Safety Coordinator since it is not a mandatory regulatory requirement.

(8) Chapter 8 - Personal Protective Equipment: Revised section 8.3.6, Note to add a requirement to provide safety shoes to hydro-meteorological technicians (HMTs) and Hydrology Program Managers. Replaced “Sector Facilities Technicians” with “Facility Engineering Technicians” and added “Facilities Maintenance Mechanics.” Combined sections 8.4 (Quality Control) and 8.5 into Responsibilities section to simplify the procedure. Removed the requirement to perform annual assessments of national and regional headquarters facilities by NWSH environmental and safety staff since it is not a mandatory regulatory requirement. Removed the requirement to perform assessments of regional headquarters and field offices by Regional Environmental and Safety Coordinator since it is not a mandatory regulatory requirement. Updated section 8.6, References, with latest version of standards. Added “Noise” to the list of hazards included in Attachment C.

(9) Chapter 9 - Compressed Gas Safety: Updated section 9.3.5 with reference to WSOM 10-1401 and removed reference to Chapter B-45, Upper Air Operations. Clarified section 9.3.5j to state that Regional and NWSH personnel should be contacted for compressed cylinders storage issues. Combined sections 9.4 (Quality Control) and 9.5 (Responsibilities) into section 9.4 (Responsibilities) to simplify the procedure. Removed the requirement to perform annual assessments of national and regional headquarters facilities by NWSH environmental and safety staff since it is not a mandatory regulatory requirement. Removed the requirement to perform assessments of regional headquarters and field offices by Regional Environmental and Safety Coordinator since it is not a mandatory regulatory requirement.

(10) Chapter 10 - Respiratory Protection: Added a definition of NOAA Safety and Environmental Compliance Office (SECO) to section 10.2. Combined sections 10.4 (Quality Control) and 10.5 (Responsibilities) into section 10.4 (Responsibilities) to simplify the procedure. Removed the requirement to perform annual assessments of national and regional headquarters facilities by NWSH environmental and safety staff since it is not a mandatory regulatory requirement. Removed the requirement to perform assessments of regional headquarters and field offices by Regional Environmental and Safety Coordinator since it is not a mandatory regulatory requirement.

(11) Chapter 11 - Hearing Conservation: Combined sections 11.4 (Quality Control) and 11.5

(Responsibilities) into section 11.4 (Responsibilities) to simplify the procedure. Removed the requirement to perform annual assessments of national and regional headquarters facilities by NWSH environmental and safety staff since it is not a mandatory regulatory requirement. Removed the requirement to perform assessments of regional headquarters and field offices by Regional Environmental and Safety Coordinator since it is not a mandatory regulatory requirement.

(12) Chapter 12 - Confined Space Entry: Updated section 12.3.1d with the web link to Confined Spaces Awareness course posted on OPS1 environmental and safety web page. Combined sections 12.4 (Quality Control) and 12.5 (Responsibilities) into section 12.4 (Responsibilities) section to simplify the procedure. Removed the requirement to perform annual assessments of national and regional headquarters facilities by NWSH environmental and safety staff since it is not a mandatory regulatory requirement. Removed the requirement to perform assessments of regional headquarters and field offices by Regional Environmental and Safety Coordinator since it is not a mandatory regulatory requirement.

(13) Chapter 13, Indoor Air Quality: Modified section 13.3.3 to remove the requirement to routinely monitor HVAC systems for the following parameters: temperature and relative humidity, carbon dioxide, amount of fresh outside makeup air being introduced into the work areas, and buildup of moisture within the HVAC duct system. Regular monitoring of these parameters is not required. Combined sections 13.4 (Quality Control) and 13.5 (Responsibilities) into Section 13.4 (Responsibilities) to simplify the procedure. Removed the requirement to perform annual assessments of national and regional headquarters facilities by NWSH environmental and safety staff since it is not a mandatory regulatory requirement. Removed the requirement to perform assessments of regional headquarters and field offices by Regional Environmental and Safety Coordinator since it is not a mandatory regulatory requirement.

(14) Chapter 14 - Walking-Working Surfaces: Corrected references to American National Standards Institute (ANSI) standards in section 14.3.5. Revised section 14.3.5w, x to state that use of fall protection equipment while working on portable NEXRAD ladders is mandatory, if feasible. Revised requirements for climbing and working on fixed ladders in section 14.3.6. Combined sections 14.4 (Quality Control) and 14.5 (Responsibilities) into section 14.4 (Responsibilities) to simplify the procedure. Removed the requirement to perform annual assessments of national and regional headquarters facilities by NWSH environmental and safety staff since it is not a mandatory regulatory requirement. Removed the requirement to perform assessments of regional headquarters and field offices by Regional Environmental and Safety Coordinator since it is not a mandatory regulatory requirement.

(15) Chapter 15 - Battery Charging and Storage Operations: Combined sections 15.4 (Quality Control) and 15.5 (Responsibilities) into section 15.4 (Responsibilities) to simplify the procedure. Removed the requirement to perform annual assessments of national and regional headquarters facilities by NWSH environmental and safety staff since it is not a mandatory regulatory requirement. Removed the requirement to perform assessments of regional headquarters and field offices by Regional Environmental and Safety Coordinator since it is not a mandatory regulatory requirement.

(16) Chapter 16 - Flammable and Combustible Liquid Storage: Combined sections 16.4 (Quality

Control) and 16.5 (Responsibilities) into section 16.4 (Responsibilities) to simplify the procedure. Removed the requirement to perform annual assessments of national and regional headquarters facilities by NWSH environmental and safety staff since it is not a mandatory regulatory requirement. Removed the requirement to perform assessments of regional headquarters and field offices by Regional Environmental and Safety Coordinator since it is not a mandatory regulatory requirement.

(17) Chapter 17 – Ionizing and Non-Ionizing Radiation: Combined sections 17.4 (Quality Control) and 17.5 (Responsibilities) into section 17.4 (Responsibilities) to simplify the procedure. Removed the requirement to perform annual assessments of national and regional headquarters facilities by NWSH environmental and safety staff since it is not a mandatory regulatory requirement. Removed the requirement to perform assessments of regional headquarters and field offices by Regional Environmental and Safety Coordinator since it is not a mandatory regulatory requirement.

(18) Chapter 18 - Accident Illness Reporting and Recording: Deleted instruction to fax CA-1 and CA-2 to NOAA SECO from section 18.3.2. Added reference to Attachment H and expanded a Note with information about CA-16 submission for injuries requiring prompt medical attention. In section 18.3.3 removed information related to investigation of Class A, B and C incidents and added reference to NOAA Incident Reporting, Recording, and Analysis Manual. Removed the option to submit CD-351 to NOAA SECO in section 18.3.5c. The form will be submitted to Regional or Operating Unit Environmental and Safety Coordinator first who may request NOAA SECO's assistance, if needed. Added a Note that specifies a requirement to call a Bloodborne Pathogen exposure incident as "Privacy Case" in web-based reporting system in section 18.3.6a. Added a Note to add "Privacy Case" instead of employee's name on OSHA 300 log. Revised section 18.3.6c to state that it is not required but recommended for Regional and Operating Units Coordinators to maintain copies of Log 300A. Combined sections 18.4 (Quality Control) and 18.5 (Responsibilities) into section 18.4 (Responsibilities) to simplify the procedure. Removed the requirement to perform annual assessments of national and regional headquarters facilities by NWSH environmental and safety staff since it is not a mandatory regulatory requirement. Removed the requirement to perform assessments of regional headquarters and field offices by Regional Environmental and Safety Coordinator since it is not a mandatory regulatory requirement. Made revisions in Attachment H to clarify reporting requirements. Added instructions for CA-20 Form submission and removed instruction to fax CA-1 and CA-2 forms to NOAA SECO.

(19) Chapter 19 - Hand and Power Tool Safety: Combined sections 19.4 (Quality Control) and 19.5 (Responsibilities) into section 19.4 (Responsibilities) to simplify the procedure. Removed the requirement to perform annual assessments of national and regional headquarters facilities by NWSH environmental and safety staff since it is not a mandatory regulatory requirement. Removed the requirement to perform assessments of regional headquarters and field offices by Regional Environmental and Safety Coordinator since it is not a mandatory regulatory requirement.

(20) Chapter 20 - Machine Guarding: Combined sections 20.4 (Quality Control) and 20.5 (Responsibilities) into section 20.4 (Responsibilities) to simplify the procedure. Removed the requirement to perform annual assessments of national and regional headquarters facilities by

NWSH environmental and safety staff since it is not a mandatory regulatory requirement. Removed the requirement to perform assessments of regional headquarters and field offices by Regional Environmental and Safety Coordinator since it is not a mandatory regulatory requirement.

(21) Chapter 21 - Laser Operations: Combined sections 21.4 (Quality Control) and 21.5 (Responsibilities) into section 21.4 (Responsibilities) to simplify the procedure. Removed the requirement to perform annual assessments of national and regional headquarters facilities by NWSH environmental and safety staff since it is not a mandatory regulatory requirement. Removed the requirement to perform assessments of regional headquarters and field offices by Regional Environmental and Safety Coordinator since it is not a mandatory regulatory requirement.

(22) Chapter 22 - Cranes, Hoists, and Slings: Combined sections 22.4 (Quality Control) and 22.5 (Responsibilities) into section 22.4 (Responsibilities) to simplify the procedure. Removed the requirement to perform annual assessments of national and regional headquarters facilities by NWSH environmental and safety staff since it is not a mandatory regulatory requirement. Removed the requirement to perform assessments of regional headquarters and field offices by Regional Environmental and Safety Coordinator since it is not a mandatory regulatory requirement.

(23) Chapter 23 - Emergency Response Agreements: Combined sections 23.4 (Quality Control) and 23.5 (Responsibilities) into section 23.4 (Responsibilities) to simplify the procedure. Removed the requirement to perform annual assessments of national and regional headquarters facilities by NWSH environmental and safety staff since it is not a mandatory regulatory requirement. Removed the requirement to perform assessments of regional headquarters and field offices by Regional Environmental and Safety Coordinator since it is not a mandatory regulatory requirement.

(24) Chapter 24 - Safety Training Program: Modified section 24.3.3e to inform that new focal point training is provided online via NOAA's E-Learning system. Clarified that Safety Training for Supervisors is not required but recommended for focal points. Removed reference to DuPont training for senior managers in section 24.3.3f and replaced it with online Safety Training for Supervisors available via NOAA's E-Learning system. Revised references and training requirements in Table 24-1. Combined sections 24.4 (Quality Control) and 24.5 (Responsibilities) into section 24.4 (Responsibilities) to simplify the procedure. Removed the requirement to perform annual assessments of national and regional headquarters facilities by NWSH environmental and safety staff since it is not a mandatory regulatory requirement. Removed the requirement to perform assessments of regional headquarters and field offices by Regional Environmental and Safety Coordinator since it is not a mandatory regulatory requirement. Revised the title of Attachment C to “Safety Training for Supervisors and Collateral Duty Safety Personnel.”

(25) Chapter 25 - Ergonomics: Combined sections 25.4 (Quality Control) and 25.5 (Responsibilities) into section 25.4 (Responsibilities) to simplify the procedure. Removed the requirement to perform annual assessments of national and regional headquarters facilities by NWSH environmental and safety staff since it is not a mandatory regulatory requirement.

Removed the requirement to perform assessments of regional headquarters and field offices by Regional Environmental and Safety Coordinator since it is not a mandatory regulatory requirement.

(26) Chapter 26 - Trenching and Excavation Operations: Combined sections 26.4 (Quality Control) and 26.5 (Responsibilities) into section 26.4 (Responsibilities) to simplify the procedure. Removed the requirement to perform annual assessments of national and regional headquarters facilities by NWSH environmental and safety staff since it is not a mandatory regulatory requirement. Removed the requirement to perform assessments of regional headquarters and field offices by Regional Environmental and Safety Coordinator since it is not a mandatory regulatory requirement.

(27) Forklift: Combined sections 27.4 (Quality Control) and 27.5 (Responsibilities) into section 27.4 (Responsibilities) to simplify the procedure. Removed the requirement to perform annual assessments of national and regional headquarters facilities by NWSH environmental and safety staff since it is not a mandatory regulatory requirement. Removed the requirement to perform assessments of regional headquarters and field offices by Regional Environmental and Safety Coordinator since it is not a mandatory regulatory requirement.

(28) Welding/Hot Work: Combined sections 28.4 (Quality Control) and 28.5 (Responsibilities) into section 28.4 (Responsibilities) to simplify the procedure. Removed the requirement to perform annual assessments of national and regional headquarters facilities by NWSH environmental and safety staff since it is not a mandatory regulatory requirement. Removed the requirement to perform assessments of regional headquarters and field offices by Regional Environmental and Safety Coordinator since it is not a mandatory regulatory requirement.

(29) Chapter 29 - Small Boat Safety: Combined sections 29.4 (Quality Control) and 29.5 (Responsibilities) into section 29.4 (Responsibilities) to simplify the procedure. Removed reference to annual assessments of national and regional headquarters facilities by NWSH E/S Office staff since it is not a mandatory regulatory requirement. Removed the requirement to perform assessments of regional headquarters and field offices by Regional Environmental and Safety Coordinator since it is not a mandatory regulatory requirement.

(30) Chapter 30 - Office Safety: Combined sections 30.4 (Quality Control) and 30.5 (Responsibilities) into section 30.4 (Responsibilities) to simplify the procedure. Removed the requirement to perform annual assessments of national and regional headquarters facilities by NWSH environmental and safety staff since it is not a mandatory regulatory requirement. Removed the requirement to perform assessments of regional headquarters and field offices by Regional Environmental and Safety Coordinator since it is not a mandatory regulatory requirement. Removed broken links to external web sites in section 30.5, References.

(31) Chapter 31 - Asbestos Safety: Combined sections 31.4 (Quality Control) and 31.5 (Responsibilities) into section 31.4 (Responsibilities) to simplify the procedure. Removed the requirement to perform annual assessments of national and regional headquarters facilities by NWSH environmental and safety staff since it is not a mandatory regulatory requirement. Removed the requirement to perform assessments of regional headquarters and field offices by

Regional Environmental and Safety Coordinator since it is not a mandatory regulatory requirement.

(32) Chapter 32 - Motor Vehicle Safety: Updated the checklist to include requirements for All Terrain Vehicles (ATV) and Safety Cages and added a reference to Executive Order 13513. Clarified section 32.3.1c to state that vehicle inspections are performed by designated office personnel. Added “recommended” after “jumper cables” in section 32.3.1f. Revised section 32.4.1g to add a requirement to add a note to the station log if cell phone service is not available en route to or at the remote work location. Added a recommendation to carry Satellite phone (if available) in the areas where cell phone coverage does not exist. Revised section 32.3.2 to recommend taking pictures of the area and damages to the vehicle after the accident. Clarified methods for checking if vehicle batteries are fully charged in section 32.3.3a. Added “recommended” after “jumper cables” in section 32.3.3c. Revised Snowmobile and Snow Cat section 32.3.4 to add a note to the station log if cell service is not available en route or at the remote work location. Added a recommendation to carry Satellite phone (if available) in the areas where cell phone coverage does not exist. Added a new section 32.3.5 to describe requirements for ATV safety. Added a recommendation in section 32.3.13 to reference Executive Order 13513 (Leadership on Reducing Text Messaging While Driving) in contracts. Added new section 32.3.14 covering requirements for the use of the safety cage, partition or safety net in utility vehicles. Combined sections 32.4 (Quality Control) and 32.5 (Responsibilities) into section 32.4 (Responsibilities) to simplify the procedure. Removed the requirement to perform annual assessments of national and regional headquarters facilities by NWSH environmental and safety staff since it is not a mandatory regulatory requirement. Removed the requirement to perform assessments of regional headquarters and field offices by Regional Environmental and Safety Coordinator since it is not a mandatory regulatory requirement. Added new Attachment E, ATV Safety Checklist

(33) Bloodborne Pathogens (BBP): Added a Note in section 33.3.1 discussing entering “Privacy Case” for BBP exposure incidents in the web based Accident/Illness Reporting System and OSHA Log 300. Combined sections 33.4 (Quality Control) and 33.5 (Responsibilities) into section 33.4 (Responsibilities) to simplify the procedure. Removed the requirement to perform annual assessments of national and regional headquarters facilities by NWSH environmental and safety staff since it is not a mandatory regulatory requirement. Removed the requirement to perform assessments of regional headquarters and field offices by Regional Environmental and Safety Coordinator since it is not a mandatory regulatory requirement. Added Note in Attachment A and Appendix A-2 regarding entering “Privacy Case” for BBP exposure incidents recorded in the web based Accident/Illness Reporting System and OSHA Log 300.

Signed by

July 2, 2014

Deirdre Reynolds Jones
Acting Director, Office of Operational Systems

Date

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