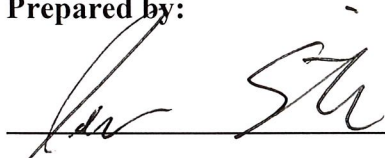


EXPOSURE TO TOXIC SUBSTANCES BSB 0200-02

Prepared by:



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BOILER SAFETY BUREAU
STANDARD OPERATING PROCEDURE MANUAL

1.0 PURPOSE

This procedure establishes a means to identify toxic substances existing around or used within buildings where Boiler Safety Bureau (Bureau or BSB) personnel will conduct work functions so that personnel can take appropriate precautions.

2.0 SCOPE

This procedure applies to all Bureau personnel (Employees).

3.0 PERSONNEL RESPONSIBILITIES

- 3.1 The Bureau Chief - BSB has the overall responsibility for implementation of this procedure.
- 3.2 Supervisors are responsible for determining if it is reasonable to anticipate that Employees may be exposed to one or more toxic substances in the normal course of their job activities. If it is determined that Employees are or will be exposed to toxic substances, Supervisors shall ensure compliance with this procedure.
- 3.3 Employees are responsible for cognizance, understanding and use of this procedure.

4.0 HEALTH and SAFETY ISSUES

Addressed in the body of this document.

5.0 PROCEDURE

- 5.1 Employees for whom it is reasonable to anticipate exposure to a toxic substance shall be:
 - 5.1.1 Provided training in identification of such substances and methods necessary to prevent overexposure.
 - 5.1.2 Provided personal protective equipment to prevent overexposure.
 - 5.1.3 Provided periodic and post-employment medical examinations targeting potential health effects from overexposure.
- 5.2 Employees whose job duties take them into non-Department controlled locations where toxic substances may be used or stored, but whose job duties do not normally require them to be exposed to toxic substances:
 - 5.2.1 Shall be provided training on the warning indications of potential exposure and the procedures to report any potential exposure.
 - 5.2.2 Shall immediately leave any area of potential exposure and report the incident to their Supervisor.

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- 5.3 Anticipated Exposure to Toxic Substances
 - 5.3.1 Bureau management shall determine if it is reasonable to anticipate that Employees be exposed to one or more toxic substances in the normal course of job activities, based upon:
 - a) The Bureau management's awareness of job requirements.
 - b) Notification by Employees and confirming investigation by the Supervisor or designee.
- 5.4 When required, Bureau management shall develop procedures to ensure the control of exposure.
- 5.5 Employees shall be trained on the general means to determine the potential presence of a toxic substance.
- 5.6 Employees made aware by the owner/operator of an area of potential exposure to a toxic substance are prohibited from entering the area. Employees who become aware that they have inadvertently entered an area of potential exposure shall immediately leave the area and notify their Supervisor of the incident.
- 5.7 If it is necessary for the Employee to enter the area to pursue normal job duties, the Employee shall immediately contact their Supervisor.
- 5.8 Any Employee who suffers an exposure incident shall notify their Supervisor immediately. The Supervisor shall follow the requirements of the Post Exposure Medical Examination and Follow-Up instruction.

6.0 CUSTOMER SERVICE REQUIREMENTS

The purpose of following this procedure is to provide the customer, be it the public, employees of the Bureau, or other state agencies, with the most efficient service, information, training, and assistance possible.

7.0 DATA and RECORD MANAGEMENT

Records shall be maintained in accordance with the Functional Schedule for North Carolina State Agencies as adopted by State Archives, a Division of the North Carolina Department of Natural and Cultural Resources.