# Environment

INFORMATION FROM KODAK

OSHA Series

# HEALTH & SAFETY



Kodak
Environmental Information

# Introducing the.....

# "OSHA" Series

OSHA (The Occupational Safety and Health Administration) has developed a framework of federal regulations that govern workplace safety. These enforceable regulations are based on the principles that:

- Every employee has a need and right to be made aware of the hazards in their workplace.
- Every employee has a need and right to be protected from hazards in their workplace.

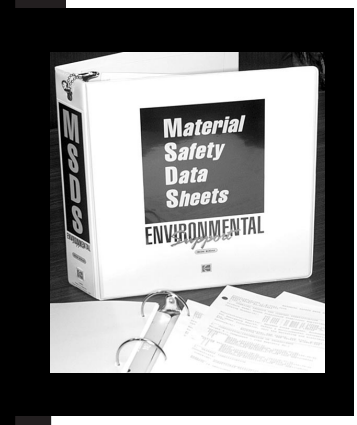
To be compliant, you need to assess the potential hazards in your photographic processing facility, and have a written Health and Safety Program to protect employees and others in the processing lab, and communicate the program to them.

Kodak's health, safety, and environmental publications can help you assess your workplace safety needs and develop an action plan to address them.

## J-311

### Are your employees working with processing chemicals?

Certain materials and operations can present hazards in a processing lab. The people who work there must understand what these potential hazards are and how to protect themselves in order to ensure a safe work environment.




J-311 reviews how OSHA's Hazard Communication Standard applies to your photographic processing facility, even if your lab has only a few employees. A recommended compliance process for photographic labs and a self-assessment checklist are also included to help you review and improve your current program.

**What does a good communication plan have?**

Your Hazard Communication Program is a key element in an effective Health and Safety Program. It must include:

- A written Hazard Communication Program
- A list of hazardous chemicals present in the facility
- Labels that identify hazardous chemicals and hazard warnings
- A maintenance plan for Material Safety Data Sheets (MSDSs)
- Employee information and training records

In addition to giving the details of these requirements, J-311 includes a recommended process for complying with OSHA communication standards.

## J-312

### How safe is your processing lab?

Understanding the measures available to protect your employees from potential hazards is an important part of the Health and Safety Program at your facility. Processing labs are typically considered low hazard workplaces, but certain operations could be unsafe if the potential hazards are not identified. Such hazards include:

- Moving parts
- High temperatures
- Chemicals
- Falling objects
- Rolling or pinching

You should know about the proper safety equipment available and how it can protect you and your employees. J-312 describes a process for compliance with the OSHA Personal Protective Equipment Standard. It also contains a checklist to help you put together a safety program or review your current one.

**How can you tell what protection you need?**

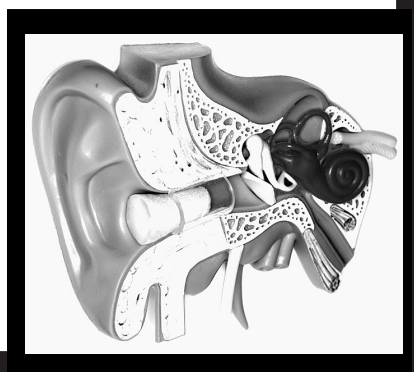
You can do a hazard assessment by examining and documenting the tasks employees perform and determining if they present any hazard. Once you have analyzed the findings, you can select the appropriate protective equipment needed. J-312 describes the various general devices available; for example, safety glasses, gloves, and aprons. For specific guidance in choosing adequate safety equipment for your lab situation, see your local supplier, insurance company, Kodak Environmental Services, or the Material Safety Data Sheets.

## J-313

### Is noise pollution a problem in your processing lab?

Most photographic processing facilities do not generate high levels of noise, but certain lab operations can. In general, if you have to raise your voice for a normal conversation in the lab, you should check the sound level.

J-313 outlines what you need to do to comply with OSHA's workplace safety regulations, which include standards for identifying and controlling employee exposure to noise levels that could cause permanent damage to hearing.



This publication describes how to test the noise level in your

lab and what records you need to keep. J-313 also describes some equipment and other options that are available for protecting your employees' hearing.

## J-314

### Would you like to improve the air quality in your processing lab?

A well engineered ventilation system in a photographic processing facility can help minimize employee exposure to chemicals that can irritate the eyes and respiratory tract. From J-314 you'll gain a basic understanding of the factors that affect indoor air quality, both in general and in photographic processing labs, as well as the terminology, standards and tools for evaluating and controlling air quality.

If you are planning a large photographic processing facility, consult with a ventilation and air conditioning engineer as early as possible in the planning stage. In addition to bringing in fresh air, you may also need local exhaust located by the stabilizer and bleach tanks and the dryer. J-314 will point out some things to consider, along with the options available to you.

In many cases, effective tank covers, good general room ventilation, and proper operation and maintenance of equipment may be all that is needed to control odors and vapors of photographic chemicals.

## J-315

### Do you work with flammable chemicals or compressed gases in your lab?

The proper use and management of chemicals with possible physical and health hazards, such as compressed gas and flammable or combustible liquids, is an important part of providing a safe workplace for employees. While these materials may not be present at your facility in large quantities, these materials can present hazards to employees if inappropriately handled.

J-315 describes topics employees should be trained on for the safe handling of compressed gas:

- Inspecting compressed nitrogen cylinders for potential leaks
- Moving and storing cylinders properly
- Using compressed gas cylinders safely
- Preparing empty cylinders for return
- Using pressure regulators and valve outlets correctly
- Evacuating and ventilating an area immediately if a leak is suspected

Flammable and combustible liquids commonly found in a photographic processing facility include acetone, film cleaners, and isopropanol. Chemicals in this classification do not cause fires, but a spark or other ignition source could cause a fire or explosion if vapors were present in the right concentration. J-315 outlines safe handling and storage guidelines for a workplace where these chemicals are present and proper spill procedures.

J-315 covers only the guidelines for the safe use of compressed nitrogen gas cylinders and the management of flammable or combustible liquids.

## J-316

### Could you handle an emergency at your lab?

No one expects an emergency but every facility should be prepared for one. With a proper emergency response procedure in place and with people adequately trained, employee safety can be assured and your operation minimally disrupted if an event occurs.


J-316 describes the basics of preparing for workplace emergencies. You will learn how to avoid potential emergency situations by implementing accident and fire prevention programs. In addition, you will receive information on developing an emergency plan so that you and your employees will be prepared in case an emergency occurs.

While most of the information is common sense, much of it is also required by federal and some state and local laws. This publication also highlights the elements that must be included in your Health and Safety Program to comply with regulations under the federal Occupational Safety and Health Act (OSHA).

Whether it's an accident with equipment, a chemical spill, or a fire, you and your employees will be better prepared with the appropriate training and equipment to respond calmly and safely, after following guidelines in J-316.

## J-317

### Do you know what to do if an unexpected medical situation occurs at your facility?

Photographic processing facilities are typically low hazard workplaces. However, it is necessary to be prepared in the event of an unexpected medical emergency. Potential on-site occupational injuries, illnesses, and exposures are an important element in any health and safety program. In addition, tracking the circumstances associated with workplace illnesses, injuries and exposures is also a key component for reducing the likelihood of future incidents.

J-317 is a concise publication providing guidance to ensure that your facility can successfully handle medical emergencies and accidents requiring first aid. It outlines the OSHA requirements for documenting and reporting on-site medical emergencies, and provides a step-by-step outline for understanding your facilities' responsibilities. Included in this document are summaries of related OSHA requirements surrounding:

- Recording and reporting on-site injuries or illnesses
- Employee access to medical records
- Handling blood borne pathogens, and
- Requirements for facility first aid response

J-317 was written to improve employers' chances of reducing the occurrences of incidents.

EASTMAN KODAK COMPANY
Rochester, NY 14650

OSHA Series

HEALTH & SAFETY

**J-311**
**CAT No. 869 6957**

**J-312**
**CAT No. 137 8934**


**J-313**
**CAT No. 853 6575**

**J-314**
**CAT No. 184 9298**

**J-315**
**CAT No. 134 9737**

**J-316**
**CAT No. 899 5557**

**J-317**
**CAT No. 824 4147**

These publications are guides to the Federal Health and Safety Regulations that apply to a typical photographic processing facility. Local or state requirements may also apply. Verify the specific requirements for your facility with your legal counsel. They are meant to assist others with their compliance programs. However, this is not a comprehensive treatment of the issues.

KODAK Information Center's Faxback System
Available 24 hours a day, 7 days a week

Many technical support publications for Kodak products can be sent to your fax machine from the KODAK Information Center.

| | |
|---|---|
| **USA** | **1-800-242-2424 Ext. 33** |
| **Canada** | **1-800-295-5531** |
| **Internet** | **www.kodak.com/go/kes** |


KODAK Publication No. J-308
CAT No. 813 0247

12/2000
Printed in U.S.A.

Printed on Recycled paper with Bio-degradable inks


Kodak
Environmental Information