NFTA

Annual Safety & Environmental Training

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Safety Training

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Workplace Violence

Workplace violence is acts of violence, acts of intimidation and/or from making threats of violence against any person in the workplace or that are workplace-related.

Workplace:

- NFTA/Metro Property
- Vehicles
- NFTA/Metro Sponsored Events
- Offices
- Facilities
- Work-Place related

Can involve:

- NFTA/Metro employees
- Supervisors/Managers
- Agents
- Officers
- Contractors
- Customers
- Public citizens

It is important to note that an act of violence, a threat or intimidation will not be considered to be an unintentional act under this policy because of the subjective belief of the responsible person that the act was meant as a "joke" or "teasing." Know and understand that there is a **ZERO tolerance** for any form of workplace violence.

Workplace violence can include:

- **Intimidation** such as stalking, harassing phone calls, name-calling, obscene language, and other abusive behavior
- **Threats of Violence** – an intentional act, whether verbal or non-verbal, that threatens harm to oneself or another person or property damage. Examples include: threatening notes/emails/texts, hostile gestures, or social media posts
- **Acts of Violence** such as punching, shoving, property damage, or use of a weapon

Employees must:

- Report any violation of the workplace violence policy to your next-in-line supervisor who is not a party in the violation.
- Complete a workplace violence report and participate in investigation.
- Report and provide documentation regarding Orders of Protection to Supervisor.
- Report to the Transit Police and to your supervisors of any situation that may present an imminent danger of violence in the workplace.
- Not bring into, possess, and/or use any weapon in any workplace, regardless of any permits that you may have.

Supervisors must: Report the incident to HSEQ at HSEQ.Reporting@nfta.com **immediately**.

Bloodborne Pathogens

Bloodborne pathogens are infectious microorganisms in human blood that can cause disease in humans. These pathogens include, but are not limited to, hepatitis B (HBV), hepatitis C (HCV) and human immunodeficiency virus (HIV).

In addition to blood, other potentially infectious materials (OPIM) include: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids.

Bloodborne pathogens can be transmitted through contact with another person's blood or bodily fluids within the membranes of the eyes/nose/mouth, as well as open skin. Also, contact with contaminated sharps/needles or contact with a contaminated surface or object, such as a tool.

Protecting yourself from Bloodborne Pathogens:

- Use universal precautions- treat all blood & bodily fluid as if it is infected with bloodborne pathogens.
- Utilize the proper personal protective equipment (PPE), ensuring the proper fit- disposable gloves, safety glasses, face shield, etc.
- Use the proper tools for clean-up, which includes sharps containers, spill kits, biohazard bags.
- Clean contaminated surfaces/equipment/tools to avoid further contact.

If you are not part of the program, or do not have the proper PPE or training, DO NOT attempt to clean up bodily fluids or pick up sharps.

To clean a blood spill properly, put on disposable gloves. Wipe up the spill as much as possible with paper towel or other absorbent material. Gently pour bleach solution – 1-part bleach to 10 parts water – onto all contaminated areas. Let bleach solution remain on contaminated area for 10 minutes and then wipe up remaining bleach solution. All clean-up materials, including disposable PPE, should be placed in biohazard bags, as soon as possible, while avoiding personal contact with contaminated materials.

Be sure to dispose of biohazardous waste properly, as follows:

Regulated Medical Waste

- Liquid or semi-liquid blood or other potentially infectious materials (OPIM)
- Contaminated items that would release blood or OPIM if compressed

Unregulated Medical Waste

- Blood or OPIM absorbed without the release of liquid when compressed
- Urine, feces, or vomit

Page 4 Continued:

Regulated Medical Waste

- Contaminated sharp objects
- Items caked with dried blood or OPIM, capable of release during handling
- Pathological and microbiological wastes containing blood or OPIM

Unregulated Medical Waste

- Adhesive bandages or tissues
- Routine gauze, paper towels, and disposable PPE

If you've been exposed:

- Report exposure incidents to supervision immediately
- Get a medical evaluation as soon as possible
- Obtain the Hepatitis B vaccine (if applicable)

Dispose of all regulated medical waste in a red biohazard bag and notify a Supervisor to call HSEQ to pick-up the red bag. All sharp objects that are or presumed to be contaminated must go into a sharps container.

Unregulated medical waste can be placed directly into the regular trash. Double bag and dispose in the dumpster immediately.

Always practice good hand hygiene after handling blood or OPIM:

Hepatitis B Vaccine:

The Hepatitis B vaccine is offered to employees who have a risk of exposure to bloodborne pathogens based on the start of related job duties. If an individual is exposed to a bloodborne pathogen, the vaccinations can help prevent the possible transmission of Hepatitis B. The vaccine is given in a 3-part shot series, at no cost to the employee. An employee may choose to decline receiving the vaccine by signing a declination form, but can opt to receive the shots at a later date, should they change their mind.

Hearing Conservation

OSHA's occupational exposure limit for noise is 90 decibels. **The NFTA requires hearing protection at 85 decibels.**

Factors that affect noise exposure:

- Length of daily exposure
- Types of noise
- Individual worker susceptibility
- Intensity/loudness

Noise is hazardous because:

- Noise can result in temporary or permanent hearing loss
- It can cause you to misunderstand communication
- It can cause you to miss important safety warnings
- It can create unhealthy stress
- Once you lose it, you can't get it back

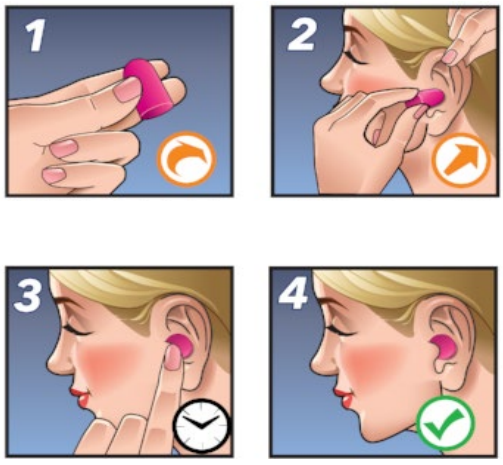
There are two types of hearing loss:

Temporary:
Temporary threshold shift may occur immediately following a high noise exposure.

Permanent:
Standard Threshold Shift occurs over a long period of high noise exposure.

There are two main types of hearing protective devices that must be worn at 85dBA or higher.

Ear Plugs:



Earmuffs:

Examples of equipment that requires hearing protection are: circular saw, snow blower, power washer, lawn mower, air powered hand sander, and a riding floor cleaner.

All employees with noise exposure must participate in annual audiometric testing to test an individual's hearing. This annual test is compared to the worker's baseline (first) test to see if there has been any hearing loss.

Hazard Communication

Working with chemicals can be dangerous and hazardous to employees and the environment, therefore, it is important to use chemicals as directed and never misuse them.

Four routes of exposure:

- Inhalation
- Ingestion
- Injection
- Absorption

Know what the Hazard Pictograms mean:

Health Hazard  • Carcinogen • Mutagenicity • Reproductive Toxicity • Respiratory Sensitizer • Target Organ Toxicity • Aspiration Toxicity	**Flame**  • Flammables • Pyrophorics • Self-Heating • Emits Flammable Gas • Self-Reactives • Organic Peroxides	**Exclamation Mark**  • Irritant (skin and eye) • Skin Sensitizer • Acute Toxicity • Narcotic Effects • Respiratory Tract Irritant • Hazardous to Ozone Layer (Non-Mandatory)
Gas Cylinder  • Gases Under Pressure	**Corrosion**  • Skin Corrosion/Burns • Eye Damage • Corrosive to Metals	**Exploding Bomb**  • Explosives • Self-Reactives • Organic Peroxides
Flame Over Circle  • Oxidizers	**Environment** (Non-Mandatory)  • Aquatic Toxicity	**Skull and Crossbones**  • Acute Toxicity (fatal or toxic)

Always remember:

- All chemicals must be approved by the HSEQ Department before purchase/utilization. Approved chemicals will receive a HSEQ # for identification.
- Label all containers
- Use all required PPE
- Store chemical containers properly
- Do not bring in chemicals from home
- Only use approved chemical containers; no food or beverage containers
- Know & understand what information is provided in a Safety Data Sheet
- YOU are responsible to use chemicals safely

Always look at a chemical's label and Safety Data Sheet (SDS) before use. It has information on proper use, handling, storage, disposal, etc. You can access a copy of an SDS in NFTA's Cloud SDS system or ask a Supervisor:

CloudSDS
Search Organize Comply

CloudSDS Inc
355 S. Grand Ave. Suite 2450,
Los Angeles, CA, 90071
Phone Number -1.877.974.4666
Email - info@cloudsds.com

Campus View Quick Guide

Welcome to the revamped CloudSDS Campus View! We've added brand-new features that bring many benefits, helping you to identify and address issues faster and more efficiently. This quick guide will walk you through these new features and their functions, ensuring you can fully utilize the updated Campus View for efficient chemical management.

Features Added to Campus View

Features	Where to Find it	Purpose
Contact Us	Click "more" (second menu at the top right) to see this option.	It helps users share concerns by entering their name, email, and reason for contacting. This creates a support ticket that is sent to CloudSDS support for review and resolution.
SDS Request	Click "more" (second menu at the top right) to see this option.	This feature lets users request SDSs that are not available in their cabinets and the CloudSDS Global Library. The users can now submit new SDS to be added to desired locations in the cabinet.
Banned Chemicals	Select the list of menus on the left and click the fifth option.	It's a list of all the prohibited chemicals present in an Organization. By clicking on the 'banned chemicals' tab, campus users can now search and view the names of prohibited products along with some critical details.
Simple Label	Select the list of menus on the	This feature allows users to create

Designer	left and click the sixth option.	simple labels to convey hazards associated with a specific product. Users must select pre-populated data points (based on requirements). For a simple label design, all the label data points are fixed. Users must choose label data points like 'label category', label size, required hazard symbol, data field selection, etc., based on the requirement to create a simple label. The prepared labels are also printable.
Label Library	Select the list of menus on the left and click the seventh option.	The label library is designed to store all user-created labels, both simple and custom. Users can access two sections at the top left: the standard library for simple labels and the custom library for custom labels. This organization makes labels readily available for download. It reduces the need for frequent label creations as all the labels are reusable.
Product Details	Select the 'Campus View' screen. Then, search for a product name and click the 'Action' menu below the product name. Then, choose 'Product Details' to view more information.	It allows users to find relevant details such as product Data, safety (GHS), first aid, HMIS & NFPA, Health, Ingredients, WHMIS, DOT, physical properties, and comments on the selected product.

For further assistance, contact our support team at info@cloudsds.com

Account Username:
NFTACampus@nfta.com

Account Password: NFTA136

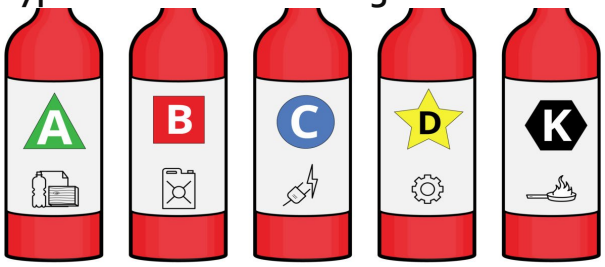
Fire Prevention & Protection

In the event of a fire emergency, know that you and others are the number one priority. Tools, equipment, and belongings can all be replaced. You cannot be! Therefore, notify others and evacuate to your designated rally point.

Only fight a fire with a fire extinguisher if:

- You know what is on fire
- You have the proper extinguisher
- You are trained to use an extinguisher
- You can put out the fire with only one fire extinguisher
- The fire is in its incipient (early) stage
- There is no risk of toxic gas/explosion
- There's a safe escape route behind you

Types of fires & fire extinguishers:



How to use a fire extinguisher:

If you use a fire extinguisher, never hang it back up. Give it to your Supervisor and replace with a fully charged and inspected extinguisher.

Fire extinguishers need to be:

- Kept clear
- Mounted
- Easily accessible
- Inspected monthly and documented
- Have annual maintenance performed

Remember:

- Be familiar with your location's emergency exits & rally points in the event of an evacuation
- Keep emergency exits clear and unlocked from the inside at all times
- Report any hazardous conditions
- Use safe fire work practices (flammable chemical use, welding, hot work, etc.)

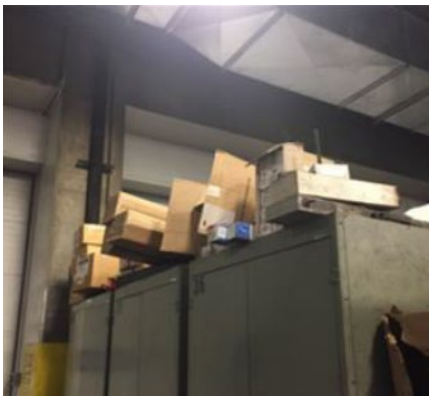
Housekeeping & Walking/Working Surfaces

Good housekeeping is the foundation for good safety and accident prevention. It is crucial that you practice good housekeeping in your work area and throughout your entire facility. Housekeeping is everyone's responsibility.

Remember to:

- Store hazardous materials properly
- Store heaviest items on the bottom of cabinets & shelves & the lightest on top
- Keep materials out of aisleways & stairs
- Not store materials on the top of cabinets

Bad Housekeeping Examples →



Always use **situational awareness**; where are you and what are the hazards around you and how can you control them or work around them safely?

- Always maintain 3 points of contact when entering or exiting buses, railcars, or other vehicles.
- Take a moment and look beneath at the ground outside the vehicle make sure there is no debris, ice, or potholes that you are about to step into.
- Use crosswalks, sidewalks, and designated walking areas whenever possible.
- Avoid distractions, such as cell phones, when walking or getting in or out of vehicles.
- Utilize slip-resistant footwear.
- Report any spills, snow/ice accumulation, or ground imperfections to facility management.

Walk like a penguin during snow and ice conditions!

Ladder Safety

Safe Ladder Use:

- Inspect the ladder before use, looking for any defects such as cracks, fractures, corrosion. Also look for missing labels, bolts, or feet.
- If defective, tag the ladder and remove from service
- NEVER use a broken ladder
- Choose the right size & type of ladder for the job, also abiding by the capacity load
- Use a ladder for its intended purpose
- Set up your ladder on a firm, solid surface
- Maintain 3 points of contact & face the ladder when climbing up & down
- Store ladders in designated areas when not in use
- Never over-reach; stay within the frame
- Never use the top step or top cap of a step ladder

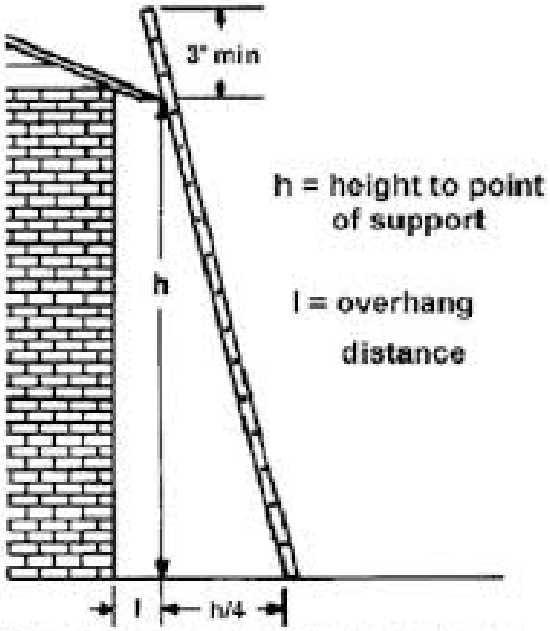


Figure 2. The base of a straight ladder should be one foot out of every four of height to the point of support

- When using an extension ladder, always utilize the 4:1 rule; for every 4 feet you go up, bring the feet of the ladder out 1 foot.

- When climbing onto another level using an extension ladder, the top of the ladder must extend 3 feet above that level.

Environmental Training

Improper activities can result in:

- Stormwater pollution
- Erosion
- Sedimentation
- Polluted water which is unsafe for swimming & drinking
- Polluted aquatic habitat for fish & wildlife
- Excess stormwater washes away stream beds & erodes stream banks
- Recreational activities such as kayaking, canoeing, or boating can become unsafe
- Fines & possible jail time

NFTA & fuel delivery/pickup personnel must be present & observe the entire transfer of material:

- Fueling/Off-Loading transfer is appropriately contained
- Fill box/port integrity
- Spill control materials are readily available
- Oil/fuel separator must be maintained
- Gauges/alarms operational
- KEEP FILL PORTS DRY AND CLEAN
- Most spills occur during transfers
- Parking lot drains must be covered during fuel deliveries & used oil pick-ups

All spills must be cleaned up immediately to prevent employee and environmental exposure, but not every spill has to be reported.

You MUST report a spill if:

- Spill exceeds threshold, talk to HSEQ or supervisor;
- Not controlled or contained
- Has reached a grass or storm drain
- Is not cleaned up within 2 hours
- All spills must be reported to HSEQ
- HSEQ will report to regulatory agencies, if necessary

Spill Response

- Do not attempt to do anything that may threaten anyone's life or health
- Put out any source of ignition – if it is safe to do so
- Try to stop any release at its source if there is no danger to human health
- Identify the material released, locate and read the Safety Data Sheet (SDS)
- Evacuate the building if required
- Call an emergency coordinator

Due to the danger oil spills cause to public health and the environment, every effort must be made to prevent oil spills and to clean them up promptly once they occur. The purpose of the Spill Prevention, Control, and Countermeasure (SPCC) rule is to help facilities prevent a discharge of oil into navigable waters or adjoining shorelines.

Spill Prevention
- Cover drains before refueling activities

Spill Control
- Use drip pans
- Use spill kits & supplies

Hazardous Waste
- Collect in a designated hazardous waste area
- Collect in compatible containers
- Containers must be on a secondary containment unit
- Containers must be labeled upon accumulation
- Keep closed when not accumulating

Universal Waste (Batteries, Pesticides, Mercury-containing materials, & Lamps)
- Collect in separate containers
- Collect in a designated accumulation area
- Do not break
- Keep containers closed when not accumulating
- Label containers

Material Handling & Storage
- Cover salt piles to prevent run-off
- Prevent outdoor washing, cleaning, painting, and repair of vehicles, equipment and parts
- Keep dumpster lids closed or units covered
- Maintain oil/chemical tanks per NYSDEC/SPCC rules
- Handle and dispose of used oil and spent solvents per NYSDEC and RCRA regulations
- Store materials (parts, oils, wastes, etc.) in containment areas, covered, or indoors
- Clearly label tanks, drums, and secondary containers
- Scrap metal, old engine parts, radiators, drums/tanks, soiled materials, etc. must be stored indoors, under cover, or be contained.
- If equipment is leaking, drain it of liquids before placing it outdoors.
- Use drip pans for known leaks, or store indoors.

Best Management Practices
- Make sure the spill kits are fully stocked and, in a location, suitable for spill response
- Use dry clean method (dry sweeping/absorbent pads)
- Never pour anything down storm system catch basins, and prevent materials from leaking into them
  - This includes mop buckets
- Catch basins, and outfalls, etc. must be cleaned or pumped periodically
- Avoid topping off fuel tanks / drums
- Inspect incoming and outgoing vehicles / equipment for leaks
- Regularly inspect / sweep the grounds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