

## Purpose

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**(Company Name)** is committed to a safe and healthy workplace for its employees. The purpose of this program is to identify respirable crystalline silica hazards and provide tools, equipment, PPE and policies to protect employees from silica hazards. This program applies to work areas and tasks with an expected silica level that exceeds 25  $\mu\text{g}/\text{m}^3$  of air calculated as an 8-hour time weighted average.

## Program Responsibilities

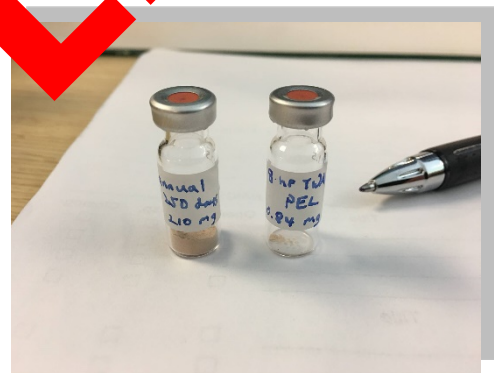
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### Management

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Management has the following responsibilities:

1. To comply with OSHA standards for silica and other relevant regulations.
2. To identify tasks and work areas that may have silica hazards.
3. To establish a written silica exposure control program.
4. To keep employee exposure to respirable crystalline silica below the permissible exposure level.
5. To conduct silica exposure monitoring for all tasks, procedures, or tasks that may involve silica above the required action level.
6. To inform employees of the results of silica monitoring and provide the opportunity to observe exposure assessments.
7. Make available a medical surveillance program for affected employees.
8. To select materials, equipment and procedures that minimize or eliminate silica hazards.
9. To designate a Silica Safety Coordinator, who has the responsibility for administration of this program.
10. To provide all required personal protective equipment to employees.
11. To provide training on the hazards of silica and working safely in environments with silica exposure.



The right bottle is the amount of silica required to reach the PEL for 8 hours. The left is the amount required to reach the PEL over a year.

## Silica Safety Coordinator

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The company Silica Safety Administrator is **(Add Name or Position)**. The Silica Safety Coordinator has the following responsibilities:

1. To supervise and administrate the company silica safety program.
2. To maintain the company written silica exposure control program.
3. To develop a list of job classifications that involve silica exposure.
4. To arrange for appropriate monitoring of silica levels.
5. To assist the company in developing policies and procedures that describe appropriate work practices for employees with silica exposure.

6. To manage the company medical surveillance program.
7. To assist supervisors in selecting appropriate personal protective equipment.
8. To coordinate or provide training for employees.
9. To designate silica safety competent persons.
10. To maintain all required records for the silica safety program.
11. To create and maintain silica safety exposure control programs, and to review them annually.
12. To conduct periodic audits to ensure the company is operating in accordance with policy.

<b>Silica Safety Coordinator</b>	
Position	
Name	
Phone Number	
Email	
Address	

## Supervisors

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Supervisors have the following responsibilities:

1. To ensure that employees are working safely and in accordance with the silica safety program and applicable regulations.
2. To ensure that a determination of silica levels has been completed prior to starting work, or that employees are appropriately protected while determinations are taking place.
3. To assign work with silica hazards to authorized employees.
4. To make sure that employees with potential silica exposure receive training and required personal protective equipment before starting work.
5. To ensure that employees use all required personal protective equipment.
6. To inform the silica safety coordinator when there is a possibility of a change in the levels of silica exposure due to changes to work processes that may affect exposure levels.
7. To provide feedback on the company silica safety program.
8. To facilitate communication between employees and management on safety issues.

## Employees

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Employees have the following responsibilities:

1. To work in accordance with the requirements of this program.
2. To use all required personal protective equipment.
3. To immediately report all safety issues and incidents to a supervisor.
4. To complete all required training before starting work.

## Exposure Assessment

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The company will assess the silica exposure for each employee. This may be accomplished with performance data or scheduled monitoring in accordance with OSHA requirements. Exposure assessment data will be kept with this program.

## Job Classifications with Silica Exposure

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Job Classifications with Exposure Greater Than 25 $\mu\text{/m}_3$

## Informing Employees

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Employees will be notified in writing of the results of silica exposure monitoring. This will be done within fifteen days of receiving the information.

## Periodic Monitoring

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Exposure monitoring will be repeated in accordance with the following requirements:

1. If exposure levels are at or above the action level but below the permissible exposure limit the company will repeat monitoring at least every six months.
2. If exposure levels are at or above the permissible exposure limit the company will perform monitoring at least quarterly.
3. The company will perform additional monitoring whenever there has been a production, process, control or personnel change which may result in new or additional exposure to silica, or whenever the company has any other reason to suspect a change which may result in new or additional exposures.

## Regulated Areas

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Work areas that could exceed the permissible exposure limit for silica are designated as regulated areas.

Silica Regulated Area	Silica Exposure Source

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## Demarcation

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Regulated areas are demarcated to limit exposure and prevent unauthorized entry. All regulated areas have posted signs at all entrances that read:

DANGER  
RESPIRABLE CRYSTALLINE SILICA  
MAY CAUSE CANCER  
CAUSES DAMAGE TO LUNGS  
WEAR RESPIRATORY PROTECTION IN  
THIS AREA  
AUTHORIZED PERSONNEL ONLY

## Regulated Area Access

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Access to regulated areas are restricted to:

1. Authorized employees who have work duties in the area.
2. Authorized representatives of employees entering to observe monitoring.
3. Persons authorized by the OSHA Act.

## Housekeeping

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The accumulation of silica dust leads to higher levels of exposure. Employees are required to clean up at the end of every shift, and whenever there is a noticeable accumulation of dust. Employees must adhere to the following housekeeping practices:

1. Vacuums with HEPA filters are the preferred method of cleaning.
2. Wet sweeping is used if HEPA vacuums are not available or it is not feasible.
3. Dry sweeping of silica contaminated dust is not authorized unless wet sweeping or HEPA vacuums are not feasible.
4. Never clean surfaces with compressed air. It can spread contamination.

## Silica Exposure Control Plans

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Silica Exposure Control Plans are required for any work task that exceeds the action level for silica. A Silica Exposure Control Plan will include:

1. A description of tasks that involve exposure to respirable silica.
2. Engineering controls, work practices, and respiratory protection used to limit employee exposure.
3. A description of housekeeping measures used to limit exposure.

Silica exposure control plans will be reviewed and update at least annually and as required by changing conditions. The plans are available to any employee upon request.

## Exposure Controls

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The company will determine appropriate engineering controls, work practices, and respiratory protection for each work task. Exposure controls and methods will be listed on the exposure control plan and covered as part of employee training.

## Medical Surveillance

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All employees occupationally exposed to respirable crystalline silica 30 days or more a year have the option to undergo medical surveillance. This is provided at no cost to the employee.

## Medical Facility

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The company has selected a medical clinic to run the silica safety medical surveillance program.

Medical Clinic Contact Information	
Name	
Contact Person	
Phone Number	
Fax	
Address	

## Training

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All employees covered by this standard will receive training on the hazards of respirable crystalline silica, and the procedures and equipment required for protection. This training will include:

1. The health effects associated with silica exposure, including:
  - a. Cancer
  - b. Lung effects
  - c. Immune system effects
  - d. Kidney effects.
2. Specific tasks in the workplace that could result in silica exposure.
3. Specific measures implemented to protect employees, which may include:
  - a. Engineering controls
  - b. Work practices
  - c. Respirators.
4. The OSHA requirements for respirable crystalline silica.
5. The purpose and description of the medical surveillance program.

## Program Review and Audits

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## Audits

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The silica safety coordinator will perform workplace audits at least **(enter frequency)**. Employees who are not following the requirements of this program will be assigned refresher training. These audits will include:

1. Verification that all employees in silica areas have received proper training.
2. Checks to make sure that employees are following the work procedures necessary for silica safety.
3. Checks to make sure that employees are properly using their assigned PPE.
4. Verification that control measures used to manage silica exposure are working properly.
5. A review of the medical surveillance records to ensure all employees are up to date.
6. Checks to make sure that silica exposure control plans are in place and up to date.

## Program Review

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An accurate and up to date silica safety program is essential for success. This program, and associated silica exposure control plans, will be reviewed at least yearly. The company will solicit suggestions from employees on ways to improve compliance. Employees who have suggestions on how to improve safety in the workplace should talk to their supervisor. Supervisors will document these suggestions and submit them to the silica safety coordinator. Employees may also contact the silica safety coordinator directly.

**SAMPLE**

**Silica Exposure Control Plan**

Exposure Plan Created By		Date	
Work Area			
Work Task			
Description of Work			

Work Tasks Controls Description	
Job Task	
Materials Involved	
Work Practices	
Respiratory Protection	
Other PPE	

Housekeeping	
Controls	

