

**Life Cycle Pet Cremation, Inc,  
dba Radiant Heart After-Care for Pets**

**Accident Prevention Program**

**Overview of the safety program for Radiant Heart Aftercare for Pets:**

At the start of employment, each employee must go through a safety orientation with Management. During that orientation, the new employee will be introduced to this Accident Prevention Plan. This APP was written in accordance with Washington Industrial Safety and Health Act (WISHA) regulations (WAC 296-800-140) and the International Association of Pet Cemeteries and Crematories (IAOPCC) recommendations.

We also have basic safety rules that every employee must follow:

- Never do anything unsafe in order to complete a task or job.
- If a job seems unsafe, notify your supervisor; we will find a way to make the job safe.
- Never operate a piece of equipment without being trained to use said equipment.
- Use Personal Protection Equipment when required.
- Obey all safety warning signs.
- Smoking is only permitted outside the building.
- Clean up spills (blood, urine, water, chemicals, etc.) immediately.
- Return tools to their designated places after use.

**These are not recommendations nor suggestions. Working safely is not optional; it's a condition of employment.**

**Management's Responsibilities:**

- Devote the resources necessary to eliminate any and all hazards in the workplace.
- Have a system for hazard reporting that makes it easy for anyone to report any unsafe conditions, equipment or actions.
- Provide training on the APP and on how to do each job safely.

**Employees' Responsibilities:**

- Read, understand and follow this Accident Prevention Plan.
- Report any unsafe conditions to your supervisor.
- Do not remove or by-pass any safety device.
- Use the Personal Protective Equipment (PPE) where required.

**In case of emergencies**

- Call 911
- Contact Management.
- In case of fire:

- If the fire is small and there isn't much smoke, you may try to put it out with a fire extinguisher. There are 3 fire extinguishers at 801 W. Orchard Drive, Ste. 3:
    - Under the sink by the Ink/Clay/Fur station.
    - On the wall near the flame crematorium.
    - On the wall by the backdoor to the shop.
  - **NEVER POINT FIRE EXTINGUISHER DIRECTLY INTO CREMATORIUM!**
  - If the fire is large and a perceived danger, do not attempt to put out the fire.
  - In case of a large fire, evacuate the building and assemble in the **BACK PARKING LOT**.
  - Ensure that you or someone else has called 911 or emergency services.
  - Do a headcount of on-site staff and if anyone is missing, notify the responding fire personnel immediately when they arrive. Do not go back into a dangerous situation to look for anyone!
- In case of loss of power:
    - There are two (or three?) flashlight locations. (At 12/13/2023 meeting, staff will be asked re: best locations for flashlights.)
    - A generator is located near the Shop back door. Laminated instructions for use are kept with the generator. (As of 12/13/2023...new instructions for the new generator are under development.) The generator is a back-up for the flame crematorium and a few lights, but not the office as a whole.
    - Power outages occur several times a year. Don't panic! Keep working as much as possible. The power will turn back on eventually.
  - In case of earthquake:
    - The first person who recognizes that the shock is an earthquake will shout "Earthquake!" as loudly as they can to give everyone else more time to react.
    - Evacuate the building. Go to the parking lot behind the shop. Do a head-count of all on-site staff.
    - If you are unable to leave the building, look around your work area and decide where it would be the safest place to go for coverage -- under a desk or counter-top or in a doorway.
    - If there is nowhere to seek safety, drop to the floor and cover your head with your arms.
    - Once the shaking has stopped, help others who need assistance and evacuate the building.
    - There may be aftershocks.
      - Once outside, stay away from trees, buildings and downed power lines.
      - If there is an odor of gas, turn off the gas at the meter on the back side of the building, between our garage door and Suite 4: Using a screwdriver or crescent wrench, or other tool, turn the tab until its hole is aligned with the stationary tab's hole.
    - If driving, pull over and avoid underpasses and bridges.
    - A ditch bag with food and other survival items is to be kept in the company van at all times.

**First aid:**

- All injuries must be reported to Management immediately.
- There is a first aid kit located in the middle drawer of the counter-top used for mold/cast projects.

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### **Employee safety orientations:**

- Before anyone starts working at this company, they must read this Accident Prevention Plan and then take a safety orientation tour with their supervisor.
- Employees who will be driving to pick up pets must submit to a driving record check.
- Each employee must go over each work station's safety instructions with Management, regardless of previous job experience.
- Every employee must review this APP annually.

### **Quarterly Safety Meetings:**

- A quarterly safety meeting will be scheduled for all staff.
- The meeting will include a walk-through review of our facility. Special safety needs will be addressed.
- However, ANY issue with our facility that you believe might cause harm or injury or is otherwise unsafe must be reported to Management at the time you notice the issue. Do not wait for the safety meeting.

### **Injuries:**

- All injuries must be treated, and all injuries must be reported.
- An emergency eyewash station is located on the wall next to the flame crematorium. To use, simply pull the yellow piece down and the eyewash will start on its own. **Make sure to hold eye lids open during use.**
- Reporting injuries:
  - Any employee who sees or detects a serious injury is expected to either call 911 themselves or ask someone else to call.
  - A "Report of an Injury, Illness, or Close Call" will be filled out and turned into Management. The report will be filed and changes to this Plan will be incorporated as needed. Blank "Report of an Injury, Illness or Close Call" is available via [www.radiant-heart.net](http://www.radiant-heart.net) (Resources | For Employees).
  - Management will report all work-related injuries to Washington State Labor & Industries as required by law and will assist employees in filing claims for Workers' Compensation as needed.

### **Unsafe conditions:**

- Any unsafe conditions should be reported to Management.
- Management will find a safer way to complete the job.
- All "near misses" must be reported. Except for the lack of injuries, these are also to be considered accidents.
- All submitted "Report of an Injury, Illness or Close Call" will be filed and changes to this Plan will be incorporated as needed.

### **Chemicals used in the workplace:**

- If you are concerned about possible health effects of any of the chemicals used in the workspace, you may refer to the Material Safety Data Sheets, available via [www.radiant-heart.net](http://www.radiant-heart.net) (Resources | For Employees). **As of 12/12/2023 – SDSs are in the process of being added to website.**

- Please also consult the Chemical Hazard Communication Program (HazCom), available via [www.radiant-heart.net](http://www.radiant-heart.net) (Resources | For Employees). As of 12/12/2023 the HazCom is being edited. As soon as it is complete it will be added to the website.

### **Therm-Tec S-18 (Flame Crematorium) Operation**

- Only authorized and certified crematorium operators are allowed to touch the crematorium. Period.
- For authorized and certified operators:
  - Pause crematorium if it needs to be opened during operation.
  - Required PPE:
    - Heat mask
    - Alluminized heat protective coat
    - Alluminized heat protective gloves
  - Employees must wear closed-toed shoes and shoes must cover most of foot to prevent skin exposure to heat from crematorium.
  - The door must be opened fully (past the hinge) before reaching into the cremation chamber with a tool. Each year, four people on average die reaching into crematories where the door is not securely open. This is not a recommendation and will be followed by all employees.
  - The door must remain closed during operation.
  - During adjustments, PPE must be worn and tools must be used to adjust the remains.
  - Do not lean into the hot chamber. Keep all body parts outside of the crematorium.
  - Tools must be used to adjust or remove cremated remains. Every effort should be made to minimize exposure to heat and to minimize the amount of time spent in front of the open cremation chamber.
  - If an employee begins to feel hot, she must step away from the crematorium.
  - The hot ash vacuum may be used in conjunction with other tools when the Primary Chamber is 600 degrees Fahrenheit or less.
  - If necessary...when the crematorium is cool (primary chamber less than 100 degrees) cremated remains may be removed “by hand.” Before removing remains, the operator must wear
    - dust mask
    - protective shirt or gown
    - optional: eye protection, knee pads

### **Hazards to Pregnancy When Working Near a Flame Crematorium**

- Some studies have show that children of women who live near incinerators and crematories have an increased risk of stillbirth and congenital defects.
- There is an increased risk of exposure to mercury, which can have significant effects on fetal health, including stillbirth, congenital defects, abnormal births, childhood emotional and behavioral disabilities, and mental health problems that could develop later in life.

Should an employee become pregnant, time spent by that employee working near the crematorium should be minimized.

### **Bio-Response PET500 (Pet Aquamation Machine) Operation**

- Only authorized and certified crematorium operators are allowed to touch the crematorium. Period.
- Follow all safety signs posted on the crematorium.
- For authorized and certified operators:
  - Placing pets into a cradle
    - Required PPE:
      - Protective Gloves
      - Face mask (Recommended)
      - Scrubs (Recommended)
    - If blood, urine, feces or other biological material come out of the pet as they are placed in the cradle and spill onto the floor or other surfaces, clean up the biological material as soon as possible.
    - Use all lifts available, and/or assistance from a co-worker, when placing large pets into a cradle.
    - Use caution when handling the heavy steel dividers – edges may be sharp.
  - Moving, Measuring and Adding KOH
    - Required PPE:
      - Full Face Mask
      - Chemical Resistant Gloves
      - Scrubs or other clothing that cover the user's torso and arms.
    - USEEXTREME CAUTION! Any spilled KOH must be cleaned up immediately.
    - USE EXTREME CAUTION! KOH flakes are caustic and will cause burns if they touch skin. If KOH flakes get onto your skin, stop what you are doing, move to a sink, remove gloves, and rinse off KOH using COLD WATER while cleaning/scrubbing affected area with a clean wash cloth.
    - Utilize all lifts available – do not lift heavy bags or buckets by yourself.
  - Opening the PET500 during operation
    - Pause operation before opening the top.
    - Required PPE:
      - Full Face Mask
      - Chemical Resistant Gloves
      - Scrubs or other clothing that cover the user's torso and arms.
    - USE EXTREME CAUTION! Hot steam will be released. Keep your body and arms outside of the periphery of the machine as much as possible when opening the top.
    - If adding D-Limonene, pre-measure the D-Limonene prior to opening the top to shorten the length of time that the top is open.
    - NEVER ADD KOH TO WATER!

- Removing Cremated Remains after Process End
  - Open top fully and let hot steam release prior to removing remains.
  - Required PPE:
    - Protective gloves
- Utilizing Gantry Crane and Hoist to Lift Cradles in and Out of PET500
  - USE EXTREME CAUTION!
  - Keep a hand on the cradle as it is being lifted at all times to control swinging.
  - Be aware of cables – move them out of the way of cradles as they are lifted into the machine.

### **Blood-borne Pathogens**

- Sometimes, employees may come into contact with bodily fluids and discharge from animals.
- If blood or other fluid is present in the work area, employees must use protective gloves. Nitrile gloves are always available.
- When cleaning up blood or other bodily fluid/discharge, follow these steps to decrease health risks:
  - Block off the area until cleanup and disinfection is complete.
  - Put on disposable gloves (rubber or nitrile).
  - Wipe up the spill as much as possible with paper towel or other absorbent material.
  - Spray the area with the bleach solution and allow the bleach solution to sit for **20 minutes** minimum, per OSHA regulation. Then wipe away again with paper towels and discard the towels.
  - Disposable gloves should be thrown away.
  - Garbage bag must then be double-bagged and securely tied.
  - All non-disposable cleaning materials such as mops, brushes, or rags need to be cleaned by saturating with a bleach solution then allowed to air dry.
  - Thoroughly wash hands with soap and water.
- There may be times when a pet arrives at the shop with a known, contractible illness that has caused death, **or** a pet may arrive with an unknown illness that has caused death. If an employee has to come in contact with this pet, and the pet is not already double-bagged:
  - Wearing gloves, face mask and protective smock, immediately place the pet into a cadaver bag. Secure the first cadaver bag, then place that back into a second cadaver bag.
  - A flame cremation should be performed for any animal with a contractible illness.
  - For more information visit: <https://radiant-heart.net/communicable-diseases/>

### **Transporting and Moving Animals**

- When lifting and/or moving animals to and from a vehicle, or from one place in our facility to another, please use good form and engage the muscle groups as recommended by the movement professional
  - Shoulders back (“in back pockets”)
  - Core engaged (stomach tightened, rib cage pressed down)

- Butt slightly tucked
- Bend knees
- Use mobile tables if possible (lift/carry as little as possible)
- A waist/back support belt is available for your use; please ask.

### **Ladders or Step-Stools:**

- Employees may not use ladders or step-stools (e.g., to obtain supplies from a high shelf) unless the following is true:
  - a second staff member is on-site and aware of the ladder or step-stool use.
  - the floor below the area where the ladder or stool will be used must be free of debris or anything that could cause slippage.
  - the ladder/stool must be in good working condition.

### **Driving on Public Roads:**

When driving a vehicle for business use, employees are required to follow all laws pertaining to moving vehicles

### **Personal Protective Equipment:**

- Each work station will have posted a list of required and/or recommended PPE.
- Nitrile gloves may be worn when taking clay paw prints and fur clippings but are not required. Nitrile gloves are required when taking ink paw prints and the nitrile gloves are also required in cases of infectious disease being the cause of death or in cases where blood is present.
- Gloves must be thrown away when they are cracked, cut, or have holes. When gloves begin to allow water into the other side, they must be thrown away. Bloodborne pathogens have smaller molecules than water, so this is a sign of wear and gloves must be thrown away and replaced.
- Eye protection will be worn at all times when using the sanding station, the cremulator, and the dremmel tool. All eye protection – including prescription glasses – must be marked as meeting ANSI Z-87 standards.
- Ear plugs or other hearing protection must be worn while operating the cremulator or the sanding station. Ear protection may be worn when crematorium is in operation and staff are moving through the shop area.
- When operating the flame crematorium, PPE is required.
- When operating the water crematorium, PPE is required.

### **Standing:**

- Floor mats are provided in all areas of our facility where a staff member may need to stand for long periods of time.
- It is recommended that staff members wear comfortable shoes with thick and padded soles when working at our facility.

### **Fleas:**

- Occasionally, pets may come into the shop that have fleas. To minimize risk of infestation, the following steps must be taken:
  - Spray the animal, on both sides, using flea spray.

- Place animal inside a cadaver bag and seal the bag.
- If the animal arrived in a cadaver bag, open the bag and spray the inside on both sides of the animal. Double-bag the pet and or tape shut any holes made in the cadaver bag.
- **Wait at least one hour before opening cadaver bag to ensure all fleas have had time to die.**
- If an after-care package has been ordered for the pet, minimize your exposure to the pet by opening the cadaver bag only at the specific points required. For example, to take a paw print, make a small cut in the bag near the paw, and pull the paw through.
- When ACP work is completed, re-bag the pet and/or tape up all openings.

### **Cleaning:**

- Safety Data Sheets (SDS) for all chemicals used on the premises are available via [www.radiant-heart.net](http://www.radiant-heart.net) (Resources | For Employees).
- When emptying the shop vacs, staff must wear a dust mask and eye protection.
- When entering and cleaning the sanding room, staff must wear dust mask and eye protection.
- When using chemicals to clean counter tops, floors, etc., it is recommended that staff wear nitrile gloves and a dust mask.
- When vacuuming and/or dusting the office and reflection room, no special protective gear is required.

### **Sanding Station:**

- This work area utilizes potentially dangerous equipment. Only authorized staff members are allowed to use the equipment in the sanding area.
- Do not allow yourself to overheat. Take breaks as needed. Stay hydrated before and after using the sanding station.
- Use of the sanding equipment requires the following PPE:
  - dust mask
  - eye protection
  - ear protection
  - leather gloves (recommended)
  - protective shirt or gown (recommended)
- The shop vac must be turned on during sanding.
- When using the sanding belt or disc, the shop vac must be attached appropriately to the side of the sanding machine.
- When hand sanding, the end of the shop vac hose should be placed as close as possible to the item being sanded.

### **Grinding Station:**

- This work area utilizes heavy and potentially dangerous equipment. Only authorized and trained staff members are allowed to use the equipment in the grinding area.
- When using the cremulator, authorized staff are required to wear:
  - dust mask
  - eye protection
  - ear protection



- protective shirt or gown (recommended)
- When using the cremulator, please follow the posted “Safety Rules” by the manufacturer.
- Also, please use good form and engage the muscle groups when moving the nine-pound lid for cremulator and/or kneeling down to remove cremated remains.
- Using the Dremmel tool to clean steel ID tags, authorized staff are required to wear:
  - dust mask
  - eye protection
  - ear protection (recommended)
  - protective shirt or gown (recommended)

### **Operating machinery and power tools:**

- No fixed or portable power tool will be used unless the manufacturer-supplied safeguards are in place and fully operational.
- No power tool will be adjusted or worked on with the power still connected. All tools must be unplugged when making adjustments to the tool. (e.g., the dremmel tool must be unplugged when switching out heads, sander must be unplugged to change belt).
- Each employee is required to use their supplied personal protective equipment in those areas designated for their use.
- Each employee must inspect their personal protective equipment prior to its use.
- If PPE is worn, broken, or otherwise unsuitable, notify Management **immediately**. A replacement will be made as soon as possible.
- Eyewash station must be drained, cleaned and refilled every 3 months. Special solution for the eyewash station is stored under the sink. Please follow directions on the bottle.

<https://lni.wa.gov/forms-publications/f417-278-000.pdf>