

Revision: Original  
Date: 11/26/18

**DREAMLINE AVIATION, LLC**

Dreamline Aviation OSHA Manual

---

**Dreamline Aviation, LLC**

16461 Sherman Way, Suite 210  
Van Nuys, CA 91406

**OSHA MANUAL**

*This Page is Intentionally Left Blank*



*This Page is Intentionally Left Blank*

# DREAMLINE AVIATION, LLC

Revision: ORIGINAL  
Date: 11/26/18

Dreamline Aviation OSHA Manual  
LIST OF EFFECTIVE PAGES

Page	Revision	Date
<b>Cover Page</b>	Rev-Orig.	11/26/18

## List of Effective Pages

LOEP - 1	Rev-Orig.	11/26/18
LOEP - 2	Rev-Orig.	11/26/18
LOEP - 3	Rev-Orig.	11/26/18
LOEP - 4	Rev-Orig.	11/26/18

## Table of Contents

TOC-1	Rev-Orig.	11/26/18
TOC-2	Rev-Orig.	11/26/18
TOC-3	Rev-Orig.	11/26/18
TOC-4	Rev-Orig.	11/26/18
TOC-5	Rev-Orig.	11/26/18
TOC-6	Rev-Orig.	11/26/18
TOC-7	Rev-Orig.	11/26/18
TOC-8	Rev-Orig.	11/26/18

## Sect. 1: Compliance Assessment

Page 1	Rev-Orig.	11/26/18
Page 2	Rev-Orig.	11/26/18
Page 3	Rev-Orig.	11/26/18
Page 4	Rev-Orig.	11/26/18
Page 5	Rev-Orig.	11/26/18
Page 6	Rev-Orig.	11/26/18
Page 7	Rev-Orig.	11/26/18
Page 8	Rev-Orig.	11/26/18
Page 9	Rev-Orig.	11/26/18
Page 10	Rev-Orig.	11/26/18
Page 11	Rev-Orig.	11/26/18
Page 12	Rev-Orig.	11/26/18
Page 13	Rev-Orig.	11/26/18
Page 14	Rev-Orig.	11/26/18
Page 15	Rev-Orig.	11/26/18
Page 16	Rev-Orig.	11/26/18
Page 17	Rev-Orig.	11/26/18
Page 18	Rev-Orig.	11/26/18
Page 19	Rev-Orig.	11/26/18
Page 20	Rev-Orig.	11/26/18
Page 21	Rev-Orig.	11/26/18

Page	Revision	Date
<b>Sect. 1: Compliance Assessment (Cont.)</b>		

Page 22	Rev-Orig.	11/26/18
Page 23	Rev-Orig.	11/26/18
Page 24	Rev-Orig.	11/26/18
Page 25	Rev-Orig.	11/26/18
Page 26	Rev-Orig.	11/26/18
Page 27	Rev-Orig.	11/26/18
Page 28	Rev-Orig.	11/26/18
Page 29	Rev-Orig.	11/26/18
Page 30	Rev-Orig.	11/26/18
Page 31	Rev-Orig.	11/26/18
Page 32	Rev-Orig.	11/26/18
Page 33	Rev-Orig.	11/26/18
Page 34	Rev-Orig.	11/26/18
Page 35	Rev-Orig.	11/26/18
Page 36	Rev-Orig.	11/26/18
Page 37	Rev-Orig.	11/26/18
Page 38	Rev-Orig.	11/26/18
Page 39	Rev-Orig.	11/26/18
Page 40	Rev-Orig.	11/26/18
Page 41	Rev-Orig.	11/26/18
Page 42	Rev-Orig.	11/26/18
Page 43	Rev-Orig.	11/26/18
Page 44	Rev-Orig.	11/26/18
Page 45	Rev-Orig.	11/26/18
Page 46	Rev-Orig.	11/26/18

## Sect 2: Hazard Communication

Page 2-i	Rev-Orig.	11/26/18
Page 2-ii	Rev-Orig.	11/26/18
Page 2-1	Rev-Orig.	11/26/18
Page 2-2	Rev-Orig.	11/26/18
Page 2-3	Rev-Orig.	11/26/18
Page 2-4	Rev-Orig.	11/26/18
Page 2-5	Rev-Orig.	11/26/18
Page 2-6	Rev-Orig.	11/26/18

# DREAMLINE AVIATION, LLC

Dreamline Aviation OSHA Manual  
LIST OF EFFECTIVE PAGES

Revision: ORIGINAL  
Date: 11/26/18

Page	Revision	Date
<b>Sect 3: Hazard Communication</b>		
Page 3-i	Rev-Orig.	11/26/18
Page 3-ii	Rev-Orig.	11/26/18
Page 3-1	Rev-Orig.	11/26/18
Page 3-2	Rev-Orig.	11/26/18
Page 3-3	Rev-Orig.	11/26/18
Page 3-4	Rev-Orig.	11/26/18
Page 3-5	Rev-Orig.	11/26/18
Page 3-6	Rev-Orig.	11/26/18
Page 3-7	Rev-Orig.	11/26/18
Page 3-8	Rev-Orig.	11/26/18
Page 3-9	Rev-Orig.	11/26/18
Page 3-10	Rev-Orig.	11/26/18

<b>Sect 4: Emergency Action Plan</b>		
Page 4-1	Rev-Orig.	11/26/18
Page 4-2	Rev-Orig.	11/26/18

<b>Sect 5: Fire Prevention Plan</b>		
Page 5-i	Rev-Orig.	11/26/18
Page 5-ii	Rev-Orig.	11/26/18
Page 5-1	Rev-Orig.	11/26/18
Page 5-2	Rev-Orig.	11/26/18
Page 5-3	Rev-Orig.	11/26/18
Page 5-4	Rev-Orig.	11/26/18
Page 5-5	Rev-Orig.	11/26/18
Page 5-6	Rev-Orig.	11/26/18
Page 5-7	Rev-Orig.	11/26/18
Page 5-8	Rev-Orig.	11/26/18
Page 5-9	Rev-Orig.	11/26/18
Page 5-10	Rev-Orig.	11/26/18

<b>Sect 6: Hearing Conservation</b>		
Page 6-i	Rev-Orig.	11/26/18
Page 6-ii	Rev-Orig.	11/26/18
Page 6-1	Rev-Orig.	11/26/18
Page 6-2	Rev-Orig.	11/26/18

Page	Revision	Date
<b>Sect 7: Heat Illness Prevention Plan</b>		
Page 7-i	Rev-Orig.	11/26/18
Page 7-ii	Rev-Orig.	11/26/18
Page 7-1	Rev-Orig.	11/26/18
Page 7-2	Rev-Orig.	11/26/18
Page 7-3	Rev-Orig.	11/26/18
Page 7-4	Rev-Orig.	11/26/18
Page 7-5	Rev-Orig.	11/26/18
Page 7-6	Rev-Orig.	11/26/18
Page 7-7	Rev-Orig.	11/26/18
Page 7-8	Rev-Orig.	11/26/18

<b>Sect 8: Respiratory Prevention Plan</b>		
Page 8-i	Rev-Orig.	11/26/18
Page 8-ii	Rev-Orig.	11/26/18
Page 8-1	Rev-Orig.	11/26/18
Page 8-2	Rev-Orig.	11/26/18
Page 8-3	Rev-Orig.	11/26/18
Page 8-4	Rev-Orig.	11/26/18
Page 8-5	Rev-Orig.	11/26/18
Page 8-6	Rev-Orig.	11/26/18

<b>Sect 9: Hazardous Waste Spills</b>		
Page 9-i	Rev-Orig.	11/26/18
Page 9-ii	Rev-Orig.	11/26/18
Page 9-1	Rev-Orig.	11/26/18
Page 9-2	Rev-Orig.	11/26/18
Page 9-3	Rev-Orig.	11/26/18
Page 9-4	Rev-Orig.	11/26/18
Page 9-5	Rev-Orig.	11/26/18
Page 9-6	Rev-Orig.	11/26/18
Page 9-7	Rev-Orig.	11/26/18
Page 9-8	Rev-Orig.	11/26/18

# DREAMLINE AVIATION, LLC

Revision: ORIGINAL  
Date: 11/26/18

Dreamline Aviation OSHA Manual  
LIST OF EFFECTIVE PAGES

Page	Revision	Date
<b>Sect 10: Forklift Safety Plan</b>		
Page 10-i	Rev-Orig.	11/26/18
Page 10-ii	Rev-Orig.	11/26/18
Page 10-1	Rev-Orig.	11/26/18
Page 10-2	Rev-Orig.	11/26/18
Page 10-3	Rev-Orig.	11/26/18
Page 10-4	Rev-Orig.	11/26/18
Page 10-5	Rev-Orig.	11/26/18
Page 10-6	Rev-Orig.	11/26/18
Page 10-7	Rev-Orig.	11/26/18
Page 10-8	Rev-Orig.	11/26/18

## Sect 11: Elevated Surfaces Plan

Page 11-i	Rev-Orig.	11/26/18
Page 11-ii	Rev-Orig.	11/26/18
Page 11-1	Rev-Orig.	11/26/18
Page 11-2	Rev-Orig.	11/26/18
Page 11-3	Rev-Orig.	11/26/18
Page 11-4	Rev-Orig.	11/26/18
Page 11-5	Rev-Orig.	11/26/18
Page 11-6	Rev-Orig.	11/26/18
Page 11-7	Rev-Orig.	11/26/18
Page 11-8	Rev-Orig.	11/26/18
Page 11-9	Rev-Orig.	11/26/18
Page 11-10	Rev-Orig.	11/26/18
Page 11-11	Rev-Orig.	11/26/18
Page 11-12	Rev-Orig.	11/26/18

## Sect 12: Lock-Out / Block-Out

Page 12-i	Rev-Orig.	11/26/18
Page 112-ii	Rev-Orig.	11/26/18
Page 12-1	Rev-Orig.	11/26/18
Page 12-2	Rev-Orig.	11/26/18
Page 12-3	Rev-Orig.	11/26/18
Page 12-4	Rev-Orig.	11/26/18
Page 12-5	Rev-Orig.	11/26/18
Page 12-6	Rev-Orig.	11/26/18

Page	Revision	Date
<b>Sect 13: Bloodborne Pathogens Plan</b>		
Page 13-i	Rev-Orig.	11/26/18
Page 13-ii	Rev-Orig.	11/26/18
Page 13-1	Rev-Orig.	11/26/18
Page 13-2	Rev-Orig.	11/26/18
Page 13-3	Rev-Orig.	11/26/18
Page 13-4	Rev-Orig.	11/26/18
Page 13-5	Rev-Orig.	11/26/18
Page 13-6	Rev-Orig.	11/26/18
Page 13-7	Rev-Orig.	11/26/18
Page 13-8	Rev-Orig.	11/26/18

## Sect 14: Workplace Security Plan

Page 14-i	Rev-Orig.	11/26/18
Page 14-ii	Rev-Orig.	11/26/18
Page 14-1	Rev-Orig.	11/26/18
Page 14-2	Rev-Orig.	11/26/18
Page 14-3	Rev-Orig.	11/26/18
Page 14-4	Rev-Orig.	11/26/18
Page 14-5	Rev-Orig.	11/26/18
Page 14-6	Rev-Orig.	11/26/18

## Sect 15: Training Resources

*This Page Is Intentionally Left Blank*



**SECTION 1: Compliance Assessment**

(OSHA Checklists)

**SECTION 2: HAZARD COMMUNICATION**

1 INTRODUCTION.....2-1

2 LIST OF HAZARDOUS SUBSTANCES AT DREAMLINE AVIATION .....2-1

3 SAFETY DATA SHEETS (SDSs).....2-3

    3.1 Updating SDSs.....2-3

4 LABELS AND OTHER FORMS OF WARNING .....2-4

    4.1 Updating Label Information .....2-4

5 EMPLOYEE TRAINING IN HAZARD COMMUNICATION.....2-4

    5.1 Hazard Communication Training Resources.....2-4

    5.2 General Topics: Maintenance and Line Service Personnel Training .....2-4

    5.3 Method of Training Employees who will be utilizing Hazardous Chemicals.....2-5

    5.4 Informing Vendors and Contractors .....2-5

**SECTION 3: INJURY AND ILLNESS PREVENTION (IIP) PLAN**

1 RESPONSIBILITY AND COMPLIANCE .....3-1

    1.1 Responsibility .....3-1

    1.2 Compliance .....3-1

2 COMMUNICATION .....3-2

3 HAZARD ASSESSMENT .....3-2

    3.1 Periodic Inspections .....3-3

    3.2 Accident / Exposure Investigations .....3-3

4 HAZARD CORRECTION .....3-4

5 TRAINING AND INSTRUCTION.....3-4

    5.1 Scheduled and Unscheduled Training .....3-4

    5.2 Topics to be Covered in IIP Training .....3-4

6 RECORD KEEPING.....3-5

7 LIST OF TRAINING SUBJECTS.....3-6

    7.1 General Subjects – Applicable to all Employees.....3-6

    7.2 Maintenance and Line Service Topics .....3-6

    7.3 Flight Crew Topics.....3-6

8 FORMS .....3-7

    8.1 Employee Basic Training Record (Form 304E).....3-7

    8.2 Crewmember Training Record (Form 304) .....3-9

**SECTION 4: EMERGENCY ACTION PLAN**

(Refer to Dreamline Aviation Emergency Response Plan Manual)

**SECTION 5: AIRWORTHINESS CHECKS**

1 PURPOSE .....5-1

2 RESPONSIBILITIES .....5-1

    2.1 Safety Coordinator .....5-1

    2.2 All Employees.....5-1

3 FIRE PREVENTION AND LIFE SAFETY .....5-2

    3.1 Fire Hazard Identification .....5-2

    3.2 Fire Extinguishers and Alarm Systems .....5-2

    3.3 Hangar 4 Fire Extinguishers, Fire Alarms, and First Aid .....5-3

    3.4 Blue Cube Fire Extinguishers, Fire Alarm, and First Aid .....5-4

    3.5 Fire Extinguishing Training.....5-4

    3.6 Observation of Fire or Smoke .....5-4

    3.7 Storage of Flammable Materials .....5-5

4 EVACUATION PROCEDURE.....5-5

    4.1 Evacuation Roles .....5-5

    4.2 Evacuation Routes .....5-6

    4.3 Blue Cube Evacuation Map.....5-7

    4.4 Hangar 4 Evacuation Map.....5-7

    4.5 Signature Offices Evacuation Map .....5-8

5 EMERGENCY TELEPHONE NUMBER LISTS.....5-8

6 POWER OUTAGES .....5-9

7 TRAINING .....5-9

    7.1 Training Handouts .....5-9

**SECTION 6: HEARING CONSERVATION**

1 PURPOSE .....6-1

2 NOISE EXPOSURE .....6-1

3 NOISE PROTECTION .....6-2

3 TRAINING .....6-2

**SECTION 7: HEAT ILLNESS PREVENTION PLAN**

1 PURPOSE .....7-1

2 RISK FACTORS.....7-1

3 PROVISION OF WATER .....7-1

    3.1 Designated Persons .....7-2

4 ACCESS TO SHADE.....7-2

    4.1 Designated Persons .....7-3

5 MONITORING THE WEATHER.....7-3

    5.1 Designated Persons .....7-3

6 HIGH HEAT PROCEDURES .....7-4

    6.1 Designated Persons .....7-4

7 PROCEDURES FOR ACCLIMATIZATION.....7-5

8 EMERGENCY RESPONSE PROCEDURES.....7-6

    8.1 Designated Persons .....7-7

9 TRAINING .....7-7

    9.1 Training of Supervisors .....7-8

**SECTION 8: RESPIRATORY PREVENTION PLAN**

1 INTRODUCTION.....8-1

2 PURPOSE AND SCOPE .....8-1

3 RESPONSIBILITY.....8-1

    3.1 Administrator .....7-1

    3.2 Supervisors .....8-1

    3.3 Each Maintenance and Line Service Employee.....8-2

4 RESPIRATOR SELECTION .....8-2

5 MEDICAL EVALUATIONS .....8-3

6 FIT TESTS .....8-4

7 RESPIRATOR USE .....8-4

8 CLEANING, MAINTENANCE, CHANGE SCHEDULE & STORAGE.....8-5

9 TRAINING .....8-6

10 PROGRAM EVALUATION.....8-6

11 RECORDKEEPING.....8-6

**SECTION 9: HAZARDOUS WASTE SPILLS**

1 PURPOSE .....9-1

2 DEFINITIONS .....9-1

3 RESPONSIBILITY.....9-2

4 PROCEDURES FOR MANAGING A SPILL .....9-3

    4.1 Initial Response – All Situations.....9-3

    4.2 Response to Incidental Release of Fuel – No Fire.....9-3

    4.3 Response to Incidental Release of Fuel – With a Fire .....9-4

    4.4 Response to Uncontrolled Release of Fuel – No Fire.....9-5

    4.5 Response to Uncontrolled Release of Fuel – With a Fire .....9-6

    4.6 Reporting .....9-6

5 SELECT REFERENCE MANUALS AND DOCUMENTS.....9-6

6 PROPERTIES OF COMMON USE AVIATION FUELS .....9-7

7 TRAINING .....9-8

    7.1 First Responders.....9-8

    7.2 Vendors and Contract Workers.....9-8

**SECTION 10: FORKLIFT SAFETY PLAN**

1 GENERAL .....10-1

    1.1 Authority .....10-1

    1.2 Scope .....10-1

    2.3 Policy Statement .....10-1

2 PLAN ADMINISTRATION.....10-1

    2.1 Plan Administrator.....10-1

    2.2 Supervisors .....10-1

    2.3 Forklift Operator Trainer.....10-2

    2.4 Certified Forklift Operators.....10-2

3 PROGRAM REVIEW AND UPDATE .....10-2

4 DEFINITIONS .....10-2

5 FORKLIFT OPERATOR SAFETY PROGRAM.....10-3

    5.1 Safety Rules and Procedures.....10-3

    5.2 Forklift Operation.....10-3

    5.3 Traveling .....10-4

    5.4 Loading and Unloading .....10-4

    5.5 Refueling Operations.....10-5

    5.6 Recharging Operations (for battery-operated forklifts).....10-5

    5.7 Inspection and Maintenance .....10-6

    5.8 Forklift Safety Checklists.....10-6

    5.9 Pedestrians .....10-6

6 FORKLIFT OPERATOR TRAINING .....10-7

    6.1 Previous Operator Training .....10-7

    6.2 Initial Operator Training.....10-7

    6.3 Operator Performance Evaluation.....10-8

7 RECORDKEEPING..... 10-8  
7.1 Operator Certification and Recordkeeping ..... 10-8

**SECTION 11: ELEVATED SURFACES PLAN**

1 PURPOSE ..... 11-1  
2 ROLES / RESPONSIBILITIES ..... 11-1  
2.1 Every Ladder and Elevated Surface User ..... 11-1  
2.2 Workshop Manager ..... 11-1  
3 DEFINITIONS ..... 11-2  
4 SELECTION / PROCUREMENT OF LADDERS..... 11-3  
5 PORTABLE LADDERS ..... 11-3  
5.1 Minimum Lengths ..... 11-3  
5.2 Minimum Overlap ..... 11-4  
5.3 Surface Coatings..... 11-4  
5.4 Use and Maintenance Requirements ..... 11-4  
6 FIXED LADDERS ..... 11-7  
6.1 Use Requirements for Fixed Ladders..... 11-3  
7 STEP STOOLS ..... 11-8  
8 ELEVATED WORK PLATFORMS ..... 11-9  
8.1 Elevated Platform Requirements..... 11-9  
8.2 Platform Deck and Guardrails ..... 11-9  
8.3 Operating Rules ..... 11-10  
8.4 Inspection, Maintenance, and Repairs ..... 11-10

**SECTION 12: LOCK-OUT / BLOCK-OUT**

1 PURPOSE ..... 12-1  
2 RESPONSIBILITY..... 12-1  
3 EQUIPMENT SURVEY ..... 12-1  
4 EQUIPMENT LISTING..... 12-2  
5 TRAINING ..... 12-3  
5.1 Topics to be Covered ..... 12-3  
5.2 Preparation for a Lock-Out / Block-Out ..... 12-3  
5.3 Sequence for Lock-Out Procedure ..... 12-3  
5.4 Restoring Equipment to Normal Production Operation ..... 12-4  
6 ANNUAL INSPECTION..... 12-5

**SECTION 13: BLOODBORNE PATHOGENS PLAN**

1 POLICY ..... 13-1

2 PROGRAM ADMINISTRATION..... 13-1

3 EMPLOYEE EXPOSURE DETERMINATION..... 13-2

4 METHODS OF IMPEMENTATION AND CONTROL ..... 13-2

    4.1 Universal Precautions ..... 13-2

    4.2 Exposure Control Plan ..... 13-2

    4.3 Engineering Controls and Work Practices..... 13-3

    4.4 Personal Protective Equipment (PPE) ..... 13-3

    4.5 Precautions When Using Personal Protective Equipment ..... 13-4

    4.6 The Procedure for Handling Used PPE..... 13-4

    4.7 Housekeeping ..... 13-4

5 HEPATITIS B VACCINATION..... 13-5

6 POST-EXPOSURE EVALUATION AND FOLLOW-UP ..... 13-5

7 ADMINISTRATION OF POST-EXPOSURE EVALUATION & FOLLOW-UP ..... 13-6

8 PROCEDURE FOR EVALUATING THE CIRCUMSTANCES SURROUNDING AN  
EXPOSURE INCIDENT ..... 13-6

9 EMPLOYEE TRAINING ..... 13-7

10 RECORDKEEPING..... 13-8

11 HEPATITIS B VACCINE DECLINATION ..... 13-8

**SECTION 14: WORKPLACE SECURITY PLAN**

1 MANAGEMENT SAFETY POLICY ..... 14-1

2 SAFETY AND HEALTH ORIENTATION..... 14-1

    2.1 Basic Indoctrination ..... 14-1

    2.2 Recurrent Training..... 14-2

3 SAFETY AWARENESS ..... 14-2

4 HAZARD ASSESSMENT ..... 14-2

5 DOCUMENTATION ..... 14-2

6 RESPONSIBILITIES ..... 14-3

    6.1 Senior Management ..... 14-3

    6.2 Departmental Supervisors..... 14-3

    6.3 All Employees..... 14-3

7 ACCIDENT / INCIDENT INVESTIGATION PROCEDURES..... 14-4

8 SAFETY COMMITTEE..... 14-4

9 GENERAL OFFICE AND WORKPLACE SECURITY GUIDELINES ..... 14-5

    9.1 Restricted Access to the Public..... 14-5

    9.2 Security Threats ..... 14-5

    9.3 Fire and Earthquake..... 14-5

    9.4 Working Alone or After Hours..... 14-5

9.5 Personal Security and Safety ..... 14-5  
10 RECORDKEEPING..... 14-5

**SECTION 15: TRAINING RESOURCES (TABS)**

(OSHA Training Guides, Employee Handouts, Quizzes, etc.)

Chemical or Hazardous Waste Spills

Controlling Hazardous Energy (Lock-Out/Block-Out)

Forklift Safety

Hazardous Communication

Hearing Protection

Respiratory Protection

Fire Safety and Emergency Evacuation

Walking and Working Surfaces

Office Safety

Bloodborne Pathogens

*This Page is Intentionally Left Blank*