



Sample Health & Safety Manual

Construction & Demolition Recycling Association

www.cdrecycling.org

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COMPANY

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INTRODUCTION

Section ONE

Disclaimer

This Health and Safety [herein after “H&S”] Manual is only a template. It may not address all of the issues that are relevant to your operations or exposures. Conversely, there may be sections that are not applicable. Please ensure that this Manual is properly reviewed and modified by competent personnel.

This information is designed to assist Construction Material Recycling Association [herein after “CDRA”] member companies with their health and safety efforts related to their own safety programs and activities. This information does not purport to address all hazards or compliance related issues related to the topic. CDRA, Assurance Safety Consulting and/or Assurance Agency assumes no responsibility for implementation, correction, or control of the issues discussed herein.

Introduction to the H&S Manual

This H&S Manual has been prepared for the CDRA using – so far as is possible – the latest information on OSHA legislation, as well as drawing from both general and commercial enterprise data. The approach has been to use 'best practice' procedure at all times, so the CDRA members may aim to exceed the expectations of all local, state, and federal regulatory bodies.

The H&S Manual has been prepared – again, so far as possible – to make it accessible and useful to all persons likely to need reference to health, safety, and welfare issues in their day-to-day, as well as long-term, employment and business operations on behalf of the CDRA. The Manual also attempts in part to educate in, and provide an overview of, OSHA in the workplace in general. Ideally, all parties will recognize the aim is to achieve a 'no injury' workplace, with the concurrent 'win/win' for all stakeholders - whether management, employees, guests, visitors, contractors and even neighboring facilities.

The H&S Manual is a 'living' document, since it must be monitored and reviewed regularly (a 'programmed' annual check at least) and occasionally irregularly (the result of changed circumstance – whether legislative change or operational change, or in the unfortunate event of an incident occurring that reveals an unforeseen risk that must be considered in the future).

Throughout the H&S Manual there are references to forms and documents relating to various sections, which contain OSHA programs. These programs will themselves include appendices, checklists and forms useful to the fulfillment of the particular program.

Please take the opportunity to participate in the health, safety, and welfare of your workplace. It is your right and responsibility to yourself, your relatives and your friends - inside and outside the workplace - as well as the wider community.

Organization of this H&S Manual

This Manual is organized into four (4) main sections and has sample forms, practices and some essentials designed to act as a fundamental starting point for much of what you may be doing.

Putting the H&S Manual to Work

“EVERY SYSTEM IS IN A STATE OF DECAY WITHOUT AN INPUT OF ENERGY”

A H&S Manual is no different in its function than any other operational and/or procedural manual. Whenever an upgrade or change happens, an alteration or addendum must be made, and the manual overhauled.

We can infer the H&S Manual will serve two main purposes. It will be used as:

- a day-to-day reference (Management will obviously be more concerned with a section dealing with legislation, whereas employees will be concerned with the procedures relevant to their tasks), and

- as a tool to be referred to when drawing-up work method statements to suit various job descriptions.

Secondary purposes will include use at induction of new staff or contractors, and as a legal proof of commitment-to-safety by senior management.

Finally, note this H&S Manual is a ‘living’ guide. Should the business extend its operations, other sections may need to be added that cover the new operations. For example, a larger organization interested in quality control would need a section covering ‘document control’, and processes in place to ensure ‘controlled document’ pages are not to be photocopied unless the photocopies are marked as ‘uncontrolled documents’, and so forth.

EMPLOYEE HEALTH & SAFETY POLICIES

Section TWO

1 HEALTH & SAFETY POLICY STATEMENT

It is the policy of **COMPANY** that the safety of our employees is the most vital aspect of our operations. Employee safety must be considered above anything else when planning, carrying out a job, or purchasing equipment for jobsite use.

As an employer, we fully intend to comply with required OSHA standards, recognize hazards on the jobsite, establish this policy along with other policies and procedures that allow our employees to work safely, and to correct any hazardous conditions which present a danger to our employees.

Management is committed to provide the leadership, training, and funds necessary to carry out all operations in a safe manner. We are committed to eliminate unsafe practices and conditions on the jobsite.

This manual is designed to be used as a guide to jobsite safety. Since all unsafe conditions or scenarios cannot be covered, common sense must guide all employee actions.

We wish to eliminate employee injuries to ensure employee health, to maintain employee's ability to support their family, to eliminate any loss of production, to maintain our excellent safety record, and to minimize insurance and worker's compensation costs.

President / Owner

Rules for C & D Facility

A. Safety Rules and Practices

- 1- COMPANY requires all employees to follow all necessary precautions to ensure safety. Establishing these rules and reviewing with new employees will assist in reducing the number of on-the-job incidents.
- 2- These safety rules are guidelines and cannot address every situation. Each employee is responsible to stay alert, follow the safety rules and avoid situations that are obviously hazardous. Every employee has the right and responsibility to stop work and contact your supervisor if you feel it is unsafe.
- 3- Violation of these safety rules may result in disciplinary action, up to and including dismissal.

B. General Rules

- 1- If in doubt about the meaning of safety requirements, ask your immediate supervisor. Ignorance of safety instruction is no excuse.
- 2- Only perform the job you have been assigned to conduct. If anyone asks you to perform work you are not assigned to do, report it to your supervisor.
- 3- If you are injured on the job, report the injury immediately to your supervisor, no matter how slight. If the injury is serious, you will be directed to the proper outside medical treatment facility.
- 4- Use of alcohol or drugs is prohibited and may result in disciplinary action, up to and including termination. It is recommended that all prescription drug use or any conditions that may hinder work performance be reported to your immediate supervisor prior to work.
- 5- Know the location of emergency exits in your work area or at the location you are working.
- 6- Report to your supervisor immediately any unsafe condition you observe in the workplace(s), including defective equipment and/or tools.
- 7- Do not use defective equipment or tools. If the proper tool is not available, request assistance from your immediate supervisor / project manager before proceeding.
- 8- Good housekeeping and proper hygiene practices should always be applied. Keep work areas neat and clean at all times.
- 9- Be familiar with the location and contents of Safety Data Sheets (SDSs).
- 10- Absolutely no horseplay is ever permitted.
- 11- Obey warning tags and signs. They are posted to point out hazards.

- 12- Do not access elevated locations (rooftops, mezzanines, equipment, containers, etc.) unless a safe means of access exists. Safe access will include use of a secured ladder, stairway, fixed ladder, etc.
- 13- Wear or use personal protective equipment in any area for which it has been issued.
- 14- Never enter the areas between shakers. This area is off limits to all employees.
- 15- Never enter the areas underneath the C&D chutes.
- 16- Use of radios or iPods is not allowed as it can interfere with communication and will affect safety.
- 17- Scavenging material from any location of the facility or dumpsters, trucks is not allowed.

c. Tipping Floor Rules

- 1- Speed limit on the property is 10mph for trucks.
- 2- Tipping floor speed is 5mph.
- 3- No employees may work on the tipping floor including bag sorting when the loader is in operation.
- 4- Loader will not operate when trucks are depositing load.
- 5- No employees may stand underneath a raised tailgate of a truck.
- 6- Do not allow employees to ride on the back of vehicle or walk along side of a vehicle while it is moving.
- 7- Avoid the rear area of the vehicle when it is dumping its load.
- 8- Stop at the entrance to the tipping floor and wait for instruction.
- 9- Never leave your vehicle unattended.
- 10- Yield to other vehicles entering and working the tipping floor.
- 11- Employees are advised to stay clear of tipping floor while trucks are depositing loads. Continue to be aware of employees and possible foot traffic.

d. Emergency Response

- 1- In the event of an emergency you will be notified by your supervisor to evacuate the building or seek shelter during adverse weather condition.
- 2- Emergencies may be but are not limited to: severe storms, fires, and chemical spills.
- 3- If you see a fire, injured employee, or any other type of emergency, you must report it to your supervisor immediately.
- 4- Always know the closest location of a fire extinguisher.
- 5- In the event of a FIRE:
 - a. Proceed to the nearest exit.

- b. Shut down equipment if you are designated personnel.
- c. Proceed to the designated evacuation point.
- d. Do not leave until a supervisor tells you it is okay.
- e. The designated evacuation point for a fire is _____.

6- In the event of SEVERE WEATHER:

- a. You will be informed by a supervisor or company official.
- b. Shut down equipment if you are designated personnel.
- c. Proceed to the designated severe weather meeting point.
- d. Do not leave unless instructed to do so by a supervisor or company official.
- e. The designated meeting point is _____.

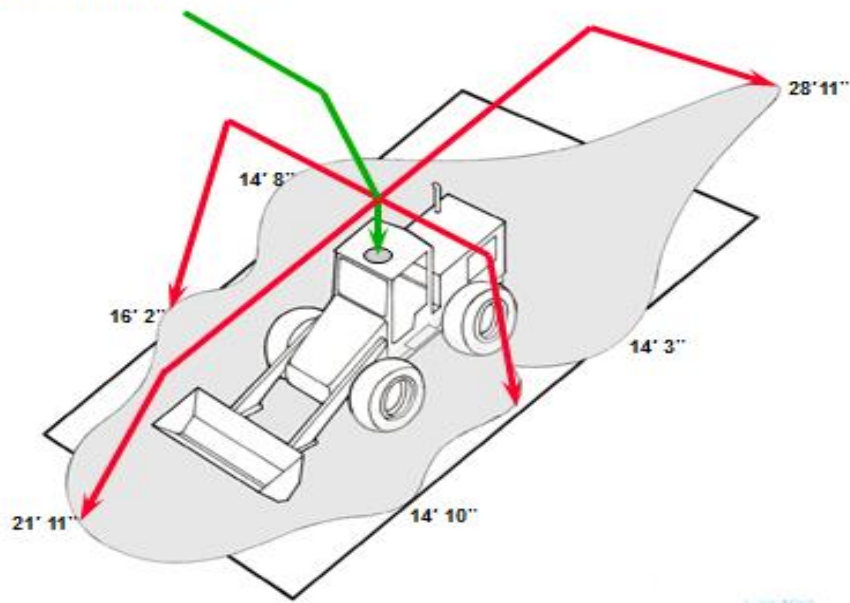
E. Personal Protective Equipment

- 1- All employees must wear safety glasses at all times.
- 2- Approved hard hats must be worn at all times.
- 3- Arm guards must be worn at all times when working on a sorting line.
- 4- When working on the sorting line approved protective gloves must be worn by all employees.
- 5- Hearing protection must be worn when inside of the sorting facility, on the sorting line, while operating heavy equipment or when advised by a supervisor.
- 6- Respiratory Protection:
 - a. Approved Dust masks provided by COMPANY may be worn if needed. Employees may not furnish their own respirator.
 - b. You must have read and signed "Appendix D" of the Respiratory Protection to wear a respirator.
- 7- Over-the-ankle work boots with be required.
- 8- Foot wear must be equipped with protective / steel toes and puncture resistant insoles.
- 9- High visibility vests must be worn at all times when on the tipping floor, sorting line, exterior of building.
- 10- Clothing:
 - a. Loose-fitting or torn clothing is not allowed.
 - b. Long pants are required at all times.
 - c. Shirts with sleeves are required.
 - d. Sweat pants are not allowed on the job.
 - e. Dangling jewelry is not allowed. Facial jewelry is not allowed.

F. Heavy Equipment Safety

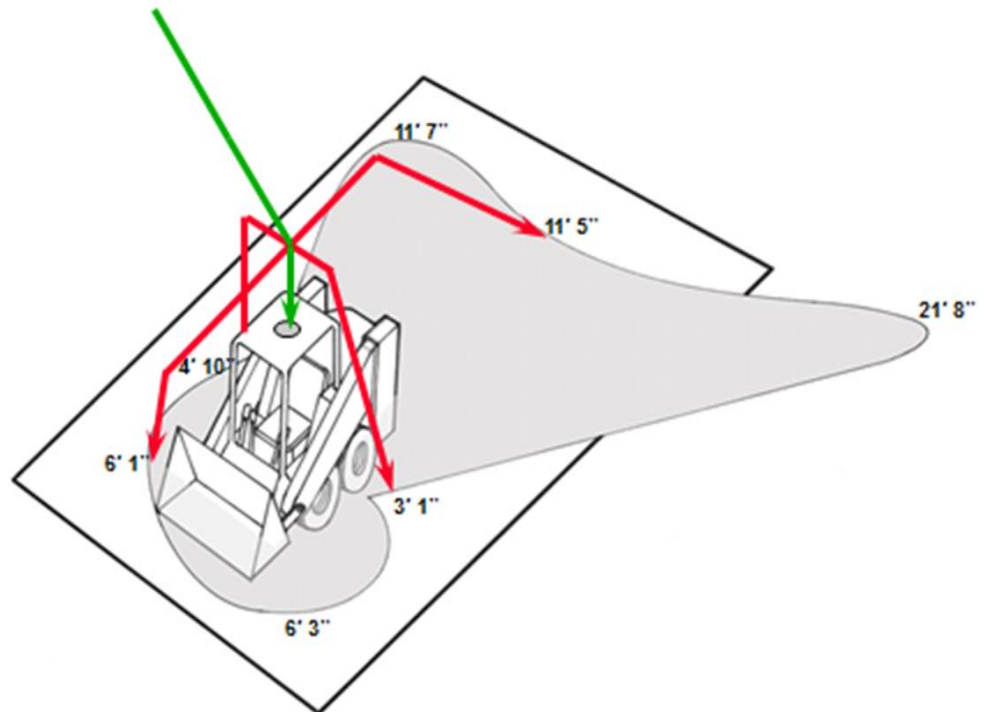
- 1- Only authorized and trained persons may operate equipment (includes skid steer, forklift, scissors lift, end loaders).
- 2- Only authorized and trained persons may enter or access sorting screen for any reason. Lock out procedures must be in place.
- 3- Only authorized and trained persons may perform lock out activities.
- 4- All employees are authorized to pull the emergency stop on equipment if they feel there is a safety issue.
- 5- No persons may ride on the exterior of equipment.
- 6- Employees must remain aware of any heavy equipment operation.
- 7- Never approach heavy equipment from the rear or cross in front of a piece of equipment without making eye contact with the operator.
- 8- The four illustrations below indicate “blind spots” of commonly used heavy equipment.

**Eye level 10 ft - 0 in above
ground level**



Front End Loader

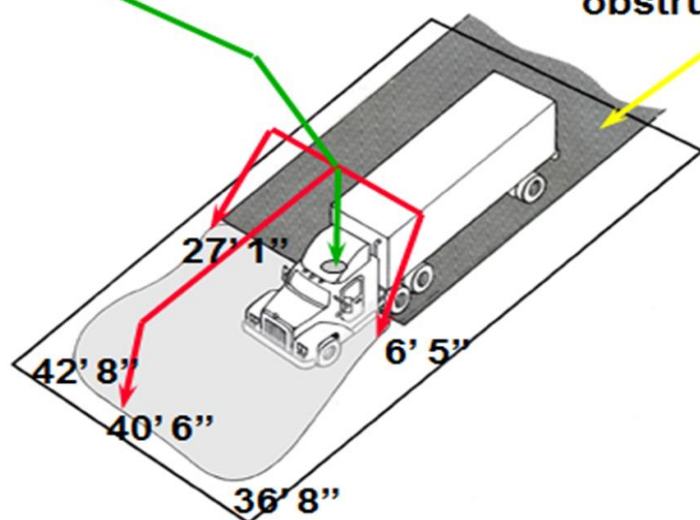
**Eye level 5 ft - 5 in above
ground level**



Bobcat/Skid Steer

Eye level 6 ft - 10 in above ground level

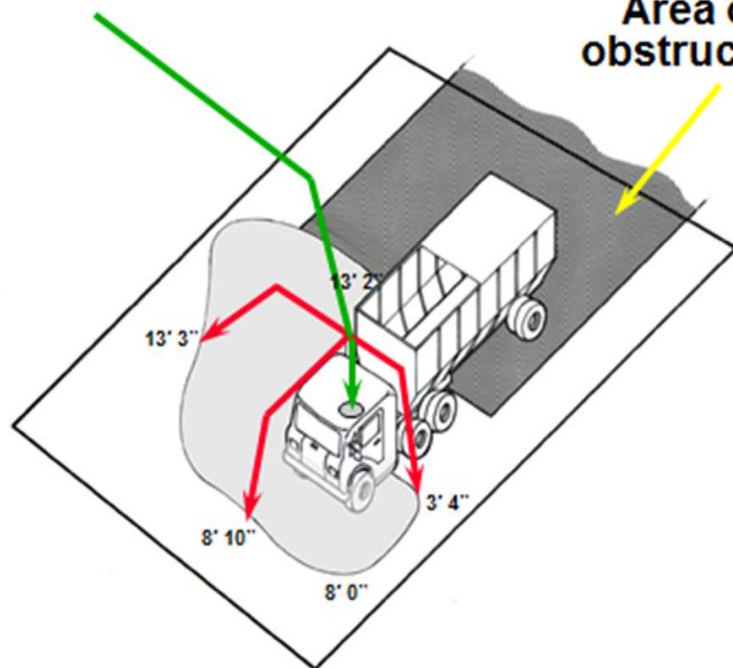
Area of fully obstructed view



Semi-Truck & Trailer

Eye level 8 ft - 0 in above ground level

Area of fully obstructed view



Refuse Truck

G. Lockout/Tagout

Note that a full Lock Out procedure is in place and located in another section of the safety manual.

- 1- Lockout/tagout is a procedure that is in place to reduce the risk of injury while authorized employees are working in the plant and on equipment.
- 2- Only Authorized employees are allowed to conduct lockout/tagout and conduct maintenance, clear jams, and repair damage.
- 3- Never attempt to restart equipment if you see that it is in a state of lockout/tagout
- 4- If you are not an **AUTHORIZED** employee to conduct lockout/tagout, you do not have permission to work on the plant or equipment when it is in lockout/tagout.
- 5- During Lockout/Tagout:
 - a. Never reach into any part of the machine.
 - b. Stay off the conveyor.
 - c. Stay at your assigned location.

H. Machine Guarding

- 1- Guards are installed on moving parts and potentially dangerous points of operation around machinery.
- 2- Never remove a guard on the equipment for any reason.
- 3- Only authorized employees may remove guards when the equipment is in a state of Lockout/tagout.
- 4- Report any missing machine guards to your supervisor immediately.

I. Fall Protection Policy

Note that a full fall protection policy is in place in the safety manual.

- 1- Employees may not work in areas with a fall hazard of 4 feet or greater without using fall protection. *[This applies to performing maintenance work on equipment and machinery, working on conveyors or on a roof top.]*
- 2- Railings are considered fall protection if they are installed as top and mid rail at approximately 42 inches (106.7 cm) and 21 inches (53.3 cm). The railing system must be able to support at least 200 lbs. applied at any point in any direction.
- 3- Never stand, sit or lean on the top-rail or mid-rail of the guardrail systems.
- 4- Personal fall protection is needed when tarping trailers or working near the transfer truck loading pit without parapet protection.
- 5- You must have special training to wear personal fall protection and work in areas where it is required.
- 6- Always use two hands on the stair rails when you are walking up or down stairs.
- 7- Never slide down the stair rails.

- 8- Three Points of Contact needs to be maintained when climbing ladders, stairs or entering / exiting vehicles.

J. Sorting Line Safety

- 1- Every employee is authorized to activate emergency stop if an unsafe situation is observed.
- 2- Proper PPE is required when working on the sorting line.
- 3- Always observe the material you are picking for some of the following hazards:
 - a. Live nails
 - b. Sharp edges
 - c. General size – Large items should be passed up or use a two person lift
 - d. Never open or touch a bag that may contain medical waste. (Communicate down the line if you see those types of bags)
 - e. Report to your supervisor immediately, any medical waste or other non-typical waste noted on the line.
- 4- Standing / sitting or walking on the conveyor is prohibited. Access to conveyor is allowed only under a lock out procedure and must follow these steps:
 - a. Specific approval is required from the supervisor.
 - b. The conveyor must be locked out.
- 5- Proper lifting techniques must be used when moving material.
 - a. Never move an object that looks too heavy.
 - b. Avoid lifting with the legs straight. Always keep the back straight and bend with the legs.
 - c. Avoid twisting and lifting.
 - d. Keep the load close to your body's center of gravity.
- 6- Never allow materials to build up on the walking surface. Clean up loose material on a regular basis as this creates a trip/slip hazard.
- 7- Always avoid stepping on material that is lying on the sorting platform or on the tipping floor.
- 8- Scrap-out material on a regular basis to prevent buildup of trip/slip hazards.

Rules for Drivers

A. Safety on the Route

- 1- Many accidents occur while backing up. Know where you are at all times while you back up. Get out and look if necessary. Do not rely on well-meaning bystanders to direct you. Be extra cautious of pedestrians, other driver, and moving and fixed objects in your path.
- 2- Stop! Then use your horn when coming out of alleys and driveways.
- 3- Make necessary allowances for your load. A loaded truck is hard to stop. Weight distribution and vehicle clearance height can vary significantly during the work shift.
- 4- Be on the lookout for and report any previous damage and potentially hazardous circumstances and/or conditions.
- 5- Minimize radio transmissions. Requests and minor customer problems should be discussed during check out.
- 6- Report all accidents and/or damage IMMEDIATELY. Gather all pertinent information, i.e. location, time, parties involved, witnesses, conditions, license numbers, extent of damage, etc. Do not discuss the accident with anyone other than police or management.
- 7- Be extremely cautious of potentially hazardous loads. Be on the look-out for flammable materials. If you should get a hot or dangerous lead in the hopper, stop and assess the situation. Call your dispatcher or supervisor for instruction. Seek a safe, open place to discharge the load, if necessary.
- 8- In case of fire, the first responsibility is yourself and people around you; the second is your equipment.
- 9- Drivers may not use cell phones for personal use at any time when driving.
- 10- Make sure truck is on level, solid ground and parking break is engaged when raising gate or body to dump load.
- 11- Open tailgate on body or roll-off containers with caution; stand clear of swing path of door when opening.
- 12- Before moving vehicle from dumpsite, latches and turnbuckles must be secure.
- 13- Maintain at least a distance of ten feet between your truck and the next vehicle.
- 14- Required PPE for unloading includes: Hard hat, gloves, and high visibility vest.

B. Driver Safety Policies

1- Inspection

- a. The driver is responsible for inspecting the truck prior to use and after use. (pre- & post-trip inspections must be documented). The driver will report any defects and not drive a truck with obvious safety defects.
- b. Pre-Trip Inspection – At the start of each shift, a truck safety check is to be performed. The following items should be examined, as applicable to the particular type of vehicle. The driver is required to determine that the vehicle is safe to operate.
 - i. Before starting the truck:
 - Look for leaks under the vehicle that may have accumulated overnight (hydraulic, motor oil, transmission fluid, etc.)
 - Check engine oil, radiator water and hydraulic oil level
 - Check that air tanks are closed
 - Check tires using appropriate pressure gauge
 - Be sure windows and mirrors are clean
 - Be sure lights are clean and lenses are intact
 - ii. Inside the cab check the proper operation of the following:
 - Horn
 - Windshield wiper and washer
 - Mirrors in proper position
 - Check steering for excess play
 - Apply trailer breaks for proper operation (if applicable)
 - Turn on all lights including 4 way flashers
 - Check emergency equipment
 - iii. At the front of the vehicle, check the condition of:
 - Head lights
 - Clearance
 - Identification lights
 - Signals and four ways
 - Conditions of tires, wheels and lugs
 - iv. At the left and right of the truck:
 - Side markers
 - Reflectors
 - Tires, wheels and lugs
 - v. At the rear of the truck:
 - Tail lights
 - Stop lights
 - Turn signals and four way flashers
 - Clearance lights
 - Reflectors
 - Tires, wheels and lugs
 - Rear end protection
- c. Post-trip inspections
 - i. Check for any visual defect on:
 - Brakes

- Tires
- Windows
- Mirrors
- Hydraulic oil reservoir and hydraulic hoses
- Steering
- Horn
- Wheels and rims
- Lights and reflectors
- Emergency equipment

c. Personal Protective Equipment

- 1- Clothing should be well fitted (not loose and permit freedom of movement).
- 2- Always wear temperature appropriate clothing.
- 3- Hard hat and safety glasses must be worn when outside of the truck on construction sites or while tarping.
- 4- High visibility vest must be worn at all times.
- 5- Leather work gloves must be used during roll off and transfer operations.

d. Truck Operations

- 1- Pre-Trip Inspection of Vehicle. VCR Book properly filled out.
- 2- Three Points of Contact need to be maintained when entering and exiting the vehicle.
- 3- Observe the surface you are walking on, holes, loose gravel, wet, oil, etc.
- 4- Always follow the speed limit and follow laws in school and construction zones.
- 5- Seatbelts must be worn at all times when driving to and from routes.
- 6- Headlights and Marker lights must be on at all times.
- 7- Use the G.O.A.L. method when backing any vehicle. Get Out And Look

Discipline Program

A. The rules set forth by COMPANY's Health & Safety program, as well as all federal and local requirements, must be followed by employees at all times. Failure to follow these safety rules will result in disciplinary action.

B. The following enforcement policy will be used:

First Violation verbal warning and noted in personnel files

Second Violation written warning and noted in personnel files
(*may include suspension*)

Third Violation will / may result in termination

Any Serious Violation may result in immediate termination.

- C. These violations will be accrued on an annual basis beginning with the date of the first offense.

Employee Acknowledgement

I have read and understand the safety rules. I understand that noncompliance with the rules will lead to disciplinary action up to and including termination.

Employee Signature: _____ Date: _____

Employee Name (print): _____

A copy of this SIGNED form shall be kept in the employee's file.

ADMINISTRATION

Section THREE

Management

- A. The main function of management is to adopt safety policies and to visibly support the safety effort.
 - 1- Direct the implementation of the safety program and to formulate and/or approve safety policies.
 - 2- Designate a Health & Safety Director and provide for appropriate authority to carry out duties.
 - 3- Approve major changes in the safety program or changes in the organization of the same.
 - 4- Respond promptly to loss control recommendations regarding the management duties relative to the safety program.
 - 5- Visibly show support for the Health & Safety Program.

Safety Manager

- A. The main function of the Safety Manager is to delegate the responsibilities of the program and to monitor and direct these activities.
 - 1- Coordinate safety program implementation with company management and employees.
 - 2- Organize safety training meetings for company employees.
 - 3- Conduct periodic reviews of the Health and Safety Program to determine if all safety programs are in place.
 - 4- Receive and follow up on safety paperwork: Incident Reports, Safety Documentation, New Hire Orientation documentation, etc.
 - 5- Maintain an awareness of site conditions and situations relative to the safety program.
 - 6- Provide Supervisors with safety programs and related paperwork: Safety Information, Incident Investigation Forms, etc.

Supervisors

- A. The Supervisors at COMPANY function as management at the employee's level. It is critical that all aspects of the safety program are followed and supported. The example of the Supervisor will have a significant impact on the employee's perception of the safety program. The following are identified as duties of Supervisors:
 - 1- Maintain safety as a top priority.
 - 2- Enforce and follow all safety rules.
 - 3- Personally use all safety equipment and follow safety rules.
 - 4- Conduct regular informal safety inspections of the jobsite.
 - 5- Investigate all incidents.

- 6- Report any injuries, including minor ones, the same day that the injury occurs.
- 7- Conduct documented Health & Safety training
- 8- Provide safety orientation for all new employees.
- 9- SUPPORT THE SAFETY PROGRAM AND SET A POSITIVE EXAMPLE.

Employees

- A. On the job incidents can lead to employee injury. Therefore, the employee has a major responsibility to work safely. The following are identified as duties of the Employee:
 - 1- Follow all established safety rules.
 - 2- Use common sense to avoid unsafe practices and injury.
 - 3- Report any unsafe conditions or equipment to the Supervisor.
 - 4- Report any and all injuries/incidents.
 - 5- SUPPORT THE SAFETY PROGRAM.

Purpose and Scope

- A. The purpose of this program is to provide general guidelines and training requirements for all new employees.
- B. This program will also apply to existing employees assigned to new job classifications.
- C. The most effective way to help our employees to do their jobs safely and productively is to supply them with complete and accurate safety information on their first day. All employees shall be provided a safety orientation by their immediate supervisor before they begin work.
- D. The Health & Safety Acknowledgement form will assist as a safety orientation checklist. This will assist the supervisor with orientating the new employee and will serve as documentation to show that the orientation was completed.

Procedure

- A. Meet with the employee and review the Employee section of the Health & Safety Manual.
- B. Ensure that each item has been reviewed and the employee understands his/her responsibilities. Do not move on unless the employee understands the item.
- C. When all of the safety items in the orientation have been covered and all of the employee's questions have been answered:
 - 1- The employee shall sign/print/date the Health & Safety Acknowledgement Form
 - 2- Provide a signed copy to the office, and
 - 3- Retain a copy for their reference.

3 DISCIPLINE POLICY

The rules set forth by COMPANY's Health & Safety program, as well as all federal and local requirements, must be followed by employees at all times. Failure to follow these safety rules will result in disciplinary action.

Comprehensive details of the progressive discipline policy can be found in the employee handbook.

The following enforcement policy will be used:

First Violation verbal warning and noted in personnel files

Second Violation written warning and noted in personnel files
(may include suspension)

Third Violation will / may result in termination

Any Serious Violation may result in immediate termination.

These violations will be accrued on an annual basis beginning with the date of the first offense.

Purpose and Scope

- A. The goals of this program are to ensure regulatory compliance and to provide employees with the information/training they need to accomplish their work assignments safely, prevent injuries to themselves, coworkers, surrounding communities and clients, and to protect company property and the environment.
- B. This will assist in reducing employee injury and will comply with the applicable OSHA Standards.
- C. This policy applies to all COMPANY personnel.
- D. These requirements may be dictated by federal/national, state/provincial or local agencies or by the activities of a specific work group.

Responsibility

- A. The supervisor will be responsible for scheduling, providing, and documenting all safety meetings (e.g. toolbox talks).
- B. As projects may require additional training beyond basic requirements, each supervisor is responsible for ensuring documentation and informing employees of these additional requirements.
- C. COMPANY will provide information that can be used for these meetings.
- D. It will be the supervisor's responsibility to request additional topics, or provide them for the meetings.

Frequency

- A. Each supervisor shall provide safety meetings on a regular basis.
- B. Additional training will be provided as necessary and/or as required.

Documentation

- A. All training must be documented. Information should include, but is not limited to:
 - 1- Course date, Course location
 - 2- Topics / Information covered
 - 3- Instructor(s) name
- B. For client/vendor provided training, training documentation must include:
 - 1- Copy of the attendee's course certificate
 - 2- Course agenda
- C. All employees are required to sign-in to verify their attendance.
- D. All documentation shall be submitted to the office.

Purpose and Scope

- A. The purpose of this procedure is to:
 - 1- Provide guidance for the timely reporting of work-related injuries, illness, and incidents.
 - 2- Prevent incidents from recurring.
- B. This policy applies to all employees of COMPANY.

Requirements

- A. Reporting
 - 1- All incidents shall be reported IMMEDIATELY and no later than PRIOR TO THE END OF YOUR SHIFT.
 - 2- Incidents shall be reported to:
 - a. Their appropriate level of management (e.g. Supervisor).
 - 3- A reportable incident may include, but is not limited to the following:
 - a. An injury to any COMPANY employee, subcontractor, client representative, or private citizen, even if the injury does not require medical attention;
 - b. An injury to a member of the public occurring on a work site possibly resulting from a COMPANY activity or involving COMPANY's property, equipment, or resource;
 - c. Illness resulting from suspected chemical exposure;
 - d. Chronic or re-occurring conditions such as back pain or cumulative trauma disorders;
 - e. Fire, explosion, or flash;
 - f. Any vehicle accidents occurring on site, while traveling to or from client locations, or that involve any company-owned or company-leased vehicle;
 - g. Property damage resulting from any COMPANY activity;
 - h. Structural collapse or potential structural hazards;
 - i. Unexpected release or imminent release of a hazardous material;
 - j. Unexpected chemical exposures to workers or the public;
 - k. A safety related complaint from the public regarding COMPANY activities; or
 - l. Any other significant occurrence that could impact safety - WHEN IN DOUBT, FILL IT OUT.
- B. Responsibilities/Actions
 - 1- Employee
 - a. If necessary, suspend operations and secure and/or evacuate the area
 - b. Notify emergency services (911) as needed
 - c. Immediately (or as soon as practicable) notify personnel as stated in previous section (*Requirements, A*)

- d. Record all information pertaining to the incident (e.g. time, date, location, name and company of person(s) involved, description of event, and actions taken)
 - e. Complete and distribute Employee Incident Statement Form within 24 hours
 - f. Assist with incident investigation as directed by management
 - g. Implement corrective actions as directed by management
 - h. **Do not** discuss the incident with members of the news media or legal representatives (except COMPANY legal counsel or your personal legal advisor) unless directed to do so by management
 - i. **Do not** make statements pertaining to guilt, fault, or liability
- 2- Supervisor
- a. Review circumstances of the incident with applicable employee(s)
 - b. Complete and distribute Incident Report within 24 hours
 - c. Have any witnesses to incident complete and return Witness Incident Form
 - d. Review and verify that necessary corrective actions are identified and implemented
 - e. Discuss with department or project staff the circumstances surrounding the incident and corrective actions taken
- 3- Health and Safety Department
- a. Assist with incident evaluation as applicable
 - b. With management, identify cause(s) of incident and identify corrective actions needed to avoid recurrence
 - c. Review injury/incident report for completeness and accuracy
 - d. Determine if injury is an OSHA recordable and maintain OSHA 300 log
- 4- Local Human Resources Representative
- a. Report work-related injuries and illness to worker compensation carrier
 - b. Notify Health and Safety Director
- C. Media Inquiries
- 1- All media reporters and related persons must be directed to a designated COMPANY Management Representative.
 - 2- Only a designated company representative will speak to the media under all circumstances.
 - 3- Under no circumstance, are employees allowed to speak to the media about anything related to the incident.
- D. Supporting Documentation
- 1- Incident Investigation Form
 - 2- Employee Incident Statement Form
 - 3- Witness Form
 - 4- Medical Authorization Form
 - 5- OSHA Forms (300, 300A, 301)
 - a. <http://www.osha.gov/recordkeeping/RKforms.html>

COMPANY
Incident Investigation Form

(this form shall be completed by the direct supervisor or manager)

Incident Type: ☐ Injury ☐ Property ☐ First-Aid Only ☐ Information Only

Location:	Name:
Date of Incident:	Age:
Date Reported:	M / F?:
Time Occurred:	Department:
Hours Worked Prior to Incident:	Other Party(ies) Involved:

INCIDENT INFORMATION

Description of incident: (Include: tools or equipment in use, task being performed, etc.)

Describe in detail the type/extent of injury, including specific body part affected:

Was medical treatment sought? Yes No, treatment was declined at time of incident

If yes, from whom? _____

() On-site () Healthcare Clinic () Emergency Room/Hospital () Doctor

Has Injured Been Treated for this Condition Before (if yes, please describe)?: _____

SUMMARY

Your recommendations to prevent this from occurring again? (Please be specific)

Employee Signature:	Date:
COMPANY Representative Signature:	Date:

COMPANY Employee Statement Form

(this form shall be completed by the employee only)

Name: _____ Phone Number: _____

Address: _____

INCIDENT INFORMATION

Please describe the incident in detail (include tools or equipment in use, task being performed, etc.):

Please describe, in detail, the type/extent of injury, including specific body part affected:

Was medical treatment sought? Yes No, treatment was declined at time of incident

If yes, from whom? _____

() On-site () Healthcare Clinic () Emergency Room/Hospital () Doctor

Have you been treated for this condition before?: Yes No

If YES, please describe briefly: _____

COMPANY will make available Temporary Modified Duty when possible. If you have been released by your physician to return to work on Temporary Modified Duty or without restriction, you are required to inform Human Resources.

I understand that providing false and misleading information to COMPANY or COMPANY's insurance company is subject to criminal prosecution.

Employee Signature:	Date:
COMPANY Representative Signature:	Date:

COMPANY

Witness Report Form

Name: _____ Phone Number: _____

Address: _____

Did you see the incident?: YES / NO Date: _____ Hour: _____

Where did it happen?: _____

Where were you?: _____

Was anyone injured? If so, whom?: _____

Describe exactly what happened?: _____

Do you have any relation to anyone involved?: YES NO

If YES, Whom?: _____

Name and address of other witnesses?: _____

Witness Signature: _____	Date: _____
COMPANY Representative Signature: _____	Date: _____

COMPANY

Medical Authorization Form

I, the undersigned, authorize any medical care provider who has treated me, or any hospital to which I have been admitted, to furnish to any authorized representative of COMPANY any and all information which may be requested regarding my physical condition and treatment, and if necessary, to allow them or any physician appointed by them to examine any X-rays or records regarding my physical condition or treatment.

Authorized representatives may include:

- ▲ COMPANY
- ▲ _____ {insurance carrier} ;
- ▲ _____ {additional party} ; or
- ▲ any other agent or employee of the above stated parties by a hospital, medical clinic, surgeon, physician, pharmacist or any other provider of medical services, treatment.

I understand that I have a right to receive benefits for compensable injuries whether or not I sign this form. My signature is voluntary and is for the purpose of improving communications between my doctor and COMPANY or its agents.

(employee print)

(employee signature)

(date)

(COMPANY representative signature)

(date)

6 HAZARD ASSESSMENT PROCESS

- A. This Hazard Assessment process serves to assist management and employees in determining which health and safety policies are applicable and must be implemented.

"Change the attitude of 'It can't happen here' to one of 'It can happen here' or else 'It will happen here'."

Risk Management is at the core of any functional OSHA system. It is about 'managing risks' not 'taking risks'.

- B. The key to quality Risk Management rests in this simple triangle:



- 1- "HAZARD - a source or a situation with the potential for harm in terms of human injury or ill-health, damage to property, damage to the environment, or a combination of these."
 - a. HAZARDS surround us in varying forms and degree of risk. A Risk Management program must take into account all hazards likely to affect, or be affected by, the tasks associated with the job. This includes anticipating outcomes from the completed job.
- 2- IDENTIFY hazards in your work area by making regular inspections of the site; use all your senses - including intuition - to ascertain whether you are in a safe situation. Your nose may be the first indicator of a leaking hazardous substance or smoke from a fire; your ears may pick-up the obvious potential of noise being too loud, or the less-obvious sounds of an overstressed motor bearing.
- 3- ASSESS the risk associated with a hazard by considering three aspects: the likelihood of the hazard becoming uncontrolled; the degree of injury/illness/damage should it become uncontrolled; the exposure to the hazard including such things as frequency of interaction with the hazard.
- 4- CONTROL of the hazard is what the CDRA H&S Manual is all about. Ideally, we should ELIMINATE the need for the hazard altogether, but if we can't, we might be able to SUBSTITUTE a safer hazard instead, and so on down the hierarchy.

Purpose and Scope

- A. The Occupational Safety and Health (OSH) Act of 1970 grants representatives of the Department of Labor the right to inspect any place of employment in order to determine whether an employer is in compliance with the Act's safety and health standards. Compliance inspections are initiated and prioritized based upon the following criteria:
- 1- *Imminent Danger* of death or serious physical harm.
 - 2- *Catastrophe or Fatal Accident* investigations of fatalities and accidents resulting in hospitalization of three or more employees.
 - 3- *Employee Complaint* - The employee's identity remains confidential, though OSHA is required to furnish a written copy of the complaint to the employer.
 - 4- *Referral* by another government agency.
 - 5- *Programmed Inspection* of high hazard industries.
 - 6- *Follow-up Inspection* to determine if previously cited violations have been abated.

General

- A. The following are general guidelines which the compliance officer can be expected to adhere to during the course of a safety and/or health inspection:
- 1- Inspections will normally be made during the regular working hours. Advance notice of inspections is generally prohibited by the OSH Act except under specific circumstances.
 - 2- The OSHA compliance officer will display his or her official credentials and request to meet the employer representative.
 - 3- The compliance officer may be required by an employer to obtain a search warrant based on probable cause prior to the inspection.
 - a. It is the policy of COMPANY not to exercise this right unless specifically advised otherwise by the office and with input from an attorney.
 - 4- The compliance officer must state the reason for the inspection (as stated in part A of the Purpose and Scope section of this program).
 - 5- Forcible interference with the conduct of inspections or other official duties of the compliance officer or other OSHA personnel is a criminal offense.
 - 6- Cameras and sampling equipment, such as noise dosimeters and air sampling meters, may be used by the compliance officer.
 - 7- Under the "plain view" exception, OSHA may issue a citation for any observed violations, even though the subject of the alleged violation is outside the scope of the consent.

Responsibilities of Inspected Party (and COMPANY)

- A. Immediately upon notification of an OSHA inspection, begin a written log of the inspection. Note the time of arrival, breaks, opening and closing conference,

departure, etc. Take thorough and accurate notes of everything the compliance officer mentions or questions during the inspection, including conversations with employees if not held in private. This log, along with the report of OSHA Inspection, will subsequently be relied upon in enforcement proceedings or settlement negotiations if citations are issued.

- B. Notify the Health & Safety Director and COMPANY's office (e.g. Supervisor, Director) of the inspection.
- C. Request and photocopy the compliance officer's credentials.
 - 1- You may contact the appropriate OSHA Regional Office to verify the officer's identity.
- D. Request the reason for the visit. If the reason is due to an employee complaint, a copy of the written complaint shall be requested.
- E. Remain cordial and cooperative during the inspection process. Ensure the compliance officer is escorted at all times while on the jobsite or in the facility. Designate an office or area for the compliance officer to examine records.
- F. Bring any requested records to the officer rather than allowing unrestricted access to files. Provide only those records specifically requested, not entire files. Attempt to restrict the scope of the inspection to the subject of the inspection request.
- G. Determine if the compliance officer will be using any environmental monitoring equipment. If practicable, conduct concurrent sampling utilizing Company or contract monitoring equipment.
- H. Obvious alleged violations pointed out by the compliance officer shall be corrected immediately, if practicable. This shows "good faith" which reflects the Department's concern for safety. This "good faith" effort may also avoid a citation.

Opening Conference

- A. The compliance officer is required to conduct an opening conference prior to any walk-through or physical inspection.
- B. The COMPANY Health & Safety Director shall be in attendance. The compliance office may request additional jobsite management or employee representatives to attend. It is COMPANY's policy to comply.
- C. Separate conferences may be conducted for the COMPANY representative and the employee representative, if one is required, at the request of either party. The compliance officer will then present his/her credentials, furnish a copy of the employee complaint or warrant, if applicable, and state the reason for the inspection. Additionally, the compliance officer will:
 - 1- Outline, in general terms, the scope of the inspection, including records review, employee interviews, physical inspection, and the closing conference with management to discuss the inspection findings.
 - 2- Provide copies of laws, standards, regulations, and promotion materials, as applicable.
 - 3- Provide information on how additional copies of other applicable materials may be obtained.

Review of Records

- A. During the inspection, the compliance officer may request to review specific safety and health related records.
- B. The compliance officer may review other records such as:
 - 1- OSHA 300 logs will be reviewed to determine whether the company's Lost Workday Incident (LWDI) rate is in excess of the industry average. A high LWDI rate may trigger a more comprehensive inspection;
 - 2- Required specific written programs contained in the Company Safety Manual;
 - 3- Required equipment inspection and maintenance records; and
 - 4- Compliance with posting requirements.
- C. The compliance officer is allowed access to employee medical records under 29 CFR 1913.10(b)(4) for the limited purpose of verifying employer compliance with the medical surveillance recordkeeping requirements of 29 CFR 1910.1020, Access to Employee Exposure and Medical Records.
 - 1- Review of the content of such medical records may require a written access order or express employee consent.
 - 2- A COMPANY representative shall ensure that proper consent is obtained prior to the release of such records.

Physical Inspection

- A. The compliance officer shall be required to comply with all applicable safety rules, including those prescribing personal protective equipment. The COMPANY representative shall take detailed notes of everything the compliance officer mentions or questions during the inspection, including conversations between the compliance officer and any employees, if the conversations are not held in private. If employees elect to have private interviews, a notation shall be made to this effect. Additionally, photographs should be taken of everything the compliance officer photographs or points out as questionable.
- B. Answer all questions honestly, but do not volunteer any information. This will often lead to expanding the scope of the inspection. Also, if the inspector identifies a violation do not attempt to provide an explanation, refer to it as a violation, or defend the occurrence. This could be considered an admission of guilt.
- C. Alleged violations that are obvious shall be corrected immediately, if practicable. This is not an admission of guilt, but rather demonstrates a good faith effort to comply with regulations and to ensure the safety of employees. Any alleged violations that are questionable should be discussed with the compliance officer and so documented in the notes. The COMPANY representative shall take duplicate samples (e.g., labels, etc.) of those which the compliance officer takes.
- D. Efforts shall be made to confine the scope of the inspection and employee interviews to those in the written complaint or as discussed in the opening conference. This can often be accomplished by determining the route to the location. If there is disagreement on the scope of the investigation, a break shall be suggested and all parties will reconvene in the conference room to discuss the issue. In an attempt to

resolve the dispute, the Health & Safety Director may be contacted. The compliance officer shall be extended the courtesy to call the OSHA supervisor.

- E. Copies of internal reports, such as safety audit reports, accident investigation reports, or other investigation records, shall only be made available to the compliance officer upon specific request or when the COMPANY representative deems this information will support COMPANY's position on an issue. Copies of any such reports provided to the compliance officer shall be attached to the Report of OSHA Inspection.
- F. OSHA compliance officers are also trained in the pertinent regulations enforced by other government agencies. Any apparent violations will be referred by OSHA to the appropriate agency.

Closing Conference

- A. A closing conference will be held after the physical inspection. The COMPANY Representative shall resist any effort on the part of the compliance officer to defer the closing conference to a later date. All personnel in attendance at the opening conference shall attend the closing conference. Separate closing conferences may be held with the COMPANY representative and the employee representative (if one is required) at the request of either party.
- B. The closing conference is conducted to advise the COMPANY representative of any violations observed and abatement requirements. The compliance officer will provide copies of and explain any regulations allegedly violated. Official citations are issued only by the OSHA Area Director after the inspection. The compliance officer will not provide a written summary at the time of the closing conference. Therefore, it is critical that the COMPANY representative takes complete and accurate notes. A copy of the compliance officer's written summary may later be obtained from the Area Director upon request.
- C. The COMPANY representative shall make no statements during the closing conference that could be construed as an admission of the alleged violations at issue or as a limitation of the COMPANY's right to contest the citation. Admissions of liability may be used against the COMPANY in later enforcement proceedings, if convened.
- D. The COMPANY representative should use this forum as a means to determine:
 - 1- if the inspection is the result of a complaint, whether or not the compliance officer feels the complaint is justified.
 - 2- if any deficiencies were noted during the inspection.
 - 3- if any citations are forthcoming.
- E. The COMPANY representative may brief the compliance officer on any aspects of the COMPANY Safety Program, which specifically relate to any alleged violations. The compliance officer shall be encouraged to set reasonable abatement periods for any alleged violations being contemplated.

Post-Inspection Procedures

- A. The Health & Safety Director and COMPANY Management shall be updated on the outcome of the OSHA inspection.

- B. Any notes, photos, and/or samples taken during the inspection shall be maintained.
- C. Any alleged violations mentioned by the compliance officer that are apparent shall be corrected as soon as possible.

Citations - General

- A. Alleged citations and proposed penalties, if any, will be received from the OSHA Area Director via certified or registered mail.
- B. A copy of the citation(s) shall be posted at or near the place of the violation. General citations shall be posted within the office (or in the vicinity of the OSHA poster).
 - 1- Citations shall be posted for three days or until the condition noted is abated, whichever is greater, regardless of whether abatement has been made prior to receipt of the citation(s).
- C. The official abatement period begins upon receipt of the citation(s). Therefore, a notation of the date of receipt must be affixed to the notice.
- D. The Health & Safety Director shall review the citation(s) for possible action such as notice of contest, variances, extensions, etc. If applicable, abatement procedures shall be recommended to the Management.

Contested Citations

- A. Notice of contest for a citation must be postmarked no later than the 15th working day after receipt of the citation. Contested citations shall be sent to the Area Director via certified or registered mail. A copy of the citation contest letter must be posted adjacent to the citation concerned for employee information.
- B. An informal conference shall be requested with the Area Director to provide an opportunity to resolve disputed citations and penalties without necessity of recourse of litigation. If citations and penalties cannot be resolved in an informal conference, a Review Commissioner will assign the case to a hearing before an administrative law judge.

Uncontested Citations

- A. Uncontested citations and penalties become final order and must be paid and corrected within the designated abatement period. Management shall notify the OSHA Area Director in writing that the cited conditions have been corrected by the abatement date set in the citation. The notification shall be sent via registered or certified mail. A copy of the notification shall be provided to the Health & Safety Director.
- B. Notification of abatement completion shall explain the specific action taken with regard to each violation and the approximate date the corrective action was completed. A check for the amount of penalties assessed must accompany the letter to the Area Director.

Follow-up Inspection

- A. A return visit by the compliance officer may be made at any time after the initial inspection. This inspection may be conducted to verify:
 - 1- The citation has been posted as required,

- 2- Violations as noted in the citation have been corrected,
 - 3- Employees are adequately protected during the abatement period, and
 - 4- Appropriate administrative or engineering abatement steps have been taken.
- B. If a return visit occurs and the compliance officer finds that abatement has not been completed by the designated abatement date, additional penalties can be assessed - per employee exposed for each citation concerned until abatement.

8 SELF-INSPECTION PROGRAM

- A. Effective health and safety programs rely on the ability of the employees to recognize, evaluate, and control potential hazards associated with the overall project, major activities, and individual tasks. For this reason, COMPANY requires employees to complete regular self-inspections of the facility.
- B. This self-inspection is designed to assist the Health & Safety Director and employees in the identification of potential hazards and in the development of safe work procedures. The process also provides a means for the team to continually recognize, evaluate, and control all potential hazards that may confront them.

COMPANY

Health & Safety Inspection Checklist

Conducted at: _____

Date: _____

Conducted by: _____

For items checked "NO" please note in the comment/recommendation section		
	Yes	No
1.0 HOUSEKEEPING / SLIP, TRIP, FALL		
a- All exits clear, open and fully accessible		
b- Storage neat and orderly		
c- Aisles/walkways are marked and clear of materials		
d- Guardrails, steps are secured. Ladders are in good repair, no missing, lose parts		
e- Adequate lighting in all areas, including exterior night lighting		
f- Floors are free from grease and oil accumulation		
2.0 FIRE PROTECTION		
a- Fire extinguishers charged, tagged with annual service and properly mounted		
b- Combustible materials stored properly. Flammable material in approved areas/storage		
c- Exit signs lit and Evacuation routes are posted		
d- Oily rags are disposed of in designated containers		
e- Emergency lights have been tested and are functioning		
3.0 ELECTRICAL SAFETY		
a- Power panels, controls, receptacles & wiring covered. No missing or broken parts		
b- Electric power cords are not frayed or broken All plugs noted have 3 prongs		
c- No extension cords through walls, doors, ceiling, windows, under mats or rugs		
d- Electric panels are marked to indicate Service & Voltage - 3 foot clearance each side		
4.0 MACHINERY/GUARDING SAFETY		
a- Are any moving parts exposed(chains, belts, pulleys)		
b- Have any guards been removed or damaged		
c- All machinery access panels in place and closed		
d- Electrical wiring, junctions, outlets and switches undamaged & protected		
e- No control or safety switches tied down, deactivated or bypassed		
f- All equipment/tools properly maintained and in safe condition		
g- Lockout/Tagout program properly used – employees do not walk on conveyor systems		
h- Emergency stops have been inspected/tested and are properly working for lines 1, 2, 3, 4, etc.		
5.0 PERSONAL PROTECTION		
a- Personal Protective Equipment – gloves, safety glasses, steel toe boots worn		
b- Good body mechanics (lifting, pushing pulling, range of motion, no twisting)		
c- Emergency eye wash stations capped, functional, accessible		
6.0 CHEMICAL SAFETY		
a- All containers are properly labeled with specific hazards and are closed/sealed		

b- Storage of flammable liquids does not exceed 120 gallons		
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7.0 FORKLIFTS & EQUIPMENT		
a- Back up alarms, horns and warning lights are functioning		
b- Operator daily inspection logs are completed		
c- Drivers keep a clear path of travel and alert affected employees		
d- Drivers avoid operating in pedestrian walkways		
e- Drivers do not allow employees to walk behind equipment or under a raised load		
f- Drivers observed operating at safe controlled speeds		
8.0 TIPPING FLOOR SAFETY		
a- Employees do not enter tipping floor area while equipment is in use		
b- Only one vehicle/piece of equipment is present on the floor at a time		
c- Drivers do not position themselves between crush hazards while checking vehicles		
d- All employees working in this area are equipped with hi visibility vests		
9.0 FALL PROTECTION		
a- Fall hazards of over 4' are protected by a guardrail system		
b- Employees working at heights of 4' or greater are protected by guardrails or fall arrest equipment		
c- Employees working in boom lifts are tied off and mid-rail chain is in place on scissors lifts		
10.0 OTHER		
a- Compressed air guns limited to 30p.s.i. or less		
b- Jack stands and lifts in place while performing maintenance on equipment		

9 RETURN-TO-WORK PROGRAM

Purpose and Scope

- A. It is the purpose of this policy to establish the authority for temporary modified-duty assignments and procedures for granting temporary modified-duty to members of COMPANY; and to provide fair and equitable modified-duty assignments for personnel who cannot be assigned to normal activities. This program applies to all COMPANY personnel.

Guideline

- A. Temporary modified-duty assignments may be available for eligible personnel who, because of injury, illness or other condition, are temporarily unable to perform their regular assignments but who are capable of performing alternative duty assignments.
- B. Use of temporary modified duty can provide members with an opportunity to remain productive while convalescing as well as provide a work option for members who may otherwise risk their health and safety or the safety of others by remaining on duty when physically or mentally unfit for their regular assignment. Therefore, it is the guideline of COMPANY that eligible personnel are given a reasonable opportunity to work in temporary modified-duty assignments, when such assignments are available.

Definitions

- A. Eligible Personnel: For purposes of this guideline, any full time member of COMPANY suffering from a medical illness, injury or condition requiring treatment of a licensed health-care provider and who, because of injury, illness or other condition, is temporarily unable to perform the regular assignment but is capable of performing alternative assignments.
- B. Family and Medical Leave Act (FMLA): Federal law provides for up to 12 weeks of unpaid leave for workers due to qualifying illness, injury or certain other family conditions/situations.

Procedures & General Provisions

- A. Temporary modified-duty positions are limited in number and variety. Therefore, assignments may be changed at any time, upon the approval of the treating physician, if deemed in the best interest of the member or the company.
- B. This policy in no way affects the privileges of members under provisions of the Family and Medical Leave Act, Fair Labor Standards Act, Americans with Disabilities Act, or other federal or state law.

- C. Assignment to temporary modified duty shall not affect a member's classification or promotions.
- D. Modified-duty assignments are strictly temporary and normally should not exceed six months in duration. After six months, personnel on temporary modified duty who are not capable of resuming to their original duty assignment shall:
 - 1- Present a request for extension of temporary modified duty, with supporting documentation, which gives a detailed prognosis outlining the employee's return to work status, to his or her immediate supervisor.
 - 2- Pursue other options as provided by provisions of this company or federal or state law.
- E. Personnel on temporary modified-duty are prohibited from engaging in outside activities for which they have been determined physically or mentally unable to perform for COMPANY and that form the basis for their temporary modified-duty assignment.
- F. Modified-duty assignments shall not be made for disciplinary purposes.
- G. Personnel may not refuse temporary modified-duty assignments that are supported by and consistent with the recommendations of an attending physician or certified health-care provider although the member may protest such assignments through established company grievance procedures.

Temporary Modified-Duty Assignments

- A. Temporary modified-duty assignment may be drawn from a range of technical and administrative areas that include but are not limited to the following:
 - 1- Administrative functions (e.g. report review, special projects),
 - 2- Clerical functions (e.g. filing, typing).
 - 3- Other duties as designated by COMPANY management.
- B. In addition to considerations included in this policy, decisions on temporary modified-duty assignments shall be made based upon the availability of an appropriate assignment given the applicant's knowledge, skills and abilities; availability of modified-duty assignments; and the physical limitations imposed on the employee.
- C. Every effort shall be made to assign personnel to positions consistent with their rank and classification. However, where appropriate, personnel may be assigned to positions designated for personnel of lower rank or classification. Personnel thus assigned shall:
 - 1- Retain the privileges of their rank but shall answer to the Supervisory officer of the unit to which they are temporarily assigned with regard to work responsibilities and performance.

Request for and Assignment to Temporary Modified-Duty

- A. All requests for temporary modified-duty assignments shall be submitted to the immediate supervisor. Requests must be accompanied by a statement of medical certification to support a requested reassignment, which must be signed either by the treating physician or other licensed healthcare provider. The certificate must

include an assessment of the nature and probable duration of the condition, prognosis for recovery, nature of work restrictions and an acknowledgment by the health-care provider of familiarity with the modified-duty assignment and the fact that the employee can physically assume the duties involved.

- B. The request for temporary modified-duty and the physician's statement shall be forwarded to COMPANY Management.

Zero Tolerance for Workplace Violence

- A. COMPANY has adopted a Zero Tolerance for Workplace Violence.
- B. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, and/or coercion, which involve or affect on-site personnel or occur on COMPANY property, will not be tolerated.
- C. Acts or threats of violence include conduct, which is sufficiently severe, offensive, or intimidating to alter the employment at COMPANY or to create a hostile, abusive, or intimidating environment for COMPANY employees.
- D. Every person on COMPANY property is encouraged to report incidents of threats or acts of violence of which he/she is aware. The report should be made to their immediate supervisor and/or COMPANY's Management.
- E. COMPANY will investigate the incident and take appropriate corrective action.

Purpose and Scope

- A. The purpose of this procedure is to institute and maintain a program for achieving the objective of a drug-free work force and to provide a workplace that is free from the illegal manufacture, distribution, dispensation, possession, sale, and/or use of illegal drugs.
- B. This document describes the current policy and practice of COMPANY and its subsidiaries and will be interpreted, administered, and amended by COMPANY within its sole discretion. This procedure is not intended to and does not confer legal rights or impose legal obligations.
- C. This policy covers all applicants, rehires, and current employees (including temporary employees).
- D. **This policy is non-discriminatory and applies equally to all employees.**

Objectives

- A. We believe that the implementation of such a program will help reduce accidents and casualties in our operation, as well as discourage substance abuse and reduce absenteeism, accidents, health care costs and other drug/alcohol related problems. We further believe that this testing program will operate as a deterrent to those individuals who might be tempted to try drugs for the first time or who currently use drugs. Finally, we believe that this program will enhance the safety and health of our employees by fostering the early identification and referral for treatment of workers with substance abuse problems.
- B. The program has been developed in compliance with existing federal regulations and in a manner, which ensures accurate and reliable test results, thereby eliminating the possibility of any "false positives". It also contains procedures designed to recognize and respect the dignity and privacy of all of our employees. More importantly, we recognize that our employees are our most valuable resource and we want to assist any employee who feels that he or she may have a problem with chemical dependency or alcoholism. We therefore have available information on and access to appropriate employee assistance programs designed to help those individuals desirous of treating such problems.

Definitions

- A. The term ***illegal drug*** means drugs and controlled substances, the possession or use of which is unlawful, pursuant to the laws of any country and Federal, State, and local laws and regulations in the United States.

Note: Drugs and controlled substances that are not legally obtainable, or that are legally obtainable but have not been legally obtained, are considered to be illegal drugs. Examples include amphetamines, barbiturates, benzodiazepine, cannabinoids, cocaine, methadone, methaqualone, opiates, phencyclidine, and propoxyphene.

- B. The term-**controlled substance abuse** includes prescribed drugs not being used for prescribed purposes or in a prescribed manner.

Testing Options

A. Post-Offer (pre-employment) Testing

- 1- Any applicant, considered for employment will be required to provide a urine sample for testing and sign an "Applicant Consent Form."

B. Probable Suspicion/Reasonable Cause Testing

- 1- COMPANY will require a drug and/or alcohol test for an employee when there is "probable suspicion" that the employee cannot safely perform his or her job and could potentially be under the influence of a prohibited drug and/or alcohol in violation of this policy.
- 2- The employee will be asked / required to sign the consent form. Any employee who refuses to sign the consent form or to provide a urine and/or breath sample will be considered as admitting guilt, insubordinate, and will be disciplined as a "positive" result, subject to appropriate disciplinary measures up to and including discharge.
- 3- If possible, the probable suspicion circumstance; should be witnessed by at least two (2) trained supervisors or company representatives.
- 4- If the supervisors and/or company officials determine that Probable Suspicion/Reasonable Cause exists, the employee will be tested for alcohol and/or drugs. The employee will not be allowed to drive and will be escorted to the clinic by a supervisor or company official to provide a urine sample for drug testing and/or breath sample for alcohol testing. After appropriate samples are provided, arrangements will be made with a spouse, family member or other individual to transport the employee to his/her home. In the event no such individual is available, a taxicab will be called to take the employee home, at the employee's expense. The employee will be reimbursed for the cost of the taxicab if the results of his/her tests are both negative. If the employee refuses to cooperate at any time and attempts to operate his/her own vehicle, the Company will take appropriate efforts to discourage him/her from doing so, up to and including contacting local enforcement officials.
- 5- Pending the company's receipt of the results of the employee's drug and/or alcohol tests, the employee will be suspended without pay. If the test results are negative, the employee will be reinstated with no loss of seniority and in appropriate instances will be awarded full back pay.

C. Post-Accident Testing

- 1- Any employee involved in a reportable accident will be required to provide a urine sample and/or breath sample for testing. Non-compliance with these terms will be considered an admission of guilt and disciplined as a "positive" test result.

- 2- Any employee failing or refusing to provide a drug/alcohol sample or who has a verified positive or adulterated test result after being involved in an accident will be subject to appropriate disciplinary measures, up to and including discharge.

D. Random Testing

- 1- All employed drivers carrying a CDL License will be subject to unannounced, random urine drug and/or breath alcohol tests at a frequency and rate regulated by the Department of Transportation (DOT).
- 2- Employees will be selected for testing by an independent, third party utilizing a computer based random number generator and all employees will have an equal chance of being selected. Any employee selected for a random test will be subject to additional tests in the future if he/she is again selected.
- 3- Any employee refusing to submit to a random drug/alcohol test at the time of the request, ("Refusal to Test") will be subject to appropriate disciplinary measures, up to and including discharge.

Assistance in Overcoming Illegal Drug Use or Controlled Substance Abuse

- A. Early recognition and treatment of illegal drug use or controlled substance abuse is important for successful rehabilitation, return to productive work, and reduced personal, family, and social disruption. COMPANY encourages the earliest possible diagnosis and treatment for illegal drug use or controlled substance abuse. COMPANY supports sound treatment efforts. COMPANY will not, however, assist employees in overcoming illegal drug use or controlled substance abuse. The decision to seek diagnosis and accept treatment for illegal drug use or controlled substance abuse is the individual employee's responsibility. Before an employee can be reinstated to his/her job, they must first complete a substance abuse program, receive a verified "negative" substance test and must reapply for a position with COMPANY.

Authorized Use of Prescribed Medicine

- A. An employee undergoing prescribed medical treatment with any drug or controlled substance that may impair his or her physical or mental ability should report this treatment to COMPANY Human Resource Department, which will determine whether COMPANY should temporarily change the employee's job assignment during the period of treatment.

Alcohol Use or Possession on Company Premises

- A. The use, possession, sale, or distribution of alcohol on Company premises, or in Company-supplied vehicles, whether during working hours or non-working hours, is prohibited and constitutes a violation of policy. Such action will be handled pursuant to the COMPANY policy on work performance and conduct.

Prohibitions

- A. COMPANY policy prohibits the following:

- 1- Use, possession, manufacture, distribution, dispensation, or sale of illegal drugs whether on or off company premises and whether during working hours or non-working hours.
- 2- Controlled substance abuse whether on or off Company premises and whether during working hours or non-working hours.
- 3- Storing any illegal drug in a locker, desk, automobile, or other repository on COMPANY premises.
- 4- Being under the influence of an illegal drug or engaging in controlled substance abuse on COMPANY premises, or while engaged in COMPANY business, or in COMPANY-supplied vehicles, or during working hours.
- 5- Testing positive for illegal drugs or controlled substances without a legal basis for use.
- 6- Switching or adulterating any urine sample submitted for testing or submitting a false sample for testing.
- 7- Use, possession, sale, or distribution of alcohol, or being under the influence of alcohol on COMPANY premises, or in COMPANY-supplied vehicles, whether during working hours or non-working hours.
- 8- Refusing consent to testing or refusing to submit a urine sample for testing when required by a COMPANY representative or by representatives of any COMPANY customer, vendor, or supplier.
- 9- Being indicted or convicted under any criminal drug statute for a violation occurring in the workplace or outside the workplace.
- 10- Failing to notify COMPANY of any incident or conviction under any criminal drug statute within 5 days of the event.
- 11- Failing to comply with rules and regulations promulgated under any testing programs maintained by COMPANY pursuant to such rules and regulations.

Testing

- A. COMPANY will establish a testing program for illegal drugs and controlled substances for all employees and will, in its sole discretion, determine (and may at any time change) the requirements extent, and frequency of employee testing.
- B. COMPANY will test all applicants, whether new employees or rehires. COMPANY requires that every newly hired and rehired employee be free of illegal drug use and controlled substance abuse. Each offer of employment shall be conditioned upon the successful completion of a test for illegal drugs and controlled substances as prescribed by COMPANY. Any applicant who tests positive in the pre-employment drug test shall be rejected unless the applicant adequately establishes a legal basis for the use of the drug or controlled substance with respect to which the applicant tested positive.
- C. Whenever COMPANY, during the course of an investigation by management security, has reasonable suspicion that an employee has used illegal drugs or engaged in controlled substance abuse, whether during working hours or non-working hours, on or off COMPANY premises, COMPANY may require the employee to submit urine or other acceptable sample for testing, as prescribed by COMPANY.

- D. Failure of any employee to establish adequately a legal basis for the use of any drug or controlled substance with respect to which the employee tests positive shall constitute a violation of this policy.
- E. Applicants and employees subject to testing must, prior to testing, sign an approved form agreeing to the testing, authorizing the release of test results to the COMPANY Human Resource Department, and authorizing the disclosure of the results by the Human Resource Department to the employee's supervisor, higher management, and other persons. The Human Resource Department will obtain the results of the analyses and communicate or disclose such results to Human Resources/Office Manager, the employee's supervisor, higher management, and any other person in accordance with COMPANY policies and procedures. COMPANY officers, employees, agents, and representatives may use such information in connection with COMPANY business and for purposes of employment and disciplinary actions, and disclose it when required to Government agencies and to others upon valid legal requests, legal proceedings, and other situations to protect the interests of and otherwise in accordance with policies on employee data.
- F. COMPANY, prior to taking any action, will give all employees who test positive the opportunity to explain in writing the test results. Failure of any employee to establish adequately a legal basis for the use of any drug or controlled substance with respect to which the employee tests positive shall constitute a violation of this policy. An MRO (Medical Review Officer) may be used to verify "positive" results at the discretion of the company.
- G. COMPANY will establish and maintain any and all additional testing programs and requirements that may be necessary or appropriate to comply with applicable rules and regulations of all Government agencies.

Consequences for Violation of the Drug-Free Policy

- A. Violation of this policy may result in severe disciplinary action, including termination, at COMPANY's sole discretion.
- B. COMPANY will promptly terminate any employee who tests positive for illegal drugs or controlled substances, unless the employee establishes a legal basis for the illegal drug or controlled substances, if the employee has tested positive for illegal drugs or controlled substances without establishing a legal basis for such use on a previous occasion.
- C. COMPANY will promptly terminate any employee who tests positive for illegal drugs or controlled substances, unless the employee establishes a legal basis for the illegal drug or controlled substances, if the employee has been referred at COMPANY request for treatment or counseling on a previous occasion.
- D. COMPANY will report information concerning possession, distribution, or use of any illegal drugs, unauthorized controlled substances, alcohol or other intoxicants to law enforcement officials, and will turn over to the custody of law enforcement officials any such substances found during a search of an individual or property. COMPANY will cooperate fully in the prosecution and/or conviction of any violators of the law.

SAFETY POLICIES

Section FOUR

12 LOCKOUT / TAGOUT (LOTO)

Purpose and Scope

- A. This procedure outlines the requirements that must be followed to prevent injuries, either direct or indirect, when work is performed near or on an energy source that is unexpectedly operated. Some energy sources that should be protected against include:
- 1- Electrical circuits.
 - 2- Fluid systems (water and liquid product).
 - 3- Pneumatic systems.
 - 4- Flammable systems (including liquid and gaseous fuels).
 - 5- Thermal systems (steam).
 - 6- Gravity systems.
 - 7- Hazardous material systems.

Requirements

A. General

- 1- "Authorized employee" means a person who locks/tags out machines or equipment in order to perform servicing or maintenance on that machine or equipment, and who has received the proper training.
- 2- "Affected employee" means an employee whose job requires him/her to operate or use a machine or equipment on which servicing or maintenance is being performed under lockout and tagout, or whose job requires him/her to work in an area in which such servicing or maintenance is being performed.
- 3- "Qualified person" means person who is familiar with the construction and operation of the equipment and the hazards involved, and who:
 - a. Requests de-energizing of an energy source.
 - b. Inspects de-energizing with the authorized employee.
 - c. Assures that authorized employee has locked and tagged the source.
 - d. Requires that all applicable authorized employees affix locks/tags at the same locations(s).
 - e. Operates the equipment controls or otherwise verifies that the equipment cannot be restarted after being locked out.
 - f. Coordinates the continuation of lockout/tagout protection through shift or personnel changes.
 - g. Controls accountability of locks and tags.
 - h. Conducts tests and visual inspections prior to reenergizing to check that circuits and equipment can be safely energized.

- 4- Employees shall not work on or in equipment, vessels, etc., which are **not** in a "zero energy state".
- 5- Coordinate all lockout and energy control activities with client owner, contractor, and subcontractor practices and programs.
- 6- Require that all locks are keyed differently and that only one key exists for each lock and remains in the possession of the authorized employee to whom it has been assigned.

B. Procedure

- 1- Follow this lockout and tagout procedure whenever the unexpected operation of equipment, switch, or valve or other energy sources could injure someone. Only authorized employees may perform jobs requiring lockout procedures.

2- Step 1 - Achieving Zero Energy

- a. Identify and locate all sources of energy that could affect individuals involved.
- b. Notify all affected personnel that equipment is going to be de-energized and accessed. This can be done verbally, visually, or by hanging a warning tag on the control panel.
- c. Disconnect the main sources of power by breaking the primary power circuit, valve, pipe, etc. Locking out a low voltage control circuit is not considered breaking a main power source.
- d. Disconnect each separate power source of multiple power systems, e.g., air over hydraulic, electric over hydraulic, etc.
- e. Release all residual energy remaining behind the power source, e.g., hydraulic or air pressure, etc.
- f. Secure all power sources in the de-energized position with a lockout device. Use multiple lock devices when more than one lock is required. Each person who is protected by the lockout:
 - i. Places a signed lock and tag on source location(s).
 - ii. Keeps the key to his / her own lock.
 - iii. Removes own lock (only exception: person not on site and person is contacted).
 - iv. Works **only** on protected source(s).
 - v. Removes lock at completion for work shift or transfer.
- g. Block or blank any machinery, device, or piping system that can move on its own or deliver energy with or without the power source.
- h. Test equipment, prior to working on it, to ensure that all sources of energy have been isolated and that it is "safe".

3- Step 2 - Preparing to Re-Energize

- a. Once the task has been completed, tools picked up, safety chains, guards, guard rails, warning signs, etc. are replaced, notify affected personnel that the lockout device is going to be removed.
- b. Remove locks and tags.
- c. Once all lockout devices have been removed, the equipment or process may be restarted.

4- Temporary operation of locked out source

- a. Make sure everyone is clear of the system.
- b. Make sure tools are clear.

- c. Remove lock(s).
 - d. Energize the system and conduct check.
 - e. Immediately de-energize the system and replace locks.
- 5- Unauthorized removal of lock and tag is prohibited. Use the following procedure for Supervisor or Qualified Person to remove lock/tag when employee is not available:
- a. Verify authorized employee is not on site and available to remove own tag.
 - b. Check that employees are not exposed to hazards.
 - c. Verify equipment is safe to operate, tools have been removed and guards have been replaced.
 - d. Remain with affected equipment so that no one returns while equipment or process is being restarted.
 - e. Remove lock/tag and energize equipment.
 - f. Require that affected employee knows the lockout device(s) has been removed before he/she resumes work.

C. Procedures for Outside Personnel / Contractors

- 1- Outside personnel/contractors shall be advised that the company has and enforces the use of lockout/tagout procedures. They will be informed of the use of locks and tags and notified about the prohibition relating to attempts to restart or re-energize machines or equipment that are locked out or tagged out.
- 2- The company will obtain information from the outside personnel/contractor about their lockout/tagout procedures and advise affected employees of this information.

D. Training and Communication

- 1- Authorized employees must receive training prior to conducting lockout/tagout activities. Training must include:
 - a. Purpose of lockout procedure.
 - b. Hazards associated with different energy sources.
 - c. Recognition of when to lockout.
 - d. Electrical lockout procedures.
 - e. Compliance with lockout procedures.
 - f. Discussion of specific procedures.
- 2- Each affected employee (all employees other than authorized employees utilizing the lockout/tagout procedure) shall be instructed in the purpose and use of the lockout/tagout procedure and the prohibition relating to attempts to restart or re-energize machines or equipment which are locked out or tagged out.

Documentation Summary

- A. Machine specific lockout/tagout procedures - separate from this procedure and manual.
- B. Periodic Certification Inspection.
- C. Training Records for:
 - 1- Authorized employees

2- Affected

employees

LOCKOUT/TAGOUT EQUIPMENT SPECIFIC PROCEDURE

DATE ASSESSED: _____ FACILITY/LOCATION: _____

EQUIPMENT/MACHINE IDENTIFICATION

General Description: _____

Location of equipment: _____

Manufacturer: _____

Model Number: _____

Serial Number*: _____

** If more than one piece of same equipment, list all serial numbers.*

ASSESSED ENERGY SOURCES

Energy Source	Present	Notes
Chemical		
Hydraulic		
Pneumatic		
Mechanical		
Electrical		
Thermal		
Radioactive		
Other		
Other		

LOCKOUT, TAGOUT, TRYOUT PROCEDURE

1-

2-

3-

4-

5-

6-

7-

8-

AUTHORIZATION

I certify that I have conducted a Lockout Tagout Assessment of the equipment or machine named above and have detailed the findings of the assessment on this form.

Name: _____ Signature: _____

Title: _____ Date: _____

LOCKOUT/TAGOUT PROGRAM

PERIODIC INSPECTION CERTIFICATION

This certifies that the workplace and machine/equipment listed below was assessed to determine:

- If proper Lockout/Tagout procedures are being followed;
- If the written program is current

This assessment was performed in accordance with 29 CFR 1910.147 Subpart J – The control of hazardous energy (lockout/tagout).

DATE OF INSPECTION: _____

INSPECTOR: _____ SIGNATURE: _____

MACHINE OR EQUIPMENT ON WHICH LOCKOUT/TAGOUT PROCEDURES WERE PERFORMED: _____

EMPLOYEE(S) PERFORMING THE LOCKOUT/TAGOUT PROCEDURE:

WERE ALL THE LOCKOUT/TAGOUT PROCEDURES PERFORMED CORRECTLY? **YES / NO**

COMMENTS ON IMPROPER LOCKOUT/TAGOUT PROCEDURES BEING USED (E.G. LIST OF IMPROPER PROCEDURES BEING USED WHICH REQUIRES RETRAINING FOR THE EMPLOYEE OR MODIFICATION OF THE PROCEDURE):

Purpose and Scope

- A. The Machine Guard Program is designed to protect employees from hazards of moving machinery. All hazardous areas of a machine shall be guarded to prevent accidental "caught in" situations. References: *General Requirements for all Machines* (29 CFR 1910.212)

Machine Guarding Requirements

- A. Guards shall be affixed to the machine where possible and secured.
- B. A guard shall not offer an accident hazard in itself.
- C. The point-of-operation of machines whose operation exposes an employee to injury shall be guarded.
- D. Revolving drums, barrels and containers shall be guarded by an enclosure which is interlocked with the drive mechanism.
- E. When periphery of fan blades is less than 7-feet above the floor or working level the blades shall be guarded with a guard having openings no larger than ½-inch.
- F. Machines designed for a fixed location shall be securely anchored to prevent walking or moving. For example: drill presses, bench grinders, etc.

General Requirements for Machine Guards

- A. Guards must prevent hands, arms or any part of an employee's body from contacting hazardous moving parts. A good safeguarding system eliminates the possibility of the operator or other employees from placing parts of their bodies near hazardous moving parts.
- B. Employees should not be able to easily remove or tamper with guards. Guards and safety devices should be made of durable material that will withstand the conditions of normal use and must be firmly secured to the machine.
- C. Guard should ensure that no objects can fall into moving parts. An example would be a small tool which is dropped into a cycling machine could easily become a projectile that could and injure others.
- D. Guard edges should be rolled or bolted in such a way to eliminate sharp or jagged edges.
- E. Guard should not create interference which would hamper employees from performing their assigned tasks quickly and comfortably.
- F. Lubrication points and feeds should be placed outside the guarded area to eliminate the need for guard removal.

15 PERSONAL PROTECTIVE EQUIPMENT (PPE)

Purpose and Scope

- A. Personal Protective Equipment (PPE) (i.e. safety glasses, gloves, and/or hearing protection) may be required in performing certain designated work.
- B. All work activities and exposures will be assessed to determine if hazards are present, or likely to be present, which will necessitate increasing the level of personal protective equipment (PPE) from the established minimum

General Requirements

- A. Employees will be trained on the proper use, care and storage of personal protective equipment.
- B. Personal protective equipment will be available to all employees.
- C. COMPANY will supply the necessary PPE to ensure the protection of the employee while performing the specific work.
 - 1- Should an employee choose to wear their own equipment, the equipment must be approved.
- D. All personal protective equipment used shall be inspected prior to use and replaced if the equipment does not work properly or is damaged.
- E. Required PPE shall be worn at all times and upon hazardous exposures.

PPE Requirements

- A. Hard hats shall be worn at all times when overhead hazards exist.
 - 1- Hard hats must be of the approved type that complies with ANSI Z89.1-1987 and be in good condition. Bump caps or baseball caps may not be utilized in place of hard hats.
 - 2- The outside shell of all hard hats shall be free of paint, holes, cracks or cuts, and the inside suspension shall be in good working order.
- B. Safety glasses (with side shields) or other forms of eye protection shall be required when conducting an operation where the eye could be exposed to injury.
 - 1- Safety Glasses must be of the approved type that complies with ANSI Z-87.1 - 1989 and be in good condition.
 - 2- Employees involved in welding operations shall wear filter lenses or plates of at least the proper shade number required. Tinted safety glasses are prohibited.
- C. Hand / Arm Protection-

Gloves shall be used, when warranted, to protect against hand and arm lacerations and/or chemical use.

- 1- Ensure that the material of the glove (e.g. rubber, nitrile, neoprene, etc.) meets the breakthrough, resistance, and/or strength of the respective chemical or material exposed to. Refer to the MSDS or a glove selection chart for more information.
- 2- For sorting operations, it is recommended that a puncture resistant glove is worn underneath a more durable leather / canvas outer glove.

Arm Protection shall be used, when warranted, to protect against arm lacerations during sorting operations.

- 1- Arm Gators will be provided as needed for personnel working on sorting line.

D. Foot Protection - Employees shall wear footwear suitable for work in a construction and/or manufacturing environment:

- 1- No open toe, no open heel, no high heel greater than 1 ½", no spike or stiletto heel, and no shoes in an unsafe condition are permitted
- 2- Oil-resistant and slip resistant shoes are recommended.

E. High-Visibility Clothing shall be worn when applicable and in accordance with Federal Highway Administration (FHWA) regulations (Worker Visibility, 23 CFR Part 634).

- 1- There are three classes of garments specified in the standard that are based on the wearer's activities.
 - a. Class 3: These garments provide the highest level of conspicuity for workers. These are for workers with high task loads in a wide range of weather conditions where traffic exceeds 50 mph. The standard recommends these garments for all roadway construction personnel, vehicle operators, utility workers, survey crews, emergency responders, railway workers and accident site investigators.
 - b. Class 2: These garments are for workers who work near roadways where traffic exceeds 25 mph and need greater visibility in inclement weather. Workers who would typically wear these garments are railway workers, school crossing guards, parking and toll gate personnel, airport ground crews and law enforcement personnel directing traffic.
 - c. Class 1: These garments are worn by workers where traffic does not exceed 25 mph and there is ample separation from the traffic. These workers typically are parking service attendants, warehouse workers in equipment traffic, shopping cart retrievers and those doing sidewalk maintenance.
- 2- The three classes of garments are differentiated by the requirements for amounts of retro-reflective material that needs to meet specified performance criteria, the width and placement of the material, design and the color of vest used.
 - a. Class 3: These garments have the greatest visibility of the three classes. These will have more retro-reflective material used in its construction than the Class 2 and it must have sleeves with retro-reflective material between the shoulders and elbow. This requirement is in accordance with Table 1 in the standard. This table gives minimum areas of background and coverage areas of the retro-reflective material. The width of the retro-reflective material to be used according to Table 1; shall not be less than 50mm wide.
 - b. Class 2: These garments have superior visibility and are more conspicuous than the Class 1 garments. The minimum width of the retro-reflective material used on these is not less than 35mm.
 - c. Class 1: These garments need to be conspicuous and use retro-reflective materials not less than 25mm in width.

F. Hearing protection shall be used if noise levels exceed the OSHA permissible exposure limit.

1- Only approved earplugs or earmuffs shall be worn when using certain tools and equipment or working in confined areas. Cotton or paper shall not be used as a substitute for proper hearing protection.

2- Permissible Noise Exposures

Duration per day, hours		Sound Level dBA slow response
8	90	
6	92	
4	95	
3	97	
2	100	
1½	102	
1	105	
½	110	
¼ or less		115

G. Machinery Protection – The following shall ensure safety around moving equipment and/or machinery:

1- Hair maintained as to not present a safety issue.

2- Loose fitting clothing shall not present a safety issue.

3- Jewelry (i.e. watches, necklaces, or rings) shall not present a safety issue.

PERSONAL PROTECTIVE EQUIPMENT (PPE) HAZARD ASSESSMENT WORKSHEET

Company: _____ Job Title: _____

Completed By: _____ Date: _____

Central Question: ARE HAZARDS PRESENT, OR LIKELY TO BE PRESENT, WHICH NECESSITATE THE USE OF PERSONAL PROTECTIVE EQUIPMENT (PPE) ?

EYE / FACE

Hazard	Y / N	PPE Used	When Used	Is PPE Adequate
Flying Particles				
Molten Metal				
Acids / Caustics / Liquids				
Dust				
Other				
Other				

HEAD

Hazard	Y / N	PPE Used	When Used	Is PPE Adequate
Falling Object				
Other				

FOOT

Hazard	Y / N	PPE Used	When Used	Is PPE Adequate
Falling or Rolling Objects				
Piercing Sole				
Other				

HAND / ARM

Hazard	Y / N	PPE Used	When Used	Is PPE Adequate
Skin Absorption				
Lacerations				
Punctures				
Chemical Burns				
Thermal Burns				
Temp. Extremes				

Other				
-------	--	--	--	--

GENERAL

Hazard	Y / N	PPE Used	When Used	Is PPE Adequate
Fall Hazards				
Visibility / Heavy Equip				
Whole body exposure				
Dust				
Other				
Other				

Purpose and Scope

- A. The purpose of this policy is to provide instruction for providing fall protection at heights of 4 feet or more when on a working or walking surface. It is our intent to be in compliance with the OSHA requirement related to fall protection.
- B. This fall protection policy is to serve as a working document to provide clear instruction to employees regarding fall protection and the related safety procedures.

Responsibilities and Enforcement

- A. Employees have the responsibility to follow the safety procedures and report unsafe conditions or other safety related matters.
- B. Employees are required to comply with our fall protection policies and all other safety rules and policies.
- C. Non-compliance with these procedures will result in disciplinary action and possibly termination.

General Fall Protection Requirements

- A. All workers will be protected by some means of fall protection when exposed to 4-foot fall or greater on walking / working surfaces
- B. No employees may work in an area where a walking / working surface fall hazard of 4 feet or greater exists.
- C. Guardrail systems must be capable of withstanding at least 200 pounds of force.
- D. Employees working within 15 feet of an unprotected fall hazard must wear a full body harness that is attached to an appropriate anchor point.

Fall Protection Focus Areas

Many different operations may create potential fall hazards. The following are operations that may create fall hazards where our fall protection policy must be applied.

- A. Working on top of equipment during maintenance and repair.
- B. Working on top of trucks & trailers for loading, tarping or similar operations.
- C. Working near edge of loading area, tipping floor pit and other areas with a 4 foot or greater fall.
- D. Working in a boom lift for maintenance. (Safety Harness is required)
- E. Other.

Personal Fall Arrest Equipment

F. Use of personal fall arrest equipment

- 1- Personal fall arrest equipment refers to full body harness attached to a lanyard and rope or a retractable unit.

G. Working from scaffolding

- 1- Working on a scaffolding is not typically done in our day to day operations. Any employees working on a scaffolding must receive training on proper use of scaffolding. The scaffolding equipment must be built and inspected by a Competent Person.
- 2- Employees may work from scaffolding that is equipped with safety railings. The fall protection requirement of 10 feet will be followed. Fall protection will consist of top and mid rails. The scaffolding must be built in accordance with manufacturer and OSHA requirements.

H. Working from ladders

- 1- Employees may work from step ladders or extension ladders to eliminate fall hazards from walking and working surfaces. A trigger height for fall protection does not apply to ladder use; however, all ladder safety rules would apply.
- 2- All ladders must be inspected prior to use and used only if in good condition.

Fall Protection Systems

A. When fall hazards cannot be eliminated through any other means, fall arrest systems will be used to control falls. Proper training on the use of fall arrest equipment is essential and will be provided prior to use.

B. Full Body Harness Systems. A full body harness system consists of a full-body harness, retractable lanyard, and self-locking snap hook. Before using a full-body harness system, the Safety Manager and the user must address such issues as:

- 1- Has the user been trained to recognize fall hazards and to use fall arrest systems properly?
- 2- Are all components of the system compatible according to the manufacturer's instructions?
- 3- Have appropriate anchorage points and attachment techniques been reviewed?
- 4- Has free fall distance been considered so that a worker will not strike a lower surface or object before the fall is arrested?
- 5- Have swing fall hazards been eliminated?
- 6- Have safe methods to retrieve fallen workers been planned?
- 7- Has the full-body harness and all of its components been inspected both before each use and on a regular semi-annual basis?
- 8- Is any of the equipment, including lanyards, connectors, and lifelines, subject to such problems as welding damage?

C. Retractable Lifelines

- 1- A retractable lifeline is a fall arrest device used in conjunction with other components of a fall arrest system. Retractable lifelines should be used by one person at a time.
- 2- A properly inspected and maintained retractable lifeline, when correctly installed and used as part of the fall arrest system, automatically stops a person's descent in a short distance after the onset of an accidental fall.
- 3- Retractable lifelines may be considered when working in areas such as on roofs and scaffolds, unprotected cat walks, and manholes. Also, retractable lifelines should be considered when climbing such equipment as vertical fixed ladders. Before using a retractable lifeline, the Safety Manager and the user must address the following questions:
 - a. Has the user been trained to use a retractable lifeline correctly?
 - b. Is the retractable lifeline being used in conjunction with a complete fall arrest system?
 - c. Is the equipment under a regular maintenance program?
 - d. Has the equipment been inspected within the last six months?

- D. Standard Harnesses. Harnesses for general purpose work should be Class III, constructed with a sliding back D-ring. Standard harnesses are suitable for continuous fall protection while climbing, riding, or working on elevated personnel platforms. They are suitable for positioning, fall arrest, and the rescue and evacuation of people who are working at elevated heights.

Trailer Fall Protection

- A. Personal fall protection (retractable lanyard) shall be used at all times while climbing trailer ladder and tarping trailer.
- B. All fall protection equipment must be inspected for damages before each use. Damages and defects must be reported to your supervisor immediately.
- C. Procedures for tarping:
 - 1- Employees may not be connected to the retractable lanyard at any time while truck pulls into tarping area.
 - 2- Once truck stops and driver exits the truck the employee may connect to lanyard and ascend the trailer.
 - 3- All tarping must be conducted from the middle of the trailer as much as possible.
 - 4- Upon completion of tarping the employee must descend from the trailer and disconnect from retractable before the driver has permission to enter truck and leave the tarping area.

Transfer Area/Pit Fall Protection

- A. Personal fall protection (retractable lanyard) must be worn at all times by employees when conducting any operations within 15' of the transfer area pit or other fall hazards.

Written Program

A. The company will review and evaluate this standard practice instruction:

- 1- Periodically
- 2- When changes occur to 29 CFR, that prompt revision of this document
- 3- When facility/site operational changes occur that require a revision of this document
- 4- When there is an accident or close call that relates to this area of safety
- 5- Review the program any time fall protection procedures fail

Purpose and Scope

- A. This Emergency Action Plan (EAP) covers the operations of COMPANY.
 - 1- Facility: _____
- B. This EAP deals with reporting and responding to emergencies which may occur within the office as well as on-site which includes but is not limited to fires, medical emergencies and natural disasters.

Reporting Fires and Other Emergencies

- A. Anyone who notices a questionable aspect in the facility, relating to a fire or other emergency should immediately report it to the proper notifications.
- B. The first action item is to ensure the immediate safety of personnel, remove yourself and others from any immediate hazard. Once relocated to a safe area personnel should contact the following in the order shown below:
 - 1- 911 and report the emergency
 - 2- Front Desk/Receptionist, 0 (if this has not already been completed by moving personnel to a safe area).
- C. When 911 is contacted the caller should anticipate providing the following information at a minimum:
 - 1- Name and a direct line phone number that can be reached if the 911 personnel need to re-contact you
 - 2- What type of emergency has occurred (fire, medical emergency, civil disturbance/police matter)
 - 3- Where has the emergency occurred including Street Address, Location/Part of Facility
 - 4- How many persons are involved or require assistance, any special evacuation needs should also be included (i.e. wheelchair, etc.)
 - 5- What actions, CPR, first aid, extinguishment attempts, etc. that are underway
 - 6- Are other personnel threatened by the emergency that is occurring, is everyone out of harm's way?

Alarm System

- A. Company to list what type of alarm or warning system will be employed to warn personnel of emergencies.

Evacuation Routes and Procedures

- A. Evacuation route maps are posted in various public locations throughout the facility. Please observe the routes of egress and the specific points of egress.

- B. There are exits located throughout the perimeter of the facility. Be observant of the routes from the area(s) in which you normally work.
- C. Ensure that all exits and exit pathways are unobstructed and easily accessible (inside and outside). Do not stack or store material near or in an exit that could inhibit a safe exit from the building.
- D. Please cooperate and immediately cease your work activity once you have heard the alarm system or you are informed by other employees of needed action.

REMEMBER ONCE YOU HAVE EXITED DO NOT RETURN!

MATERIAL ITEMS ARE REPLACEABLE, LIVES ARE NOT!!

Evacuation Assembly Areas

- A. If an evacuation should occur, listed below are assembly areas that all employees shall immediately report to.
 - 1- Corporate Office:
 - a. Primary Assembly Area: _____
 - b. Secondary Assembly Area: _____
- B. If one of the assembly areas is inaccessible, personnel should proceed to the other designated assembly area along a route away from the proximity of the building.

Assisting Personnel and/or Visitors

- A. In the event that we have employees or visitors who may need assistance in evacuating, i.e. those with limited mobility, additional aid in leaving the area may be required. Personnel will more than likely be aware of anyone needing assistance prior to an evacuation event. Personnel should aid or assist, as needed and as they are capable, any individuals who may need some assistance. Personnel who are performing evacuation checks will be the backup to assist people in evacuating as they make their rounds through the floor.
- B. If you are unable to maneuver a wheelchair or its occupant out of the wheelchair to a safe location, notify the 911 personnel that there is a person needing extra assistance giving them information as to the exact location of the person needing assistance. To protect yourself and the person in need of extra assistance, retreat to a safe location of the facility and remain as long as you are able until further assistance arrives.

Personnel Accounting Procedures

- A. The designated person/incident will take a headcount utilizing a checklist to see if all personnel have exited the facility. A count will be taken at the primary area and, if needed, two personnel will be dispatched with the checklist to the secondary area. Once personnel have been located and accounted for at the secondary assembly area they will proceed to the primary area. In the event the checklist arrives at the secondary area first the headcount will occur in opposite order as above.

- B. Once the head counts have been taken, the designated person/incident commander shall prepare a personnel status report for the locations. Reports should be given to fire department command personnel as soon as possible.

Clearance Procedures – Return to building/release for the day

- A. Employees should remain in the designated assembly areas after the head counts. If possible, personnel should combine at one assembly location upon the completion of head counts, with the primary area being the first choice to combine the evacuated group.
- B. Upon the receipt of information from building management or the fire department, COMPANY Management will determine if personnel should depart for the day or will return to work. If personnel want to depart for the day after evacuation or otherwise need to leave the assembly area after headcounts have been taken, they must checkout with the person who conducted the head count and has the list.

Rescue and Medical Duties

- A. COMPANY does not expect or encourage its employees to engage in firefighting, medical treatment, rescue, or other emergency response. Such activities should only be performed by properly equipped and trained emergency responders. COMPANY recognizes that some of its personnel may have received training in first aid and cardiopulmonary resuscitation (CPR) and may voluntarily perform these duties on injured personnel.
- B. If an incident requires medical treatment, call an ambulance immediately.
- C. If calling for outside assistance contact the following in the order shown below:
 - 1- 911 and report the emergency
 - 2- COMPANY Front Desk/Receptionist, [0] (if this has not already been completed by moving personnel to a safe area).
- D. When 911 is contacted, the caller should anticipate providing the following information at a minimum:
 - 1- Name and a direct line phone number that can be reached if the 911 personnel need to re-contact you
 - 2- What type of emergency has occurred (fire, medical emergency, civil disturbance/police matter)?
 - 3- Where has the emergency occurred including Suite, Floor number and Street Address
 - 4- How many persons are involved or require assistance, any special evacuation needs should also be included (i.e. wheelchair, etc.)?
 - 5- What actions, CPR, first aid, extinguishment attempts etc. that are underway
 - 6- Are other personnel threatened by the emergency that is occurring, is everyone out of harm's way?

- E. Assistance by other members of the office can be enlisted to accomplish the following items that are necessary for a smooth outcome:
- 1- Have someone meet the emergency responders and guide them to the scene.
 - 2- Staying with the victim, rendering aid as able, making them comfortable, observing their condition for any changes, treating for shock, trying to keep them still and calm, etc.
 - 3- Taking notes on the incident for documentation and reporting.
 - 4- Contacting the Human Resources so that emergency contact information can be pulled from the files as necessary.
 - 5- Keeping the scene and hallways clear of bystanders so that emergency responders have access when they arrive.
 - 6- Keeping the rest of the office calm.

Purpose and Scope

- A. The purpose of this procedure is to require that heavy equipment is operated in a safe manner, that the equipment is properly maintained and that ground personnel are protected.

Requirements

A. Authorized Operators

- 1- Evaluate operators through documentable experience (resume) and a practical evaluation of skills.
- 2- Allow only qualified operators to operate equipment.
- 3- Prohibit equipment from being operated by any personnel who have not been specifically authorized to operate it.
- 4- Maintain a list of operators for the project and the specific equipment that they are authorized to operate.
- 5- Require operators to use seat belts at all times in all equipment and trucks.
- 6- Brief operators on the following rules of operation:
 - a. Operators are in control of their work area.
 - b. Equipment will be operated in a safe manner and within the constraints of the manufacturer's Operation Manual.
 - c. Operators will stop work whenever unauthorized ground personnel or equipment enter their work area and only resume work when the area has been cleared.

B. Ground Personnel

- 1- Require that ground personnel have received training and comply with the following rules of engagement:
 - a. All ground personnel must wear high visibility outerwear (vests) when in work areas with any operating equipment.
 - b. Ground personnel will stay outside of the swing zone or work area of any operating equipment.
 - c. Ground personnel may only enter the swing or work area of any operating equipment when:
 - i. They have attracted the operator's attention and made eye contact.
 - ii. The operator has idled the equipment down and grounded all extensions.
 - iii. The operator gives the ground personnel permission to approach.
 - d. Ground personnel shall never walk or position themselves between any fixed object and running equipment or between two running pieces of equipment.

C. Equipment

- 1- Maintain operations manuals at the site for each piece of equipment that is present on the site and in use.
- 2- Require that operators are familiar with the manual for the equipment and operate the equipment within the parameters of the manual.
- 3- Require that all equipment is provided with roll-over protection systems (ROPS). [Tracked excavators are exempt from ROPS requirements but must have a cab which provides protection from overhead hazards]
- 4- Verify that seatbelts are present and functional in all equipment.
- 5- Prohibit the use of equipment which has cab glass which is cracked, broken or missing.
- 6- Require that backup alarms are functional on all trucks and equipment. Tracked excavators must have bidirectional alarms or the operator must be provided with a spotter whenever tracking in either direction.
- 7- Require all extensions such as buckets, blades, forks, etc. to be grounded when not in use.
- 8- Require brakes to be set and wheels chocked (when applicable) when not in use.

D. Inspection and Maintenance

- 1- Require daily inspections of equipment by operators.
- 2- Prohibit use of equipment deemed to be unsafe as a result of daily inspection until required repairs or maintenance occur.
- 3- Conduct maintenance as prescribed by the manufacturer in the Operations Manuals for each piece of equipment.
- 4- During maintenance/repair, require that:
 - a. Motors are turned off.
 - b. All extensions are grounded or securely blocked.
 - c. Controls are in a neutral position.
 - d. Brakes are set.

Documentation Summary

A. File the following documents in the Safety File.

- 1- List of authorized operators.
- 2- Operator qualifications.
- 3- Daily Equipment Inspection Logs.

Resources

- A. U.S. OSHA Standard - Motorized Vehicles and Mechanized Equipment - 29 CFR 1926, Subpart O

Purpose and Scope

- A. This program is intended to assist and provide guidance to COMPANY personnel that need to conduct personal industrial hygiene monitoring.
- B. The company safety manager or safety team will determine need to conduct industrial hygiene testing. This group will rely upon the advice of qualified safety or industrial hygiene professionals related to the frequency and type of industrial hygiene testing that is needed. Key areas to be considered include:
 - 1- Noise Levels
 - a. Initial noise level testing will be completed around equipment, inside cabs of heavy equipment and other areas with higher noise levels.
 - b. The results of the noise level testing will determine if hearing protection is required and / or if a Hearing Conservation Program is required.
 - c. Noise levels will be retested when any significant changes are made to the operations such as addition of equipment, machinery or similar.
 - 2- Air Quality (Dust)
 - a. Initial air sampling will be completed in areas with visible dust. This may include areas around equipment, sorting lines, inside of other heavy equipment cab and other areas with dusty conditions.
 - 3- Other
 - a. We will rely upon the advice of a qualified safety or industrial hygiene professional to determine if other industrial hygiene sampling is needed. This may include; heavy metals, lead, asbestos or other substances.
- C. Personal monitoring is to be conducted under the following conditions:
 - 1- Where directed by a site-specific health and safety plan or when recommended by a safety & health professional.
 - 2- Where employees are exposed to known or suspected human carcinogens.
 - 3- Where regulations require "initial exposure assessments." The only exception to conducting an "initial exposure assessment" where there is a regulatory requirement to do so is when similar exposure assessments have been conducted under similar site conditions within one year prior to the start of work on the current project.
- D. Retain a copy of the referenced initial exposure assessment and place it in the safety file.

Requirements

- A. Procedures for Personal Industrial Hygiene Monitoring (*if conducted in house or contracted out*)
 - 1- Collect samples using the applicable methodologies established by either NIOSH or OSHA. Require the selected laboratory to utilize the applicable analytical methodologies.

- 2- Document personal monitoring activities and require that all Chain of Custody forms are properly completed.

B. Evaluation of Personal Monitoring Results

- 1- Require that the analytical results be evaluated by COMPANY Management and/or a qualified person / entity.
- 2- If exposures exceed the Action Level and/or Permissible Exposure Limit for the air contaminant(s) of concern, a verbal report is to be made to COMPANY Management immediately.

C. Communication of Sample Results and Evaluation

- 1- Provide copies of the evaluation report to the employee(s) monitored and to employees working in the area for whom the exposures could be representative.

D. Corrective Actions. Implement required corrective actions immediately.

Documentation Summary

A. Maintain:

- 1- Calibration data
- 2- Completed IH Monitoring Form(s) – as applicable
- 3- Evaluation Report with sample results
- 4- Relevant prior initial exposure assessments

B. Provide to affected employees:

- 1- Evaluation Report with sample results

Resources

- A. OSHA Analytical Methods
- B. OSHA Chemical Sampling Information
- C. American Industrial Hygiene Association, The Occupational Environment, Its Evaluation and Control.
- D. American Conference of Governmental Industrial Hygienists. Air Sampling Instruments for Evaluation of Atmospheric Contaminants.
- E. NIOSH Analytical Methods

Purpose and Scope

- A. The worker right-to-know program provides personnel with information and training about safety and health hazards associated with the chemicals they might encounter in the workplace.
- B. This procedure describes how chemical safety hazards are communicated to personnel and how information is to be provided to employees of other employers working at the location. The requirements include steps to acquire this information, maintain it, and train everyone to use it.

Requirements

- A. Hazardous Material Inventory
 - 1- Maintain a hazardous material inventory that lists all of the hazardous materials used at each jobsite. Use chemical names consistent with the applicable SDSs.
 - 2- Subcontractors will be required to provide a hazardous material inventory for all hazardous materials that will be used on a given project.
 - 3- The list of known hazardous chemicals (as applicable) follows this program.
 - 4- This list is updated as new products are brought into our operations.
- B. Safety Data Sheets (SDSs)
 - 1- Obtain an SDS for each chemical before it is used.
 - 2- Review each SDS when it is received to evaluate whether the information is complete and to determine if existing protective measures are adequate.
 - 3- Maintain a collection of all SDSs where they are accessible at all times.
 - 4- Replace SDS sheets when updated sheets are received. Communicate any significant changes to those who work with the chemical.
 - 5- SDSs are required for all hazardous materials used on site by project personnel.
- C. SDS Locations. SDSs are currently maintained:
 - 1- _____
 - 2- _____
- D. Labels. Label all chemical containers with:
 - 1- Identity of the hazardous chemical(s),
 - 2- Appropriate hazard warnings, and
 - 3- Name of the chemical manufacturer, importer, or other responsible party.
- E. Hazardous Non-routine Tasks. Periodically, employees are required to perform hazardous non-routine tasks. Prior to starting work on such projects, each employee

will be provided with information about hazards to which they may be exposed during such an activity. This information will include:

- 1- Specific chemical hazards.
- 2- Protective/safety measures which must be utilized.
- 3- Measures that have been taken to lessen the hazards including ventilation, respirators, presence of another employee and emergency procedures.

F. Training

- 1- Conduct training of all employees potentially exposed to hazardous materials on the following schedule:
 - a. Before new employees begin their jobs.
 - b. Whenever new chemicals are introduced into the workplace, or
 - c. Annually thereafter.
- 2- This training will include:
 - a. Applicable regulatory requirements.
 - b. Names of those responsible for implementing this program.
 - c. Location of the program, inventory and SDSs.
 - d. Chemicals used, and their hazards (chemical, physical and health).
 - e. How to detect the presence or release of chemicals.
 - f. Safe work practices.
 - g. How to read an SDS.
- 3- Document the training.

Documentation

- A. List of Known Hazardous Chemicals
- B. Applicable Safety Data Sheets (SDSs)

COMPANY

Chemical Inventory List

[illegible]

Fleet Safety Policy Statement

As a driver of a company vehicle, the authorized driver has been given certain privileges. He/she assumes the duty of obeying all motor vehicle laws, maintaining the vehicle properly at all times and, otherwise, following the policies and procedures outlined in the following. Safe operation of our company vehicles is a duty of each employee and is a requirement by our management team. Our vehicles are a representation of our company and each driver is expected to operate in a safe and courteous manner.

Driver Responsibilities

Each driver is responsible for the actual possession, care and use of the company vehicle in their possession. Therefore, driver's responsibilities include but are not limited to the following:

1. Drivers are expected to drive as professionals. Drivers may not, under any circumstances, become involved with "road rage" situations or engage with other motorists in an unprofessional manner. This includes verbal or other communication that is aggressive or unprofessional.
2. Drivers are expected to operate their vehicles following Defensive Driving strategies.
3. Only authorized employees may operate company vehicles or trucks.
4. Conduct thorough and accurate documented Pre-Trip inspection. Report any mechanical deficiencies to maintenance in writing immediately.
5. Conduct thorough and accurate documented Post-Trip inspection. Report any mechanical deficiencies to maintenance in writing immediately.
6. Employees may not operate any company owned vehicle if they have consumed any amount of alcohol or drugs. Drivers taking prescription medication that has impact on driving ability must be discussed with management prior to driving.
7. Obey all traffic laws including speed limits at all times.
8. The use of seat belts and shoulder harness is mandatory for driver and passengers.
9. Reporting the occurrence of moving violations that occur on the job or while driving personal vehicle.
10. Drivers may not operate any company vehicle when distracted- This includes:
 - No Cell Phone Use while driving.
 - No eating or smoking while driving.
11. Report ANY incidents, accident, property damage, etc. to dispatch and or supervisor immediately.
12. Use 3-point contact when climbing in or out of the truck cab.

13. Hard hats must be worn when outside the vehicle on construction sites, loading or unloading dumpsters or other related hazards.
14. High Visibility vest or jacket is required when outside the vehicle on construction sites, landfill, transfer station, MRF, roadside or other location with vehicle or equipment operations.
15. All loads must be tarped and or secured properly.
16. Drivers involved with an accident will be required to participate in the investigation. If the accident is a preventable, disciplinary action will be taken dependent upon circumstance.
17. Headlights and Marker lights must be on at all times.
18. Use the G.O.A.L. method when backing any vehicle. Get Ot And Look

Incident / Accident Response and Reporting

As a driver, if you are involved in an incident / accident:

1. **Stop at Once!** Check for personal injuries and send for an ambulance, if needed. Do not leave the scene. Call 911 to report the incident if any serious damage or injuries are suspected.
2. **Do not** admit negligence or liability.
3. **Do not** attempt settlement, regardless of how minor.
4. **If Fire or Smoke Is Present**, evacuate vehicle occupants to a safe location. If stalled on a railroad track, evacuate occupants to a safe location away and at a right angle from the tracks.
5. **If Fire, Smoke or Spilled Fuel is Present**, send for the fire department. Do not leave the scene; ask a bystander to call the fire department. If possible, use a spill kit to absorb the spill.
6. **Protect the Scene.** Set emergency warning devices to prevent further injury or damage. Secure your vehicle and its contents from theft.
7. **Secure Assistance** of the police whenever possible. Record names and badge numbers.
8. **Record Names, Addresses and Phone Numbers** of all witnesses, injured and driver(s) and their passengers. Record vehicle license numbers.

9. **Do Not Argue!** Make no statement except to the proper authorities. Sign only official police reports. Do not make statements regarding the operating condition of your vehicle and do not admit fault.
10. **Report the Incident to Your Dispatcher/Supervisor IMMEDIATELY** after first aid has been given, authorities have been notified, the scene has been protected and you are able to do so.
11. **Complete the Incident Report** at the scene as thoroughly as possible. Exchange insurance information only with other involved driver(s).
12. **If You Strike an Unattended Vehicle** and cannot locate the owner, leave a note with your name and the company's address and phone number, get the vehicle description, VIN number and license plate number.

Traffic Violations

Fines for parking or moving violations are the personal responsibility of the assigned operator. The company will not condone nor excuse ignorance of traffic citations that result in court summons being directed to itself as owner of the vehicle. Each driver is required to report all moving violations to your supervisor immediately and no later than 4 hours. This requirement applies to violations involving the use of any vehicle (company, personal or other) while on company business. Failure to report violations will result in disciplinary action.

Be aware that traffic *violations incurred during non-business (personal use) hours* will affect your driver as well and are subject to review.

Discipline: Failure to comply with any of these responsibilities will result in disciplinary action including; Loss of driving privileges, Additional driver safety training, Suspension without pay, or Termination.

Driver Acknowledgement

I have read and will abide by the conditions as stated in this document regarding the operation of any vehicle for company business.

Name (printed) _____

Signature _____ Today's date _____

Fleet Management Policies

Driver Qualifications

Company drivers and anyone authorized to drive the company vehicles must have a valid driver's license issued in the state of residence for the class of the vehicle being operated and must be able to drive a vehicle. Obtaining a driver's license is a personal expense.

Driver qualifications for medium and heavy trucks are as follows:

- Must meet Federal Motor Carrier Safety Regulations as applicable.
- Must meet D.O.T. Minimum Driver Requirements.
- Must be at least 21 years of age.
- At least one year of experience in the class of vehicle operated.
- Read and speak English.
- Capable of safely operating the type of motor vehicle to be driven.
- Knowledge of proper methods to load, distribute, and secure cargo.
- Familiar with proper securement methods.
- Physically qualified.
- Possess a valid CDL.
- Not presently disqualified under FMC Regulations
- Successfully completed road test.

Disqualifications for a driver- if, during the last 36 months: the driver had any of the following experiences:

- Been convicted of a felony related to operations of a motor vehicle.
- Been convicted of sale, handling or use of drugs.
- Has automobile insurance cancelled, declined or not renewed by a company.
- Been convicted of an alcohol- or drug-related offense while driving.
- Had driver's license suspended or revoked.
- Been convicted of three or more speeding violations or one or more other serious violations within the past 18 months.
- Been involved in two or more chargeable accidents in the last 24 months.

Review of Motor Vehicle Record

State Motor Vehicle Records (MVRs) will be used as the source for verifying driver history. MVRs will be obtained and reviewed at least annually. Driving privileges may be withdrawn or suspended and/or the company vehicles removed for any authorized driver not meeting the above requirements. In addition, appropriate disciplinary action may be taken.

Examples of MVRs that would be unacceptable for prospective drivers:

CDL Drivers:

- One or more Major violation within 5 years.
- Two or more Serious traffic violations within 5 years.
- One or more Violations of out of service orders within 5 years.
- One or more Railway / Highway grade crossing violations within 3 years.
- Violating out-of-service orders resulting from violations issued as a result of a State/Federal Roadside Inspection

CDL and NON CDL Drivers:

- Any combination of three or more moving violations, at fault and suspensions (with reinstatement) within the last 3 years.
- Denied or revoked license (within last 3 years)
- Two or more at fault accidents in past 3 years
- Any operator with Major violations within past 3 years. Major violations would include:
 - Reckless driving
 - Aggravated assault with a motor vehicle
 - Attempting to elude a police officer
 - Driving on the wrong side of the highway
 - Driving under the influence of drugs or alcohol
 - Failure to stop and report an accident
 - Negligent homicide arising out of the use of a motor vehicle
 - Operating a motor vehicle without owner's authority
 - Permitting an unlicensed person to drive
 - Speed contest or drag racing
 - Use of motor vehicle during the commission of a felony
 - Youthful person with open alcohol container
 - 2 or more violations of a State or local law or ordinance on motor vehicle traffic control related to use of handheld phone while driving or texting while driving

Driver Hiring Practices

1. Completion of Employment Application.
2. Review of driving record for the past five years.
3. Verification of all employment for the past three years.
4. In-person interview with Operations Manager or Fleet Manager.
5. Completion of Road Test by member of management or fleet management team.
6. Completion of driver physical as required by FMC or other.
7. Drug / Alcohol test.

8. Approved Drivers will be placed in coaching driving position for at least 3 driving days with a senior company driver. Training will include completion of Pre / Post inspection, operation of truck, trailer, dumpster overview.
9. Driver will be on a 90-day review period. Any violations may result in immediate termination.

Incident / Accident Investigation

Management will investigate all vehicle accidents that occur. The driver will be obligated to participate in the investigation and provide all related information in a timely manner.

Accident Investigation:

The accident investigation form will be utilized and completed by a member of management or fleet management team. Photos will be required. Each accident will be categorized as a preventable or not preventable. This will be helpful in determining next steps and future prevention.

Preventable Accidents

A preventable accident is defined as any accident involving a company vehicle – whether being used for company or personal use – or any vehicle while being used on company business that results in property damage and/or personal injury, and in which the driver in question failed to exercise every **reasonable precaution** to prevent the accident.

1. Classification of preventable accidents

- Following too close
- Driving too fast for conditions
- Failure to observe clearances
- Failure to obey signs
- Improper turns
- Failure to observe signals from other drivers
- Failure to reduce speed
- Improper parking
- Improper passing
- Failure to yield
- Improper backing
- Failure to obey traffic signals or directions
- Exceeding the posted speed limit
- Driving While Intoxicated (DWI) or Driving Under the Influence (DUI) or similar charges
- Material hitting other vehicles if the load is not secured / tarped

Vehicle Inspection & Maintenance

A. Inspection

- 1- The driver is responsible for inspecting the vehicle prior to use and not driving a vehicle with obvious safety defects.
- 2- Basic safety checks may include:
 - a. Tire condition/pressure
 - b. Lights/turn signals
 - c. A clean windshield and adequate window washer fluid
 - d. Gauges/warning lights indicating a normal condition
 - e. Mirrors properly adjusted
 - f. Brakes with adequate pedal pressure for proper braking
- 3- Any defects must be reported to your immediate Supervisor and/or the COMPANY Office.

B. Maintenance

- 1- A COMPANY designee shall ensure that all COMPANY leased/owned vehicles are properly maintained.
- 2- All personal vehicles operated on company time shall be maintained in good condition.
- 3- Routine maintenance must be performed in accordance the schedule provided in the owner's manual stored in the vehicle.
- 4- Reported defects/problems with vehicles must be repaired promptly.

References

The following sites provide additional information:

- A. National Safety Council; Defensive Driving Courses www.nsc.org/psg/ddc.htm
- B. Smith System Driving safety training www.drivedifferent.com/smith5keys/
- C. Drive Cam / Lytx www.lytx.com
- D. AAA Foundation for Traffic Safety www.aaafoundation.org

MOTOR VEHICLE ACCIDENT REPORTING

10 VERY IMPORTANT THINGS TO REMEMBER FOR DRIVERS / OPERATORS IN CASE OF A CRASH:

- Be calm
- Assist any injured person(s), if they are conscious, ask for their consent
- Call for EMS or ambulance if necessary
- Notify police
- Notify Employer/Supervisor (immediately)
- Obtain names of witnesses
- Do not admit blame or fault, even if you feel you were at fault
- Provide only identification to others; refer all other questions and inquiries to the office
- Do not sign or agree to sign any papers
- Write down all the facts and submit the report promptly to the office

This section contains the following forms:

- **Accident Summary**
- **Injury Report**
- **Witness Report**

***NOTE: Drivers/Operators must complete and sign this Accident Summary Report form and submit it immediately to their employer.**

VEHICLE CRASH SUMMARY FORM

Date: ____/____/____

Time: _____ A.M. _____ P.M. _____

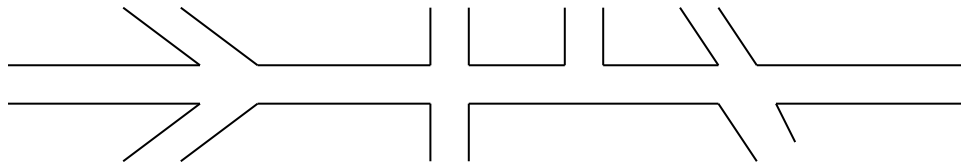
Place: (be very descriptive and use landmarks for reference) _____

Vehicle No.: _____ Trailer No.: _____

Weather: _____ Road Conditions: _____

No. Of lanes: _____ Marked: _____ Divided: _____

Using the diagram below, select the lane/road that best describes this condition:



Feeder road conditions: (below) (indicate direction of travel – i.e.: N. S. E. W.)

I was traveling: N. ____ E. ____ S. ____ W. ____ at _____ mph.

The other vehicle traveling: N. ____ E. ____ S. ____ W. ____ at _____ mph.

Damage to any other vehicle(s): (be descriptive) _____

TAKE PHOTOGRAPHS OF VEHICLES INVOLVED, ROADWAY CONDITION AND RELATED

Damage to our vehicle: (be descriptive) _____

Approx. \$: _____ (as determined by officer on scene)

Damage to other property: (describe other property): _____

Other driver's name, address, and city:

Drivers license No.: _____ Issuing State: _____ Age: _____ Sex: _____

Other vehicle make: _____ Yr.: _____ Model: _____

Other Vehicle License No.: _____ State: _____ License Exp; date: _____

Owner Name & Address: (as shown on registration):

Name of Insured: _____

Name of Ins. Co.: _____

Was proof of insurance provided on the other vehicle at time of incident: ____ yes, ____ no.

Police report/Case No.: _____

Officers Name: _____

Badge No.: _____ Police Dept.: _____ Metro, ____ H.P.D. _____ County _____

Citation(s) issued: ____ yes, ____ No – (if Yes, to whom issued) _____

(Use back of this form if multiple vehicles involved)

INJURY REPORT

List information regarding injured persons related to the accident on this form.

WHERE TAKEN AFTER ACCIDENT: Person # 1

___ Home, ___ Doctor, ___ Hospital, ___ Police Station ___ Other

Name: _____

Address: _____

Age: ___ Sex: _____

Nature of injury: (describe) _____

WHERE TAKEN AFTER ACCIDENT: Person # 2

___ Home, ___ Doctor, ___ Hospital, ___ Police Station ___ Other

Name: _____

Address: _____

Age: ___ Sex: _____

Nature of injury: (describe) _____

WHERE TAKEN AFTER ACCIDENT: Person # 3

___ Home, ___ Doctor, ___ Hospital, ___ Police Station ___ Other

Name: _____

Address: _____

Age: ___ Sex: _____

Nature of injury: (describe) _____

Continue on back page as needed

WITNESS REPORT

List names and related information on this form.

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Work # _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Work # _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Work # _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Work # _____

Purpose and Scope

- A. The purpose of this program is to ensure that all COMPANY employees are protected from exposure to these respiratory hazards.
- B. Engineering controls, such as ventilation and substitution of less toxic materials, are the first line of defense at COMPANY; however, engineering controls have not always been feasible for some of our operations or have not always completely controlled the identified hazards. In these situations, respirators and other protective equipment must be used.
- C. This Respiratory Protection Program specifies standard operating procedures to protect all employees from respiratory hazards, according to the requirements of 29 CFR 1910.134. Respirators are to be used only where engineering control of respirator hazards is not feasible, while engineering controls are being installed, or in emergencies.

Respirator Selection

- A. Respirators are selected on the basis of respiratory hazards to which the worker is exposed and workplace and user factors that affect respirator performance and reliability. All selections are made by the Program Administrator.
- B. The Program Administrator will develop detailed written standard operating procedures governing the selection of respirators using 29 CFR 1910.134(d) and the following guidelines. Outside consultation, manufacturer's assistance, and other recognized authorities will be consulted if there is any doubt regarding proper selection.
- C. Our selection procedures include coverage of the following OSHA requirements:
 - 1- Selection Procedure Checklist
 - a. When selecting any respirator in general:
 - i. Select and provide respirators based on respiratory hazard(s) to which a worker is exposed and workplace and user factors that affect respirator performance and reliability.
 - ii. Select a NIOSH-certified respirator. (NIOSH stands for the National Institute for Occupational Safety and Health)
 - iii. Identify and evaluate the respiratory hazard(s) in the workplace, including a reasonable estimate of employee exposures to respiratory hazard(s) and an identification of the contaminant's chemical state and physical form. Consider the atmosphere to be immediately dangerous to life or health (IDLH) if you cannot identify or reasonably estimate employee exposure.
 - iv. Select respirators from a sufficient number of respirator models and sizes so that the respirator is acceptable to, and correctly fits, the user.
 - b. For protection against gases and vapors, provide:
 - i. An atmosphere-supplying respirator, or
 - ii. An air-purifying respirator, provided that: (1) The respirator is equipped with an end-of-service-

life indicator (ESLI) certified by NIOSH for the contaminant; or (2) If there is no ESLI appropriate for conditions in our workplace, implement a change schedule for canisters and cartridges that is based on objective information or data that will ensure that canisters and cartridges are changed before the end of their service life. Describe in the respirator program the information and data relied upon and the basis for the canister and cartridge change schedule and the basis for reliance on the data.

- c. For protection against particulates, provide:
 - i. An atmosphere-supplying respirator; or
 - ii. An air-purifying respirator equipped with a filter certified by NIOSH under 30 CFR part 11 as a high efficiency particulate air (HEPA) filter, or an air-purifying respirator equipped with a filter certified for particulates by NIOSH under 42 CFR 84; or
 - iii. For contaminants consisting primarily of particles with mass median aerodynamic diameters (MMAD) of at least 2 micrometers, an air-purifying respirator equipped with any filter certified for particulates by NIOSH.

2- Respirator Types and Uses

- a. The following types of respirators are in use in this facility for the following uses:

Type	Use
i. _____	_____
ii. _____	_____

- b. Only NIOSH-certified respirators are selected and used. Where practicable, the respirators will be assigned to individual workers for their exclusive use.

Medical Evaluations

- A. A medical evaluation to determine whether an employee is able to use a given respirator is an important element of an effective Respiratory Protection Program and is necessary to prevent injuries, illnesses, and even, in rare cases, death from the physiological burden imposed by respirator use.
- B. At COMPANY, persons will not be assigned to tasks requiring use of respirators nor fit tested unless it has been determined that they are physically able to perform the work and use the respirator.
- C. A licensed health care professional (LHCP) will perform medical evaluations using a medical questionnaire found in Sections 1 and 2, Part A of Appendix C of 29 CFR 1910.134.
- D. All medical questionnaires and examinations are confidential and handled during the employee's normal working hours or at a time and place convenient to the employee. The medical questionnaire is administered so that the employee understands its content. All employees are provided an opportunity to discuss the questionnaire and examination results with their physician or other licensed health care professional (PLHCP).
- E. Before any initial examination or questionnaire is given, we supply the PLHCP with the following information so that he/she can make the best recommendation concerning an employee's ability to use a respirator:
 - 1- Type and weight of the respirator to be used by the employee;
 - 2- Duration and frequency of respirator use (including use for rescue and escape);

- 3- Expected physical work effort;
- 4- Additional protective clothing and equipment to be worn;
- 5- Temperature and humidity extremes that may be encountered.

F. We also supply the PLHCP with the following information:

- 1- Once the PLHCP determines whether the employee has the ability to use or not use a respirator, he/she sends COMPANY a written recommendation containing only the following information:
 - a. Limitations on respirator use related to the medical condition of the employee, or relating to the workplace conditions in which the respirator will be used, including whether or not the employee is medically able to use the respirator;
 - b. The need, if any, for follow-up medical evaluations; and
 - c. A statement that the PLHCP has provided the employee with a copy of the PLHCP's written recommendation.

G. Follow-up medical examination:

- 1- A follow-up medical examination will be provided if a positive response is given to any question among questions 1 through 8 in Section 2, Part A of Appendix C of 29 CFR 1910.134 or if an employee's initial medical examination demonstrates the need for a follow-up medical examination. Our follow-up medical examination includes tests, consultations, or diagnostic procedures that the PLHCP deems necessary to make a final determination.
- 2- If the respirator is a negative pressure respirator and the PLHCP finds a medical condition that may place the employee's health at increased risk if the respirator is used, our company will provide a powered air-purifying respirator (PAPR) if the PLHCP's medical evaluation finds that the employee can use such a respirator. If a subsequent medical evaluation finds that the employee is medically able to use a negative pressure respirator, then we are no longer required to provide a PAPR.

H. Additional medical examinations:

- 1- Our company provides additional medical evaluations if:
 - a. An employee reports medical signs or symptoms that are related to ability to use a respirator;
 - b. A PLHCP, supervisor, or the respirator program administrator informs the employer that an employee needs to be reevaluated;
 - c. Information from the respiratory protection program, including observations made during fit testing and program evaluation, indicates a need for employee reevaluation; or
 - d. A change occurs in workplace conditions (e.g., physical work effort, protective clothing, temperature) that may result in a substantial increase in the physiological burden placed on an employee.

Fit Testing Procedures

- A. It is mandatory that respirators must fit properly to provide protection. If a tight seal is not maintained between the face piece and the employee's face, contaminated air will be drawn into the face piece and be breathed by the employee. Fit testing seeks to protect the employee against breathing contaminated ambient air and is one of the core provisions of our respirator program.
- B. In general, fit testing may be either qualitative or quantitative. Qualitative fit testing

(QLFT) involves the introduction of a gas, vapor, or aerosol test agent into an area around the head of the respirator user. If that user can detect the presence of the test agent through subjective means, such as odor, taste, or irritation, the respirator fit is inadequate.

- C. In a quantitative respirator fit test (QNFT), the adequacy of respirator fit is assessed by measuring the amount of leakage into the respirator, either by generating a test aerosol as a test atmosphere, using ambient aerosol as a test agent, or using controlled negative pressure to measure the volumetric leak rate. Appropriate instrumentation is required to quantify respirator fit in QNFT.
- D. COMPANY makes sure those employees are fit tested at the following times with the same make, model, style, and size of respirator that will be used:
 - 1- Before any of our employees are required to use any respirator with a negative or positive pressure tight-fitting face piece;
 - 2- Whenever a different respirator face piece (size, style, model, or make) is used;
 - 3- At least annually;
 - 4- Whenever the employee reports, or our company, PLHCP, supervisor, or Program Administrator makes visual observations of changes in the employee's physical condition that could affect respirator fit. Such conditions include, but are not limited to, facial scarring, dental changes, cosmetic surgery, or an obvious change in body weight; and
 - 5- When the employee, subsequently after passing a QLFT or QNFT, notifies the company, Program Administrator, supervisor, or PLHCP that the fit of the respirator is unacceptable. That employee will be retested with a different respirator face piece.
- E. Employees must pass one of the following fit test types that follow the protocols and procedures contained in 29 CFR 1910.134 Appendix A:
 - 1- QLFT (Only used to fit test negative pressure air-purifying respirators that must achieve a fit factor of 100 or less. May be used to test tight-fitting atmosphere-supplying respirators and tight-fitting powered air-purifying respirators if tested in the negative pressure mode); or
 - 2- QNFT (May be used to fit test a tight-fitting half face piece respirator that must achieve a fit factor of 100 or greater OR a tight-fitting full face piece respirator that must achieve a fit factor of 500 or greater OR tight-fitting atmosphere-supplying respirators and tight-fitting powered air-purifying respirators if tested in the negative pressure mode).

Proper Use Procedures

- A. Once the respirator has been properly selected and fitted, its protection efficiency must be maintained by proper use in accordance with 29 CFR 1910.134(g). Our company ensures with written procedures that respirators are used properly in the workplace.
- B. Our company has used the following checklist to ensure that proper use procedures include coverage of OSHA requirements:
- C. Face piece Seal Protection
 - 1- Do not permit respirators with tight-fitting face pieces to be worn by employees who have:

- a. Facial hair that comes between the sealing surface of the face piece and the face or that interferes with valve function; or
 - b. Any condition that interferes with the face-to-face piece seal or valve function.
- 2- If an employee wears corrective glasses or goggles or other personal protective equipment, ensure that such equipment is worn in a manner that does not interfere with the seal of the face piece to the face of the user.
- 3- For all tight-fitting respirators, ensure that employees perform a user seal check each time they put on the respirator using the procedures in 29 CFR 1910.134 Appendix B-1 (User Seal Check Procedures) or procedures recommended by the respirator manufacturer that you can demonstrate are as effective as those in Appendix B-1.

D. Continuing Respirator Effectiveness

- 1- Appropriate surveillance must be maintained of work area conditions and degree of employee exposure or stress. When there is a change in work area conditions or degree of employee exposure or stress that may affect respirator effectiveness, reevaluate the continued effectiveness of the respirator.
- 2- Ensure that employees leave the respirator use area:
 - a. To wash their faces and respirator face pieces as necessary to prevent eye or skin irritation associated with respirator use; or
 - b. If they detect vapor or gas breakthrough, changes in breathing resistance, or leakage of the face piece; or
 - c. To replace the respirator or the filter, cartridge, or canister elements.
- 3- If the employee detects vapor or gas breakthrough, changes in breathing resistance, or leakage of the face piece, replace or repair the respirator before allowing the employee to return to the work area.

E. Procedures for IDLH Atmospheres. Ensure that:

- 1- One employee or, when needed, more than one employee is located outside the IDLH atmosphere;
- 2- Visual, voice, or signal line communication is maintained between the employee(s) in the IDLH atmosphere and the employee(s) located outside the IDLH atmosphere;
- 3- The employee(s) located outside the IDLH atmosphere are trained and equipped to provide effective emergency rescue;
- 4- The employer or designee is notified before the employee(s) located outside the IDLH atmosphere enter the IDLH atmosphere to provide emergency rescue;
- 5- The employer or designee authorized to do so by the company, once notified, provides necessary assistance appropriate to the situation;
- 6- Employee(s) located outside the IDLH atmospheres are equipped with:
 - a. Pressure demand or other positive pressure self-contained breathing apparatuses (SCBAs), or a pressure demand or other positive pressure supplied-air respirator with auxiliary SCBA; and either:
 - b. Appropriate retrieval equipment for removing the employee(s) who enter(s) these hazardous atmospheres where retrieval equipment would contribute to the rescue of the employee(s) and would not increase the overall risk resulting from entry; or
 - c. Equivalent means for rescue where retrieval equipment is not required under the bullet item above this one.

F. Notes

- 1- One of the two individuals located outside the IDLH atmosphere may be assigned to an additional role, such as incident commander in charge of the emergency or safety officer, so long as this individual is able to perform assistance or rescue activities without jeopardizing the safety or health of any firefighter working at the incident.
- 2- Nothing in this Proper Use Procedures section is meant to preclude firefighters from performing emergency rescue activities before an entire team has assembled.

Cleaning, Maintenance, Change Schedules and Storage

A. Cleaning

- 1- Respirators are to be regularly cleaned and disinfected at the designated respirator cleaning station located in the employee locker room.
- 2- Respirators issued for the exclusive use of an employee shall be cleaned as often as necessary, but at least once a day for workers in the Prep and Assembly departments.
- 3- Atmosphere supplying and emergency use respirators are to be cleaned and disinfected after each use.
- 4- The following procedure is to be used when cleaning and disinfecting respirators:
- 5- Disassemble respirator, removing any filters, canisters, or cartridges.
- 6- Wash the facepiece and associated parts in a mild detergent with warm water. Do not use organic solvents.
- 7- Rinse completely in clean warm water.
- 8- Wipe the respirator with disinfectant wipes (70% Isopropyl Alcohol) to kill germs.
- 9- Air dry in a clean area.
- 10- Reassemble the respirator and replace any defective parts.
- 11- Place in a clean, dry plastic bag or other airtight container.
- 12- Note: The Program Administrator will ensure an adequate supply of appropriate cleaning and disinfecting material at the cleaning station. If supplies are low, employees should contact their supervisor, who will inform the Program Administrator.

B. Maintenance

- 1- Respirators are to be properly maintained at all times in order to ensure that they function properly and adequately protect the employee. Maintenance involves a thorough visual inspection for cleanliness and defects. Worn or deteriorated parts will be replaced prior to use. No components will be replaced or repairs made beyond those recommended by the manufacturer. Repairs to regulators or alarms of atmosphere-supplying respirators will be conducted by the manufacturer.
- 2- Air Supply Systems:
- 3- Breathing air quality/grade
- 4- Condition of supply hoses
- 5- Hose connections
- 6- Settings on regulators and valves

- 7- Employees are permitted to leave their work area to perform limited maintenance on their respirator in a designated area that is free of respiratory hazards. Situations when this is permitted include to wash their face and respirator face piece to prevent any eye or skin irritation, to replace the filter, cartridge or canister, and if they detect vapor or gas breakthrough or leakage in the face piece or if they detect any other damage to the respirator or its components.

C. Change Schedules

- 1- Employees wearing APRs or PAPRs with P100 filters for protection against wood dust and other particulates shall change the cartridges on their respirators when they first begin to experience difficulty breathing (i.e., resistance) while wearing their masks.
- 2- Based on discussions with our respirator distributor about COMPANY's workplace exposure conditions, employees voluntarily wearing APRs with organic vapor cartridges shall change the cartridges on their respirators at the end of each work week to ensure the continued effectiveness of the respirators.

D. Storage

- 1- Respirators must be stored in a clean, dry area, and in accordance with the manufacturer's recommendations. Each employee will clean and inspect their own air-purifying respirator in accordance with the provisions of this program and will store their respirator in a plastic bag in their own locker. Each employee will have his/her name on the bag and that bag will only be used to store that employee's respirator.
- 2- Atmosphere supplying respirators will be stored in the storage cabinet outside the Program Administrator's office.
- 3- The Program Administrator will store COMPANY's supply of respirators and respirator components in their original manufacturer's packaging in the equipment storage room.

E. Defective Respirators

- 1- Respirators that are defective or have defective parts shall be taken out of service immediately. If, during an inspection, an employee discovers a defect in a respirator, he/she is to bring the defect to the attention of his or her supervisor. Supervisors will give all defective respirators to the Program Administrator. The Program Administrator will decide whether to:
 - 2- Temporarily take the respirator out of service until it can be repaired.
 - 3- Perform a simple fix on the spot such as replacing a head strap.
 - 4- Dispose of the respirator due to an irreparable problem or defect.
 - 5- When a respirator is taken out of service for an extended period of time, the respirator will be tagged out of service, and the employee will be given a replacement of similar make, model, and size. All tagged out respirators will be kept in the storage cabinet inside the Program Administrator office.

Training

- A. The Program Administrator will provide training to respirator users and their supervisors on the contents of the COMPANY Respiratory Protection Program and their responsibilities under it, and on the OSHA Respiratory Protection standard. Workers will be trained prior to using a respirator in the workplace. Supervisors will

also be trained prior to using a respirator in the workplace or prior to supervising employees that must wear respirators.

- B. The training course will cover the following topics:
 - 1- The COMPANY Respiratory Protection Program
 - 2- The OSHA Respiratory Protection standard
 - 3- Respiratory hazards encountered at COMPANY and their health effects
 - 4- Proper selection and use of respirators
 - 5- Limitations of respirators
 - 6- Respirator donning and user seal (fit) checks
 - 7- Fit testing
 - 8- Emergency use procedures
 - 9- Maintenance and storage
 - 10- Medical signs and symptoms limiting the effective use of respirators
- C. Employees will be retrained annually or as needed (e.g., if they change departments and need to use a different respirator). Employees must demonstrate their understanding of the topics covered in the training through hands-on exercises and a written test. Respirator training will be documented by the Program Administrator and the documentation will include the type, model, and size of respirator for which each employee has been trained and fit tested.

Documentation and Recordkeeping

- A. A written copy of this program and the OSHA standard is kept in the Program Administrator's office and is available to all employees who wish to review it.
- B. Also maintained in the Program Administrator's office are copies of training and fit test records. These records will be updated as new employees are trained, as existing employees receive refresher training, and as new fit tests are conducted.
- C. The Program Administrator will also maintain copies of the medical records for all employees covered under the respirator program. The completed medical questionnaire and the physician's documented findings are confidential and will remain at the company's healthcare clinic. The company will only retain the physician's written recommendation regarding each employee's ability to wear a respirator.

Purpose and Scope

- A. Good housekeeping is everyone's responsibility. Not only can housekeeping standards ensure a safe working environment, but it can improve everyone's overall productivity. We can all play an important and efficient part in good housekeeping by abiding the following simple rules.

Housekeeping – General Requirements

- A. Maintain three (3) foot wide access paths to work area(s).
- B. Keep exits and pathways clear at all times.
- C. Ensure materials are stored in a way that does not require climbing over to gain access.
- D. Prevent the accumulation of material / debris in work areas and on sorting lines.
- E. Aisles and work areas should be kept clear. Tools and materials should be neatly and securely stored.
- F. Trash containers must not be overfilled.
- G. When a slippery substance such as water or oil is spilled on the floor/surface, clean it up immediately.

Slips/Trips/Falls – General Requirements

- A. Falls can be prevented, but only if everyone on the job does their part.
- B. Always be alert to potential fall hazards in unfamiliar surroundings. Spot check walkways and work areas to be sure that no trip or slip hazards exist.
- C. If you find a fall hazard, make sure that something is done to correct it.
- D. Good housekeeping is essential. Don't leave loose objects on walking or working surfaces.
- E. Never allow an object to sit on stairways or ramps. Cartons, boxes, and other obstacles are especially dangerous here.

Purpose and Scope

- A. All employees that drive lift trucks must be certified through the licensing training program at COMPANY. Lift trucks are necessary tools of our operation and have the potential for causing serious injury or damage. Each driver has a high level of responsibility to drive in a safe and responsible manner.

General Requirements

- A. Inspection.
 - 1- Each driver shall conduct a pre-use inspection.
 - 2- Damaged or unsafe trucks will not be used.
- B. Operation. Note that any driver noted violating any of the listed rules may be suspended or terminated as a result.
 - 1- Only properly trained and authorized drivers should operate lift truck trucks.
 - 2- Before starting work (and after a day's work) check the condition of the lift truck. Trucks should be inspected daily.
 - a. Immediately report to your Supervisor any obvious defects or required repairs. Report all incidents involving personnel, building structures and equipment.
 - 3- Do not overload. Understand & observe the lift truck's rated load capacity.
 - 4- Set the forks to the maximum possible width. Wide fork spacing keeps the load stable.
 - 5- Watch for loose loads. Use a safety guard such as an overhead guard or a vertical load backrest extension. When using a safety guard take care in securing, manipulating, positioning and transporting the load.
 - 6- Position loads evenly on forks for proper balance.
 - 7- Never elevate a load with the lift truck on an incline. When on an incline always watch the condition of the surface. A slight bump or hole could overturn the lift truck.
 - 8- Do not permit anyone to stand between elevated forks. Never stand or pass, or permit anyone else to stand or pass under the elevated forks whether empty or loaded.
 - 9- Keep hands and feet out of the mast assembly.
 - 10- Do not elevate the load with the mast tilted forward. The mast should be vertical or tilted backward when lifting a load. An elevated load may be tilted forward only when putting it on the stack or directly over the unloading area.
 - 11- Carry loads as close to the floor as possible.
 - 12- Keep the load against the backrest with the mast tilted backward.
 - 13- Never lift or lower loads with the lift truck in motion. And be sure that the full length of the forks is under load, with the load against the backrest.

- 14- Always look before starting. Make sure that the direction of the lever is in the desired position of travel and then make certain that the road is clear of both people and objects.
- 15- Start gradually and stop slowly. Avoid quick or jerky starts and stops particularly when loaded or when stacking. Never turn sharply at high speed. Bring lift truck to a gradual stop before reversing.
- 16- Keep your lift truck under control at all times. Always drive at a safe speed considering all conditions. No matter where you are working, be sure you can safely stop your lift truck.
- 17- Always keep a safe distance from other vehicles - at least three (3) truck lengths.
- 18- Slow down for wet slippery areas.
- 19- Go slow and sound the horn at corners. When going around corners, slow down to a safe speed and turn the steering wheel slowly and carefully. Always turn with a steady smooth motion.
- 20- Avoid running over loose objects. Remove hazardous loose objects rather than driving over or around them.
- 21- Always watch load and mast overhead clearance.
- 22- Watch slide clearance.
- 23- Keep hands and feet inside truck.
- 24- Watch rear end swing.
- 25- Do not allow the fork tips to strike objects.
- 26- For better vision with bulky loads drive backward. If your front view is obstructed by an extra wide load, drive in reverse so you can see where you are going. Better still have a co-worker guide you.
- 27- Drive only in well lighted areas.
- 28- Do not carry passengers.
- 29- Shut off your lift truck when leaving it unattended. Always park on level ground with the forks flat on the floor so no one else will run into them. Make sure the brakes are set, the controls in neutral.
- 30- No smoking while refueling.
- 31- Stunt driving and horseplay is strictly prohibited.
- 32- Don't daydream, stay alert!!
- 33- Know your lift truck and think safety.

Written Program

- A. COMPANY will review and evaluate this standard practice instruction when any of the following occurs:
 - 1- On an annual basis.
 - 2- When changes occur to governing regulatory sources that require revision.
 - 3- When changes occur to related company procedures that require a revision.
 - 4- When operational changes occur that requires a revision.

- 5- When there is an incident or close-call that relates to this area of safety.
- 6- Anytime the procedures fail.
- B. Effective implementation of this program requires support from all levels of management. This written program will be communicated to all personnel that are affected by it. It encompasses the total workplace, regardless of the number of workers employed or the number of work shifts. It is designed to establish clear goals and objectives.

Training Program

- A. Operator training. Only trained and authorized operators shall be permitted to operate a lift truck. All operator training and evaluation shall be conducted by persons who have the knowledge, training, and experience to train lift truck operators and evaluate their competence. Employees will be trained in accordance with the following guidelines.
- B. The Supervisor, or select trainers, (once trained) will have the authority to provide training on the operation of lift trucks.
 - 1- Employees of COMPANY will not operate a lift truck unless they have received training in accordance with this standard practice instruction and 29 CFR 1910.178.
 - 2- Personnel rotated within the company will have their training verified prior to being allowed to operate a lift truck.
 - 3- Employee personnel records will be annotated with the date, title, and specifics of said training.
 - 4- Any employee who refuses such training will not be permitted to operate a lift truck.
 - 5- Trainees may operate a lift truck only:
 - a. Under the direct supervision of persons who have the knowledge, training, and experience to train operators and evaluate their competence; and
 - b. Where such operation does not endanger the trainee or other employees.
 - 6- Refresher training shall be provided to the operator when:
 - a. The operator has been observed to operate the vehicle in an unsafe manner;
 - b. The operator has been involved in an accident or near-miss incident;
 - c. The operator has received an evaluation that reveals that the operator is not operating the truck safely;
 - d. The operator is assigned to drive a different type of truck; or
 - e. A condition in the workplace changes in a manner that could affect safe operation of the truck.
 - f. Every three years
 - 7- Avoidance of duplicative training. If an operator has previously received training in a topic specified in paragraph 29 CFR 1910.178, and such training is appropriate to the truck and working conditions encountered, additional training in that topic is not required if the operator has been evaluated and found competent to operate the truck safely.
 - 8- Retraining shall re-establish employee proficiency and introduce new or revised control methods and procedures, as necessary.

9- Certification.

- a. This employer shall certify that employee training has been accomplished and is being kept up to date.
- b. The certification shall contain each employee's name and dates of training and any other information as required.

Purpose and Scope

- A. Proper lifting techniques, or lack of, can affect each and every one of us daily. Lifting improperly is the largest single cause of back pain and injury. Therefore, the effectiveness of this back-safety plan depends upon the employees taking responsibility for their own safety.
- B. By using common sense, you can help keep your back out of trouble. Every time you think about lifting, think defensively about your back and the possibility of a back sprain. Follow good lifting techniques, not only at work, but also at home. It's your back and your life. With proper exercise a good diet and the proper lifting techniques, your chances of being out of work with chronic or severe back pain are greatly reduced.

General Requirements

- A. Size up the load before trying to lift it. Test the weight by lifting one of the corners. If the load is too heavy or of an awkward shape, the best thing to do is get help from a fellow worker or use a mechanical lifting device. Make sure you can handle the weight.
- B. Bend the knees. This is the single most important rule when lifting moderate to heavy objects. Take a tip from professional weightlifters. They can lift tremendous weights because they lift with their legs, not their backs. When lifting a crate or box, your feet should be placed close to the object. Center yourself over the load, then bend your knees and get a good hand hold. Lift straight up, smoothly. Allow your legs, not your back, to do the work. Avoid overreaching or stretching to pick up or set down a load.
- C. Do not twist or turn your body once you have made the lift. Keep the load close to your body and keep it steady. Any sudden twisting or turning could result in taking out your back.
- D. Plan ahead.
 - 1- Make sure beforehand that you have a clear path to carry the load where you need to go. Also, make sure your path is clear of obstacles and that there are no hazards, such as spilled grease or oil in your path. Turn your body by changing foot positions, and make sure of your footing before setting out.
 - 2- Know where the load will have to be carried to. Always place the load on a skid or a cart.
- E. Set the load down properly. It's just as important setting it down as lifting it. Lower the load slowly by bending your knees, letting your legs do most of the work. Don't let go of the load until it is secure on the floor.
- F. Always push, not pull, the object when possible. When moving an object on rollers, for example, pushing puts less strain on the back and is safer, should the object tip.

G. Change the lifting situation if possible, to minimize a lifting hazard:

- 1- Split up the load: If the load is too heavy or awkward, split it into several smaller ones that you will be able to manage.
- 2- If it's a long load, get some help.
- 3- Avoid lifts from below the knees or above the shoulders by using mechanical aids, positioning yourself so that the object to move is within an acceptable lifting range (between the shoulders and knees), and/or getting help from your co-workers.

Alternative Material Handling Techniques

A. Alternative materials handling techniques for carrying or moving loads are to be used whenever possible to minimize lifting and bending requirements. These alternative materials-handling techniques may include the use of: forklifts; bob cats, carts, backhoes, etc.

Purpose and Scope

- A. The purpose of this procedure is to provide information regarding the proper storage, handling and work practices associated with flammable and combustible liquids and gases.
- B. COMPANY will evaluate work activities that might result in an uncontrolled fire to ensure that these activities are properly assessed and controlled.
- C. This procedure applies to COMPANY office and field operations where flammable and combustible liquids and gases are stored or used.
 - 1- This also includes, but is not limited to all welding, torch cutting, portable heaters, fuel storage/filling or any other activity that involves a heat source above the ignition time/temperature of exposed materials.

General Requirements

- A. Have a fire extinguisher readily available at all times.
 - 1- Each building location will require at least one fire extinguisher for every 3,000 square feet. Fire extinguishers must be available wherever 5 or more gallons of flammable liquids are being used.
 - 2- Each piece of heavy equipment will be equipped with a fire extinguisher.
- B. Know the location of firefighting equipment and have knowledge of its use and application.
- C. Report defective firefighting equipment to your supervisor immediately.
- D. If you use or find a discharged fire extinguisher, take it out of service and make it known to your supervisor that a replacement is needed.
- E. Every exit will be clearly visible, or the route to it conspicuously identified in such a manner that every occupant of the building or work area will readily know the direction of escape from any point.
 - 1- At no time will exits be locked or blocked.
- F. Smoke only in designated areas. Discard the butts properly. Never drop a smoldering butt. You never know what may have been spilled in that spot or what kind of flammable vapors may be present.
- G. Gasoline and other flammable liquids shall only be stored in metal DOT approved safety containers 5 gallons or less in size.
- H. All flammable containers and hazardous chemicals must be properly labeled with their true contents at all times. Ensure that a Material Safety Data Sheet (MSDS) is available covering each container's content.
- I. All equipment must be shut off before attempting to refuel it.

- J. There shall be no smoking or open flame in the vicinity of a refueling area. A fire extinguisher shall be readily available at each refueling area.
- K. Keep fuel and oil spillage cleaned up.
- L. If owner requires a welding or burning permit, secure permit prior to the start of work.
- M. Post a fire watch when necessary. Before leaving areas where hot work has been completed for that work shift, employees shall ensure that no possibility of fire exists. Hot work shall stop 30 minutes before the end of the work shift.
- N. On any enclosed structure, try to establish two separate exit ways. Be sure to keep these exits clean and free from scrap, debris, materials and tools.
- O. When working in an existing structure, ensure all emergency exits are located and marked. Maintain these exits free of material or debris for proper and easy exit.
- P. Combustible waste materials, such as oily rags, paint rags, must be stored in covered metal containers and be disposed of properly.

Fire Safety Inspections & Housekeeping

- A. The Supervisor is responsible for conducting work site safety inspections that include observations of compliance with all Fire Safety Procedures.
- B. These inspections should include observations of worksite safety and housekeeping issues and should specifically address proper storage of chemicals and supplies, sources of ignition (e.g., faulty wiring, sparks, open flame, etc.), unobstructed access to fire extinguishers, and emergency evacuation routes.
- C. Also, a determination shall be made to ensure that the project emergency evacuation plan is present and specific for all work areas and that all on-site personnel are familiar with this plan.

Classifications

- A. Flammable Liquids – a liquid with a flash point below 100° F.
 - 1- Class IA – flashpoint below 73° F and boiling point below 100° F.
 - 2- Class IB – flashpoint below 73° F and boiling point above 100° F.
 - 3- Class IC – flashpoint at or above 73° F and below 100° F.
- B. Combustible Liquids – a liquid having a flash point at or above 100° F.

Storage & Usage of Flammable Liquids

- A. The Supervisor shall designate storage areas for all work sites, both indoors and outdoors.
- B. All flammable and combustible liquids require careful handling at all times. The proper storage of flammable liquids within a work area is very important in order to protect personnel from fire and other safety and health hazards, and the storage requirements are as follows:
 - 1- Storage of flammable liquids shall be in NFPA approved storage lockers or in low value

structures at least 50 feet from any other structure. Do not store other combustible materials near flammable storage areas or lockers.

- 2- Bulk drums of flammable liquids must be grounded and bonded to containers during dispensing.
- 3- Portable containers of gasoline or diesel are not to exceed 5 gallons.
- 4- Containers used for dispensing flammable or combustible liquids shall be kept at a point of use.
- 5- Appropriate fire extinguishers are to be mounted or be available within 75 feet of outside areas containing flammable liquids, and within 10 feet of any inside storage area for such materials.
- 6- Storage rooms for flammable and combustible liquids must have explosion proof light fixtures.
- 7- No flames, hot work, or smoking is to be permitted in flammable or combustible liquid storage areas.
- 8- The maximum amount of flammable liquids that may be stored in a building are:
 - a. 20 gallons of Class IA liquids in containers
 - b. 100 gallons of Class IB, IC, II, or III liquids in containers
 - c. 500 gallons of Class IB, IC, II, or III liquids in a single portable tank
- 9- Flammable liquid transfer areas are to be separated from other operations by distance or by construction having proper fire resistance.
- 10- When not in use flammable liquids shall be kept in covered containers.
- 11- Class I liquids may be used only where there are no open flames or other sources of ignition within the possible path of vapor travel.
- 12- Maintenance and operating practices shall be in accordance with established procedures, which will tend to control leakage and prevent the accidental escape of flammable or combustible liquids. Spills shall be cleaned up promptly.
- 13- Combustible waste material and residues in a building or work area shall be kept to a minimum, stored in covered metal receptacles and disposed of daily.

Cabinets

- A. Not more than 120 gallons of Class I, II, and IIIA liquids may be stored in a storage cabinet.
- B. Of this total, not more than 60 gallons may be Class I and II liquids.
- C. Not more than three such cabinets may be located in a single fire area except in industrial areas.

Storage Inside Buildings

- A. Where approved storage cabinets or rooms are not provided, inside storage will comply with the following conditions:
 - 1- The storage of any flammable or combustible liquid shall not physically obstruct a means of egress from the building or area.

- 2- Containers of flammable or combustible liquids will remain tightly sealed except when transferred, poured or applied. Remove only that portion of liquid in the storage container required to accomplish a particular job.
- 3- If a flammable and combustible liquid storage building is used, it will be a one-story building devoted principally to the handling and storing of flammable or combustible liquids. The building will have 2-hour fire-rated exterior walls having no opening within 10-feet of such storage.

Spill Control

- A. Have a written spill response plan in place before materials are stored on site.
- B. Clean up or respond to spills promptly.

Disposal

- A. Keep solvent waste and flammable liquids in fire resistant, covered containers until they are removed from the worksite.
- B. Do not place flammable or combustible waste in municipal garbage.
- C. Dispose of flammable hazardous materials with a licensed hazardous material disposal company.

Training

- A. Require that Hazard Communication training includes specific hazard information for the flammables, combustibles and oxidizers used.

Resources

- A. National Fire Protection Association - Standard 58
- B. U.S. OSHA Standard - Flammable and Combustible Liquids - 29 CFR 1910.106

Purpose and Scope

- A. Electricity is a leading cause of death. The following information highlights the requirements for the use of extension cords, electrical tools, & temporary power. This program shall be in accordance with OSHA standards.

General Requirements

- A. No COMPANY employees are allowed to plug into an obviously unsafe electrical outlet. This would include but not limited to ungrounded or un-mounted outlets or damaged generators.
- B. COMPANY employees are not permitted to handle electrical transmission lines. A safe working distance of at least 10 feet must be maintained when working near all “live” electrical lines on the exterior of the building.
- C. All equipment must be locked out prior to performing any maintenance work.

Extension Cords / Tools

- A. Extension cords may only be used for temporary wiring.
- B. All extension cords shall be on good condition. Cords with damage such as missing ground pins, cuts to the outer insulation, or pulled out strain relief shall not be used (even when a GFCI is used). Repair or replace damaged cords as needed.
- C. All electrical tools must be equipped with a third wire ground prong electrical cord or be double insulated.
- D. All electrical tools, including double insulated, shall be visually inspected daily.
- E. Damaged tools must be taken out of service immediately and tagged or otherwise identified as damaged and in need of repair.

Electrical Safe Work Practices

- A. The purpose of the Electrical Safe Work Practices is to establish and maintain a program that will assure compliance and prevent losses associated with the operation, maintenance, and repair of electrical equipment.
- B. The objectives of the Electrical Safe Work Practice Program include:
 - 1- To ensure that electrical equipment is free from recognized hazards that are likely to cause death or serious injury.
 - 2- To determine the required safety equipment to protect employees from electrical hazards and ensure that this equipment is available and utilized.
 - 3- To ensure that electrical equipment is properly marked and labeled.
 - 4- To ensure that disconnecting means and circuits are marked to indicate their purpose.
 - 5- To ensure that proper working clearances are maintained around electrical equipment.

- 6- To determine and designate specific job classifications as qualified or unqualified with respect to potential electrical exposures.
- 7- To ensure that qualified and unqualified employees who face the risk of electrical shock (that is not reduced to a safe level by electrical installation requirements) are properly trained.
- 8- To ensure that qualified employees utilize safe work practices that prevent contact with energized circuits and live electrical parts when for reasons of increased hazard, additional hazards, or infeasibility the electrical equipment is not de-energized.

Purpose and Scope

- A. The following information shall serve as a basic guidance in the use of ladders.

General Requirements

- A. Ladders shall be utilized for safe access to all elevations where permanent or temporary stairways or suitable ramps or runways are not provided.
- B. Never use ladders with broken or missing rungs or steps, broken or split side rails, or other faulty or defective construction. When ladders with such defects are discovered, they shall immediately be withdrawn from service.
- C. Place ladder feet on a substantial base and keep the area around the top and bottom of the ladder clear.
- D. Do not place ladders in passageways, doorways, driveways, or any location where they may be displaced by activities being conducted in any other work, unless protected by barricades or guards.
- E. Tie, block, or otherwise secure ladders while in use to prevent their being displaced.
- F. Never use metal ladders for electrical work or where they or the user may contact electrical conductors.
- G. Require that ladders are equipped with non-skid safety feet.
- H. Do not carry materials up or down - use a hand line.
- I. Always face the ladder when ascending or descending.
- J. Never overreach - work only within an arm's length of the ladder.
- K. Allow only one person on a ladder at a time.

Inspection

- A. Conduct thorough periodic inspections of all ladders to identify cracks, broken rungs, and deterioration. Ladders found to be in an unsafe condition must be removed from the workplace immediately.
- B. When immediate removal is not possible, the ladder shall be conspicuously tagged "DANGER - DO NOT USE" until such time as removal is possible.
- C. Inspect each ladder for unsafe conditions before each use.

Straight and Extension Ladders

- A. Position straight and extension ladders at such a pitch that the horizontal distance from the top support to the foot of the ladder is about one-quarter of the working length of the ladder (4 to 1 pitch). *As a rule of thumb, stand at the base and extend your arms. If you can touch the fifth rung, the ladder is in position.*

- B. Extend the side rails at least 36 inches above the landing. When this is not practical, install grab rails which provide a secure grip.
- C. Do not permit anyone to stand on the top three rungs of a straight or extension ladder.

Stepladders

- A. Always fully open and lock side braces when using stepladders.
- B. Use straight or extension ladders for access. Stepladders are meant to be used as temporary elevated working platforms only.
- C. Never stand on the top two steps of a stepladder.
- D. Require that all four feet of the ladder have an even, solid footing.

Resources

- A. U.S. OSHA Construction Standard - Stairways and Ladders - 29 CFR 1926, Subpart X
- B. U.S. OSHA Standard - Portable Ladders - 29 CFR 1910, Subpart D
- C. ANSI A.14.1 1982, Ladders
- A. ANSI A.14.2 1982, Ladders

Requirements

- A. "Universal Precautions" will be observed and enforced at COMPANY in order to prevent contact with blood or Other Potentially Infectious Materials (OPIM).
- B. All blood will be considered infectious regardless of the perceived status of the source individual. Under circumstances in which differentiation between body fluids is difficult or impossible, all body fluids shall be considered infectious materials.
- C. Universal precautions are intended to prevent exposure to human blood or other body fluids. The routes of transmission for occupational exposure are:
 - 1- Puncture of the skin with a contaminated sharp object,
 - 2- Contact with broken skin, and
 - 3- Splash to mucous membranes of the eye, nose, or mouth.
- D. If an individual incurs a minor injury, first aid kit(s) will be available for self-treatment. In the case of a serious illness or accident, personnel will immediately call emergency service at 911 and then notify COMPANY Management.
- E. No personnel shall attempt to clean-up any infectious materials without proper training and protective equipment.

Purpose and Scope

- A. This procedure is intended to protect personnel from the hazards associated with confined space entry.
- B. A confined space is:
 - 1- Large enough for personnel entry, and
 - 2- Has limited or restricted means for entry or exit, and
 - 3- Is not designed for continuous occupancy.
- C. A Non-Permit space is a confined space that does not present any potential hazards, nor will the work performed therein create a hazardous condition.
- D. A Permit-Required space is a confined space that may present one or more potential hazards including hazardous atmospheres, fire/explosion, engulfment, entrapment, electrical, mechanical, or any other serious hazard.
- E. Permit required confined space hazards include risks of asphyxiation, fire or explosion, chemical exposure, engulfment or drowning, electrocution, or dismemberment. Examples include, but are not limited to, sewers, utility vaults, tanks, sump pits, and excavations where there is the potential for atmospheric hazards.
- F. This procedure applies to all permit required confined space entry activities performed by COMPANY or any contractor and/or subcontractor.
- G. Entry occurs whenever any body part crosses the plane of entry of the space.

Identification

- A. The following have been identified as confined spaces at COMPANY:

- 1- _____
- 2- _____
- 3- _____
- 4- _____
- 5- _____

Requirements

- A. Appoint an Entry Supervisor who:
 - 1- Determines whether a space is a "permit required" or non-permit space.

- 2- Is responsible for onsite verification of acceptable entry conditions prior to entry.
- 3- Is responsible for assigning appropriately trained and medically qualified personnel to the project.
- 4- Has knowledge of required confined space entry equipment.
- 5- Has the ability to recognize and test hazardous atmospheres.
- 6- Is capable of performing a thorough hazard evaluation of the space and of the work that will be performed therein.
- 7- Understands how to execute a Confined Space Permit as well as any other required permit, such as a Hot Work permit.
- 8- Has authority to stop work and take corrective actions when conditions change.
- 9- Has had formal, documented training as a confined space Entry Supervisor.

B. Permit System

- 1- Utilize a "Confined Space Entry Permit and Procedures" form for permit space entry evaluation and establishment of required entry parameters.
- 2- Require confined space entry permits to be issued at least each shift by the Entry Supervisor.

C. Planning for Confined Space Entry

1- The Entry Supervisor:

- a. Contacts the facility representative to gather information about the confined space and to determine if the facility has any entry requirements that must be followed.
- b. Performs a Hazard Evaluation using the Confined Space Permit and Procedures for Entry Form.
- c. Determines whether the space is a "permit required confined space" or a non-permit required confined space.
- d. Assesses whether those hazards that create the "permit required confined space" can be eliminated without employee entry into the space. By eliminating hazards that are immediately dangerous to life or health, administrative and rescue requirements are lessened and risk to workers is reduced.
- e. Determines rescue requirements for the space - if so designated as a "permit required confined space".
- f. Arranges for qualified Entrants and Attendants.
- g. Obtains blank Confined Space Entry and Hot Work (if applicable) permit forms.
- h. Identifies all equipment, including personal protective equipment, needed for the job.
- i. Obtains all equipment and verifies that it is functional.
- j. Coordinates confined space entry activities with other site employers on site that may be affected by the entry. Will provide contractors with a copy of this written program.

D. Site Confined Space Preparation

1- Space Isolation

- a. Verify the confined space is drained and cleaned.
- b. Isolate the confined space as described on the Hazard Evaluation form or other applicable written procedures.

- c. Isolate all forms of potential energy inside the confined space, including:
 - i. Electrical
 - ii. Mechanical
 - iii. Thermal
 - iv. Pneumatic
 - v. Hydraulic
- d. Isolate all lines carrying fuels, liquids or gases into the space.
- e. Develop alternate procedures for protection of entrants for lines, which may not be controlled such as lines through storm water or sewer vaults.
- f. Open the entry point to the confined space.
- g. Provide barricades and post the entrance of the space with a sign stating "Danger Confined Space Do Not Enter" or equivalent wording.

2- Electrical Equipment

- a. Provide electrical equipment that meets the electrical classification of the area.
- b. Route all portable electrical equipment through ground fault circuit interruption (GFCI) devices.

3- Atmospheric Tests

- a. Calibrate monitoring equipment before and after sampling and record information on a Daily Instrument Calibration Form.
- b. Make initial atmospheric tests of the space with ventilation OFF.
- c. Attach extension probes to the monitoring equipment, or lengths of silicone or similarly inert tubing material, to reach the bottom of the space. For horizontal spaces, the probe may need to be attached to a pole.
- d. Take atmospheric measurements in several locations (bottom, middle, top, corners) allowing extra response time from the instrumentation to register, especially if a tubing extension is used.
- e. Obtain reading for oxygen first, followed by %LEL, then for other contaminants of concern (if applicable).
- f. Record all results on the permit and sign and initial where indicated.
- g. Determine if acceptable entry conditions exist with respect to oxygen, %LEL, other hazardous atmospheres.
- h. If unacceptable entry conditions are indicated, correct the limiting condition.
- i. If acceptable entry conditions exist, determine times that the monitoring will be repeated or if continuous monitoring will be needed.
- j. Monitor continuously for oxygen and %LEL if hot work will be performed in the space.

4- Ventilation

- a. Mechanical ventilation is required for **all** Permit entries.
- b. Open as many openings as possible in the space to aid in cross ventilation.
- c. Never ventilate confined spaces with oxygen.
- d. Provide five (5) air changes per hour, or at least 10,000 cfm for large spaces.
- e. If a generator is used to provide power, be sure that the exhaust does not enter the space. Carbon monoxide monitoring may be required.

- f. Place blower ductwork such that it does not create a hazard by impairing the line of vision of attendants to observe space entrants, or by blowing contaminants to other workers.
- g. Provide at least 2,000 cfm of active exhaust ventilation for each welder or torch operating under a Hot Work Permit within the space.
- h. Use fire/explosive proof ventilating equipment that is properly grounded when exhausting flammable gases, vapors and dusts from confined spaces.

5- Authorizing the Permit

- a. The Entry Supervisor personally inspects the work area and signs the permit after confirming that all necessary precautions have been taken and all relevant information concerning the entry parameters are documented on the Permit.
- b. Conduct a briefing informing all entrants and attendants of space conditions.
- c. Require entrant(s) and attendant(s) to each print their names and sign the permit.
- d. Affix the permit to a location near the space entrance.

E. Entry Operations

- 1- Prohibit entry when oxygen deficient or flammable atmospheres are present in the space.
- 2- Limit entry to qualified entrants listed on the permit and only for the purpose stated on the permit.
- 3- Require entrants to follow all requirements listed on permit.
- 4- Attach body harness, if required, to a lifeline, and the other end of the life line is attached to a fixed point or to a mechanical lifting device outside the space at all times the entrant(s) are in the space.
- 5- Require that the attendant(s) remain at the entrance whenever an entrant is inside the confined space. The attendant may not be assigned other duties that may distract him/her from maintaining uninterrupted contact with the entrant(s). The attendant may only attend to one confined space entry at any one time. Each space must have its own attendant.

F. Exiting the Confined Space

- 1- Attendant will order entrant(s) out of space whenever:
 - a. A prohibited condition on the entry permit develops.
 - b. The surrounding work area becomes unsafe.
 - c. Any monitoring instrumentation, rescue equipment, ventilation, etc. becomes compromised.
 - d. Possible symptoms of exposure are noted in the entrant(s).
 - e. Entrant(s) express any type of concern regarding the safety of the entry.

G. Rescue

- 1- Require non-entry rescue procedures to be used for every entry. Typically, non-entry rescue will require the use of a tripod and winch, lanyard, and full body harness.
- 2- Contract for qualified entry rescue services when non-entry rescue is not feasible in permit required confined spaces. Entry rescue must be staged on site adjacent to the space for the duration of the entry.

H. When the Entry Work is Complete

- 1- Cancel the permit by obtaining the signature of the entry supervisor and recording the time and date on the permit. This should be accomplished after the space is resealed and signs and barricades removed. If the space cannot be closed until a later time, provisions must be maintained (barricades, warning signs) to discourage persons from entering the space.

I. Audits of the Confined Space Entry Program

- 1- Annual audits of this Confined Space Program will be conducted.
- 2- The Supervisor will require compliance with this program by reviewing Entry Permits on a regular basis and document this review by notation on the permits.

Training

A. Require Entry Supervisors, Entrants, and Attendants to be trained to adequately address all health and safety aspects associated with entry.

B. Training Procedures for Affected Employees

- 1- Affected employees are employees that work in an area where confined spaces exist. Although not authorized to enter a confined space, or act as an attendant or entry supervisor, these employees do have specific responsibilities regarding those spaces classified as "confined spaces." Training for Affected employees will include:
 - a. Definitive knowledge of what a confined space is
 - b. Awareness as to the dangers associated with confined spaces
 - c. How to read the sign posted by all confined spaces
 - d. What the general duties are regarding a confined space entry so that they are capable of watching out for those involved in the confined space entry

C. Training Procedures for Authorized Employees (Entrant, Attendant, Supervisor)

- 1- Authorized employees are involved in all parts of entering (entrant), monitoring (attendant), and supervising (supervisor) entry into a confined space. All employees that are trained as "Authorized" employees may assume any of these roles during a confined space entry. Because the level of responsibility is high during any part of the entry into a confined space, Authorized employees will be held to a higher standard of safety than affected employees will. Training for Authorized employees will include a definitive knowledge of what a confined space is, how spaces are defined as "confining," and how the definition fits each of our spaces, and how to maintain a safe entry and exit in a confined space procedure.

Medical Surveillance

A. All Entry Supervisors, Entrants, and Attendants will be participants in the medical surveillance program and medically qualified for confined space entry work.

Documentation Summary

- A. Entry supervisor, Entrant and Attendant qualifications.
- B. Confined Space Entry Permits plus Hot Work Permits (if issued).

- C. Monitoring equipment calibration logs.
- D. Lock-out/Tag-out records (if used).
- E. Daily worker briefing documentation.
- F. Medical clearance documentation.

Resources

- A. U.S. OSHA Standard - Permit Required Confined Spaces - 29 CFR 1910.146
- B. U.S. OSHA Technical Links - Confined Spaces