



# Safety Policy Program

**Reviewed July 01, 2024  
20/20 Plumbing & Heating, Inc.**



## **Safety Policy**

The following safety policy is provided only as a guide to assist employers and employees in complying with the requirements of 29 CFR 1910 and 1926, and CAL-OSHA CCR title 8, as well as to provide other helpful information. It is not intended to supersede the requirements of the standard. 20/20 Plumbing & Heating, Inc. will review the standard for particular requirements that are applicable to their individual situation, and make adjustments to this program that are specific to 20/20 Plumbing & Heating, Inc.

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## **Safety Policy**

### **I. OBJECTIVE**

The Safety Policy of **20/20 Plumbing & Heating, Inc.** is designed to comply with the Standards of the Occupational Safety and Health Administration, and the California - Occupational Safety and Health Administration and to endeavor to maintain a safe and injury/illness free workplace. A copy of the OSHA Safety and Health Standards 1926, 1910, and California Code of Regulations (CCR) Title 8 are available for all employees use and reference. These Standards shall be available in the home office at all times and will be sent to the jobsite on request.

Compliance with the following Safety Policy and all items contained therein is mandatory for all employees of the company. The authorization and responsibility for enforcement has been given primarily to the **Safety Director**. The **Safety Coordinators, General Managers, Manager, Superintendents and Foreman** share in this responsibility as well.

## **II. POLICY**

It is company policy that accident prevention be a prime concern of all employees. This includes the safety and wellbeing of our employees, subcontractors, and customers, as well as the prevention of wasteful, inefficient operations, and damage to property and equipment.

## **III. APPLICABILITY**

This Safety Policy applies to all employees of **20/20 Plumbing & Heating, Inc., Regardless of position within the company.** The Safety Rules contained herein apply to all subcontractors and anyone who is on a company project site.

Every employee is expected to comply with the Safety Policy, as well as OSHA & CAL/OSHA Health and Safety Standards.

## **IV. IMPLEMENTATION**

This Safety Policy supports five fundamental means of maximum employee involvement:

1. Management commitment to safety.
2. Weekly safety meetings at all jobsites.
3. Effective job safety training for all categories of employees.
4. Audio and/or visual safety presentations given at jobsites by **Safety Personnel.**
5. Various incentive awards for exemplary safety performance.

The **Safety Director/Coordinators and Safety Committee Members,** will meet at least once per quarter to evaluate all areas of safety and make recommendations to the company president.

## **V. ADMINISTRATION**

The Safety Policy will be carried out according to guidelines established and published in this and other related procedures. Specific instructions and assistance will be provided by the **Safety Director** as requested. Each supervisor will be responsible for meeting all of the requirements of the Safety Policy, and for maintaining an effective accident prevention effort within his or her area of responsibility. Each supervisor must also ensure that all accidents are thoroughly investigated and reported to the **Safety Director/Coordinators** on the same day of the occurrence.

## **VI. REPORTING OF INJURIES**

All employees will be held accountable for filling out a “Notice of Injury Form” immediately after an injury occurs, even if medical treatment is not required. (Notice must be made at or near

the time of the injury and on the same day of the injury.) Employees must report the injury to their supervisor/lead man/foreman/superintendent/project manager, etc. A casual mentioning of the injury will not be sufficient. Employees must let their supervisor know:

- A. How they think they hurt themselves.
- B. What they were doing at the time.
- C. Who they were working with at the time.
- D. When and where it happened.
- E. Other pertinent information that will aid in the investigation of the incident.

Failure to report an injury immediately (meaning at or near the time of the injury and on the same day of the injury) is a violation of the Safety Policy, and may result in immediate termination, in accordance with company policy.

## VII. NOTIFICATIONS

### A. In Case of Serious Injury or Death

After the injured employee has been taken to the hospital, the lead man/foreman/supervisor shall notify the main office and the Safety Director/Coordinator as soon as possible.

Statements from witnesses shall be taken. Statements are to be signed by witnesses and should include the time and date. Photographs of the area where the incident occurred and any other relevant items are to be taken. The Safety Director/Coordinator will assist in the investigation. The completed accident report form will be sent to the main office.

### B. In Case of Inspection by an OSHA Inspector

The lead man/foreman/supervisor must notify the Safety Director/Coordinator that an OSHA Inspector is on the jobsite. It is the responsibility of all employees to make the inspector's visit on the jobsite as pleasant and timely as possible.

## VIII. BASIC SAFETY RULES

- A. Compliance with applicable federal, state, county, city, client, and company safety rules and regulations is a condition of employment.
- B. All injuries, regardless of how minor, must be reported to your supervisor and the Safety Director/Coordinator. An employee who fails to fill out a "Injury Report" and send it to the Safety Director/Coordinator can be issued a safety violation notice and may be subject to termination, in accordance with company policy.
- C. Hard hats shall be worn at ALL TIMES while at a construction job site or when overhead hazard exist, regardless of phase (e.g. grounds, finish, rough), unless all the following conditions are met:

1. An Employee is doing interior work on a unit in the “finish” phase
2. There are no possible dangers of head injury from impact, or from falling or flying objects, or from electrical shock and burns.
3. A hard hat would impede the completion of the task.

Hard hats must be accessible within close proximity to be don upon task completion. Hard hats are to be worn in accordance to manufacturers recommendations.

- D. Safety glasses will be worn as the minimum-required eye protection at all times in warehouses, fabrication areas, construction sites, during service calls, and on finished projects.. Additional eye and face protection such as mono-goggles and face shields are required for such operations as grinding, jack hammering, utilizing compressed air or handling chemicals, acids and caustics. Burning goggles for cutting, burning or brazing and welding hoods for welding, etc., are required.
- E. Class 2 Retro-reflective vests/shirts will be required to be worn by all 20/20 employees AT ALL TIMES on a 2020 projects, warehouses, fabrication areas.
- F. Fall Protection Requirements
1. Approved personal fall arrest, personal fall restraint or positioning systems shall be worn by those employees whose work exposes them to falling in excess of 6 feet.
  2. All fall protection systems shall comply with the provisions set forth by applicable local, state and federal regulatory agencies.
  3. When recommended by the manufacturer, fall protection will be required on Mobile Elevate Work Platforms (MEWPs).
- G. Clothing must provide protection to the body. Clothing should not be baggy in order to prevent getting caught or snagged. All shirts must have at least a tee sleeve. Employees welding are not permitted to wear polyester or nylon clothing. Field personnel including all Supervisors, warehouse, and fab yard employees must wear “work pants”. The use of shorts and sweat pants are prohibited.
- H. 6-inch sturdy work boots with leather uppers, rigid slip resistant soles, and laces are required at all times. Clogs, tennis shoes, or loafers are not permitted. All eligible employees may redeem a \$100 boot stipend at authorized vendors (Boot Barn).
- I. All personnel will be required to attend safety meetings as stipulated by project requirements in order to meet OSHA/CAL-OSHA Safety Standards.
- J. Firearms, alcoholic beverages, and illegal drugs are not allowed on work projects, company property, or in company vehicles at any time. When drugs are prescribed by a physician and could pose a threat to safety, the **Safety Director/Coordinator** must be informed. The use or possession of illegal drugs or alcoholic beverages

on the jobsite **will result in immediate termination.**

- K. Housekeeping shall be an integral part of every job. Supervisors\foremen\lead men and employees are responsible for keeping their work areas clean and hazard-free. Clean up is required when a job is finished at the end of the day.
- L. Burning and cutting equipment shall be checked daily before being used. Flash back arresters shall be installed at the regulators on both oxygen and LP bottles. All gas shall be shut off and hoses disconnected from bottles and manifolds at the end of the work day. Caps shall be replaced on bottles when gauges are removed. When gauges are removed and caps replaced, the oxygen and LP bottles shall be separated into storage areas no less than 20 feet apart with a "No Fire or Smoking" sign posted and a fire extinguisher readily available. Makeshift field repairs will not be allowed.
- M. Drinking water containers are to be used for drinking water only. Each employee is required to have a separate drinking cup. A "common drinking cup" is not allowed. Only disposable cups will be used. Employees shall be encouraged to drink at least 1-quart of water per hour per work day. Tampering with or placing items such as drinks in the water cooler will result in immediate termination. In addition, each employee is provided a personal 2-gallon water igloo at hire.
- N. All tools whether company or personal, must be in good working condition. Defective tools will not be used. Examples of defective tools include chisels with mushroomed heads, hammers with loose or split handles, guards missing on saws or grinders, etc. Tools that are designed to have auxiliary handles must have them in place.
- O. All extension cords, drop cords, and electrical tools shall be checked, properly grounded with ground fault interrupters (GFCI' s). Cords and equipment that do not meet requirements shall be immediately tagged and removed from service until repairs have been made.
- P. "Horseplay" on the jobsite is strictly prohibited. Running on the jobsite is allowed only in extreme emergencies.
- Q. Glass containers or bottles of any kind are not permitted on jobsites or in company vehicles.
- R. The jobsite speed limit is 10 MPH. No employee is permitted to ride in the bed of a truck standing up or sitting on the outside edges of a truck. Employees must be sitting down inside the truck when the vehicle is in motion. Riding as a passenger on equipment is prohibited unless the equipment has the safe capacity for transporting personnel.

- S. Adequate precautions must be taken to protect employees and equipment from hot work such as welding or burning. Fire extinguishing equipment shall be no further than 50 feet away from all hot work. Used fire extinguishers must be returned to the **Shop manager** to be recharged immediately. Use of welding blinds is required in high traffic areas.
- T. All scaffolding and work platforms must be built and maintained in accordance with OSHA/CAL-OSHA specifications. All ladders must be in safe condition without broken rungs or split side rails. Damaged ladders shall be removed from service. Ladders shall be secured at the top and bottom and extend three (3) feet past the working surface. Metal ladders around electrical work are prohibited. A step ladder shall never be used as an extension ladder. A step ladder must only be used when fully opened with braces locked.
- U. Crowfoot connections on air hoses shall be wired to prevent accidental disconnection. Compressed air shall not be used to dust off hands, face or clothing.
- V. Report all unsafe conditions and near accidents to **Safety Director/Coordinator** so corrective action can be taken.
- W. All floor openings or excavations shall be barricaded on all sides to ensure employees are aware of the hazards. Floor holes shall be covered, with the covers secured and clearly marked.
- X. Warning signs, barricades, and tags shall be used to warn against potential hazards or to caution against unsafe practices and shall be obeyed.
- Y. Scaffold Tag System
  - 1. Green tags are to be placed on 100 percent complete scaffolds with all braces, locks and hand, mid, and toe rails in place before use.
  - 2. Yellow tags indicate incomplete scaffolds. If scaffold is missing a hand, mid, or toe board, it must have a yellow tag and employees on it must be tied off at all times.
  - 3. Red tags indicate scaffolds that are in the process of either being erected or disassembled. These scaffolds are not to be used at any time.
  - 4. Scaffold tags should be placed in a highly visible location on the scaffolds for all employees to see.
- Z. All OSHA Safety Standards will be followed for job processes requiring respiratory protection. ***SEE RESPIRATORY PROTECTION PROGRAM.***
- AA. All OSHA Safety Standards will be followed during excavation. ***SEE EXCAVATION PROGRAM.***

**BB.** All OSHA Safety Standards concerning confined space entry will be followed. *SEE CONFINED SPACE PROGRAM.*

AA. All OSHA Safety Standards concerning lockout/tagout of energized equipment will be followed. *SEE LOCKOUT/TAGOUT PROGRAM*

BB. All OSHA Safety Standards will be followed for job processes requiring fall protection. *SEE FALL PROTECTION PROGRAM.*

## **IX. TRAINING**

Training shall be conducted and scheduled on a regular basis by the Safety Director and Safety Coordinators. Training will include Procedure Theory and, when applicable, Hands-on Skills Testing. Upon successful completion of training, the employee shall be awarded an achievement certificate establishing knowledge and skills proficiency.

## **X. ENFORCEMENT OF SAFETY POLICY**

Corrective actions shall be issued to any employee, on the jobsite violating the safety rules or regulations by **20/20 Plumbing & Heating, Inc.**

- A. Any violation of safety rules can result in suspension or immediate termination.
- B. If an employee is to be terminated, 3 prior specific and documented corrective actions must have occurred within the last 36 months; unless, the safety violation is severe enough to warrant immediate termination.
- C. Issuance of a corrective action for failure to use fall protection or for failure to report a job injury (at the time of the injury) may result in immediate termination, in accordance with company policy.

It is understood that **20/20 Plumbing & Heating, Inc.** is not restricting itself to the above rules and regulations. Additional rules and regulations as dictated by the job will be issued and posted as needed.

## **JOB SAFETY CHECKLIST**

The following Job Safety Checklist has been condensed and edited from the Occupational Safety and Health Act, Part 1926, and Cal- Occupational Safety and Health Title 8 CCR Construction Safety and Health Regulations.

## **A. Safety Rules**

- Hard hats and safety glasses worn.
- Shirts with sleeves worn.
- Appropriate boots.
- Subcontractors' personnel hold safety meetings as indicated by project requirements in accordance with OSHA Safety Standards.
- Work areas safe and clean.
- Safety mono-goggles/face shields worn when circumstances warrant.
- Electrical cords and equipment properly grounded with GFI's in place and checked by a competent person.
- No use of alcoholic beverages or controlled substances.
- Subcontractors provide fall protection for their employees in accordance with OSHA Safety Standards.
- All scaffolds built to specifications as established by OSHA.
- Excavation/trenches sloped or shored as established by OSHA.
- Drug testing of employees involved in accident(s) resulting in personal injury or property damage.

## **B. Recordkeeping**

- OSHA poster "Safety and Health Protection on the Job" posted.
- OSHA 300 log posted from Feb 1-April 30.
- Hard hat sign posted in a conspicuous manner.
- Weekly safety meeting sign-in logs maintained in a folder with a copy forwarded to the main office weekly.

## **C. Housekeeping and Sanitation**

- General neatness.
- Regular disposal of trash.
- Passageways, driveways, and walkways clear.
- Adequate lighting.
- Oil and grease removed.
- Waste containers provided and used.
- Adequate supply of drinking water.
- Sanitary facilities adequate and clean.
- Adequate ventilation.

## **D. First Aid**

- First aid stations with supplies and equipment. The expiration dates of supplies checked monthly. Expired supplies discarded.

- Trained first aid personnel.
- Injuries promptly and properly reported.

#### **E. Personal Protective Equipment**

- Hard hats.
- Hearing protection.
- Eye and face protection.
- Respiratory protection.
- Fall protection.
- Gloves.

#### **F. Fire Protection**

- Fire extinguishers charged and identified.
- "No Smoking" signs posted.
- Flammable and combustible material storage area.
- Fuel containers labeled.

#### **G. Hand and Power Tools**

- Tools inspected.
- Power tools properly guarded.
- Safety guards in place.

#### **H. Welding & Cutting**

- Compressed gas cylinders secured in vertical position.
- Hoses inspected.
- Cylinders, caps, valves, couplings, regulators, and hoses free of oil and grease.
- Caps on cylinders in storage in place.
- Flash back arresters in place.
- Welding screens in place.
- Fuel and oxygen cylinders separated in storage.

#### **I. Electrical**

- All portable tools and cords properly grounded [Ground Fault Interrupters (GFI's) properly installed].
  - Daily visual inspection of caps, ends and cords for deformed or missing pins, insulation damage and internal damage.
  - Tests of cords, tools and equipment for continuity and correct attachment of the equipment grounding connector (GFI) to the proper terminal made every month and:

1. Prior to first use.
2. Prior to return to service after repairs.
3. Prior to return to service after incident that may have caused damage to cord or equipment.

\_\_\_\_\_ Cords and equipment not meeting requirements immediately tagged and removed from service until repairs have been made.

## **J. Ladders**

- \_\_\_\_\_ Inspected at regular intervals.
- \_\_\_\_\_ No broken or missing rungs or steps.
- \_\_\_\_\_ No broken or split side rail.
- \_\_\_\_\_ Extend at least 36 inches above landing and be secured.
- \_\_\_\_\_ Side rails of 2 x 4 up to 16 feet, or 3 x 6 over 16 feet.

## **K. Scaffolding**

- \_\_\_\_\_ Inspected at regular intervals.
- \_\_\_\_\_ Footings are a sound ridge and capable of carrying maximum intended load.
- \_\_\_\_\_ Tied into building vertically and horizontally at 14 foot intervals.
- \_\_\_\_\_ Properly cross-braced.
- \_\_\_\_\_ Proper guardrails and toe boards.
- \_\_\_\_\_ Scaffold planks capable of supporting at least four (4) times the maximum intended load.
- \_\_\_\_\_ No unstable objects such as concrete blocks, boxes, etc., used as scaffold foundations.
- \_\_\_\_\_ Use of OSHA/CAL-OSHA Scaffold Tagging Program.

## **L. Guardrails, Handrails and Covers**

\_\_\_\_\_ Guardrails, handrails and covers installed wherever there is danger of employees or materials falling through floors, roofs or wall openings and shall be guarded on all exposed sides.

- \_\_\_\_\_ Posts at least 2 x 4 stock and spaced no more than eight (8) feet apart.
- \_\_\_\_\_ Top rail 42 inches above the floor and of 1 x 4 stock.
- \_\_\_\_\_ Intermediate rail 21 inches above the floor and of 1 x 4 stock.
- \_\_\_\_\_ Guardrail assemblies around floor openings equipped with toe boards. Toe boards at least four (4) inches above the floor level with no more than 1/4 inch clearance above the floor level, when there are employees below or when conditions dictate. \_\_\_\_\_
- \_\_\_\_\_ Hole covers permanently attached to the floor or structure and identified with a hole cover sign stenciled with the word "Danger". Hole covers for holes two (2) inches or greater in diameter made of at least 3/4 inch plywood or heavier.

## **M. Material Hoists**

- Inspected at regular intervals.
- Operating rules posted at operators station.
- "No Rider" signs prominently posted at all stations.
- All entrances properly protected.
- All entrance bars and gates painted with diagonal contrasting stripes.
- Experienced operators.
- Current crane certification inspection sticker and papers on the rig.

## **N. Motor Vehicles**

- Lights, brakes, tires, horn, etc., inspected at regular intervals.
- No overloaded vehicles.
- Trash trucks have covers.
- No riding on the edge of pickup truck beds.
- No riding on concrete trucks, loaders, backhoes, etc.
- Functioning back-up alarms on loaders, tractors, backhoes, etc.
- Fire extinguishers installed and readily available.
- Seat belts worn at all times.

## **O. Material Storage and Handling**

- Material at least two (2) feet from edge of excavation site.
- Proper temperature and moisture levels for safe storage of materials to prevent deterioration or volatile hazards within the storage area.
- Inventory maintained and inspected frequently.
- Proper protective gear worn when handling chemicals.

## **P. Use of Cranes and Derricks**

- Prohibition of the use of cranes or derricks to hoist employees on a personal platform except in the situation where no safe alternative is possible.

## **SAFETY EQUIPMENT CHECKLIST**

The following is a list of Safety Equipment that should be on the job, if required, or available from the **Safety Director/Coordinator** at all times. Equipment should be checked at intervals in accordance with the applicable OSHA/CAL-OSHA Safety Standards by the Superintendent to ensure that all required equipment is present and in good condition.

- Safety goggles, shields, and glasses.
- Hearing protection.
- Respiratory Dust Masks.
- Hard hats.
- Gloves.
- Fire extinguishers (properly charged).
- First aid kit (check list inside kit).
- Stretcher or stroke litter (tool room – to be used during confined space entry.)
- Welding masks and goggles.
- Storage racks for compressed gases.
- Guards on all power tools.
- Trash barrels.
- OSHA forms posted.
- Company "Safety Policy" packet posted.
- Company "Hazardous Communication Program" packet posted.
- Emergency vehicle (vehicle designated to carry injured to hospital).

## **HOT SPOT - SAFETY MEETING REPORT**

A safety meeting report is signed to indicate attendance. The form has room for employees to sign after attending their weekly safety meeting. This form shall be filled out for each jobsite safety meeting that is held. After completion of the form, make a copy to maintain at each jobsite and return the signed original copy to the main office.

Safety Meeting Date: \_\_\_\_\_

Topic: \_\_\_\_\_

Safety Meeting Conducted

By: \_\_\_\_\_

<b>Employee Name (printed)</b>	<b>Employee Signature</b>	<b>Job Title</b>


## **EMPLOYEE ACKNOWLEDGMENT**

I state that I have attended the safety orientation, and have read and received a copy of the 20/20 Plumbing & Heating, Inc. safety rules and regulations.

I further state that I understand these rules and acknowledge that compliance with the safety rules and regulations is a condition of employment. If I violate the safety rules or fail to report an injury to my supervisor immediately, I understand that I am subject to termination, in accordance with company policy.

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EMPLOYEE SIGNATURE

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DATE

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*Safety Director/Coordinator* SIGNATURE

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DATE