
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: Overhead Work	Number: S12-PR-200-010	
	Author: Deborah Durbin	Revision: 02	
	Effective Date: 05/29/2013	Page: 1 of 2	

1.0 Purpose

The purpose of this procedure is to spell out special precautions that must be taken when overhead work is performed. If overhead construction, maintenance or general work is being done where materials, tools or product can fall, cordon off the area and post warning signs to prevent people from entering the danger zone.

2.0 Scope

All employees, visitors, and contractors are responsible for being aware of and respecting *Overhead Work*.

3.0 Responsibility

All employees

4.0 Safety Considerations

Personal Protective Equipment (safety glasses, steel toe shoes, and appropriate safety apparel) are to be worn at all times.

Hard Hats are to be worn in designated areas and may be obtained from Maintenance and/or Safety Department.

Warning signs, Warning tape, or barricades are to be used to designate areas where *Overhead Work* safety is to be observed.



Safety is a condition of employment. Employees are not authorized to work in an unsafe manner and are prohibited from harming the environment of the facility or community.

5.0 Materials/Equipment

- Personal Protective Equipment (safety glasses, steel toe shoes, and appropriate safety apparel) is to be worn at all times
- Hard Hats
- Warning signs
- Warning tape
- Barricades are to be used to designate areas where *Overhead Work* is to be done.

Controlled Document

Only those quality documents viewed through the Giles Chemical electronic Documentation System are officially controlled. All other copies, whether viewed through another computer program or a printed version, are not controlled and, therefore, the Quality Unit at Giles assumes no responsibility for the accuracy of the document.

	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: Overhead Work	Number: S12-PR-200-010	
	Author: Deborah Durbin	Revision: 02	
	Effective Date: 05/29/2013	Page: 2 of 2	

6.0 Procedure

Special precautions shall be taken when overhead work is performed. If overhead construction, maintenance or general work is being done where materials, tools or product can fall, cordon off the area and post warning signs to prevent people from entering the danger zone. If the zone must be entered, a hard hat shall be worn. When people are working together, such as one person on a ladder/scaffold and the other person at the base of the ladder/scaffold, the person on the ladder/scaffold should secure all tools and materials so they will not fall and hit the person below. The person working below shall wear a hard hat, to prevent serious injury.

7.0 Reference Documents

N/A

8.0 Change Information

Document review- updated format using new template and numbering system.

Controlled Document

Only those quality documents viewed through the Giles Chemical electronic Documentation System are officially controlled. All other copies, whether viewed through another computer program or a printed version, are not controlled and, therefore, the Quality Unit at Giles assumes no responsibility for the accuracy of the document.