**AngelTrax**

**Safety Manual**

##### [Injury and Illness Prevention Program]

Prepared by:

AngelTrax

in association with:

U.S. Compliance Systems, Inc.

**The Annual Audit of this Safety Program was completed: December 9, 2013**

Disclaimer: This Safety Program has been prepared exclusively for:

AngelTrax

9540 US Hwy 84 West

Newton, AL 36352

To the best of our knowledge, the information contained herein is accurate. U.S. Compliance Systems, Inc. accepts no responsibility for errors or omissions.

AngelTrax

**Injury & Illness Prevention Program Policy Statement**

It is our policy to provide a work environment that is inherently safe. The safety and health of our employees is of primary importance as they are our most important resource. Safety takes a commitment from all personnel within our organization.

We have developed a comprehensive safety program that addresses our specific safety concerns and provides guidance for the performance of our individual job tasks within the framework of appropriate Occupational Safety & Health Administration (OSHA) standards. Our goal is an accident free workplace with zero accidents and occupational diseases.

All employees will receive interactive safety training using this safety program, safety meetings, and other appropriate training opportunities such as on-the-job, on-line courses, and formal instruction.

Frequent and regular job site inspections will be conducted by supervisory personnel and/or other competent persons. Employees in violation of our established safety procedures will be subject to our disciplinary procedures. Observation of unsafe acts will be addressed immediately.

On every job site there will be a competent person, by virtue of training or experience, who will have the authority to stop work. Additionally, all employees have stop work authority for their immediate task if they are aware of a safety hazard that cannot be immediately corrected. If an employee stops work for an unresolved safety hazard, the supervisor will be contacted immediately.

Safety training needs will be identified by continual reassessment of our work methods and take into consideration employee input.

Equipment operator/owner manuals will be readily available and the safety procedures contained therein will be followed. Equipment will be inspected prior to use and, if defective, tagged out of service. Manufacturer’s warning labels on all equipment will not be removed, painted over or defaced.

Emergency medical response will be available on every job site either by an emergency rescue service within reasonable distance, by time, or an assigned emergency responder.

Safety requires not only that each person understand and perform individual tasks in a safe manner, but also that each individual is aware of his surroundings and is actively involved in the safety of others.

This Policy Statement will be conspicuously posted.

Scott Lisenby

Safety Director

AngelTrax

Policy Statement

**Drugs, Alcohol and Other Prohibited Behaviors Prohibited Behaviors:**

The use, bringing onto company property or job site, possession, concealment, transportation, promotion or sale of the following substances or items by any employee as well as our subcontractors and their employees of the below items:

1. Illegal drugs, unauthorized controlled substances, look-a-likes, designer, synthetic or any other drug which may affect an employee's motor functions or alter a person's perception working
2. Prescription drugs/over the counter medication except under the following conditions:
   1. The employee shall inform his supervisor prior to using any prescription drug or over the counter medication and receive written permission to possess such drug while working on the job.
   2. The prescription vial shall be labeled by the dispensing pharmacy and the label shall show the employees name, physician, prescription number, date the prescription was filled and the dosage rate. Prescriptions more than 30 days old will not be allowed.
   3. The over the counter medication will be in its original package or container.
   4. The employee may only possess enough medication for his normal shift.
3. Alcoholic beverages.
4. Firearms, weapons, explosives, and ammunition.
5. Unauthorized items such as stolen property or drug paraphernalia.

As a means of enforcement, to the extent allowed by law, all employees will be subject to searches and inspections of their person, vehicle and personal effects for the presence the above prohibited items.

Drug Free Work Place Policy:

Because the type of work we perform can result in serious injury if employees are not capable of focusing not only on their job task, but their surroundings, and others with whom they work, it is our policy to hire only persons free from any evidence of illegal use of controlled substances or other drugs including alcohol.

The involvement in the illegal manufacture, distribution, dispensing, possession or use of a controlled substance or other drug on company property or while performing company business will result in termination of employment.

While Drug-Free Workplace Act of 1988 does not apply to all employers, it does apply to employers who have received a Federal contract worth

$100,000.00 or more. Essentially, every state has some sort of incentive to have a drug free workplace, i.e., reduced workers compensation rates. We will comply with our state drug testing laws.

All supervisors will receive a minimum of 2 hours training in substance abuse detection.

Drug Testing:

Drug testing will be performed by certified laboratories and all results will be confidential.

Any analysis of specimens utilized to evaluate whether evidence of illegal controlled substance or other drug use exists will be confidential and remain confidential.

All initial drug tests will be paid for by our company.

Failure to pass an initial drug test will not be considered conclusive evidence of drug miss-use. A second test will be administered to ensure that a false reading has not occurred.

Further, all positive tests will be reviewed by a Medical Review Officer and the employee may consult with this officer before the results are provided to us.

The following five classes of drugs will be tested for:

* 1. marijuana
  2. cocaine
  3. amphetamines
  4. opiates
  5. phencyclidine (PCP

When Tests Are Administered:

Job Application: All applicants for full or part-time employment must submit to a “job applicant” drug test. Refusal to participate in the drug test in the manner required, or a positive confirmed drug test result indicating the illegal use of a controlled substance or other drug will be a basis for rejecting the applicant.

Fitness for Duty: consistent with applicable law or regulations, an employee must submit to a drug test conducted as part of a routinely

scheduled employee fitness-for-duty medical examination. Additionally, this test will be given there is a concern that an employee is incapable of performing his or her assigned duties.

Reasonable Suspicion: an employee must submit to drug testing when there is a belief drawn from specific objective and articulable facts and reasonable inferences that the employee is illegally using or has illegally used a controlled substance or other drugs. This will only be required upon the recommendation of a supervisor who has had training in this type of detection.

Random or periodic: conducted, as permitted by statute or regulation. These tests will be without cause, suspicion, detectable performance problems, or the occurrence of an accident, incident or safety violation.

**Note: Laboratory Testing:**

**The selected laboratory will perform substance testing on blood or urine specimens in accordance with standards set forth by the National Institute for Drug Abuse. Employees may be asked by collection site personnel to indicate whether there is the potential that they will test positive for prescription or other substances. A consent form and information sheet will be provided. If the employee fails to provide an acceptable urine specimen, one of the following steps will be taken:**

1. **the employee’s stay will be extended at the designated collection site, if feasible, until an acceptable specimen can be collected.**
2. **the test may be rescheduled due to unusual circumstances, i.e. post- operative situations.**
3. **the employee will be disciplined up to and including termination on the first offense for failing to cooperate or refusing to provide an acceptable specimen.**

**All positive urine specimen test results for employees on active status will be confirmed by standard laboratory procedures, generally gas chromatography/mass spectrometry (GC/MS), using a portion of the same specimen. In case of testing by means other than urine (i.e. breath or other samples), reliable laboratory or instrument testing procedures will be followed.**

**Note: Non-Lab Testing:**

**A visual one-step panel immunoassay for the simultaneous, qualitative detection of multiple drugs and metabolites in human urine may be used for the purpose of administering Random, Post Accident and For Cause drug screens in the field.**

1. **In the event of a positive reading, the specimen will be sealed and a chain of custody form will be completed and it will be sent to a NIDA certified lab for GC/MS analysis.**
2. **If the additional test results are positive, or if the employee fails or refuses execute the Chain of Custody forms as directed, termination will result.**
3. **If the additional drug screen results are negative, the employee will be returned to work and compensated for time lost from the job.**

Enforcement:

No search, inspection or drug test will be conducted without written consent. However, any employee who refuses to provide such written consent and fully cooperate with our policies will be subject to disciplinary action up to and including discharge from employment.

Under certain circumstances, disciplinary action may include a mandatory referral to and enrollment in an approved rehabilitation program at the employee's expense. This action may also require an indefinite suspension of regular employment.

An employee's job is not in jeopardy by reason of his voluntary admission to having a substance problem and request for help and referral to an approved rehabilitation program, provided there has been no prior violation of this policy, and the employee has not previously been through rehabilitation while employed with the company, and provided that **such request is made prior to, and well in advance of, any consideration of being tested under the provisions of this policy.** The cost of this rehabilitation will be at the employee's expense. The employee will be placed on a one time administrative leave, without pay, for no longer than 30 calendar days. Employees participating in this rehabilitation program will be subject to follow-up or "maintenance" testing for a 5-year period.

If the final result of a "random", "for cause", "post-accident" or "maintenance" drug screening is positive, the employee will be terminated from employment, and he may not then request rehabilitation. No terminated employee can be reconsidered for reemployment sooner than six (6) months following termination.

Any terminated employee who is subsequently rehired and later fails another drug screen will no longer be eligible to be reconsidered for employment under any circumstances.

Client Requirement:

In the event that our client has more stringent Drug Testing Guidelines, we will follow their guidelines when working for them.

Training:

Training will be provided to all employees using the attached reference materials:

[Making Your Workplace Drug-Free](http://download.ncadi.samhsa.gov/Prevline/pdfs/SMA07-4230.pdf) Division of Workplace Programs

Center for Substance Abuser Prevention

Substance Abuse and Mental Health Services Administrations

Scott Lisenby

Safety Director

AngelTrax

**Policy Statement**

**Protection of the Environment & Social Responsibility**

ISO 26000:2010, *Guidance on Social Responsibility*, may be purchased by clicking the following link, [**Click Here**](http://www.iso.org/iso/iso_catalogue/catalogue_tc/catalogue_detail.htm?csnumber=42546)

We agree that sustainable development is important and that we should go beyond what is required by legal compliance and do what is good for the earth. It should be noted that ISO 26000:2010 not a standard or regulatory requirement, but rather a guide for doing corporate good.

It is our policy to be good corporate citizens and, to the best of our ability, protect the environment.

Specific actions we will take to protect the environment:

1. Reduction of greenhouse gases:
   1. Where possible, we will use low-emission technology such as purchasing more efficient vehicles, trucks, and machinery powered by diesel or gasoline engines.
   2. Employees are encouraged to carpool.
   3. Reduce vehicle use by pre-planning trips to reduce the miles driven.
   4. Utilizing renewable energy, where feasible.
2. Purchasing:
   1. Before purchasing products, strong consideration will be given to products that minimally impact the environment such as items made of recycled, renewable, material, items that are rated as energy efficient, etc..
3. Maintenance and Usage:
   1. Vehicles and equipment will be kept in good condition with up-to- date preventative maintenance.
   2. Employees will be instructed to not leave vehicles and equipment unnecessarily idling.
   3. When possible, the most efficient vehicles and equipment will be used.
4. Care of Local Animal, Plant Population or Habitat:
   1. Care will be taken to not disturb the local animal, plant population or habitat. This will be accomplished by reducing the noise, dust and vibrations to the lowest level possible and replacing and/or

restoring damaged plant populations or habitats to the original condition before construction and/or work took place.

1. Efficient Material Management System:
   1. Care will be taken to order **exactly** the materials needed for a particular job as opposed to ordering **about** what is needed.
   2. After completion of a job, materials that can be reused will be reused instead of being thrown away. All waste materials that can be recycled or salvaged will be recycled or salvaged.
2. Energy Conservation:
   1. Equipment not in use will be shut down.
   2. Energy efficient light bulbs will be used.
   3. When purchasing new equipment, the consideration will be given to items utilizing new energy efficient technology that have the ENERGY STAR mark.
3. Water Conservation:
   1. Leaks on hoses, pipes, faucets or equipment will be repaired.
   2. Use of a broom, or at least a mop and bucket, for cleaning purposes rather than just running water through a hose for cleaning purposes.
4. Employee Education:
   1. Employees will receive informational training on conservation and be encouraged to do their part as citizens to take care of their environment and make the earth a better place to live. Training will be taught by competent persons utilizing ISO 26000:2010 and/or other appropriate training materials.

We are committed to preservation of our environment and will, to the best of our ability, prevent pollution, limit energy consumption, reduce waste, properly dispose of waste in a responsible manner and in compliance with local, state, and federal laws, use chemical products that are not harmful to the environment, use recycled products when possible, keep our employees informed of environmental issues, and, when possible, involve our suppliers and the contractors with whom we work in environmental awareness.

This Policy Statement will be conspicuously posted.

Scott Lisenby

Safety Director

AngelTrax

**Policy Statement Harassment and Discrimination**

Harassment is a form of discrimination that is offensive, impairs morale,

undermines the integrity of employment relationships and causes serious harm to the productivity, efficiency and stability of our organization.

All employees have a right to work in an environment free from discrimination and harassing conduct, including sexual harassment. Harassment on the basis of an employee's **race, color, creed, ancestry, national origin, age (40 and over), disability, sex, arrest or conviction record, marital status, sexual orientation, membership in the military reserve or use or nonuse of lawful products away from work is expressly prohibited under this policy**. Harassment on any of these bases is also illegal under federal law.

This Policy Statement will be conspicuously posted. Additionally, this policy will be explained to all new employees during orientation.

Definitions

In general, harassment means persistent and unwelcome conduct or actions on any of the bases underlined above. Sexual harassment is one type of harassment and includes unwelcome sexual advances, unwelcome physical contact of a sexual nature or unwelcome verbal or physical conduct of a sexual nature.

Recognizing Harassment

Harassment may be subtle, manipulative and is not always evident. It does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome and is personally offensive. All forms of gender harassment are covered. Men can be sexually harassed; men can harass men; Women can harass other women. Offenders can be managers, supervisors, or co-workers.

Grievance Procedure

Any employee who believes he or she is being harassed, or any employee, who becomes aware of harassment, should promptly notify his or her supervisor. If the employee believes that the supervisor is the harasser, the supervisor's supervisor should be notified. If an employee is uncomfortable discussing harassment with his or her supervisor, the employee should contact our Safety Director.

Upon notification of a harassment complaint, a confidential and impartial investigation will be promptly commenced and will include direct interviews with involved parties and where necessary with employees who may be witnesses or have knowledge of matters relating to the complaint. The parties of the complaint will be notified of the findings and their options.

Non-retaliation

This policy also expressly prohibits retaliation of any kind against any employee bringing a complaint or assisting in the investigation of a complaint. Such employees may not be adversely affected in any manner related to their employment. Retaliation is also illegal under federal law.

Disciplinary Action

Harassment and retaliation are among the most serious breaches of work place behavior. Consequently, appropriate disciplinary or corrective action, ranging from a warning to termination, can be expected.

Scott Lisenby

Safety Director

AngelTrax

Safety Program Overview

This IIP program has been developed to address our specific safety concerns and to provide guidance for the performance of individual job tasks within the framework of appropriate federal, state and local standards.

Safety demands a commitment from all personnel within our organization. As a contractor, we have an obligation to ensure that all our employees, as well as subcontractors within our area of responsibility, are afforded the protection of an appropriate safety & health program.

This program contains policies and procedures to deal with common work- place hazards, specific job related hazards, and potential hazards that may arise.

Hazard assessment, job task safety analysis, frequent and regular inspections, project pre-planning, and engineering controls, where feasible, will be the preferred method of providing a safe workplace. Both our employees as well as our subcontractors must be actively involved in the hazard analysis process. Hazards that remain will be minimized or eliminated through training which provides our employees the ability to recognize workplace hazards and understand the proper procedural and/or personal protective equipment requirements.

Each employee is encouraged to contact their supervisor immediately should a safety or health risk exist so that corrective action may be taken to eliminate the hazard entirely or deal with the hazard in a safe manner through modified work procedures, PPE, and/or other appropriate action.

On all job sites, at least one person will be designated a **“competent person”** by virtue of experience or training. This person will have the ability to identify work related hazards, know the corrective procedures, and have the responsibility, ability and authority to stop work if the workplace cannot be made safe.

The Safety Director or a designated competent person will make routine and random job site inspections to both identify new hazards and to monitor the effectiveness of our safety & health program.

In the final analysis, the success of our safety effort depends on all employees from senior management to the newest hire demonstrating a commitment to safety by working in a safe manner. Safe job performance is how our safety effort is ultimately measured.

For ease of use, this safety program has been divided into four broad categories. These are:

SECTION I

General safety policies and procedures

SECTION II

Job Specific - Equipment Specific Safety Procedures

SECTION III

Specific compliance programs with appropriate forms

Job Site Forms

SECTION IV

Training documentation

APPENDIX A

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## SECTION I

GENERAL SAFETY POLICIES AND PROCEDURES

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SAFETY PROGRAM SECTION I

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Standards:

**29 CFR 1926.16,** [***Rules of Construction***](http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&amp;p_id=10605)

**29 CFR 1926.20,** [***General Safety and Health Provisions***](http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&amp;p_id=10606)

**29 CFR 1926.21,** [***Safety Training and Education***](http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&amp;p_id=10607)

**29 CFR 1926.34,** [***Means of Egress***](http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&amp;p_id=10620)

**29 CFR 1926.35,** [***Employee Emergency Action Plans***](http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&amp;p_id=10621)

**PART 1904,** [***Recording and Reporting Occupational Injuries and Illnesses***](http://www.osha.gov/pls/oshaweb/owastand.display_standard_group?p_toc_level=1&amp;p_part_number=1904)

GENERAL SAFETY POLICIES AND PROCEDURES ACCIDENT/INJURY PREVENTION

Our safety program is designed so that neither our employees nor our subcontractors work in conditions that are unsanitary, hazardous, or dangerous to their health or safety.

One lax moment in terms of safety may result in a lifetime of needless pain and suffering. Disregarding safety standards may even be fatal. While an accident may happen in an instant, the consequences may last for years.

Accident prevention requires a commitment from all personnel within our company to actively participate in our safety program. All personnel should be aware of job site hazards and follow procedures to eliminate these hazards by proper work methods, use of personal protective equipment, and proper use of tools and equipment. All persons are encouraged to ask questions and make positive suggestions for safety improvement.

Competent persons will be designated to provide job site expertise as well as regular inspections of equipment, materials, and procedures.

Competent persons will have the authority to stop work if a safety hazard is identified and it cannot be corrected immediately.

All machinery, tools, materials and equipment deemed unsafe will be taken out of service by physically removing, tagging, or locking controls to render them inoperable.

Only persons qualified by training or experience will be allowed to operate equipment or machinery.

All tools and items of equipment will be used for the purpose for which they were designed. For example, a wrench is not a hammer; a ladder is not a horizontal plank; a fire extinguisher is not a cooler!

Never take chances or attempt any job without being aware of the proper procedures, the potential safety hazards, and the methods to reduce or eliminate risk.

SAFETY PROGRAM ADMINISTRATOR

Our Safety Director will administer this safety program and has overall responsibility for the implementation of this program. The safety director will ensure each employee has appropriate safety training for the tasks to be performed.

Additionally, duties of this position include:

1. The actual training of personnel.
2. maintenance of training records.
3. random inspections to verify adherence to safety rules and policies.
4. completion of specific tasks identified within our OSHA compliance programs found in Section III of this safety program.

Our Safety Program Administrator is:

Flash Howard

The duties of this position may be delegated to other personnel who are competent persons by virtue of training or experience.

The responsibilities of this position may not be further delegated.

TRAINING

All employees, prior to assignment to perform any work, will demonstrate to the Safety Director, or other competent person, the ability to perform the tasks safely. Additionally, all employees will be provided employee handbooks and indicate with their signature that they understand our general safety and health work practices.

To the extent possible, training will be interactive, and will include, as appropriate, formal instruction, scheduled safety meetings, on-line training, on-the job training, and written instructions. Safety information will also be posted on our job site bulletin board. All personnel will have ready access to our safety program as well as employee handbooks.

All training will be documented using our Training Certification Form and our Retraining Certification Form. These records will be maintained by the Safety Director and include the employee’s name, date of training, types of training, and the name of the competent training provider.

HAZARD ASSESSMENT

Prior to work on any project, as well as the introduction of new substances, procedures or processes, a hazard assessment will be made by the Safety Director, or authorized representative, to identify and evaluate these possible workplace hazards. Employees will be informed, before performing work, of any special precautions or changes in procedures that must be taken to negate these hazards.

Daily job site inspections will be conducted using our job site inspections forms to identify not only lack of safety compliance, but the introduction of new safety hazards that must be addressed. Copies of these job site inspection forms will be maintained in the Safety Director’s office.

Additionally, the Safety Director or a designated competent person will make routine and random job site inspections to both identify new hazards and to monitor the effectiveness of our safety & health program.

While all hazards identified by inspection (or other means) will be corrected in the order of their severity [the most serious corrected first], all hazards will be eliminated before work proceeds.

EMPLOYEE EVALUATION

Our safety program establishes policies and procedures for our employees to enable them to work in a safe manner. Our goal is to provide a workplace that is free from recognized hazards and have a workforce that is capable of performing their individual job tasks safely.

The primary tool used to evaluate employee safety performance is regular and frequent – documented - job site inspections using our job site checklists as a guide.

The second tool is our regularly scheduled – documented - safety meetings which, by design, are interactive allowing the instructor to ask and answer questions and get a solid feel for employee interest and knowledge of the safety topic being discussed.

The third tool is our enforcement program. Not only are all lapses of safety compliance documented on our job site checklists, they are also documented on our enforcement forms.

Using these three evaluation tools, the Safety Director will be able to identify not only those employees who are knowledgeable and competent in their safety performance, but also those employees who need extra training, extra supervision, and/or extra disciplinary action.

Using the above tools, the Safety Director, on a monthly basis, will review and evaluate employee performance and, if necessary, take action to ensure that employees do not put themselves, or those they work with, at risk.

EMPLOYEE INVOLVEMENT

All employees are encouraged to participate actively in our safety & health program. Do not hesitate to point out perceived safety deficiencies to your supervisor or the competent person -- you may prevent an injury to yourself or a fellow worker. With the goal of providing a safer worksite for all of us, employee suggestions for improving safety management are welcomed and encouraged. Never perform any task on which you are not confident in your understanding of the safety procedures. If in doubt, ask your immediate supervisor for guidance.

It is expected that all employees will abide by our safety rules and guidelines [as well as applicable local, state, and federal standards] not only to protect themselves, but also to protect their fellow workers from harm. Should a safety violation occur, the violation will be documented by the employee’s immediate supervisor and the provisions of our enforcement program will be implemented.

Employees are reminded that they are encouraged, without fear of reprisal, to anonymously report safety hazards or concerns. This may be done by telephone to the Safety Director or by leaving a sealed envelope containing the concern on the Safety Director’s desk.

SUPERVISOR RESPONSIBILITIES

Supervisors are responsible for implementing and maintaining the provisions of this Safety Program with their area of responsibility. They are to perform periodic assessments either for each phase of work on a designated schedule. A copy of this Safety Program is available to each supervisor as well as their employees.

SUBCONTRACTOR INVOLVEMENT

It is our responsibility to review the safety efforts made by subcontractors who may be working with us.

Prior to initiation of work on multi-subcontractor job sites, a meeting will be held to apprise all subcontractors of the protective measures we have determined to be appropriate. Input and suggestions from subcontractors will be solicited. Attention will be given to hazards one subcontractor may create and the measures they will take to prevent other subcontractors from these exposures. One measure that will always be taken is the sharing of appropriate Material Safety Data Sheet information.

HOUSEKEEPING

Employees are to maintain a neat and orderly work area *as far as practical*. Housekeeping and general cleanliness have a direct effect on safety and health. Proper housekeeping can prevent slips and falls, allow easy egress in the event of an emergency, prevent falling object injuries, and enhance fire safety. Below listed are general housekeeping rules:

* 1. walking/working surfaces shall be kept clean and dry.
  2. do not allow construction debris to accumulate.
  3. stored materials will be neatly stacked at the job site.
  4. containers, when not in use, will be sealed.
  5. no objects will be left unattended on stairways.
  6. entrances and exits will be properly marked and not blocked.
  7. tools shall be properly cleaned and put away after use.

EMERGENCY ACTION PLAN

**Note: When working at another contractor’s facility, our company would fall under the provisions of their emergency action plan and a copy of their plan would be posted at our job site.**

Events may occur which dictate the evacuation of the facility such as fire, severe inclement weather, power failure, etc. Additionally events may occur which dictate the need for emergency medical responders. These sets of events fall under our Emergency Action Plan and a multitude of objectives must be met.

The first and foremost objective is the safety of all our personnel. To achieve this level of safety, our plan is designed to get personnel away from danger, treat injury, and provide for a thorough and accurate accounting of all employees.

There may well be situations where certain employees, trained in first aid and/or firefighting procedures, may prevent a small emergency situation from becoming a major disaster. In these types of situations, these employees, identified in this plan, will remain on the job site to perform the function for which they are trained provided they may perform these duties, in their judgment, in a safe manner. At no time will any employee put himself/herself at risk.

All personnel will receive training on our emergency action plan during initial safety training as well as when our plan changes or the employee’s responsibilities change.

A copy of this plan will be posted at the job site and, like all safety materials, is readily available for review. Because all personnel have received training in this plan and because it is posted on the job site, it will not be communicated orally regardless of the number of employee present.

If appropriate, on a job site, this emergency action plan will posted with our emergency escape route diagram and emergency telephone numbers.

When working at a client’s facility, our personnel will fall under the provisions of their emergency action plan.

All exits will be identified with a sign having the word "EXIT" plainly legible. Exit signs will be suitably illuminated. Doors, passageways, stairs, etc., which appear to be an exit but are not shall be identified by a sign that reads, for example: "Not an Exit".

Aisles and passageways shall be kept clear to provide a direct, easy egress from our facility.

It is important that the actual implementation of this plan be simple, direct, and carried out without confusion. Each employee must know how to alert others, how to call for assistance, the location of fire extinguishers, the escape route, the rendezvous point (being accounted for so that others do not put themselves at risk looking for a person who has already reached safety), and specific tasks that may be required of specific personnel during emergency procedures.

A copy of 29 CFR 1926.35, Employee Emergency Action Plans is readily available for review in our Safety Program.

Additionally, any employee who needs or wants more information on our Emergency Action Plan or their specific duties may contact the below person:

Program Administrator:

Phone Number:

Flash Howard 334-692-4600

The following are standard operating procedures: CALLING FOR EMERGENCY MEDICAL RESPONSE:

Should an injury occur that requires an emergency medical responder, the below listed actions will be taken in order given:

1. Call the emergency response number posted adjacent to this plan.
2. Call the Administrative Office at: .
   1. Help will immediately be sent and a person will be designated to direct the emergency responders to the injured person.
   2. If appropriate, Material Safety Data Sheets will be provided the emergency responders.
3. Provide any medical assistance you are trained and certified to do. Do not provide any medical assistance you are not trained to do.
4. The communication system to be used to ensure proper equipment for transportation of the injured person to a physician or hospital is calling on a cell phone posted emergency phone numbers.
5. If an employee must go to a medical facility for treatment, a member of management will accompany him/her.

ASSIGNED FIRST AID PROVIDERS:

NAME

[Note: If none, enter "None".]

REPORTING A FIRE OR OTHER EMERGENCY:

The phone number of the local fire department shall be posted with other emergency numbers.

If a fire should occur, all personnel and the local fire department will be notified. As in all emergency situations, per the American Trauma Society, people calling the fire department should:

* 1. Remain calm.
  2. Speak clearly and slowly.
  3. Give the exact location.
  4. Describe the situation.
  5. Give the phone number from where you are calling.
  6. Do not hang up until told to do so.

FACILITY EVACUATION PLAN:

**(FIRE/EXPLOSION/SEVERE WEATHER/MECHANICAL FAILURE, ETC.)**

THE ORDER TO EVACUATE IS GIVEN BY:

**(Example: Fire Bell; Three (3) Blasts of an Air Horn; Public Announcement, etc.) (Note: A distinctive signal will be identified for each type of emergency notification)**

TO ALERT OTHERS:

**(Example: Activate alarm; notify main office, Ext No:, etc.)**

LOCATION OF FIRE EXTINGUISHERS, NEAREST LISTED FIRST:

(Type) (Location)

(Type) (Location)

(Type) (Location)

RENDEZVOUS POINT:

**(Example: Parking lot; by dumpster, etc.)**

SPECIFIC HAZARDS TO BE AWARE OF:

**(Example: List nearby hazardous chemicals. If none, enter "none")**

EVACUATION ROUTE:

Map or schematic drawing of route will be posted.

ROSTER OF PERSONNEL WITH SPECIFIC DUTIES DURING AN EVACUATION

NAME TITLE DUTIES

**Note: Examples of specific duties: De-energizing certain equipment or machinery; accounting for personnel at rendezvous point; manning fire extinguishers; directing emergency responders; on alert for First Aid delivery; rescue team member; etc. If none, enter: "None".**

EMERGENCY RESCUE/MEDICAL DUTIES:

Our employees are not to perform emergency rescue or emergency medical duties. These duties will be performed by personnel with expertise in these areas.

TRAINING:

Training and/or review of our emergency action plan will be accomplished upon initial assignment to a job, when an employee’s responsibilities under the plan change, and when the plan, itself, is changed.

Additionally, certain persons will be given additional training in the safe and orderly evacuations of other employees. These persons will be essentially “competent persons” as their duties relate to the emergency action plan.

All employees must know how to safely get away from danger and to be properly accounted for.

FIRE PREVENTION PLAN

Fire Prevention deals not with handling a fire emergency, but rather preventing a fire in the first place.

To reduce the likelihood of a fire, personnel are to adhere to the following rules:

* + 1. Smoking is allowed only in designated areas and smoking materials will be totally extinguished and placed in the appropriate receptacles.
    2. All chemical products will be handled and stored in accordance with the procedures noted on their individual MSDS.
    3. Heat producing equipment will be properly maintained and operated per the manufacturer’s instructions to prevent accidental ignition of combustible materials.
    4. Precautions will be taken when working with an open flame (such as welding) and those areas will be made fire safe by removing or protecting combustibles from ignition.
    5. Combustible liquids must be stored in approved containers.
    6. Chemical spills must be cleaned up immediately. This is particularly important for combustible and reactive liquids. Damaged chemical containers and cleanup materials must be properly disposed.

[Note: Exercise care! Information on appropriate personal protective equipment; proper disposal; proper cleanup procedures; required ventilation, etc. is found on the product’s MSDS.]

* + 1. Combustible liquids and trash must be segregated and kept from ignition sources.
    2. Keep clear access to fire hydrants as well as portable fire extinguishers.
    3. Personnel will be notified by their Supervisor or the competent person of any unusual fire hazard conditions existing on a job site.
    4. Good housekeeping, good housekeeping!

PORTABLE FIRE EXTINGUISHERS

[**29 CFR 1926.150 Fire protection.**](http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&amp;p_id=10671)

All personnel will receive instruction on portable fire extinguishers to include general principles of use, the hazards involved in the incipient state of fire fighting, inspection, maintenance, and location. This training will be given prior to initial job assignment and, at least, annually thereafter.

* + - 1. Fire extinguishers will be visually inspected monthly for general condition and adequate charge. They will be serviced and certified by qualified personnel at least annually.
      2. Portable fire extinguisher locations will be clearly identified and easily accessible.

Portable fire extinguishers will be distributed as indicated below:

on

|  |  |  |
| --- | --- | --- |
| CLASS  A | DISTRIBUTION  75 feet or less travel distance | NOTES  Use on wood, paper, trash. |
| "A" | between the employee and |  |
| a green triangle the extinguisher | | |
| B  "B" | 50 feet or less travel distance between hazard area and the | Use on flammable liquid, gas. |
| n a red square employee | | |
| C  "C" | Based on the appropriate pat- tern for the existing Class A or | Use on electrical fires. |
| n a blue circle Class B hazards | | |

o

o

D 75 feet or less travel distance Use on combustible metals. "D" between the combustible metal

on a yellow star working area and the extinguisher

or other containers of Class D extinguishing agent.

Appropriate portable fire extinguishers will be used, as noted above. Supervisors will ensure that at least one extinguisher is on each floor of a project near the stairway.

Using the wrong fire extinguisher on some fires can actually spread the fire. Using a Type A extinguisher on an electrical fire, for example, could cause serious injury. When a fire occurs, it is imperative to use the proper extinguisher.

FIRE PROTECTION

The phone number of the local fire department shall be posted with other emergency numbers.

If a fire should occur, all personnel and the local fire department will be notified. As in all emergency situations, per the American Trauma Society, people calling the fire department should:

1. Remain calm.
2. Speak clearly and slowly.
3. Give the exact location.
4. Describe the situation.
5. Give the phone number from where you are calling.
6. Do not hang up until told to do so.

FIRST AID & FIRST AID KITS

[**29 CFR 1926.50 Medical services and first aid.**](http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&amp;p_id=10622)

Should a medical emergency occur, other than minor scrapes and bruises, and it is serious enough to call for professional medical assistance, the job site supervisor will ensure the Emergency Response Numbers [physicians/ hospital/ambulance] are posted on the job site bulletin board and ensure the injured employee is safely and promptly, transported to professional medical care. The office will be notified as soon as the medical crisis is resolved. The job site supervisor will ensure that in areas where 911 is not available, the telephone numbers of physicians, hospitals, or ambulances are conspicuously posted.

Before workers are sent to a work site, arrangements will be put in place to transport injured or ill workers from the work site to the nearest health care facility. We will ensure that an ambulance service is readily available to the work site when travel conditions are normal. If an ambulance service is not

readily available to the work site, or if travel conditions are not normal, we will ensure that other transportation is available that:

1. is suitable, considering the distance to be travelled and the types of acute illnesses or injuries that may occur at the work site,
2. protects occupants from the weather,
3. has systems that allow the occupants to communicate with the health care facility to which the injured or ill worker is being taken, and
4. can accommodate a stretcher and an accompanying person if required.

Before the first aid providers arrive, to the extent possible, clear the way so they can reach the injured employee in the most direct way possible.

If our employees are working at a location that is more than 3 or 4 minutes from medical assistance, we will utilized designated first aid providers who are **trained and licensed in CPR/first aid** and have completed training as required by our bloodborne pathogen program. At least one (1) first aid provider will be on all job sites. Other employees will not expose themselves to blood or other bodily fluids of other employees at any time.

**Note: A second first aid provider per crew will be on site if required by the contractor for whom we are working.**

Per OSHA, first aid is limited to:

* 1. Using a non-prescription medication, such as aspirin, at non- prescription strength.
  2. Cleaning, flushing or soaking wounds on the surface of the skin;
  3. Using wound coverings such as bandages, Band-Aids™, gauze pads, etc.; or using butterfly bandages or Steri-Strips™.
  4. Using hot or cold therapy.
  5. Using any **non-rigid** means of support, such as elastic bandages, wraps, non-rigid back belts, etc..
  6. Using temporary immobilization devices while transporting an accident victim (e.g., splints, slings, neck collars, back boards, etc.).
  7. Drilling of a fingernail or toenail to relieve pressure, or draining fluid from a blister.
  8. Using eye patches.
  9. Removing foreign bodies from the eye using only irrigation or a cotton swab.
  10. Removing splinters or foreign material from areas other than the eye by irrigation, tweezers, cotton swabs or other simple means.
  11. Using finger guards.
  12. Using massages.
  13. Drinking fluids for relief of heat stress.

If an employee is injured and emergency responders have been called, stay calm and reassure the injured employee that help is coming.

Below is basic first aid for various common job site injuries. Mostly, it is what **not** to do.

MINOR BURNS

(Redness or blisters over a small area) Flush with cold water; apply a sterile dressing.

**Do not** use butter on any burn.

**Do not** break open blisters.

MAJOR BURNS

(White or charred skin; blisters and redness over a large area; burns on face, hands, or genital area)

Cover with sterile dressing and seek medical attention promptly.

**Do not** apply salves, ointments or anything else.

**Do not** break blisters.

CHEMICAL BURNS

(Spilled liquid or dry chemical on skin)

Liquid - Flush with large amounts of water immediately (keep water flow gentle).

Dry - Brush as much off as possible before flushing with water. After flushing at least 5 minutes, cover with sterile dressing.

Seek medical attention promptly.

**Do not** use anything but water on burned area.

**Do not** break open blisters.

EYE - FOREIGN OBJECT

(Object visible; feeling of something in the eye) Have patient pull upper eyelid over lower eyelid.

Run plain water over eye.

If object does not wash out, cover both eyes with a gauze dressing. Seek medical attention promptly.

**Do not** rub the eye.

EYE - WOUNDS

(Wound on eyelid or eyeball; pain; history of blow to eye area; discoloration)

Apply loose sterile dressing over both eyes. Seek medical help immediately.

For bruising, cold compress or ice pack may relieve pain and reduce swelling.

**Do not** try to remove any embedded object.

**Do not** apply pressure to eye.

EYE - CHEMICAL BURN

(Chemical splashed or spilled in eye)

Flush immediately with water over open eye for at least 10 minutes

(20 minutes if alkali). It may be necessary to hold patient's eyelid open.

**NOTE: In work situations where a possibility of eye (or body) exposure to corrosive materials exists, suitable facilities for quick-drenching or flushing will be provided in the immediate work area.**

Cover both eyes with sterile dressing. Seek medical help immediately.

**Do no**t put anything but water in eye.

HEAT EXHAUSTION

(Fatigue; weakness; profuse sweating; normal temperature; pale clammy skin; headache; cramps; vomiting; fainting)

Remove from hot area.

Have victim lay down and raise feet. Apply cool wet cloths.

Loosen or remove clothing.

Allow small sips of water if victim is not vomiting.

HEAT STROKE

(Dizziness; nausea; severe headache; hot dry skin; confusion; collapse; delirium; coma and death)

Call for immediate medical assistance. Remove victim from hot area.

Remove clothing. Have victim lay down.

Cool the body (shower, cool wet cloths)

**Do not** give stimulants.

When dealing with any injury, stay calm and never do anything unless you know what you are doing.

First Aid Kits:

The first aid kit containers will be weather proof. Their contents will be checked before being sent to a job site and at least weekly thereafter by the job site assigned first aid provider.

First aid kits are worthless if not readily accessible. Therefore, they will not be locked up on job sites. They will be kept with the job site assigned first aid provider.

First aid kits will be replenished as items are used. Sterile items will be individually wrapped and sealed and used only once. Other items such as tape or scissors can be reused and should be kept clean. In the absence of plentiful amounts of clean water, eye flush will be available.

The number of first aid kits to be found on the job site should be:

Number of Persons Assigned to Job Site Minimum First Aid Supplies 1 - 5 10 Package Kit

6 - 15 16 Package Kit

16 - 30 24 Package Kit

Basic minimum contents of a first aid, which will be checked by the job site supervisor before being sent out to a job and at least weekly, are individually sealed:

1 ea Absorbent compress, 32 sq. in. 16 ea Adhesive bandages, 1” X 3”

1 ea Adhesive tape, 5 yds.

10 ea Antiseptic, 0.14 fl. oz.

6 ea Burn treatment, 0.14 fl. oz. 2 pr Medical exam gloves

4 ea Sterile pads, 3” X 3”

1 ea Triangular bandage, 40” X 40 “ X 56”

Depending on the job site, first aid supplies will generally include: adhesive bandages, bandage compresses, scissors and tweezers, triangular bandages, antiseptic soap or pads, eye dressing, and other items that a consulting physician may recommend. The main purpose of a bandage, the most commonly used item in a first aid kit, is not really to stop the bleeding, but to keep the wound clean.

The three most important things dealing with first aid kits are:

1. They must be readily accessible.
2. They must be appropriate for the job site work involved.
3. Personnel must know how to use the contents of the first aid kits.

Individual items within the kit that must be sterile must be wrapped and sealed until their one-time use. Other items such as tape or scissors can be reused and should be kept clean.

The supplies consumed in first aid kits can actually be used as a safety tool. For example, if a kit constantly needs replacement of bandages which have been used for minor cuts, there is an obvious problem that the cuts are happening in the first place. Actual trends can be established and corrective procedures initiated such as protective gloves or handling practices.

Improper medical treatment can be more dangerous than no treatment at all.

ACCESS TO EMPLOYEE MEDICAL RECORDS & EXPOSURE RECORDS

[**1910.1020 - Access to employee exposure and medical records.**](http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&amp;p_id=10027)

All employee exposure records and medical records are under the control of our Safety Program Administrator.

**Exposure records** must be retained for 30 years.

**Medical records** must be retained for the duration of employment plus 30 years.

Our Safety Program Administrator is:

Flash Howard

An employee’s medical record means “a record concerning the health status of an employee which is made or maintained by a physician, nurse, or other health care personnel, or technician”.

This would include:

* 1. medical and employment questionnaires or histories (including job description and occupational exposures),
  2. the results of medical examinations (pre-employment, pre- assignment, periodic, or episodic) and laboratory tests (including chest and other X-ray examinations taken for the purpose of establishing a base-line or detecting occupational illnesses and all biological monitoring not defined as an "employee exposure record".
  3. medical opinions, diagnoses, progress notes, and recommendations.
  4. First aid records.
  5. descriptions of treatments and prescriptions.
  6. employee medical complaints.

**Note: An employee’s medical record does not include:**

1. **physical specimens (e.g., blood or urine samples) which are routinely discarded as a part of normal medical practice, or**
2. **records concerning health insurance claims if maintained separately from the employer's medical program and its records, and not accessible to the employer by employee name or other direct personal identifier (e.g., social security number, payroll number, etc.).**
3. **records created solely in preparation for litigation which are privileged from discovery under the applicable rules of procedure or evidence.**
4. **records concerning voluntary employee assistance programs (alcohol, drug abuse, or personal counseling programs) if maintained separately from the employer's medical program and its records.**

An employee’s employee **exposure record** means a record containing any of the following kinds of information:

* 1. environmental (workplace) monitoring or measuring of a toxic substance or harmful physical agent, including personal, area, grab, wipe, or other form of sampling, as well as related collection and analytical methodologies, calculations, and other background data relevant to interpretation of the results obtained.
  2. biological monitoring results which directly assess the absorption of a toxic substance or harmful physical agent by body systems (e.g., the level of a chemical in the blood, urine, breath, hair, fingernails, etc.) but not including results which assess the biological effect of a substance or agent or which assess an employee's use of alcohol or drugs.
  3. material safety data sheets indicating that the material may pose a hazard to human health.
  4. in the absence of the above, a chemical inventory or any other record which reveals where and when used and the identity (e.g., chemical, common, or trade name) of a toxic substance or harmful physical agent.
  5. Objective Data for Exemption from Requirement for Initial Monitoring.

Employee Information

Upon first entering into employment, and at least annually thereafter, each employee will be informed of the following:

1. The existence, location, and availability of any records covered by 29 CFR 1910.1020.
2. The person responsible for maintaining and providing access to records (the Safety Director).
3. the employee's rights of access to his/her records.
4. that a copy of 29 CFR 1910.1020 and its appendices will be maintained in the Safety Director’s office and made readily available upon request.

Informational materials concerning access to medical records received from or provided by the Assistant Secretary of Labor for Occupational Safety and Health will be distributed to all current employees.

Access to Records

Employees or their designated representatives will have access to their medical or exposure records within 15 working days of their request or, if this is not possible, the Safety Director will provide, within 15 working days, the reason for the delay and provide a best estimate of when the records will be available.

Copies of employee medical or exposure records will be provided in a reasonable time, place, and manner and **at no cost to the employee**.

Upon request, the Safety Director will provide access to representatives of the Assistant Secretary of Labor for Occupational Safety and Health employee exposure and medical records and to analyses using exposure or medical records.

Analysis Using Medical or Exposure Records

"Analysis using exposure or medical records" means any compilation of data or any statistical study based at least in part on information collected from individual employee exposure or medical records or information collected from health insurance claims records, provided that either the analysis has been reported to the employer or no further work is currently being done by the person responsible for preparing the analysis.

Before access is granted to an analysis using medical or exposure records, all personal identifiers must be removed that could reasonable directly identify the employee. Identifiers would include: name, SSN, address, etc.. Identifiers that could indirectly identify the employee will also be removed. These would include date of hire, sex, job title, etc..

Confidentiality

Nothing in the OSHA standards is intended to affect existing legal and ethical obligations concerning the maintenance and confidentiality of employee medical information, the duty to disclose information to a patient/employee or any other aspect of the medical-care relationship, or affect existing legal obligations concerning the protection of trade secret information.

Transfer of records

Should we cease to do business, the successor employer shall receive and retain all the above medical and exposure records.

Should we cease to do business and there is no successor employer to receive and retain the above medical and exposure records, they shall be transmitted to the Director of the National Institute for Occupational Safety and Health.

At the expiration of the retention period for the above medical records, we will notify the Director at least 3 months prior to the disposal of such records and shall transmit those records to the Director if he requests them within that period.

JOB HAZARD ANALYSIS

[**OSHA Booklet 3071 Job Hazard Analysis**](http://www.osha.gov/Publications/osha3071.pdf)

All employees and all subcontractors will read the above OSHA Booklet 3071, Job Hazard Analysis and use the information contained therein to complete our Job Task Safety Analysis Forms which are located with our job site forms within our project manuals.

Using the above referenced booklet and other training materials, employees and subcontractors will be trained in the hazard identification process.

The formal process to identify potential hazards is as follows:

1. A Certificate of Workplace Hazard Assessment will be prepared, signed and dated, by the PPE Program Administrator, indicating that a hazard assessment of our job sites and methods of operations has been accomplished. This hazard assessment will focus on the need for PPE which can not be eliminated through engineering or administrative controls.
2. Because they have insight to the hazards involved, employees and subcontractors who actually perform job tasks will be included in job hazard analysis.

3 A review will be made of previous accidents and injuries as well as “near-misses” to determine if existing hazard controls are adequate or need improvement.

1. In discussion with employees and subcontractors, ideas to eliminate hazards will be discussed and formalized for inclusion on our job task safety analysis form which follows this page.
2. Hazards associated with various tasks will be ranked and prioritized with the jobs that possess hazards that present unacceptable risks,

based on those most likely to occur and with the most severe consequences identified for first priority for analysis.

1. The job task safety analysis form will be completed for each task and, as a matter of course, hazard identification will be performed on all job tasks, both routine and non-routine, before actual work is performed. Hazard identification would be prepared for new processes, changes in operation, products or services, as applicable.

Through frequent and routine job site inspection, review of incidents [or lack thereof], and employee and subcontractor feedback, the above will insure that the identified hazards are mitigated. Should problems occur or a potential risk/hazard be discovered, work will stop until the job task hazard analysis form is adjusted to correct any deficiencies found.

The above review process will take place on all job tasks to ensure that new hazards were not created while eliminated others.

HAZARD IDENTIFICATION & RISK ASSESSMENT

If all employees and subcontractors followed established OSHA compliant procedures to accomplish their job tasks, the probability of an accident would be minimal and, should an accident/incident occur, the probability of severity would be minimal.

For example, if an employee were working above six feet from a lower level and had had training in fall protection including a) the need to know where fall protection is required b) selection of fall protection systems which are appropriate for given situations, c) construction and installation of safety systems, d) supervision and inspection of employees, e) implementation of safe work procedures (including, for example, area clear of debris, dry, firm walking/working surface, etc), and, f) training in selection, use, and maintenance of fall protection systems the probability of falling is minimal and if a fall started to occur, the guard rail system or the personal fall protection equipment would prevent contact with the lower level and the possibility of injury.

In spite of the above, a formal hazard identification and risk assessment process is in place to identify potential hazards. We will use area specific analysis/inspections utilizing JSA’s and JHA’s which are valid only if all employees as well as our subcontractors are actively involved in the process.

All employees and subcontractors must be actively involved in our formal hazardous identification process. All hazards identified will be reviewed by all employees concerned.

The hazard identification process will be used for routine and non-routine activities as well as new processes, changes in operation, products, or services as applicable.

Hazards will be classified and ranked based on severity of possible injury and probability that an accident will occur.

Our procedures are as follows:

The supervisor, working with employees and subcontractors who actually perform a task will use a worksheet for that task listing all components of the task. Working together, they will list all things that could go wrong resulting in an accident. Finally, specific steps will be developed to eliminate the probability of an accident. These steps will be transferred to our task analysis form which will be kept on the job site. An example is below:

Sample Individual Task Worksheet

|  |  |  |
| --- | --- | --- |
| **Task:: Accessing a roof using a fixed Ladder From Category Determination Matrix: LOW RISK** | | |
| **Job Steps** | **Hazards** | **Controls** |
| 1. **Getting ladder** 2. **Setting ladder against wall** 3. **Climbing ladder** 4. **Accessing roof** 5. **Reverse Process** | 1. **Hurt back lifting ladder** 2. **Defective ladder breaks** 3. **Ladder sinks into ground** 4. **Ladder falls over** 5. **Employee falls off ladder.** 6. **Hurting back** | **1..Use proper lifting techniques**   1. **Inspect ladder before use** 2. **Set ladder on firm, solid, level foundation** 3. **Tie-off ladder, extend 3’ above roof edge, ensure proper angle** 4. **Use 3-point climbing technique** 5. **Use proper lifting techniques** |

Severity Class:

1 = Catastrophic Death or long term hospitalization. 2 = Critical Requires short term hospitalization 3 = Marginal Clinic outpatient treatment

4 = Negligible First aid at job site and keep working

Probability of an Accident

1 = Frequent

2 = Likely

3 = Occasional

4 = Seldom

5 = Unlikely

See Sample Form Below:

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**Job Hazard Analysis (JHA)** D OF D

Activity/Work Task: I Overall Risk Assessment Code (RAC) (Use Highest Code) D

Project Location: **Risk Assessment Code (RAC) Matrix**

Contract Number: **Severity**

**Probability**

Occasional Seldom

Date Prepared:

Catastrophic **H H**

Prepared By: Critical

Marginal

Reviewed By:

Negligible **M**

Notes (Field Notes, Review Comments, etc.)

**Job Steps**

**Hazards**

**Step 1:**Review each **"Hazard"** with identified safety **"Controls"** and determine RAC (See Above)

**"Probability"** is the likelihood to cause an incident, near miss, or accident and identified as: Frequent, Likely, Occasional,Seldom,or Unlikely.

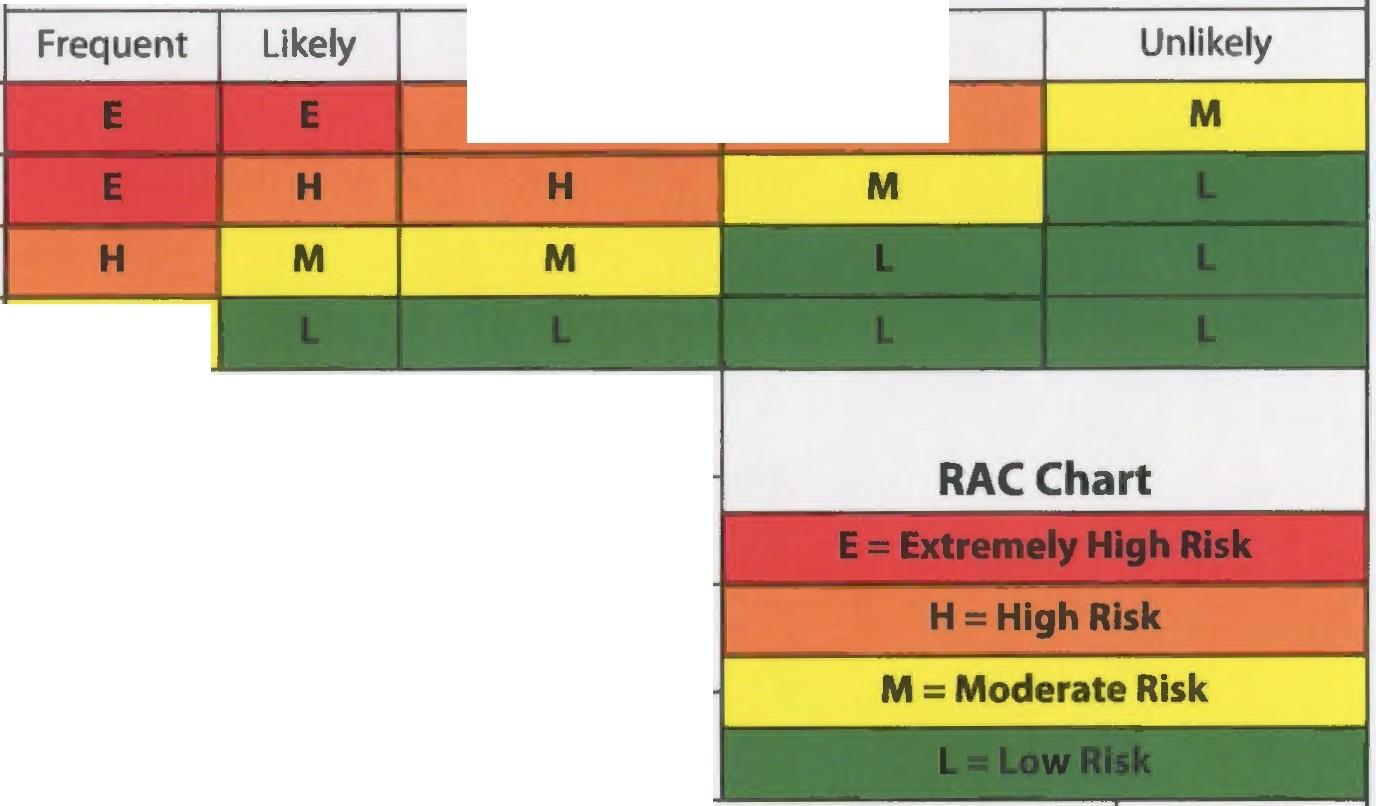
**"Severity"** is the outcome/degree if an incident, near miss, or accident did occur and identified as: Catastrophic, Critical,Marginal,or Negligible.

**"Step 2":**Identify the RAC (Probability/Severity) as E, H, M,or L for each

**"Hazard"** on JHA. Annotate the overall highest RAC at the top of JHA.

**Controls RAC**

**Equipment To Be Used**



**Training**

**Inspection Requirements**

The below is extracted from Appendix 1 to OSHA 3071 Job Hazard Analysis, Hazard Control Measures

The order of precedence and effectiveness of hazard control is as follows:

1. Engineering controls.
2. Administrative controls.
3. Personal protective equipment. Engineering controls include the following:

Elimination/minimization of the hazard -- Designing the facility, equipment, or process to remove the hazard, or substituting processes, equipment, materials, or other factors to lessen the hazard;

Enclosure of the hazard using enclosed cabs, enclosures for noisy equipment, or other means;

Isolation of the hazard with interlocks, machine guards, blast shields, welding curtains, or other means; and

Removal or redirection of the hazard such as with local and exhaust ventilation.

Administrative controls include the following:

Written operating procedures, work permits, and safe work practices;

Exposure time limitations (used most commonly to control temperature extremes and ergonomic hazards);

Monitoring the use of highly hazardous materials; Alarms, signs, and warnings;

Buddy system; and

Training.

Personal Protective Equipment -- such as respirators, hearing protection, protective clothing, safety glasses, and hardhats -- is acceptable as a control method in the following circumstances:

When engineering controls are not feasible or do not totally eliminate the hazard;

While engineering controls are being developed;

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When safe work practices do not provide sufficient additional protection; and

During emergencies when engineering controls may not be feasible.

Use of one hazard control method over another higher in the control precedence may be appropriate for providing interim protection until the hazard is abated permanently. In reality, if the hazard cannot be eliminated entirely, the adopted control measures will likely be a combination of all three items instituted simultaneously.

By dedicated assignment, appropriate documentation of completion, and implementation of controls, the above methods and procedures ensure identified hazards are addressed and mitigated.

All employees will be trained in the hazard identification process including the use and care of proper PPE.

Part of our review process of all identified hazards and the corrective measures to eliminate them will be a concentrated effort to ensure that the corrective measures **do not create hazards** in and of themselves. This review process will involve the Safety Director, supervisors, the employees, and subcontractors

Potable Water:

**SANITATION**

[**Sanitation. - 1926.51**](http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&amp;p_id=10624)

From a safety standpoint, you must not neglect your need for potable (drinkable) fluids. Water is not only the most abundant of all compounds found on the earth, it is the most abundant part of you -- actually about 65% of you is water.

On construction sites, exertion and heat dictate the need for plenty of water.

Potable water will be available on job sites. If portable containers are used, they will be clearly marked [Potable Water]; capable of being tightly closed; and equipped with a tap. These containers will be used for no other purpose than supplying drinking water. Non-reusable (single service) cups in a sanitary container will be provided drinking as well as a receptacle for disposing of used cups. Employees are reminded of their need for adequate amounts of water.

Non-Potable Water:

Outlets of non-potable water should be clearly identified as such, through appropriate signage, and non-potable water may never be used for drinking, washing, or cooking.

Toilets:

Toilets will be provided at construction sites according to the below table:

|  |  |
| --- | --- |
| **Number of Employees** | **Minimum Number of Facilities** |
| **20 or less** | **1** |
| **20 or more or more** | **1 toilet seat and 1 urinal per 40 workers** |
| **200 or more** | **1 toilet seat and 1 urinal per 50 workers** |

Toilet facilities would include, unless prohibited by local law:

1. Privies (where their use will not contaminate ground or surface water)
2. Chemical Toilets
3. Recirculating toilets
4. Combustion toilets

Washing Facilities:

Adequate washing facilities will be provided in near proximity to the worksite if employees are working with contaminants that may be harmful to their health such as paint, coatings, or other chemical products. Paper towels and cleansing agents will be provided.

Showers and change rooms will be dictated by specific standards dealing with specific toxic materials (i.e., lead; asbestos).

Eating and Drinking Areas:

No employee will be allowed to consume food or beverages in any area exposed to toxic material.

MANUAL LIFTING PROCEDURES & ERGONOMICS

Ergonomics is a word derived from the Greek word *érgon* which means work*.* Ergonomics involves the design of tools, personal protective equipment, machinery, and even physical layout to reduce the amount repetitive motion, lessen vibration, and to lessen the strain on the muscles and skeletal system of the body. Ergonomics also involves redesigning the way tasks are performed. Ergonomics, properly employed, makes work easier and results in fewer soft tissue injuries.

Prior to manual lifting, a hazard assessment will be performed using our hazard identification & risk assessment procedures.

This entails the supervisor, working with employees who actually will perform the lifting using a worksheet and listing all components of the task. Working together, they will list all things that could go wrong resulting in an accident or injury. Specific steps will be developed to eliminate the probability of an accident or injury. These steps will be transferred to our task analysis form which will be kept on the job site.

Things that could go wrong manually lifting an item could include, but not be limited to:

1. Item is too heavy.
2. Item is too bulky.
3. Item blocks line of sight.
4. Item can cut hands.
5. Surface is slippery.

The order of precedence and effectiveness of hazard control for manual lifting is as follows:

1. Engineering controls.
2. Administrative controls.
3. Personal protective equipment.

Supervisors will inspect and enforce the use of the above controls.

Engineering controls include the following use of mechanical devices such as:

1. Dollies.
2. Hand trucks.
3. Lift assist devices.
4. Jacks.
5. Carts.
6. Conveyors.
7. Lift tables.
8. Increasing the heat – muscles are less likely to cramp in warmer temperatures.

Administrative controls include the following use of mechanical devices such as:

1. Using two (2) persons to perform the lift.
2. Increasing the time between lifts.
3. Lifting training.

Personal Protective Equipment would include, but not be limited to:

1. Using gloves to address cuts, firm grip and warmth.
2. Appropriate steel toed footwear to address slips and items falling on feet
3. Eye protection to prevent items hitting eyes.
4. Back braces.

Ergonomics & Manual Lifting:

Correct Neutural Postures

Postures where the body is aligned and balanced while sitting or standing. The head is kept upright and is not turned to either side more than about 30 degrees or tilted forward or backward more than about 15 degrees.

When the worker is standing, the torso is not bent more than 10 to 20 degrees from the vertical position and the natural curves of the spine are maintained. The pelvis and shoulders should face straight ahead to avoid twisting the torso. The shoulders are relaxed and knees slightly bent. The arms hang normally at the side, with elbows close to the body. The elbows are not bent more than about 90 degrees and the palms face in toward each other and the center line of the body. The wrists are in line with the forearms and are not bent sideways, forward (towards the palm), or backward (towards the back of the hand.)

When lifting, every attempt should be made to not put stress on the body which is beyond the correct neutural posture.

Proper Lifting Techniques:

Musculoskeletal Injuries are often caused by the obvious -- putting excessive strain on the lower back by lifting an object that is too heavy or awkward, or by bending and/or twisting while lifting.

However, lifting injuries are also caused by less obvious reasons:

* 1. poor physical condition
  2. poor posture
  3. poor judgment (lifting, pulling, pushing an object that is obviously too heavy or awkward without seeking assistance or a mechanical lifting device.)

**NOTE: Where the use of lifting equipment is impractical, two man lifts must be performed.**

* 1. lack of exercise
  2. excessive body weight

Training will be given in proper lifting techniques. Below are lifting techniques that will reduce the likelihood of injury:

1. lift objects comfortably, not necessarily the quickest or easiest way.
2. lift, push, and pull with your legs, not your arms or back.
3. when changing direction while moving an object, turn with your feet, not by twisting at the waist.
4. avoid lifting higher than your shoulder height.
5. when standing while working, stand straight.
6. when walking, maintain an erect posture; wear slip-resistant, supportive shoes.
7. when carrying heavy objects, carry them close to the body and avoid carrying them in one hand.
8. when heavy or bulky objects need to be moved, obtain help or use a mechanical aid such as a dolly, hand truck, forklift, etc..
9. when stepping down from a height of more than eight inches, step down backwards, not forward.
10. Lift heavy objects close to the body -- avoid reaching out. The power zone for lifting is close to the body, between mid-thigh and mid-chest height. Comparable to the strike zone in baseball, this zone is where arms and back can lift the most with the least amount of effort.
11. lift gradually and smoothly. Avoid jerky motions.
12. maintain a clear line of vision.

Ergonomics & Other Job Site Tasks:

Repetitive wrist motions should not exceed 30° of flexion or extension. A wrist restraint can keep your wrist from exceeding 30° extension. Vibration can be reduced to a minimum be something as simple as proper gloves.

Soft tissue damage can be reduced by wearing proper footwear and not continually standing on hard work surfaces.

Investigation of Injuries:

The Safety Director will investigate all injuries caused by improper lifting and, as part of that investigation, incorporate those finding into work procedures to preclude a reoccurrence.

Injuries will be recorded and reported in compliance with 29 CFR 1904,

*Recording and Reporting Occupational Injuries and Illnesses.*

A concentrated effort will be made to ensure that the corrective measures

**do not create hazards** in and of themselves.

To prevent injuries in the first place, supervisors will periodically evaluate our manual lifting techniques to assess the potential for and prevention of injuries.

**As part of our risk assessment process, new operations will be evaluated to engineer our hazards before manual lifting is begun.**

**SLIPS, TRIPS & FALLS**

Slips, trips, and falls are among the most common job site accidents and they are easily preventable. Below are some of the causes of slips, trips, and falls:

1. running on the job site.
2. engaging in horseplay.
3. working off a ladder that is not firmly positioned.
4. carrying an object that blocks line of vision.
5. work boots not laced or buckled.
6. working off a scaffold without safety rails.
7. using ladders that have oil and grease on the rungs.
8. not using a handrail on steps.
9. messy work areas with debris strewn about.
10. not paying attention to what one is doing.

This list can go on and on, but all of the above are easily preventable by adherence to common safety procedures, common sense, and awareness of potential hazards on the job site.

DRUGS AND ALCOHOL

With the exception of over the counter drugs such as aspirin or drugs prescribed by a physician, there shall be no drugs or alcohol on any job site. Alcohol and drug abuse cause an unacceptable level of safety hazard not only for the offending employee, but for others in the vicinity. Those found to be under the influence of drugs and/or alcohol will be immediately removed from the job site by the competent person and further disciplinary action will be taken by the Safety Director.

Employees taking prescription medication that reduces motor skills should report this to their supervisor for appropriate work assignment.

Chemical dependency is a devastating problem for not only the employee, but also the employee's family and co-workers. For obvious safety reasons, it cannot be tolerated in the workplace. Those with such a problem should seek professional help. The Safety Director will assist any employee in finding appropriate treatment should they voluntarily come forward.

SMOKING

There shall be no smoking except in designated smoking areas. Under no circumstances will there be smoking during refueling of vehicles or within 50 feet of flammable materials.

INCIDENT INVESTIGATION AND REPORTING

Apparently simple accidents may actually be caused by many complex reasons. Example: a worker is using a claw hammer on a scaffold plank more than six feet above the ground. The hammer head breaks off, slides off the scaffold surface, and strikes a worker standing below who is not wearing a hard hat. Why did this accident happen? How can it be prevented? With just the facts presented, the fault would seem to rest with

the worker who was struck by the falling object. Accident investigation may reveal other contributing factors by answering questions like:

1. Were hard hats required on the project, were they available, and was this policy enforced by the supervisors?
2. Were precautions taken to prevent objects from falling from above, such toeboards?
3. Did the worker inspect his hammer before use? Was he driving nails

-- the job for which a claw hammer is designed -- or pounding metal beams?

1. Why was the worker directly under the scaffold? Was he authorized to be there? Had a control zone been established? What was he doing when he was hit?

After determining the cause of the above accident, steps can be taken to prevent a reoccurrence. Near-miss mishaps, events which result in no injury or damage, should be investigated because even though the outcomes are different, the causes are the same.

The main purpose of incident investigation is to prevent the same type of incident from reoccurring. An incident investigation will begin immediately after the medical crisis is resolved. The competent person/supervisor on the job site will complete an Incident Investigation Form as soon as feasible. The five questions that must be answered are: Who? What?

When? Where? and most importantly, Why did the accident happen?

If the accident is severe, all personnel are authorized to call 911 and/or access a first responder per our posted job site emergency phone lists.

All accidents, incidents, and near-miss incidents will be reported immediately to the supervisor who, in turn, will report this information to the Safety Director.

The Safety Director will ensure that the company for whom we are working is informed of the accident, incident, or near-miss incident as soon as feasible, but no later than 24 hours. Incidents would include, but not be limited to:

1. injuries
2. spills
3. property damage
4. fires
5. explosions
6. vehicle damage

Immediately after medical concerns are addressed, all accidents, incidents and near-miss incidents will be investigated.

Catastrophic Reporting Requirements:

Within eight (8) hours after the death of any employee from a work-related incident or the in-patient hospitalization of three (3) or more employees as a result of a work-related incident, either in person or by telephone, the OSHA Area Office nearest to the site of the incident will be notified. OSHA may be contracted for this purpose using a toll free telephone number:

1-800-321-6742.

Incident Investigation:

The Safety Director is responsible for investigating all incidents. An investigating team will be established and individual members will be given training in their individual responsibilities and incident investigation techniques prior to the occurrence of an incident.

Initial training will be given when assigned to the team and refresher training will be given as needed, but at least bi-annually.

Training will include:

1. Initial identification/assessment of evidence.

1 As appropriate, a listing of people, equipment, and materials involved and a recording of environmental factors such as weather, illumination, temperature, noise, ventilation, etc. will be gathered.

1. Collection, preservation, and security of evidence.
   1. Using notes, photographs, witness statements, flagging, and impounding of documents and equipment, evidence will be collected, preserved, and secured.
2. Collection of witness interviews and statements.
   1. The importance of gathering unbiased statements and the possible need for follow-up interviews will be emphasized.
3. Preparation, and preservation, of the written incident report.
   1. The written incident report will be prepared using the incident report form which would include a detailed narrative statement of the events leading to the incident. The format of the narrative report may include an introduction, methodology an and summary of the incident; the investigation board members names, narrative of the event, findings and recommendations. Photographs, witness statements, drawing, etc. would also be included.
4. Using investigative skills to identify corrective actions, assigning responsibilities for corrective actions, and tracking corrective actions to closure.

An investigative kit will be prepared that contains:

* 1. Incident Investigation Forms
  2. Witness Statement Forms
  3. Pens, paper, rulers
  4. Barricade tape
  5. Camera
  6. Small hand tools
  7. Marking devises such as flags
  8. Tape Recorder
  9. Equipment Manuals and Standards

Per our Bloodborne Pathogen Program, all first aid responders will be qualified and certified and First Aid and CPR.

Per our Emergency Action Plan, persons will be identified, in the event of a major emergency to perform certain tasks to ensure the safety of our personnel as well as the integrity of equipment, facilities, and materials to prevent further loss after immediate rescue has occurred. For example, maintenance personnel should be summoned to assess integrity of buildings and equipment, engineering personnel to evaluate the need for bracing of structures, and special requirements such as safe rendering of hazardous materials or explosives will be employed.

At the conclusion of any accident investigation, a meeting will be held with all team members to review the process and entertain suggestions for improvement. Training will include, but not be limited to, investigation procedures, preserving of evidence, taking appropriate photos of accident scenes, first responder actions and results, witness statements, and use of investigative supplies.

While all accidents must be investigated, the degree to which they are investigated must be commensurate with the level of severity of the incident using a root cause analysis process.

Root cause analysis, in the example on page 1, is a methodology for finding and correcting the most important reasons for the accident.

Utilizing scaffolding competent persons and other experts, the root cause may turn out to be lack of scaffold training with emphasis on scaffold erection. Had toeboards been installed, the accident would not have happened and, with enhanced training. future accidents could be avoided.

This answer is different than the obvious conclusion that the accident was caused by the hammer head breaking off and hitting the employee.

Accidents with a high degree of severity certainly need more investigative time and effort than, for example, a minor bruise.

After all is said and done, one of the main purposes of incident investigation is to prevent a reoccurrence particularly in the performance of similar type operations. It is important to communicate to all employees the lessons learned from an incident investigation and make sure they understand the existing or improved policies and/or procedures established as a result of the incident investigations.

POSTINGS

On every job site there will be a prominently displayed bulletin board or area for postings. Every employee must be aware of this policy. Certain postings are required as a matter of law in all cases and other postings are required depending on circumstances and types of work being done.

In all cases, the following must be posted to meet OSHA requirements:

1. OSHA Form 3165, [*It’s the law!*](http://www.osha.gov/Publications/osha3165.pdf).
2. During the period from 1 February through to April 30, OSHA Form 300A, *Summary of Work-Related Injuries and Illnesses*, must be posted for work-related injuries and illnesses which have occurred during the previous year.
3. Emergency phone numbers and site address for emergency response. If appropriate, the following must be posted:
4. OSHA citations.
5. Notice of informal hearing conference.
6. Names and location of assigned first aid providers.
7. Air or wipe sampling results.
8. Emergency action plan.

RECORDKEEPING: INJURIES & ILLNESSES

[***OSHA Forms 300; 300A & 301***](http://www.osha.gov/recordkeeping/new-osha300form1-1-04.pdf)

Injury and Illness Recordkeeping

As a matter of law, all employers with 11 or more employees **at any one time** in the previous year must maintain OSHA Form 300, *Log of Work- Related Injuries and Illnesses*, OSHA Form 301, *Injury and Illness Incident Report*, and OSHA Form 300A, *Summary of Work-Related Injuries and Illnesses*.

The OSHA Form 300A will be signed by a company official. This signature indicates that the company official is certifying that he/she has examined the OSHA 300 Log and reasonably believes, based on his/her knowledge of the process by which the information was recorded, that the annual summary is correct and complete.

The annual summary will be posted from no later than February 1st through April 30th for the records of the preceding year in a conspicuous place where notices to employees are customarily posted. The annual summary must not be altered, defaced, or covered by other material.

OSHA Forms 300 and 301 are used to record and classify occupational injuries and illnesses. These records would include injuries and illnesses that are: a) work related; b) a new case; and, c) meets one of more of the general recording criteria, see Items to be recorded on OSHA Forms 300, 300 A and 301, below.

The information on the OSHA Form 300 related to employee health and must be used in a manner that protects the confidentiality of the employees to the extent possible. Recordable injuries and illnesses must be entered on OSHA Forms 300 and 301 within seven (7) days of receiving information that a recordable injury or illness has occurred.

Retention of Forms:

OSHA Forms 300 and 301 and the annual summary [and the privacy case list, if one exists] will be retained for five years following the year to which they relate.

Items to be recorded on OSHA Forms 300, 300A and 301:

Work related injuries and illnesses and fatalities are to be recorded using the criteria found in Part 1904, *Recording and Reporting Occupational Injuries and Illnesses*.

Injuries and illnesses must be recorded if they result in death, days away from work, restricted work or transfer to another job, medical treatment beyond first aid, loss of consciousness, or if the injury or illness involves a significant injury diagnosed by a physician or licensed health care professional even if it does not meet the forgoing conditions.

NOTE: First aid (which is not reportable) is defined in 1904.7(b)(5)ii. Employee Involvement:

As a matter of policy, all work-related accidents and injuries are to be immediately reported to the competent person/supervisor on a job site who will complete an accident investigation form. This will be forwarded to the Safety Director who will extrapolate appropriate information for completion of the OSHA Form 300.

Catastrophic Reporting Requirements:

Within eight (8) hours after the death of any employee from a work-related incident or the in-patient hospitalization of three (3) or more employees as a result of a work-related incident, either in person or by telephone, the

OSHA Area Office nearest to the site of the incident will be notified. OSHA may be contracted for this purpose using a toll free telephone number:

1-800-321-6742.

Location of OSHA Forms 300 and 301:

As a general rule, the OSHA Forms 300 and 301 will be maintained in our main office. However, in the event that a project is to last more than one year, that job site will be considered a fixed establishment and maintain its own OSHA Forms 300 and 301.

INCIDENCE RATE

One indication of the success of our safety effort is our “incidence rate”. When bidding a job, our incidence rate could be a determining factor in a successful bid. The incidence rate is determined by the following formula:

N/EH X 200,000 where:

N = number of injuries and/or illnesses

EH = total hours worked by all employees during the calendar year.

200,000 = base for 100 full-time equivalent workers (working 40 hours per week, 50 weeks per year).

To find the “Lost Workday Injury Rate” (LWDI), the following formula is used: LWDI Rate = (# LWDI’s X 200,000)/# employee hours worked

# LWDI = sum of LWDI’s in reference years

# employee hours worked = sum of employee hours in reference years 200,000 = base for 100 full-time equivalent workers

(working 40 hours per week, 50 weeks per year).

When accidents and injuries occur, the have an immediate detrimental impact on those employees involved. Additionally, they have a potential lingering negative impact on our company and our ability to get work.

SAFETY MEETINGS

Scheduled **[at least weekly]** safety meetings provide an opportunity for reinforcing the importance of general safety as well as specific work related procedures applicable to the work at hand. Properly prepared safety meetings will focus on one or two topics and be direct and to the point. All safety questions will be addressed and interactive participation is encouraged.

SHORT SERVICE EMPLOYEE POLICY

It is our policy to identify all short service employees and place certain restrictions on their use in the petrochemical industry environment. While care is always taken to work safely and avoid accidents and injuries, additional efforts must be taken in this setting the ramifications could be catastrophic.

Short Service Employees are defined as those employees who have less than six (6) months experience performing the same job type or have less than six (6) months as an employee of our company.

To notify the project coordinator, contractor contact, or on-site supervisor of those we have identified as short service employees, prior to job mobilization, a Short Serve Employee (SSE) Form will be prepared and submitted. Accuracy is critical because if an SSE arrives on the operator’s property for whom a SSE Form has not been submitted, the operator management may elect to send the employee back at our expense.

Operator work owner or person in charge will determine approval status and retain the original form in the project files.

Crew make-up and restrictions:

1. A Single person crew cannot be an SSE.

2 Crew sizes of less than five shall have not more than one SSE.

3. Crews that have more than 20 percent SSE personnel shall only be permitted with written Variance Form, which serves a mitigation plan, by the appropriate Manager of Supervisor.

SSE Identification:

All SSE personnel will be visibly identified by wearing a high visibility orange hard hat.

SSE Monitoring:

All SSE personnel, as well as all other employees, will be monitored for safety performance of their job tasks as well as compliance with all appropriate safety and health policies and procedures.

Release from SSE status:

If an SSE has worked safely and adhered to all safety policies and procedures and has **not** had a recordable incident, the SSE identifier may be removed.

If an SSE fails to complete the above, operator approval, in writing, must be obtained prior to returning to the operator’s property.

Mentoring:

To assist in the safety development of SSE personnel, a mentor will be assigned to an SSE. The duties of the mentor, who must be a competent person, will be to ensure that the SSE understands the intricacies of his job tasks and performs them in a safe manner.

A mentor can only be assigned one SSE per crew and the mentor must be onsite with the SSE.

Subcontractors:

In the event we have subcontractors working for us, they, too, will fall under the provisions of this policy statement.

SUBCONTRACTOR MANAGEMENT PLAN (SMP)

It is our responsibility to review the safety efforts made by subcontractors who may be working with us.

All subcontractors with whom we may work will be **pre-qualified** by reviewing their safety programs, safety training documents, and safety statistics.

Raw safety metrics (measurements) would include:

1. A written safety program.
2. Safety training documentation/certification.
3. Documented safety meetings.
4. Documented job site inspections.
5. Documented enforcement policy and procedures.
6. A demonstration of management’s commitment to safety.
7. A demonstration of their ability of doing the type of work for which they are being hired which would include insurances, licenses, equipment (or the ability to rent equipment), etc..

While the above could be considered a commitment to safety, they do not indicate, in and of themselves, whether safety procedures are followed in practice.

**Acceptable safety metrics** are **measurable** “trailing safety indicators” and include:

EMR– Experience Modifier Rate:

**EMR** is the rate used to calculate worker’s compensation insurance premium. It is calculated by an advisory organization (also known as

rating bureaus) such as the National Council on Compensation Insurance based on historic loss and payroll data of a particular insured.

TRIR - Total Recordable Incident Rate:

**TRIR** Includes medical treatment, restricted duty, job transfer, days away, and higher. Excludes first aid and close calls.

DART - Days Away / Restricted (duty) / (job) Transfer:

**DART** excludes medical treatment, first aid, and close calls. Value of this indicator is for case management evaluation purposes (e.g., return to work on restricted basis is good versus staying out until 100% "healthy" again.)

DACR -– Days Away Case Rate:

**DART** minus restricted duty and job transfer.

Using the above indicators:

We will ask our potential subcontractors to provide:

1. Documented evidence of their designated OSHA Total Recordable Incident Rate (TRIR) with NAICS Code, which will be considered as one indicator of the effectiveness of their safety and health program, and will also be considered as part of the subcontractor evaluation. They must also provide their current Recordable Incident Rate (RIR) and the previous two year’s TRIRs.
2. Documented evidence of their OSHA DART rate (Days away from work, days of restricted work activity or job transfer) with NAICS Code, which will be considered as one indicator of the effectiveness of their safety and health program, and will also be considered as part of the subcontractor evaluation. They must provide their current DART rate and the previous two year’s DART rates.
3. Documented evidence of their designated Safety Experience Modifier Rate (EMR) used to calculate Workmen’s Compensation Insurance, which will be considered as one indicator of the effectiveness of their safety and health program and will be considered as part of the subcontractor evaluation. They must provide your most current EMR rating and the previous two years’ EMR ratings.

**Note: Those having a current EMR rating above 0.99 must submit a detailed explanation that addresses any mitigating circumstances that caused their EMR rating to exceed .99. This explanation should include any corrective action taken.**

Prior to initiation of work, a pre-job meeting and safety orientation will be held with all subcontractors to apprise them of the protective measures we have determined to be appropriate. At this meeting, all safety requirements

of the contractor for whom we are working will be conveyed to our subcontractors. If permitted, our subcontractors will attend all safety orientation meetings provided by the contractor for whom we are working.

Input and suggestions from subcontractors will be solicited. Attention will be given to hazards one subcontractor may create and the measures they will take to prevent other subcontractors from these exposures. One measure that will always be taken is the sharing of appropriate Material Safety Data Sheet information.

The below four major elements of safety management that apply to our operations also apply to our subcontractors:

* 1. management commitment and employee involvement.
  2. hazard analysis.
  3. hazard prevention and control.
  4. safety & health training.

Subcontractors who are working for us must attend regularly scheduled documented safety meetings conducted by our competent persons.

Subcontractors who are working for us must conduct regular and frequent job site inspections and may document these inspections using our safety inspection checklists or their own.

At the completion of each job, a post-job safety performance review of our personnel as well as the subcontractor’s personnel will be completed to ensure that all potential deficiencies are eliminated

WORKING ALONE

Working alone presents certain safety hazards that must be addressed to protect the employee from possible harm. For all practical purposes, working alone would include all work situations where an individual employee cannot be seen or heard by other workers.

Working alone would include working in a **discrete location** on a job site where there are many other employees, but the lone worker cannot be seen or heard by other employees. Of course, working alone would also include an employee working at a distant location by himself or herself.

Whether working alone in a discrete location on a job site with other employees actively working or working alone a distant location, the responsibility for establishing safety procedures to be followed will rest with the Project Manager.

Procedures to be established by the Project Manager:

Hazard Assessment

A Hazard Assessment will be performed with the employee who will be working along and the assessment will address:

1. The type of work to be performed and the potential hazards and control measures to minimize or eliminate the potential hazards such as:
   1. The availability and use of PPE.
   2. The availability and use of special tools.

Is the work to be performed high-risk or hazardous such as confined space entry, working at heights above six (6) feet, electrical work, hazardous materials work, or use of hazardous equipment such as chainsaws?

1. The anticipated weather conditions and methods and control measures to eliminate the hazards of inclement weather such as:
   1. The availability and use of rainwear.
   2. The availability and use of cold weather clothing.
2. The training of the employee to ensure that he/she is competent to perform the assigned job task and control measures to ensure training is adequate. The Project Manager and the employee will review the tasks to be performed and determine if additional training is required before being sent out to work alone.
3. The employee medical condition and his/her ability to physically perform the work. If it is determined that the tasks to be performed or the conditions in which the tasks are to be performed require a level of stamina that the employee cannot meet, the employee **will not** be sent out to work alone.
4. The travel time required to reach the job location and method of transportation which would include:
   1. Company vehicle with fire extinguisher, water, food, MSDS (if appropriate), and First Aid kit.
   2. Privately owned with fire extinguisher, water, food MSDS (if appropriate), and First Aid kit.
5. Communication equipment and procedures to ensure direct, reliable, scheduled contact with the Project Manager and the employee working alone.
   1. Land line phone.
   2. Cell phone.

a. Radio.

Depending on the type of work to be performed based on the risk assessment, a schedule of communication between the lone worker and the Project Manager will be established. Check-in could be as often as every 15 minutes while performing a hazardous task to every few hours (or longer) for routine, non-hazardous tasks.

The Project Manager is responsible for establishing the check-in schedule and, failure to receive a check-in call will result in the implementation of a documented back-up plan.

Failure to Communicate Back-Up Plan:

For an employee working alone in a **discrete location** on a job site where there are many other employees, but the lone worker cannot be seen or heard by other employees, the Project Manager will physically check (or direct another employee to physically check) on the health and safety of the lone worker within one minute of not receiving a scheduled communication..

For an employee working at a distant location by himself or herself, the Project Manager will, within 1 minute of not receiving a scheduled communication, call the lone worker to try to establish communication. Failure to reach the lone employee will necessitate calling the appropriate local emergency responder (at the lone worker’s location) and giving them the below information:

The exact location of the worker The type of work being perform

The fact that the worker failed to call in

Because the back-up plan goes into effect essentially immediately, it must be emphasized to the lone worker the importance on establishing communication on time!

Additionally, because the whole thrust of this program is to protect the lone worker in a time efficient manner, weather conditions, the lone employee’s physical fitness, and length of time missing play no part in the Project Manager delaying the call for assistance in searching for or provided emergency assistance by the closest emergency providers.

ENFORCEMENT

It is expected that all employees will abide by our safety rules and guidelines not only to protect themselves, but also to protect their fellow workers from harm. Should a \*safety violation occur, the following steps will be taken by the employee’s immediate supervisor:

**\*Note: Examples of what constitutes a safety violation includes, but is not limited to, failure to follow verbal or written safety procedures/guidelines/rules, failure to wear selected PPE, horse play, abuse of equipment, etc..**

1. **Minor Safety Violations**: Violations which would **not** reasonably

be expected to result in serious injury.

* 1. The hazardous situation will be corrected.
  2. The employee will be informed of the correct procedures to follow and the supervisor will ensure that these procedures are understood.
  3. The supervisor will make a written report of the occurrence using our Enforcement Documentation Form and inform the employee that this documentation will be forwarded to the Safety Director for a retention period of one year.
  4. A repeat occurrence of the same minor safety violation is considered substantially more serious than the first.

1. **Major Safety Violations**: Violations which would reasonably be

expected to result in serious injury or death.

* 1. The hazardous situation will be corrected.
  2. The employee will be informed of the correct procedures to follow and will impress upon the individual the severity of the violation and the likely consequences should this type of violation be repeated. The supervisor will ensure that the individual understands the correct procedures and will be cautioned that a reoccurrence could result in disciplinary action up to and including discharge.
  3. The supervisor will make a written report of the occurrence using our Enforcement Documentation Form and inform the employee that this documentation will be forwarded to the Safety Director for a retention period of one year.

1. **Willful Major Safety Violations**: Intentional violation of a safety

rule which would reasonably be expected to result in serious injury to the employee or a fellow worker.

* 1. The hazardous situation will be corrected.
  2. The employee will be removed from the job site, the event will be documented and forwarded to the Safety Director, and the employee will be discharged.

Employees are to understand that the primary purpose of documenting safety violations is to ensure that the important business of employee

safety is taken seriously and that the potential for injury is reduced to the lowest possible level.

As part of our supervisory commitment to safety, management personnel will conduct frequent and random physical job site inspections using our inspection checklists found in Section IV of this program. Violations showing an overall lack of commitment to company safety goals will result in enforcement actions listed below.

Schedule of Enforcement Actions for Violations within a 1 Year Period Minor Violation

|  |  |  |  |
| --- | --- | --- | --- |
| **Offense** | **Action** | **Repeat of Same Offense** | **Action** |
| 1st | Written Notice | 1st | 1 Day Off |
| 2nd | Written Notice | 2nd | 3 Days Off |
| 3rd | 1 Day Off | 3rd | Dismissal |
| 4th | 2 Days Off |  |  |
| 5th | 3 Days Off |  |  |
| 6th | Dismissal |  |  |

**Major Violation**

|  |  |  |  |
| --- | --- | --- | --- |
| **Offense** | **Action** | **Repeat of Same Offense** | **Action** |
| 1st | Written Notice | 1st | 4 Days Off |
| 2nd | 2 Days Off | 2nd | Dismissal |
| 3rd | 4 Days Off |  |  |
| 4th | Dismissal |  |  |

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# AngelTrax

## SECTION II

JOB SPECIFIC - EQUIPMENT SPECIFIC SAFETY PROCEDURES

**Following are general safety procedures that apply to individuals operating the equipment or performing the tasks described.**

**SAFETY PROGRAM SECTION II**

**JOB SPECIFIC - EQUIPMENT SPECIFIC SAFETY PROCEDURES INDEX**

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JOB SPECIFIC - EQUIPMENT SPECIFIC SAFETY PROCEDURES

AERIAL LIFTS

[**Aerial lifts. - 1926.453**](http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&amp;p_id=10754)

Aerial lifts acquired for use which were manufactured on or after January 22, 1973 will have a placard or label affixed which indicates that the lift is designed and constructed in accordance with ANSI standard A92.2-1969. Aerial lifts acquired for use prior to January 22, 1973 may not be used unless modified to meet this standard. Aerial lifts may be modified to perform other than originally designed tasks provided the modifications are certified by the manufacturer or a nationally recognized testing laboratory that the aerial lift conforms with ANSI standard A92.2-1969 and is as safe as before modifications.

Aerial lifts include the following types of vehicle-mounted aerial devices to elevate personnel to job-sites above the ground:

* 1. extensible boom platforms.
  2. aerial ladders.
  3. articulating boom platforms.
  4. vertical towers.
  5. a combination of any of the above.

Only authorized persons may operate an aerial lift.

Lift controls and equipment must be inspected and tested each day prior to use to determine they are in a safe working condition.

When working from an aerial lift, you must stand firmly on the floor of the basket or cage and **use (wear) and an approved fall restraint system**. The fall restraint system must be attached to the boom or basket – it may not be attached to any adjacent pole, structure, or other equipment. You may not sit or climb on the edge of the basket; use planks, ladders, or other devices for a work position.

Load limits set by the manufacturer must never be exceeded.

The brakes must be set and when outriggers are used, they shall be positioned on pads or a solid surface.

Aerial lifts must not be moved with personnel in the basket unless it is designed for this type of operation. Aerial lifts designed as personnel movers must have controls that are clearly marked as to their use and the lower controls must be able to override the upper controls. Except in an emergency, the lower controls shall not be used unless permission has been granted by the persons in the lift.

It is required that the vehicle have a “reverse signal alarm” audible above the surrounding noise level **or** a ground-guide (spotter), using standard hand signals, when backing up. The vehicle will be backed up only when the spotter signals that it is safe to do so. Using a ground-guide provides a substantially higher level of safety than a “reverse signal alarm” because the vehicle can be guided to an exact location with assurance that there is sufficient clearance from objects, and, most importantly, no person is in harm’s way. Special attention will be given to avoiding contact with electrical lines.

COMPANY VEHICLES

Only authorized employees may operate, in the course of their work, any company-owned motor vehicle.

Prior to authorization, the employee must possess a valid and current license to operate the vehicle. The Safety Director, or authorized representative, will ensure that the employee has demonstrated his/her ability to operate the motor vehicle in a safe and competent manner.

Under no circumstances may any motor vehicle be operated under the influence of alcohol, illegal drugs, or prescription or over-the-counter drugs medications that may impair their driving skills.

When driving over the road vehicles, employees will ensure that the vehicle registration and proof of insurance is within the vehicle. In the event of an accident, the Safety Director will be notified **immediately** after all potential injuries are addressed and a police report is filled out. Employees must report all traffic violations to the Safety Director and they are responsible for paying all penalties imposed by law.

Loads in vans and trucks will be properly secured [strapped or blocked] to preclude any shift or movement and care will be taken to not exceed the vehicles weight limits.

All company motor vehicles will be maintained in safe operating condition and in accordance with the manufacturer’s recommended maintenance schedule. A log book will be maintained for each vehicle and receipts will be kept for all maintenance and repairs performed.

Before use, a walk around inspection will be performed by the operator checking tires (tread depth and pressure), glass (chips and cracks), horn and lights, and general vehicle condition. Discrepancies will be noted in the log book. No vehicle will be operated that is not in safe mechanical condition.

It is expected that the below safe vehicle operation/driving procedures will be followed at all times:

1. Seat belts will be worn by all occupants at all times while the vehicle is in motion.
2. Safe distance [one vehicle length per 10 MPH] will be maintained.
3. Posted speed limits will not be exceeded.
4. During fuel stops, all fluids will be checked and the windows, headlights and taillights will be cleaned.
5. Constant attention will be maintained by always being aware of road conditions and surrounding vehicles. Unnecessary distractions will not be permitted such as using hands to dial or receive cell phone calls or changing radio stations while the vehicle is in motion. Hands free cell phone use is allowed.
6. Before backing up any vehicle, check behind and blow horn for the safety of others.

ELEVATED WORK PLATFORMS AND AERIAL DEVICES

Only trained and authorized employees may operate elevated work platforms and aerial devices.

Training:

Employees who use elevated work platforms and aerial devices will be instructed by a qualified person in the safe use of the elevated work platforms and aerial devices in accordance with the manufacturer's operating instructions.

Additionally, training will include, for employees who erect, disassemble, move, operate, use, repair, maintain, or inspect elevating work platforms and aerial devices will include, but not be limited to, training in:

1. The provisions of elevated work platforms and aerial devices section.
2. The correct procedures for performing their assigned duties.
3. The nature of hazards associated with the equipment, including electrical hazards, fall hazards and falling object hazards in the work area and correct procedures for dealing with those hazards.
4. The safe operation and use of elevating work platforms and the proper handling of materials on the work platform.
5. The maximum load capacity of the work platform based upon installed configuration.

**Note: Aerial lifts may be "field modified" for uses other than those intended by the manufacturer provided the modification has been certified in writing by the manufacturer or by any other equivalent entity, such as a nationally recognized testing laboratory, to be in conformity with all applicable provisions of ANSI A92.2-1969 and this section and to be at least as safe as the equipment was before modification.**

Elevated work platforms:

Elevating work platforms include such items as vertical towers, scissor lifts, and mast-climbing work platforms and are used to position employees and materials.

General safety requirements:

1. The platform deck will be equipped with a guardrail or other structure around its upper periphery. Where the guardrail is less than 39 in. high, a personal fall protection system is required.
2. The platform will have toeboards at sides and ends.
3. No employee will ride, nor tools, materials, or equipment be allowed on a traveling elevated platform.
4. Units will not be loaded in excess of the design working load.

The following information must be displayed on the elevated work platform:

1. Manufacturer’s name, model, and serial number.
2. Rated capacity at the maximum platform height and maximum platform travel height.
3. Operating instructions.
4. Cautions and restrictions.

Elevated work platforms must be designed to applicable American National Standards Institute (ANSI) standards.

Aerial devices:

Aerial devices include such as cherry pickers and boom trucks, may be vehicle-mounted or self-propelled, and are used to position employees.

General safety requirements:

1. Only authorized persons may operate aerial devices.
2. Aerial devices must not rest on any structure.
3. Controls must be tested before use.
4. Workers must stand only on the floor of the basket. No planks, ladders, or other means are allowed to gain greater heights.
5. A fall protection system must be worn and attached to the boom or basket.
6. Brakes must be set when employees are elevated.
7. An aerial lift truck must not be moved when an employee is on the elevated boom platform except when:
   1. The equipment is specifically designed for this type of operation.
   2. All controls and signaling devices are tested and are in good operating condition.
   3. An effective communication system will be maintained at all times between the basket or platform operator and where applicable, the vehicle operator.
   4. The route to be traveled is surveyed immediately prior to the work trip, checking for overhead obstructions, traffic, holes in the pavement, ground or shoulder, ditches, slopes, etc., for areas other than paved, a survey should be made on foot.
   5. The speed of the vehicle does not exceed three (3) miles per hour.
   6. Only one employee is in the basket.
   7. Both the driver and/or the elevated employee have been specifically trained for this type of work (towering) in accordance with the manufacturer's recommendations.

The following information must be displayed on the aerial device:

1. Manufacturer’s name, model, and serial number.
2. Rated capacity at the maximum platform height and maximum platform travel height.
3. Operating instructions.
4. Cautions and restrictions.

Aerial devices must be designed to applicable American National Standards Institute (ANSI) standards.

Additional aerial device operating procedures:

1. Aerial baskets or platforms will not be supported by adjacent structure(s) when workers are on the platform or in the basket while in an elevated position.
2. Lift controls will be tested in accordance with the manufacturers recommendations or instructions prior to use to determine that such controls are in safe working condition.
3. Only authorized persons will operate an aerial device.
4. Belting off to an adjacent pole, structure, or equipment while working from an aerial device will not be permitted.
5. Employees will not sit or climb on the edge of the basket or use planks, ladders or other devices to gain greater working height.
6. Boom and basket and platform load limits specified by the manufacturer will not be exceeded.
7. When elevating personnel with the vehicle stationary the braking systems will be set.
8. Provided they can be safely installed, wheel chocks will be installed before using an aerial device on an incline.
9. When used, outriggers will be positioned on pads or a solid surface. All outriggers will be equipped with hydraulic holding valves or mechanical locks at the outriggers.
10. Climbers will not be worn while performing work from an aerial device.
11. When an insulated aerial device is required, the aerial device will not be altered in any manner that might reduce its insulating value.
    1. An aerial device truck will not be moved when the boom is elevated in a working position with employees in the basket or platform except when all of the following are complied with:
    2. The equipment is specifically designed for this type of operation in accordance with the provisions of Section 3638.
    3. All controls and signaling devices are tested and are in good operating condition.
    4. An effective communication system will be maintained at all times between the basket or platform operator and where applicable, the vehicle operator.
    5. The route to be traveled is surveyed immediately prior to the work trip, checking for overhead obstructions, traffic, holes in the pavement, ground or shoulder, ditches, slopes, etc., for areas other than paved, a survey should be made on foot.
    6. The speed of the vehicle does not exceed three (3) miles per hour.
    7. Only one employee is in the basket.
    8. Both the driver and/or the elevated employee have been specifically trained for this type of work (towering) in accordance with the manufacturer's recommendations.
12. Lower level controls will not be operated unless permission has been obtained from the employee in the device, except in case of emergency.
13. Before moving an aerial device for travel, the boom(s) will be inspected to see that it is properly cradled and outriggers are in stowed position.
14. An employee, while in an elevated aerial device, will be secured to the boom, basket or tub of the aerial device through the use of a safety belt, body belt or body harness equipped with safety strap or lanyard.
    1. Safety belts/body belts are prohibited for use in personal fall arrest systems, but may be used as part of a fall restraint or positioning device system.
    2. Safety belts/body belts used as part of a positioning device system will be rigged such that an employee cannot free fall more than 2 feet.
    3. A body harness may be used in a personal fall restraint, positioning or fall arrest system. When a body harness is used in a fall arrest system, the lanyard will be rigged with a deceleration device to limit maximum arresting force on an employee to 1,800 pounds and prevent the employee from hitting any levels or objects below the basket or platform, and will limit free fall to a maximum of 6 feet.

Additional elevated work platform procedures:

1. No employee will ride, nor tools, materials, or equipment be allowed on a traveling elevated platform unless the following conditions are met:
   1. The travel speed at Maximum Travel Height does not exceed 3 feet per second.
   2. Self-propelled units will be equipped with electrical or other interlock means which will prevent driving them with the platform height greater than the Maximum Travel Height or at speeds greater than permitted at Maximum Travel Height.
   3. The surface upon which the unit is being operated is level with no hazardous irregularities or accumulation of debris which might cause a moving platform to overturn.
2. Units will be assembled, used, and disassembled in accordance with the manufacturer's instructions.
3. Units will be inspected for damaged and defective parts before use.
4. Units will not be loaded in excess of the design working load and will be taken out of service when damaged or weakened from any cause. They will not be used until repairs are completed.
5. Employees will not sit, stand or climb on the guardrails of an elevating work platform or use planks, ladders, or other devices to gain greater working height or reach.
6. Employees will not work on units when exposed to high winds, storms, or when they are covered with ice or snow (unless provisions have been made to ensure the safety of the employees).
7. Employees climbing or descending vertical ladders will have both hands free for climbing. Note: Employees should remove foreign substances, such as mud or grease from their shoes.
8. Where moving vehicles are present, the work area will be marked with warnings such as flags, roped off areas or other effective means of traffic control will be provided.
9. Unstable objects such as barrels, boxes, loose brick, tools, debris, will not be allowed to accumulate on the work level.
10. In operations involving production of small debris, chips, etc., and the use of small tools and materials, and where persons are required to work or pass under the equipment, screens will be required between toeboards and guardrails. The screen will extend along the entire opening, will consist of No. 18 gage U.S. Standard Wire 1/2 inch mesh, or equivalent.
11. Mast-climbing work platforms, will not be used as construction personnel hoists or material hoists.
12. Each unit will have a manual containing instructions for maintenance and operations. If a unit is able to be operated in different configurations, then these will be clearly described, including the rated capacity in each configuration.

a The required manual(s) will be maintained in a weather resistant storage location on the elevating work platform or aerial device.

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EXTENSION CORDS

[**Wiring methods, components, and equipment for general use. - 1926.405**](http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&amp;p_id=10706)[**General requirements. - 1926.416**](http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&amp;p_id=10717)

Extension cords shall not replace permanent wiring and the following safety precautions will be adhered to:

1. Inspect the cord for cracks and cuts.
2. Cord must have a three prong plug for grounding.
3. Use the shortest continuous length of cord possible. Cords may not be spliced together.
4. Make certain the cord does not lay in water.
5. Ensure cord is properly rated for the job.
6. Secure and route cords out of the traffic flow to prevent tripping.
7. Defective cords will be tagged and removed from service.
8. Most importantly, an extension cord used on a job site MUST be used with a ground fault circuit interrupter (GFCI).

GROUND FAULT CIRCUIT INTERRUPTERS

[**Wiring design and protection. - 1926.404**](http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&amp;p_id=10705)

Our company uses ground fault circuit interrupters.

A ground fault circuit interrupter (GFCI) provides protection for all 120-volt, 15-, 20-, and 30-ampere receptacle outlets that are not a part of the permanent wiring by detecting lost current resulting from a short, overheating, and/or ground fault. It should be noted that an extension cord into which electrical devices are plugged are not part of the permanent wiring; therefore, GFCI's are required.

A GFCI will "trip" when the amount of current amperes going to an electrical device in the hot conductor and the amount of current returning from an electrical device differs by approximately 5 milliamps. The GFCI can interrupt the current within as little as 1/40th of a second.

The current that is missing is being lost through a ground fault, whether it is in the actual grounding, a short in the equipment or electricity going through the employee to the ground.

A GFCI will not protect an employee who comes in contact with two hot wires or a hot wire and a neutral wire. A GFCI will provide protection against fires, overheating, damage to insulation, and, the most common form of electrical shock hazard -- the ground fault. GFCI’s must be tested before use.

In the event that we are performing work in a chemical plant or some other type of facility where a grounding conductor program is required we will use the program on the following pages.

Assured Equipment Grounding Conductor Program

[**29 CFR 1926.404**](http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&amp;p_id=10705)

Per paragraph (b)(1)(i), 29 CFR 1926.404, *Wiring Design and Protection*, ground fault protection for our employees will be provided by the use of ground fault circuit interrupters or an Assured Equipment Grounding Conductor Program.

As a general rule, the use ground fault circuit interrupters is sufficient for employee protection. However, if we are working within a facility that requires the use of an Assured Equipment Grounding Conductor Program or if the client requires an Assured Equipment Grounding Conductor Program, the following applies.

The provisions of our Assured Equipment Grounding Conductor Program cover all cord sets, receptacles which are not a part of a building or structure, and equipment which is connected by cord and plug for use, or used by, our employees on our construction sites .

A copy of this program will be maintained at all job sites where it is in use and it will be available for review by affected employees as well as inspection and copying by authorized representatives of OSHA.

At least one competent person (one who by virtue of training or experience is capable of identifying existing and predictable hazards as they relate to electrical safety and has the authorization to take prompt corrective measures to eliminate them) will be designated to implement our program. This person or persons will be identified on our Job Site Form, Designation of Competent Persons, found in our Project Manual.

The designated competent person(s) will ensure that:

1. each cord set, attachment cap, plug and receptacle of cord sets, and any equipment connected by cord and plug [except cord sets and receptacles which are fixed and not exposed to damage] are visually inspected before each day's use for external defects, such as deformed or missing pins or insulation damage, and for indications of possible internal damage. Equipment found damaged or defective will be disposed of or be tagged out of service and not used until repaired.
2. the following tests are performed on all cord sets, receptacles which are not a part of the permanent wiring of the building or structure, and cord- and plug-connected equipment required to be grounded:
   1. all equipment grounding conductors will be tested for continuity.

Equipment grounding conductors must be electrically continuous.

* 1. each receptacle and attachment cap or plug will be tested for correct attachment of the equipment grounding conductor. The equipment grounding conductor must be connected to its proper terminal.

1. the above tests will be performed: i before first use;
2. before equipment is returned to service following any repairs;
3. before equipment is used after any incident which can be reasonably suspected to have caused damage (for example, when a cord set is run over); and
4. at intervals not to exceed 3 months, except that cord sets and receptacles which are fixed and not exposed to damage will be tested at intervals not exceeding 6 months.

Employees are not permitted to use any equipment which falls within the scope of this program which has not passed the above tests and inspections noted in paragraphs a., b., and c., above. Faulty equipment will be immediately discarded or tagged as faulty and immediately sent for repair.

The above tests and inspections must be recorded. The test record will identify each receptacle, cord set, and cord- and plug-connected equipment that passed the test and shall indicate the last date it was tested or the interval for which it was tested.

The test record will be kept by logs, color coding, or other effective means. Only the **latest** log must be available at the job site for inspection and review by affected employees or OSHA representatives. Previous logs may be destroyed.

While a written log identifying the equipment and the test date is acceptable, using colored electrical tape on cords, receptacles and equipment indicating the time period of the tests might be easier to accomplish and less confusing.

The competent person will ensure that outlet devices have an ampere rating not less than the load to be served and that they comply with the following:

a. Single receptacles: a single receptacle installed on an

individual branch circuit shall have an ampere rating of not less than that of the branch circuit.

b Two or more receptacles: where connected to a branch circuit

supplying two or more receptacles or outlets, receptacle ratings shall conform to the values listed in below table.

c. Receptacles used for the

connection of motors: the rating of an attachment plug or

receptacle used for cord- and plug- connection of a motor to a branch circuit will not exceed 15 amperes at 125 volts or 10 amperes at 250 volts if individual overload protection is omitted.

TABLE: Receptacle Ratings for Various Size Circuits Circuit rating amperes Receptacle rating amperes

15 Not over 15

20 15 or 20

30 30

40 40 or 50

50 50

LADDERS

[**Scope, application, and definitions applicable to this subpart. - 1926.1050**](http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&amp;p_id=10836)[**General requirements. - 1926.1051**](http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&amp;p_id=10837)

[**Ladders. - 1926.1053**](http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&amp;p_id=10839)[**Training requirements. - 1926.1060**](http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&amp;p_id=10846)

All employees using ladders are required by OSHA standard to receive training and understand proper procedures for ladder use before using a ladder in a work situation.

Ladders must be inspected by a competent person for visible defects on a periodic basis and after any occurrence that could affect their safe use.

Defective ladders will be tagged and placed out of service.

American National Standards Institute (ANSI) and NIOSH approval labels should never be covered with paint or tape. Having ladders that are constructed to standard will prevent collapse and resultant falls.

Specific operational procedures for ladders directly relating to the elimination of fall hazards are listed below:

* 1. a stairway or a ladder will be provided at all personnel points of access where there is a break in elevation of 19 inches or more.
  2. ladders will never be overloaded. Be aware of the ladder’s rated capacity.
  3. ladder rungs, cleats, and steps must be parallel, level, and uniformly spaced when a ladder is in position for use.
  4. ladders will not be tied or fastened together unless they are so designed.
  5. portable ladders used for gaining access to an upper level will extend at least 3 feet above the upper landing surface or the ladder will be secured at its top.
  6. ladders must be free of oil, grease, or other slipping hazards.
  7. ladders must be used for the purpose for which they were designed.
  8. non-self supporting ladders will be used at an angle that the horizontal distance from the top support to the foot of the ladder is approximately ¼ of the working length of the ladder.
  9. ladders will only be used on stable and level surfaces unless secured to prevent displacement.
  10. ladders shall not be used on slippery surfaces unless secured or provided with slip-resistant feet to prevent accidental displacement.
  11. ladders placed in any location where they can be displaced by workplace activities or traffic will be secured to prevent accidental displacement, or a barricade will be used to keep the activities or traffic away from the ladder.
  12. the area around the top and bottom of the ladder shall be kept clear.
  13. ladders shall not be moved, shifted, or extended while occupied.
  14. the top step of a stepladder shall not be used as a step.
  15. portable ladders with structural defects will be immediately marked in a manner that readily identifies them as defective and removed from service until repaired.
  16. when ascending or descending a ladder, one must face the ladder.
  17. employees must use at least one hand to grasp the ladder when progressing up and/or down the ladder.
  18. employees are not to carry any object or load that could cause loss of balance and a resultant fall.

Fixed ladders where the length of climb is less than 24 feet but the top of the ladder is greater than 24 feet above the lower level must have cages, wells, ladder safety devices, or self-retracting lifelines.

Fixed ladders where the length of climb equals or exceeds 24 feet shall have at least one of the following:

1. ladder safety devices;
2. self-retracting lifelines and rest platforms not exceeding 150 feet;
3. a cage or well, and multiple ladder sections not exceeding 50 feet in length. At the maximum interval of 50 feet, ladder sections will be offset on landing platforms.

LIGHTING

[**Illumination. - 1926.56**](http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&amp;p_id=10630)

A competent person will ensure that all work areas have adequate lighting. Adequate lighting serves a two-fold purpose -- allowing tasks to be more readily performed as well as providing the additional safety factor of being seen by persons not involved with the work -- especially vehicular traffic.

If generators are used for auxiliary lighting, they will be operated and maintained by authorized persons who are competent by training or experience.

TOOLS: HAND

[**General requirements. - 1926.300**](http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&amp;p_id=10688)[**Hand tools. - 1926.301**](http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&amp;p_id=10689)

When using hand and power tools, appropriate PPE will be used to provide protection for the eyes, skin, ears, hands, feet, and respiratory system in accordance with our PPE Program located in Section III.

Any tool not in compliance with OSHA or ANSI standards will not be used. Such tools, as well as any tools found to be defective in any manner, will be identified as unsafe by tagging and removed from the job site.

All tools, whether company or employee owned, will be maintained in a safe condition.

Hand tools shall be used only for the purpose for which they are designed. Hand tools will be kept clean and, where appropriate, oiled.

Hand tools which are damaged will not be used.

Hand held cutting tools will be kept sharp and will be sheathed or retracted when not in use.

When using a striking tool such as a hammer or chisel, safety glasses or safety goggles will be used.

Do not force tools.

If you are unfamiliar with the proper procedure for using a tool, ask your Supervisor for instruction.

Power tools may be operated only by those persons who are qualified by training or experience.

Guards will be used on power tools. Under no circumstances will guards be by-passed or altered.

Electrical tools must be grounded and, in the absence of permanent wiring, a Ground Fault Circuit Interrupter must be used.

Electric tools will not be lifted by their cords and pneumatic tools will not be lifted by their hoses.

## Safety Program SECTION III

SPECIFIC COMPLIANCE PROGRAMS

[Fall Protection](#bookmark72)

[Forklifts](#bookmark73)

[Hazard Communication](#bookmark74)

Personal Protective Equipment

[General](#bookmark76)

Noise Exposure / Hearing Conservation Respiratory Protection

**SPECIAL COMPLIANCE PROGRAMS**

**[Require Specialized Training, Certification and/or Licensure]**

**ADDITIONAL ENVIRONMENTAL CONTROLS**

[Prevention of Cold and Heat Stress](#bookmark82)

AngelTrax

Policy Statement Compliance with 29 CFR 1926.502(d)(20)

29 CFR 1926.502(d)(20) states: “The employer shall provide for prompt rescue of employees in the event of a fall or shall assure that employees are able to rescue themselves.”

Per OSHA interpretation letters [[J. Nigel Ellis (May 11, 1999)](http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=INTERPRETATIONS&amp;p_id=23328) & [Charles Hill](http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=INTERPRETATIONS&amp;p_id=24110) [(August 14, 2000)](http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=INTERPRETATIONS&amp;p_id=24110)], the hazard being addressed by 29 CFR 1926.502(d)(20) is being suspended by the fall arrest system after an arrested fall.

Prompt rescue is not defined, but it does imply that rescue be performed quickly – in time to prevent serious injury to the suspended worker.

As a matter of policy, under no circumstances will our employees attempt to perform a self-rescue.

The rationale for this policy is as follows:

1. Expecting a suspended employee to perform self-rescue presupposes that the employee is:
   1. of clear mind after the fall, and,
   2. in excellent physical condition, and
   3. has not sustained any injuries from the fall arrest, and
   4. did not have a medical event that caused the fall in the first place (fainting, for example).
2. Because our employees are not professional rescue persons, in depth self-rescue training would be required and practice self-rescue exercises performed for each possible combination of fall scenarios.
3. Specialize self-rescue equipment and training on that equipment would be required.
4. Self-rescue is not required by 29 CFR 1926.502(d)(20).

Prompt Rescue Procedures:

As a matter of policy, an employee performing work requiring a personal fall arrest system **will not work alone**. He/she will be in sight of another employee using a personal fall arrest system or be monitored by a safety monitor whose sole job will be to ensure there is not a fall event that goes unnoticed.

Prior to performing work requiring a personal fall arrest system, the Safety Program Administrator, or designated competent person, will:

1. assess the possible fall scenarios, and,
2. take inventory of in-house equipment that is readily available for possible rescue (ladders, forklifts, mobile scaffold, etc.), and,
3. be prepared to implement a plan of action utilizing our in-house equipment should a fall occur, **or**
4. call an emergency rescue service and give them:
   1. our exact location.
   2. a quick synopsis of what happened.
   3. the height of the suspended person.
   4. known or suspected injuries.

Scott Lisenby

Safety Director

AngelTrax

**Fall Protection Program**

**29 CFR 1926.500** [***Scope, Application, and Definitions Applicable to This Subpart***](http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&amp;p_id=10756)

**29 CFR 1926.501** [***Duty to Have Fall Protection***](http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&amp;p_id=10757)

**29 CFR 1926.502** [***Fall Protection Systems Criteria and Practices***](http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&amp;p_id=10758)

**29 CFR 1926.503** [***Training Requirements***](http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&amp;p_id=10759)

**29 CFR 1926 Subpart M,** [**App A *Determining Roof Widths***](http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&amp;p_id=10923)

**29 CFR 1926 Subpart M,** [**App B *Guardrail Systems***](http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&amp;p_id=10924)

**29 CFR 1926 Subpart M,** [**App C *Personal Fall Arrest Systems***](http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&amp;p_id=10925)

**29 CFR 1926 Subpart M,** [**App D *Positioning Device Systems***](http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&amp;p_id=10926)

OVERVIEW

One of the most serious hazards faced by our employees is falls from heights. Our Fall Protection Program has been developed to prevent injury from falls of six (6) feet or more from a walking/working surface to a lower level, to prevent objects falling from above and striking persons below, and to prevent job site persons from falling into holes.

Within the context of this program, the term “fall hazard” does not refer to tripping and falling which is addressed in our general safety & health program, nor does it apply to falling off a ladder or scaffold. Scaffold and ladder safety is addressed within its own program.

A copy of our Fall Protection **Program** can be found readily accessible to our employees on appropriate job sites.

A copy of our Fall Protection **Plan** will be found on every applicable job site.

On all job sites where fall hazards exist, there will be at least one competent person who has the training and ability to identify fall hazards and the authority to ensure that proper fall protection systems are properly implemented.

The following areas of concern are addressed by this Program:

1. the need to know where fall protection is required.
2. selection of fall protection systems which are appropriate for given situations.
3. construction and installation of safety systems.
4. supervision of employees.
5. implementation of safe work procedures.
6. training in selection, use, and maintenance of fall protection systems.

Our Fall Protection Program may be reviewed at any time by our employees. Should a question arise concerning this Program, personnel are encouraged to consult with their supervisor or our Fall Protection Program Administrator.

DUTIES OF THE PROGRAM ADMINISTRATOR

The Fall Protection Program Administrator's duties include:

1. training of personnel.
2. maintenance of training records.
3. random, unannounced job site inspections to assure compliance with both OSHA standards and company safety policies.
4. resolution of specific problems that may present themselves regarding a particular job site situation.
5. designating a competent (by training or experience) person at each applicable job site who will ensure:
   1. a copy of our fall protection program/plan is readily accessible on appropriate job sites.
   2. subcontractors with whom we work are appropriately trained in fall protection.
   3. a written certification record has been prepared documenting that employees who have potential exposure to fall hazards at the job site have received the required training in protection.
   4. the fall protection system(s) utilized at the job site are appropriate for the hazard(s) present.
   5. that, before any work is initiated, the walking/working surfaces at the job site are capable of supporting both our personnel and equipment.

The Fall Protection Program Administrator will be familiar with all applicable standards and will keep abreast of developments in the field of fall protection.

PRE-PROJECT PLANNING

Fall protection requires a joint effort by our personnel and the specialty subcontractors who may be working with us to identify work situations in which fall hazards exist, determine the most appropriate fall protection system to be utilized, and to ensure that all persons understand the proper methods of utilizing the selected fall protection systems. A pre-construction survey by a competent person will often provide the information needed to make these determinations.

Fall protection system requirements may change during a project and the competent person on site will ensure that fall protection is maintained at all

times. Care will be taken to assure that load limits are not exceeded on walking/working surfaces and attachment points and hardware is capable of withstanding (with the appropriate safety factor) the potential forces that may be generated during an actual fall incident.

Fall protection hardware and equipment owned, rented, or leased will be NIOSH/ANSI approved and it is assumed that the manufacturer’s technical specifications and capabilities are accurate.

From the very inception of a potential project (pre-bid) to completion, fall protection needs and costs will be factored in.

DEFINITIONS

There are a number of terms and phrases, not common in everyday life, which must be understood to grasp the thrust of this Program. For those employees directly involved with this Program or affected by it, there are specific requirements and procedures which would be meaningless without an understanding of the "language" of our Fall Protection Program. Words used within the definitions which are themselves defined are printed in bold italic.

**ANCHORAGE:** a secure point of attachment for ***lifelines***, ***lanyards*** or

***deceleration devices***.

**BODY HARNESS:** straps which may be secured about the employee in a manner that will distribute the fall arrest over at least the thighs, pelvis, waist, chest, and shoulders with means for attaching it to other components of a ***personal fall arrest system***.

**BUCKLE:** any device for holding the ***body harness*** closed around the employee's body.

**CARABINER:** an oval metal ring with a snap link used to fasten a rope to the piton [a spike (attachment) with an eye to which a rope can be secured.]

**CFR:** Code of Federal Regulations.

**COMPETENT PERSON:** one who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees; and who has authorization to take prompt corrective measures to eliminate them.

**CONNECTOR:** a device which is used to couple (connect) parts of the ***personal fall arrest system*** and ***positioning device systems*** together. It may be an independent component of the system, such as a ***carabiner***, or it may be an integral component of part of the system (such as a ***buckle*** or dee-ring sewn into a self-retracting ***lanyard***).

**CONTROLLED ACCESS ZONE (CAZ):** an area in which certain work (e.g., ***overhand bricklaying***) may take place without the use of ***guardrail systems***, ***personal fall arrest systems***, or safety net systems; access to the zone is controlled.

**DANGEROUS EQUIPMENT:** equipment (such as pickling or galvanizing tanks, degreasing units, machinery, electrical equipment, and other units) which, as a result of form or function, may be hazardous to employees who fall onto or into such equipment.

**DECELERATION DEVICE:** any mechanism, such as a ***rope grab***, rip- stitch ***lanyard***, specially-woven ***lanyard***, tearing or deforming ***lanyards***, automatic self-retracting ***lifelines***/***lanyards***, etc., which serves to dissipate a substantial amount of energy during a fall arrest, or otherwise limit the energy imposed on an employee during fall arrest.

**DECELERATION DISTANCE:** the additional vertical distance a falling employee travels from the point at which the ***deceleration device*** begins to operate before stopping, excluding ***lifeline*** elongation and ***free fall distance***. It is measured as the distance between the location of an employee's ***body harness*** attachment point at the moment of activation (at the onset of fall arrest forces) of the ***deceleration device*** during a fall, and the location of that attachment point after the employee comes to a full stop.

**EQUIVALENT:** alternative designs, materials, or methods to protect against a hazard which the employer can demonstrate will provide an equal or greater degree of safety for employees than the methods, materials or designs specified in the standard.

**FAILURE:** load refusal, breakage, or separation of component parts. Load refusal is the point where the ultimate strength is exceeded.

**FREE FALL:** the act of falling before a ***personal fall arrest system***

begins to apply force to arrest the fall.

**FREE FALL DISTANCE:** the vertical displacement of the fall arrest attachment point on the employee's ***body harness*** between onset of the fall and just before the system begins to apply force to arrest the fall. This distance excludes ***deceleration distance***, and ***lifeline***/***lanyard*** elongation, but includes any ***deceleration device*** slide distance of ***self-retracting lifeline/lanyard*** extension before they operate and fall arrest forces occur.

**GUARDRAIL SYSTEM:** a barrier erected to prevent employees from falling to ***lower levels***.

**HOLE:** a gap or void 2 inches (5.1 cm) or more in its least dimension, in a floor, ***roof***, or other ***walking/working surface***.

**INFEASIBLE:** it is impossible to perform the construction work using a conventional fall protection system (i.e., ***guardrail system***, safety net system, or ***personal fall arrest system***) or that it is technologically impossible to use any one of these systems to provide fall protection.

**LANYARD:** a flexible line of rope, wire rope, or strap which generally has a ***connector*** at each end for connecting the ***body harness*** to a ***deceleration device***, ***lifeline***, or ***anchorage***.

**LEADING EDGE:** the edge of a floor, ***roof***, or formwork for a floor or other ***walking/working surface*** (such as the deck) which changes location as additional floor, ***roof***, decking, or formwork sections are placed, formed, or constructed. A leading edge is considered to be an "unprotected side and edge" during periods when it is not actively and continuously under construction.

**LIFELINE:** a component consisting of a flexible line for connection to an ***anchorage*** at one end to hang vertically (vertical lifeline), or for connection to ***anchorages*** at both ends to stretch horizontally (horizontal lifeline), and which serves as a means for connecting other components of ***personal fall arrest system*** to the ***anchorage*.**

**LOW-SLOPE ROOF:** a ***roof*** having a slope less than or equal to 4 in 12 (vertical to horizontal).

**LOWER-LEVELS:** those areas or surfaces to which an employee can fall. Such areas or surfaces include, but are not limited to, ground levels, floors, platforms, ramps, runways, excavations, pits, tanks, material, water, equipment, structures, or portions thereof.

**MECHANICAL EQUIPMENT:** all motor or human propelled wheeled equipment used for ***roofing work***, except wheelbarrows and mopcarts.

**OPENING:** a gap or void 30 inches or more high and 18 inches or more wide, in a wall or partition through which employees can fall to a ***lower level***.

**OVERHAND BRICKLAYING AND RELATED WORK:** the process of

laying bricks and masonry units such that the surface of the wall to be jointed is on the opposite side of the wall from the mason, requiring the mason to lean over the wall to complete the work. Related work includes mason tending and electrical installation incorporated into the brick wall during the overhand bricklaying process.

**PERSONAL FALL ARREST SYSTEM:** a system used to arrest an employee in a fall from a working level. It consists of an ***anchorage***, ***connectors***, a ***body harness*** and may include a ***lanyard***, ***deceleration device***, ***lifeline***, or suitable combination of these. **The use of body belts**

for fall arrest is prohibited.

**POSITIONING DEVICE SYSTEM:** a *body belt* or ***body harness*** system rigged to allow an employee to be supported on an elevated vertical surface, such as a wall, and work with both hands free while leaning.

**QUALIFIED PERSON:** one who, by possession of a recognized degree, certificate, or professional standing, or who by extensive knowledge, training, and experience, has successfully demonstrated his ability to solve or resolve problems relating to the subject matter, the work, or the project.

**ROPE GRAB:** a ***deceleration device*** which travels on a ***lifeline*** and automatically, by friction, engages the ***lifeline*** and locks so as to arrest the fall of an employee. A rope grab usually employs the principle of inertial locking, cam/level locking, or both.

**ROOF:** the exterior surface on the top of a building. This does not include floors or formworks which, because a building has not been completed, temporarily become the top surface of a building.

**ROOFING WORK:** the hoisting, storage, application, and removal of roofing materials and equipment, including related insulation, sheet metal, and vapor barrier work, but not including the construction of the ***roof*** deck.

**SAFETY-MONITORING SYSTEM:** a safety system in which a competent person is responsible for recognizing and warning employees of fall hazards.

**SELF-RETRACTING LIFELINE/LANYARD:** a ***deceleration device*** containing a drum-wound line which can be slowly extracted from, or retracted onto, the drum under slight tension during normal employee movement, and which, after onset of a fall, automatically locks the drum and arrests the fall.

**SNAPHOOK:** a ***connector*** comprised of a hook-shaped member with a normally closed keeper of similar arrangement which may be opened to permit the hook to receive an object and, when released, automatically closes to retain the object. Snaphooks are generally one of two types:

1. the locking type with a self-closing, self-locking keeper which remains closed and locked until unlocked and pressed open for connection or disconnection; or
2. the non-locking type with a self-closing keeper which remains closed until pressed open for connection or disconnection. The use of a non-locking snaphook as part of ***personal fall arrest systems*** and ***positioning device systems*** is prohibited.

**STEEP ROOF:** a ***roof*** having a slope greater than 4 in 12 (vertical to horizontal).

**TOEBOARDS:** a low protective barrier that will prevent the fall of material and equipment to ***lower levels*** and provide protection from falls for personnel.

**UNPROTECTED SIDES AND EDGES:** any side or edge (except at entrances to points of access) of a ***walking/working surface***, e.g., floor, ***roof***, ramp, or runway where there is no wall or ***guardrail system*** at least 39 inches high.

**WALKING/WORKING SURFACE:** any surface, whether horizontal or vertical, on which an employee walks or works, including, but not limited to, floors, roofs, ramps, bridges, runway, formwork and concrete reinforcing steel; not including ladders, vehicles, or trailers on which employees must be located in order to perform their job duties.

**WARNING LINE SYSTEM:** a barrier erected on a ***roof*** to warn employees that they are approaching an unprotected ***roof*** side or edge, and which designates an area in which ***roofing work*** may take place **without** the use of guardrail, ***body belt***, or safety net systems to protect employees in the area.

**WORK AREA:** that portion of a ***walking/working surface*** where job duties are being performed.

WHERE FALL PROTECTION IS REQUIRED

The "key" distance is six (6) feet. All employees must be aware that if there is a possibility of falling six (6) feet or more at least one (1) fall protection system will be implemented. Further, protection from being struck by falling objects from above will be provided on all job sites.

All areas identified by OSHA are included because, over time, most of these areas will present themselves on job sites even if the exposures are the result of another contractor’s work.

Below listed are specific situations where fall protection systems will be utilized.

UNPROTECTED SIDES AND EDGES:

Each employee on a walking/working surface (horizontal and vertical surface) with an unprotected side or edge which is 6 feet or more above a lower level shall be protected from falling by the use of guardrail systems, safety net systems, or personal fall arrest systems.

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FALL PROTECTION SYSTEMS GUARDRAIL SYSTEM:

A guardrail system is a physical barrier erected to prevent employees from falling to lower levels.

Specific guardrail systems criteria are found in 29 CFR 1926.502(b) and we will erect guardrail systems that comply with the cited criteria.

The main advantage of a guardrail system is that it is a “passive” system which, once installed, requires no employee involvement in its function. A guardrail will stop an employee who inadvertently walks into it.

A guardrail system is an acceptable fall protection system in each of the fifteen (15) OSHA designated work areas save one (1) - “Formwork and Reinforcing Steel.”

ACCIDENTS AND NEAR ACCIDENTS

Accidents and near accidents involving fall hazards will be investigated by the Fall Protection Program Administrator to determine the cause of the incident and a method of preventing a reoccurrence. Questions to be considered are:

1. Was the fall protection system selected appropriate for the hazard?
2. Was the system properly installed?
3. Was the person involved in the accident following proper procedures?
4. Were there contributing factors such as ice, wind, debris, etc.?
5. Is retraining or a change of the Fall Protection Plan required?

TRAINING/RETRAINING

Training, which must be certified, will include the following topics:

1. the nature of fall hazards in the work area.
2. the correct procedures for erecting, maintaining, disassembling, and inspecting the fall protection to be used.
3. the use and operation of guardrail systems; personal fall arrest systems; safety net systems’ warning line systems; safety monitoring systems’ controlled access zones; and other protection to be used.
4. the role of the Safety Monitor and the role of the employee when a safety monitoring system is used.
5. the limitations on the use of mechanical equipment during the performance of roofing work on low-sloped roofs.
6. the correct procedures for handling and storage of equipment and materials and the erection of overhead protection.
7. the role of employees in fall protection plans.

Training will be conducted by competent person(s) using the below listed items as resource materials:

1. this Fall Protection Program.
2. the manufacturer’s instruction manuals that come with fall protection equipment.
3. OSHA standards pertaining to fall protection which include 29 CFR 1926.500, 501, 502, and 503.
4. the competent person’s work experiences.

Should the competent person, a supervisor, or the Program Administrator suspect that an employee lacks the skills needed for proper fall protection, that employee will be retrained.

Changes in the workplace, types of fall protection systems and equipment will also necessitate retraining.

Only the latest Training Certificate will be kept on file.

FALL PROTECTION AT THE JOB SITE

A quick glance through this Fall Protection Program may leave the reader with the impression that fall protection requires an inordinate amount of attention to small details which, in practice, would render the fall protection provisions of subpart M, 29 CFR 1926 unworkable in real work situations.

The opposite is true. OSHA has gone to great lengths to make subpart M user friendly by incorporating performance-oriented criteria (as opposed to specification-oriented criteria) into their standards. Following a hazard assessment, we will select the most advantageous fall protection system that is compatible with our task needs and our protection requirements.

Lastly, while time, equipment, training, and money are devoted to fall protection systems which either physically prevent persons from falling from height, control the rate of deceleration during an actual fall, prevent objects from falling onto persons below, or warn personnel of restricted areas, we must never forget that it is important not to fall in the first place.

Accidents are more likely to occur as we become “adjusted” to working at height. Most slips, trips and falls are preventable. Proper footwear, wearing hard hats when there is a possibility of falling objects, cleaning up of debris, and paying attention to footing, hand holds, and edges is as important as the fall protection systems themselves.

**FORKLIFTS**

AngelTrax

**Forklifts**

**29 CFR 1910.178,** [***Powered Industrial Trucks***](http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&amp;p_id=9828)

FORKLIFTS OVERVIEW

This program has been developed to make our truck operators aware of the hazards associated with motorized truck use as well as to provide guidance for safe truck operations.

Persons will be authorized to operate our forklifts only after they have successfully demonstrated their understanding of proper procedures for truck inspection, use, and refueling/recharging. Operators will demonstrate their truck knowledge and abilities by passing a written test and performing designated truck maneuvers. All truck operators will be evaluated by the Forklift Program Administrator or a designated competent person.

Because of their power; weight; size; restricted visibility; and, often, high center of gravity, operation of industrial trucks takes skill and attention to detail. One moment of inattention can lead to a major mishap in an instant. Additionally, the load presents potential hazards if not properly secured, balanced, and/or properly placed on the truck.

In accordance with paragraph (b)12, 29 CFR 1910.178, *Powered Industrial Trucks*, the Program Administrator or other competent person will determine whether the atmosphere or location in which our industrial trucks will operate is hazardous or non-hazardous and, after further assessing our needs, will determine which types of trucks are appropriate and allowed for our specific operations.

In the unlikely event that unsafe industrial motor truck operations are observed, retraining will be given with emphasis on correcting the improper behavior. To prevent the possibility of severe injury to the operator (or a bystander), our forklifts must be operated in a professional manner and anything less will not be tolerated.

All truck operators will have ready access to this program, appropriate OSHA standards, and the truck owner/operator manuals.

FORKLIFTS

Forklifts are designed to move items quickly, safely, and cleanly. Forklift training would also apply to numerous types of powered industrial trucks such as: tractors; platform lift trucks; motorized hand trucks; and other specialized industrial trucks powered by electric motors or internal combustion engines.

While many safety features are designed into forklifts, accidents still happen and they are generally the result of operator error. According to  *Modern Materials Handling*, pg. E-18, Jul 97, powered industrial vehicles are involved in approximately 68,000 accidents annually, causing 90,000 injuries and 100 deaths.

There is a general agreement among safety professionals, as well as OSHA, that requiring training for all persons (including part-time, seasonal, and temporary employees) who operate forklifts will significantly reduce the above accident and injury rate.

GENERAL REQUIREMENTS

All truck operators must be thoroughly familiar with the truck, itself. This includes knowing:

1. instinctively what each and every control does.
2. how to perform a truck safety check.
3. the truck’s limitations such as maximum load, height and width, visibility, stability, and surface requirements.
4. the truck’s stopping and turning ability and its effect on loads.

The below safety rules and guidelines to which one must adhere while operating a forklift have been established. These rules are designed to protect the operator and/or persons adjacent to truck operations.

Specifically:

* 1. No person shall operate one of our trucks unless authorized in writing.
     1. Prior to authorization, the operator will have read this program, received training, passed a quiz on truck operations, and been evaluated on operational skills.
     2. Authorization to operate one type of truck does not automatically authorize a person to operate all trucks. Different power sources, visibility restrictions, controls, and capacities may dictate, in the judgment of the Program Administrator, that a separate certification process may be required for a different type of truck. There may be instances where a new vehicle does not necessitate new training and a demonstration of proficiency. A newer model of a currently used truck may be identical to the truck the operator is qualified on as far as safety and operations are concerned. As a general rule, each **type** of truck has its own characteristics, limitations, and idiosyncrasies -- each **model** of a type of truck may or may not be unique.

1. FORKLIFTS
   1. No riders are allowed on our forklift unless:
      1. the truck is specifically designed for such use.
      2. the rider is authorized by the Program Administrator.

NOTE: Forklifts are generally designed to move product, supplies and equipment, not personnel.

* 1. The Program Administrator will revoke the authority to operate a truck if unsafe acts are observed or it is apparent that the operator has not retained the knowledge and job skills necessary to safely perform truck operations.
     1. an operator who has lost his authorization to operate a truck will be retrained, reevaluated, and, if appropriate, re-certified.
  2. At the beginning of each shift, the operator will inspect the truck using our Forklift Daily Checklist.
     1. If deficiencies relating to safety are found, the deficiencies will be noted on the Checklist and reported to the Program Administrator or other designated person. The vehicle will not be used until safety defects are repaired.
     2. If cosmetic damage is discovered during the daily check, it will be noted on the Checklist, however, the truck will be used. Cosmetic faults will not delay our operations.

HAZARDS

The major personal safety hazards involved in truck operation include:

1. physically hitting a person/object with the truck or load.
2. having a load fall and hit the operator or other person.
3. having the truck tip and crush the operator or other person.
4. fire or explosion during refueling/recharging.

Below are rules and guidelines to control the hazards identified and reduce the likelihood of accident/injury. While some of the procedures may seem too obvious to mention or just plain common sense, remember this — serious, even fatal, accidents have occurred because for one split second an operator forgot or ignored a basic safety rule.

HITTING A PERSON/OBJECT

1. Never drive up to a person standing in front of a fixed object.
2. When possible, stay within delineated travel lanes or aisles.
3. Be seen and/or heard.
4. Ensure that adequate lighting is available.
5. AngelTrax

FORKLIFTS

1. Maintain a clear view of travel. If the load blocks or restricts the view, the operator will drive with the load trailing (backwards).
2. Slow down, sound horn, and do not pass where vision is restricted.
3. Operate the truck at speeds that will allow it and the load to be stopped in a safe, smooth, manner.
4. Be aware of floor conditions. Remove loose objects that have found their way to the truck travel lanes. Operate the truck at slower speeds on wet or slippery floors.
5. Of course, stunt or reckless driving is prohibited.
6. Be aware of the height of the truck and, if equipped, its mast and load. Carelessness can damage ceiling, lights, pipes, etc..
7. Never allow anyone to stand or pass under an elevated portion of any truck at any time.

FALLING LOADS

1. Know your load -- do not “overstack”. Because practically all loads lifted or hauled by a forklift are not secured to the truck, ensure the load is properly stacked. Cartons generally should be interlaced or banded.
2. If lifting a load or pallet, get the forks (or other engaging means) as far under the load as possible.
3. Travel with the load in the lowest position for stability as well as prevention of hitting objects overhead. If using forks, tilt the load backward for stabilization.
4. Do not exceed the truck’s rated capacity or stack loads too high.
5. Do not make “jerky” movements such as slamming the brakes or high speed turns.
6. A load backrest extension will reduce the possibility of part of the load falling rearward.
7. When using a fork lift, the forks may be tilted forward only for picking up or setting down a load.

TIPPING

Forklifts are, by design, narrow allowing them greater access within the work setting. Unfortunately, a narrow track offers less stability. Tipping or falling off an edge (or dock) is a preventable accident by following the

guidelines below. If your truck tips, keep your body and limbs within the safety of the cage. Wear a seat belt if the truck is so equipped.

1. stay within travel lanes.
2. if entering a trailer, ensure:
   1. the trailer brakes are engaged.
   2. the trailer is secured from movement by means of chocks and/or a locking mechanism.
   3. the tractor is either shut off or removed from the trailer.
   4. the trailer is squared up with the dock opening and dock plates are secure.
   5. the trailer floor is capable of supporting the forklift and its load.
   6. the lighting within the trailer is adequate.

NOTE: Falling off a dock edge because a trailer has moved is invariably a serious accident. Do not count on the tractor-trailer driver to lock his brakes or even trust that his brakes work. Physically check and ensure that the trailer into which you are taking your forklift is flush against the dock. If possible, the trailer should be actually attached to the dock, but in all cases, it should be chocked.

1. travel with the load in the lowest possible position and avoid sharp turns at higher speeds as well as abrupt truck movements.
2. be aware of the surface on which you are traveling -- its traction, ability to hold weight, slope, and surface.

FIRE/EXPLOSION DURING REFUELING/RECHARGING

Refueling accidents are not common experiences, however should they occur, they would be sudden and possibly catastrophic. Follow the manufacturer’s owner’s manual and local fire laws.

1. There is absolutely NO SMOKING or open flame during any portion of the refueling/recharging process.
2. At least an 8B:C rated fire extinguisher, 29 CFR 1910.g(14), must be readily available when refueling propane. Facilities for quick drenching of the eyes and body must be readily available.

OTHER CONCERNS

The program deals primarily with the personal safety of our forklift operators. However, when discussing truck operations, we would be remiss if it were not pointed out that improper truck operations could also result in physical damage to products, trucks, and/or facilities. Proper truck

operation will reduce personal injury accidents, and, as an added benefit, prevent general damage.

OPERATOR PROTECTION

A hazard assessment of forklift operations will be conducted by the Program Administrator. Particular attention will be given to hand, head, eye, and foot protection as well as environmental conditions such as atmospheres, heat or cold. If the truck is equipped with a seat belt, it must be worn when the truck is moving.

Keep your limbs within the running lines of the truck and keep your hands and fingers away from moving parts -- particularly the mast on a fork lift truck.

The Program Administrator will perform a hazard assessment of our truck operations and determine what, if any, personal protective equipment (PPE) requirements are appropriate. If PPE (examples: steel toed boots, leather gloves, hard hat, eye protection, etc.) is required, it must be worn.

FORKLIFT OPERATIONS

In addition to safety operating practices previously identified in this manual, the following will be considered general operating procedures:

1. fire aisles, access to stairways, and fire equipment must be kept clear.
2. operators leaving their trucks must ensure the load is fully lowered, controls neutralized, and brakes set. On an incline, the wheels must be blocked. If the operator is 25 feet or more from the truck or does not have a clear view of the truck, the power to the truck must be shut off.
3. a safe distance shall be maintained from the edge of ramps or platforms while on any elevated dock, platform or freight car.
4. trucks shall not be used for opening or closing freight doors.
   1. trucks, like all items of equipment, will be used for the purpose for which they were designed.
5. be aware that if the operator of a semi-trailer has placed the rear wheels in a far forward position, the trailer may act as a “teeter- totter” when a heavy forklift enters the trailer. When a trailer is not coupled to a tractor, fixed jacks may be necessary to support the semi-trailer during loading or unloading.
6. be aware that the overhead guard (used as protection against falling objects) is designed to prevent injury from the impact of small

packages, boxes, bagged material, etc. -- it is not necessarily designed to withstand the impact of a falling capacity load.

1. in the event persons are lifted by a truck, a lifting platform must be securely attached to the lifting mechanism and the persons on the safety platform must have means of shutting off power to the truck.
2. if more than one truck is operated, they must be separated by a safe distance (at least three truck lengths) and they may not pass each other in intersections, blind spots, or other dangerous locations. The right of way shall be yielded to other trucks in emergency situations.
3. trucks traveling in the same direction shall not be passed at all.
4. driving on grades:
   1. grades shall be ascended or descended slowly.
   2. when ascending or descending grades in excess of 10 percent, loaded trucks shall be driven with the load upgrade.
5. motorized hand trucks must enter confined areas with the load end forward.

MAINTENANCE

While the operator is responsible for checking the truck before use, actual mechanical maintenance must be performed by an authorized person.

1. if at any time a forklift is found to be in need of repair, defective, overheating, or in any way unsafe, the truck shall be taken out of service until it has been restored to safe operating condition.
2. forklifts should be kept reasonably clean and free of excess oil and grease.

DUTIES OF THE FORKLIFT ADMINISTRATOR

The duties of the Forklift Program Administrator include:

1. operator training and certification.
2. hazard assessment of our truck operations.
3. identification of truck operator’s who, through their performance have demonstrated a lack of retained knowledge or ability to safely operate a powered truck. These person will receive retraining.
4. keeping abreast of developments in the materials handling field with an emphasis on safety.

Additionally, the administrator will ensure that all truck operators have ready access to 29 CFR 1910.178, *Powered Industrial Trucks*, this program, and the individual truck’s Operator/Owner Manual.

TRAINING

The Program Administrator will administer the training portion of this program.

Interactive training will be given by a competent (one with knowledge, training, and experience) person with ample opportunity to ask questions and clarify all aspects of truck operation relating to safety.

Prior to actual truck operation on the job, all truck operators will become familiar with the contents of this program as well as the operator’s manual applicable to the specific powered truck they will operate. Each operator will demonstrate an understanding of truck operations and complete a driving test which will include truck inspection, maneuvering, and fueling/charging.

The Program Administrator will ensure that all truck operators have a complete understanding of the below listed topics:

TRUCK-RELATED TOPICS:

1. operating instructions, warnings, and precautions for the type of truck the operator will be authorized to operate.
2. differences between the truck and the automobile.
3. truck controls and instrumentation: where they are located, what they do, and how they work.
4. engine or motor operation.
5. steering and maneuvering.
6. visibility (including restrictions due to loading).
7. fork and attachment adaptation, operation, and use limitations.
8. vehicle capacity.
9. vehicle stability.
10. any vehicle inspection and maintenance that the operator will be required to perform.
11. refueling and/or charging and recharging of batteries.
12. operating limitations.
13. any other operating instructions, warnings, or precautions listed in the operator's manual for the types of vehicle that the employee is being trained to operate.

WORKPLACE-RELATED TOPICS:

1. surface conditions where the vehicle will be operated.
2. composition of loads to be carried and load stability.
3. load manipulation, stacking, and unstacking.
4. pedestrian traffic in areas where the vehicle will be operated.
5. narrow aisles and other restricted places where the vehicle will be operated.
6. hazardous (classified) locations where the vehicle will be operated.
7. ramps and other sloped surfaces that could affect the vehicle's stability.
8. closed environments and other areas where insufficient ventilation or poor vehicle maintenance could cause a buildup of carbon monoxide or diesel exhaust.
9. other unique or potentially hazardous environmental conditions in the workplace that could affect safe operation.

New truck operators may operate powered trucks in a training capacity:

1. when they are under the direct supervision of persons who have the knowledge, training, and experience to train and evaluate their competence.
2. where such operation do not endanger themselves or others.

The Program Administrator will certify the training/evaluation has been accomplished per the following schedule:

If the employee was hired: Initial training and evaluation completed:

Before December 1, 1999 By December 1, 1999.

After December 1, 1999 Before the employee is assigned to operate

a forklift.

Recertification of power industrial truck training must be accomplished every three years.

Refresher training will be given:

1. if unsafe truck operations are observed.
2. after an accident or near-accident.
3. if the operator is to be assigned to drive a different type of truck.
4. if workplace changes could affect safe operation of the truck.

**PERSONAL PROTECTIVE EQUIPMENT (PPE)**

[General]

AngelTrax

**Personal Protective Equipment**

**PPE Standards:**

**29 CFR 1926.28*,*** [***Personal Protective Equipment***](http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&amp;p_id=10614)

**(w/29 CFR 1910.132,** [***General Requirements***](http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&amp;p_id=9777)**) 29 CFR 1926.95,** [***Criteria for Personal Protective Equipment***](http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&amp;p_id=10658)

**29 CFR 1926.101,** [***Hearing Protection***](http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&amp;p_id=10664) **(w/ 29 CFR 1926.52,** [**Occupational Noise Exposure**](http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&amp;p_id=10625)

**29 CFR 1926.102,** [***Eye and Face Protection***](http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&amp;p_id=10665) **(w/29 CFR 1910.133,** [***Eye and Face Protection***](http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&amp;p_id=9778)**)**

**29 CFR 1926.107,** [***Definitions Applicable to this Subpart***](http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&amp;p_id=10670)

OVERVIEW

This Personal Protective Equipment (PPE) Program has been prepared to inform our employees of potential hazards in the workplace and to identify the proper PPE to be used to reduce or eliminate these hazards. This Program relies on a cooperative effort by all personnel to understand the reasons for PPE and to protect themselves from harm.

The use of PPE does not lessen an employee’s obligation to use safe work practices and procedures. Employees are expected to be aware of the hazards within their area of responsibility and properly use prescribed PPE.

Our operations, work methods and individual job sites present specific hazards which must be identified, analyzed, and matched with the appropriate PPE through a continuing hazard assessment process.

A Certificate of Hazard Assessment will be kept on the job site for inspection purposes.

DUTIES OF THE PPE PROGRAM ADMINISTRATOR

The primary duties of the Program Administrator include: hazard assessment; PPE selection; PPE training; and monitoring of our PPE Program. Certain types of PPE may require hands-on training before on the job use (primarily for sizing and fitting) and this training may be further delegated to competent persons.

Our Program Administrator is:

Flash Howard

HAZARD ASSESSMENT AND PPE SELECTION

A careful, systematic personal protective equipment selection process is used to identify what, if any, protection is required to reduce or eliminate the possibility of eye, hand, foot, limb, or head injury.

Hazard assessment, performed by the PPE Program Administrator or a designated competent person, starts with a thorough knowledge of our job sites, work procedures and methods of operation as well as the hazards that may be created by other contractors working in the vicinity of our employees. The basic hazard categories are: impact; penetration; compression; chemical; heat; harmful dust; and light radiation.

Identifying the source of the above hazards allows for consideration of administrative or engineering controls to eliminate the hazard as opposed to providing protection against it. Examples would include: redirecting traffic flow, ventilation, temporary weather barriers, non-slip surfaces, etc..

Because administrative and engineering controls are passive -- no employee involvement is required -- they are preferable to PPE.

A PPE selection is made by analyzing the above information and evaluating the type of risk, the level of risk, the potential for injury and the possible seriousness of that injury. PPE, which is compatible with the above risks and work situation, is considered. Actual selection involves all the above factors plus an attempt to provide a level of protection greater than the minimum required.

In all situations where it has been determined that a particular type of PPE is to be used, it will be used. There will be no exceptions by virtue of position or rank to this policy. Within an area on a job site where the possibility of falling objects exists, hard hats will be worn. It follows that once an item of PPE (hard hat, in this case) is selected, it must be used by all persons in the identified area regardless of job title or function.

Having the PPE Program Administrator or designated competent person on a job site determine the PPE requirements allows for knowledgeable selection and consistency, and eliminates chaos that would result if each individual were to decide when, where, and if PPE should be used.

29 CFR 1910 Subpart I, Appendix B, *Non-mandatory Compliance Guidelines for Hazard Assessment and Personal Protective Equipment Selection*, provides excellent selection guidelines for eye and face protection; head protection; foot protection; and hand protection.

DISSEMINATION OF PPE SELECTION INFORMATION

Employees must understand when PPE is necessary and what type(s) of PPE are necessary.

All persons for whom PPE will provide a measure of safety will be given appropriate training on that item of PPE as well as an explanation of the importance of its use.

ANSI STANDARDS AND PPE

Most items of PPE are manufactured in accordance with a specific American National Standards Institute (ANSI) standard. For example, protective eye and face devices purchased after 07/05/94 must comply with ANSI standard ANSI Z87.1-1989, *American National Standard Practice for Occupational and Educational Eye and Face Protection*; protective helmets purchased after 07/05/94 must comply with ANSI standard ANSI Z89.1- 1986, *American National Standard for Personnel Protection-Protective Headwear for Industrial Employees-Requirements.*

PPE safety products are tested to ensure they meet ANSI standards. Because products are tested in the manner in which they are designed to be used, ANSI certification is valid only if the user follows the manufacturer’s instructions for proper sizing, fitting, wearing, and adjusting. A review of OSHA citations reveals that fines can be levied because employees were improperly using PPE. For example, a hard hat worn with the bill toward the rear may provide adequate protection from impact, however, because it is tested with the bill toward the front, this improper use is cause for a safety violation.

Prior to purchase, items of selected PPE will be checked to ensure they were manufactured in accordance with the proper ANSI standard.

The importance of hazard assessment takes on added significance when judgments are made matching the hazard to the protection desired in cases where ANSI certification is not available. What matters most is: does the selected PPE do what it is intended to do?

EMPLOYEE OWNED EQUIPMENT

Employee owned PPE must be approved for use by the PPE Program Administrator. The Administrator must determine that the PPE is appropriate for the hazard and properly maintained. The Administrator will ensure that PPE maintenance and sanitation are in accordance with the manufacturer’s instructions.

SIZING AND FITTING

The word “personal” in the phrase “personal protective equipment” correctly implies that the equipment is for a specific person. As such, sizing and fitting are important for a variety of reasons.

1. Function: an improperly fitted piece of PPE may not do its job. For example, eye protection against dust must have an excellent face seal.
2. Comfort: the likelihood of continued use is increased if the PPE selected is comfortably fitted. Example: gloves that fit poorly and, over time, make a person’s hands hot and clammy are likely to be removed exposing that person to

the hazard for which the gloves were required in the first place.

1. Safety: ill-fitting PPE may actually cause an accident. Example: loose hard hat may slip and block one’s vision.

Most PPE come in a variety of sizes and within those size groups, adjustments may be made to affect a perfect fit. It is important to understand the procedures for donning, adjusting, using, and removing PPE. Each person who is required to use any type of PPE will be taught, before initial issue, the specific procedures for properly donning, adjusting, using, and removing the specific PPE. This instruction will generally be given by the employee’s Supervisor. When available, the manufacturer’s instructions will be issued with the PPE.

CARE AND MAINTENANCE OF PPE

PPE will be visually inspected before each use and if defects are noticed, it will not be used. Some types of PPE are expendable (cotton gloves) and have a limited life span after which they are discarded and new PPE is reissued. Plastic safety glasses become scratched and they too must be exchanged for new ones when vision is impaired. Other types of safety equipment consist of both non-expendable and expendable components.

A hard hat is non-expendable, yet the head band does wear out and becomes expendable. PPE will be maintained in accordance with the manufacturer’s instructions and, where appropriate, kept in a sanitary condition.

Cleanliness takes on an added importance when dealing with PPE designed to protect the eyes and face. Dirty or fogged lenses can impair vision and, rather than offer protection from a hazard, actually becomes a contributory factor in causing an accident.

Should PPE become contaminated with a chemical substance and decontamination is impossible, the PPE will be properly disposed of following the disposal instructions on the Material Safety Data Sheet for that substance. All other damaged of defective PPE will be taken out of service and disposed of as normal waste.

TRAINING

Training, which must be documented, will be given to affected employees to ensure they understand:

1. when PPE is necessary;
2. what PPE is necessary;
3. how to properly put on, take off, adjust, and wear PPE;
4. the limitations of the PPE; and,
5. the proper care, maintenance, useful life and disposal of the PPE.

Documented retraining will be given in situations when changes in PPE requirements render the previous training obsolete or it is noticed that an employee is not following our PPE policies -- specifically, not properly wearing the selected PPE in identified locations or work situations.

As a contractor, we are not required to have a PPE Program, per se, nor is the hazard assessment a *specific* requirement. In fact, there is no hand protection standard. Construction standards are short and to the point.

The complete standard for head protection is printed below:

Standard Number: 1926.100 Title: Head protection.

Applicable 1910 Standards 1910.135

* 1. Employees working in areas where there is a possible danger of head injury from impact, or from falling or flying objects, or from electrical shock and burns, shall be protected by protective helmets.
  2. Helmets for the protection of employees against impact and penetration of falling and flying objects shall meet the specifications contained in American National Standards Institute, Z89.1-1969, Safety Requirements for Industrial Head Protection.
  3. Helmets for the head protection of employees exposed to high voltage electrical shock and burns shall meet the specifications contained in American National Standards Institute, Z89.2-1971.

Most PPE requirements are obvious and PPE wear is so simple that training is almost unnecessary.

What is important -- vitally important -- is actually using the proper PPE when it is required.

To ensure employee compliance with PPE requirements, we have opted to treat all employees as intelligent, responsible persons who, when reminded of what PPE actually protects, will enthusiastically endorse PPE use.

EYE AND FACE PROTECTION

Your eyes are a marvel of engineering. Most of us take them for granted as we do all our senses until an accident, injury, or disease forces us to realize the miracle we lost or almost lost. Can you imagine a system that can take (absorb) light and convert it to electrical signals (by way of the 120 million rods and 6 million cones on the retina) and transfer these signals through an optic nerve which has about one million fibers directly into the brain?

Most of us see the world in living color and with depth perception. The body itself does much to protect the eyes. Bony eye sockets in the skull protect the eye from many mechanical injuries. Orbital fluids and tissues cushion direct blows. Eyelids close reflexly from visual or mechanical

stimuli. Eyes reflexly rotate upward with the lid closing to protect the cornea. Tears can flush away chemicals and foreign bodies. We all come with these safeguards. Sometimes, they are not enough.

Eye protection is required when there is a possibility of eye injury. Eye injury is not confined to flying objects. Eye injury can be caused by bright light, dust, chemicals, heat, and, literally, anything that can reach them.

Different hazards require different types of protection.

Eye (and face) protection is required when one is exposed to flying particles, chemicals, or injurious light radiation. Types of eye protection include: impact resistant safety glasses; safety glasses with side shields; goggles; goggles with a face seal; face masks; and shaded goggles with varying degrees of darkness.

Affected employees who wear prescription lenses will wear eye protection over the prescription lenses without disturbing the proper positioning of the prescription lenses, or will wear eye protection that incorporates their prescription into the design.

All prescription glasses should be made with impact-resistant lenses. Hardened lenses, through a tempering process, are extremely hard and resistant to impact and breakage. Safety lenses are similar to hardened lenses but are 1 mm thicker. Safety lenses are used in goggles where there is a danger of flying glass or chips of metal.

All employees who wear contact lenses must also wear appropriate eye and face protection in hazardous environments.

Welding helmets and faceshields, if required, should be worn over primary eye protection (spectacles or goggles).

An inexpensive pair of safety glasses can save your priceless eyesight.

HEARING PROTECTION

Wherever it is not feasible to reduce the noise levels or duration of exposures to those specified in Table D-2, below, ear protective devices shall be provided and used.

Ear protective devices inserted in the ear shall be fitted or determined individually by competent persons.

Plain cotton is not an acceptable protective device.

TABLE D-2 - PERMISSIBLE NOISE EXPOSURES

Sound level

Duration per day, hours dBA slow response

|  |  |
| --- | --- |
| 8 | 90 |
| 6 | 92 |
| 4 | 95 |
| 3 | 97 |
| 2 | 100 |
| 1 1/2 | 102 |
| 1 | 105 |
| 1/2 | 110 |
| 1/4 or less | 115 |

Hearing damage is caused by noise level and duration of exposure to the noise. If, after using the formula below, the equivalent noise exposure exceeds unity (1), then a Hearing Conservation Program will be initiated.

F(e)=(T(1)divided by L(1))+(T(2)divided by L(2))+ ... + (T(n) divided by L(n)) where: F(e) = The equivalent noise exposure factor.

T = The period of noise exposure at any essentially constant level.

L = The duration of the permissible noise exposure at the constant level (from Table D-2).

If the value of F(e) exceeds unity (1) the exposure exceeds permissible levels.

A sample computation showing an application of the formula in paragraph (d)(2)(ii) of this section is as follows. An employee is exposed at these levels for these periods:

110 db A 1/4 hour. 100 db A 1/2 hour. 90 db A 1 1/2 hours.

F(e) = (1/4 divided by 1/2)+(1/2 divided by 2)+(1 1/2 divided by 8) F(e) = 0.500+0.25+0.188

F(e) = 0.938

Since the value of F(e) does not exceed unity, the exposure is within permissible limits.

Understanding some interesting facts about your hearing will emphasize the need for hearing protection.

Your outer ears on the side of your head are the least important part of your hearing system. Should you lose your ear, you would not necessarily lose your hearing. Your outer ear, made of cartilage, includes the external auditory canal which leads to the eardrum which is only 2/5" in diameter.

The eardrum separates the outer ear from the middle ear. Within the middle ear are three (3) bones commonly called the hammer, anvil, and stirrup. The stirrup (stapes) is the smallest bone in your body -- thinner than a grain of rice. Also in the middle ear is the Eustachian tube which connects the middle ear to the back of the throat to maintain equal air pressure on both sides of the ear drum.

The inner ear, where sound waves are converted to electrical impulses, actually has a function unrelated to hearing. It contains the semicircular canals which completely control your balance. Also in the inner ear is the cochlea, a small spiral coil in which you would find the basilar membrane which has over 15,000 hair cells. These hair cells are the end of the auditory nerve which goes directly to the temporal lobe of the brain.

The hardest bone in your whole body is the temporal bone which protects two thirds of the auditory canal and all of the middle and inner ear. Nature, itself, seems to have placed a high priority on your hearing.

Protect your hearing. If you are issued hearing protection, use it!

MISCELLANEOUS PERSONAL PROTECTION

PPE immediately brings to mind eye, head, hand, and foot protective equipment. However, there may be other types of protective equipment which are readily available and which have the capability of protecting employees from identified hazards in the workplace. Some of these items may not fall under a specific OSHA standard or may not be ANSI approved or disapproved, however, in the judgment of our PPE Program Administrator, they may be appropriate for use in our operations.

SUMMARY

The true beneficiary of PPE utilization is the user. The whole thrust of this Program is to protect our employees from injury. This is accomplished by, among other things, explaining the process of hazard assessment; the reasons for PPE use; and the necessity of using the PPE selected.

What possible justification could there be for maiming, losing, or even slightly injuring a body part because available (and required) PPE was not used? “I forgot”; “I was in a hurry”; “I misplaced my PPE”; “I felt silly wearing PPE”; or “I really didn’t believe PPE was necessary” will not undo what could be a lifetime of regret.

AngelTrax

CERTIFICATE OF WORKPLACE HAZARD ASSESSMENT

I certify, this date, that I have performed a hazard assessment of our job sites and our methods of operations.

This hazard assessment was accomplished to determine if hazards are present, or are likely to be present, which necessitate the use of personal protective equipment (PPE).

Identified hazards which cannot be eliminated through engineering controls or changes in procedures will be addressed by the use of selected PPE.

All affected employees will be informed of the required PPE for specific work locations or specific types of work to be performed and will receive initial training or retraining, if necessary, before being allowed to perform work requiring PPE.

If conditions or procedures change, a reassessment will be made.

Flash Howard

Personal Protective Equipment Program Administrator

(Date)

###### AngelTrax

CERTIFICATE OF TRAINING

(Instructor Name) (Date)

The below listed personnel have received training on Personal Protective Equipment (PPE). Training was interactive with ample opportunity for questions and answers. PPE training was taught by a competent person knowledgeable in the subject matter presented. Topics included, but were not limited to the requirements of 29 CFR 1910.132 listed below:

Personal Protective Equipment [General] - 29 CFR 1910.132

Each such employee shall be trained to know at least the following: when PPE is necessary; what PPE is necessary; how to properly don, doff, adjust, and wear PPE; the limitations of the PPE; and, the proper care, maintenance, useful life and disposal of the PPE. Each affected employee shall demonstrate: 1) an understanding of the training specified above and,

1. the ability to use PPE properly, before being allowed to perform work requiring the use of PPE.

(Employee Name) (Employee Signature)

Scott Lisenby

Safety Director

###### AngelTrax

CERTIFICATE OF RETRAINING

(Instructor Name) (Date)

The below listed personnel have received retraining on Personal Protective Equipment (PPE).

Retraining was given because there was reason to believe that the affected employee(s) who had already been trained do not have the understanding and skill required.

Additionally, circumstances where retraining is required include, but are not limited to, situations where:

* 1. changes in the workplace render previous training obsolete; or
  2. changes in the types of PPE to be used render previous training obsolete; or
  3. inadequacies in an affected employee's knowledge or use of assigned PPE indicate that the employee has not retained the requisite understanding or skill.

Training was interactive with ample opportunity for questions and answers. PPE training was taught by a competent person knowledgeable in the subject matter presented. Topics included, but were not limited to the requirements of 29 CFR 1910.132 listed below:

Personal Protective Equipment [General] - 29 CFR 1910.132

Each such employee shall be trained to know at least the following: when PPE is necessary; what PPE is necessary; how to properly don, doff, adjust, and wear PPE; the limitations of the PPE; and, the proper care, maintenance, useful life and disposal of the PPE. Each affected employee shall demonstrate: 1) an understanding of the training specified above and,

2) the ability to use PPE properly, before being allowed to perform work requiring the use of PPE.

(Employee Name) (Employee Signature)

Scott Lisenby

Safety Director

PERSONAL PROTECTIVE EQUIPMENT (PPE)

**[Noise Exposure / Hearing Conservation]**

AngelTrax

**Noise Exposure / Hearing Conservation**

**OSHA Standards:**

**29 CFR 1910.95,** [***Occupational Noise Exposure***](http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&amp;p_id=9735)

**29 CFR 1926.52,** [***Occupational Noise Exposure***](http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&amp;p_id=10625)

**29 CFR 1926.101,** [***Hearing Protection***](http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&amp;p_id=10664)

OVERVIEW

This Hearing Conservation Program is designed for one purpose -- to prevent hearing damage caused by occupational noise exposure.

Most forms of personal protective equipment (PPE) are a response to an obvious hazard and are easy to understand. A hard hat will protect your head from falling objects, for example.

Hearing protection is different from most other types of PPE because loss of hearing generally occurs painlessly over a period of time and, when finally realized, the damage is permanent.

Because of the above, it is vital that cooperation between all affected employees and management be established to prevent occupational hearing loss. To achieve this goal, our Hearing Conservation Program focuses on the effects of noise on hearing as well as the selection and use of hearing protectors. Information is provided on how sound is transmitted to your brain, and lastly, the actual application of our Hearing Conservation Program.

While our Hearing Conservation Program has all the elements required of a complete safety program, it is not necessary to understand all the technical formulas and procedures that are required of licensed monitors, doctors, and hygienists. Individual employees are required to wear appropriate hearing protection when so directed and to understand the importance of protecting their hearing from damage. If job site noise bothers you and those noises are below the threshold for required ear protection, you should bring this to the attention of the Hearing Conservation Program Administrator for resolution.

Wherever it is not feasible to reduce the noise levels or duration of exposures to those specified in Table D-2, below, ear protective devices shall be provided and used.

Ear protective devices inserted in the ear shall be fitted or determined individually by competent persons.

Plain cotton is not an acceptable protective device.

TABLE D-2 - PERMISSIBLE NOISE EXPOSURES

Sound level

Duration per day, hours dBA slow response

|  |  |
| --- | --- |
| 8 | 90 |
| 6 | 92 |
| 4 | 95 |
| 3 | 97 |
| 2 | 100 |
| 1 1/2 | 102 |
| 1 | 105 |
| 1/2 | 110 |
| 1/4 or less | 115 |

Hearing damage is caused by noise level and duration of exposure to the noise. If, after using the formula below, the equivalent noise exposure exceeds unity (1), then a Hearing Conservation Program will be initiated.

F(e)=(T(1)divided by L(1))+(T(2)divided by L(2))+ ... + (T(n) divided by L(n)) where: F(e) = The equivalent noise exposure factor.

T = The period of noise exposure at any essentially constant level.

L = The duration of the permissible noise exposure at the constant level (from Table D-2).

If the value of F(e) exceeds unity (1) the exposure exceeds permissible levels.

A sample computation showing an application of the formula in paragraph (d)(2)(ii) of this section is as follows. An employee is exposed at these levels for these periods:

110 db A 1/4 hour. 100 db A 1/2 hour. 90 db A 1 1/2 hours.

F(e) = (1/4 divided by 1/2)+(1/2 divided by 2)+(1 1/2 divided by 8) F(e) = 0.500+0.25+0.188

F(e) = 0.938

Since the value of F(e) does not exceed unity, the exposure is within permissible limits.

Hearing protection is different from most other types of PPE because loss of hearing generally occurs painlessly over a period of time and, when finally realized, the damage is permanent.

As one would reasonably expect, acoustic trauma to your hearing can cause instant and permanent damage.

The initial determination of excessive noise levels is generally subjective. Indications of excessive noise would include: actual information pertaining to specific machines; personal observation; complaints from employees; and noticed indications of hearing loss. It is requested that employees

draw attention to work situations where there is an apparent loudness that possibly requires hearing protection.

At no cost, and replaced as necessary, hearing protectors will be provided when employees are exposed to sound levels above 85 dBA on an 8 hour time-weighted average.

Appropriate hearing protectors will be available in a variety of styles from which to choose from to provide a comfortable fit; employees will be made aware of the proper use and care of the protectors selected.

In selecting appropriate hearing protectors, the Program Administrator will consider the below factors:

1. the hearing protector’s noise reduction rating (Subject Fit) [NRR(SF)].

NOTE: The NRR(SF), measured in dB and found as a number on the hearing protector, can be used by subtracting that number from an A-weighted sound level or a time-weighted average noise exposure to determine the level of protection for most (84%) of the users.

NOTE: The NRR(SF) is based on tests of continuous noise and may not be an appropriate indicator for protection against impulse or impact noise.

1. the user’s daily equivalent noise exposure.
2. variations in noise levels.
3. user preference.
4. communication needs.
5. hearing ability.
6. compatibility with other safety equipment.
7. user’s physical limitations.
8. climate and other working conditions.
9. replacement, care, and use requirements.

DUTIES OF THE PROGRAM ADMINISTRATOR

The duties of the Hearing Conservation Program Administrator include identifying work areas where the equivalent noise exposure factor exceeds unity (see next section); determining what types of noise level monitoring may be necessary; and ensuring that all personnel who are directed to wear hearing protection are trained in its proper use, cleaning, and storage.

The Program Administrator will also be responsible for recordkeeping, testing, and training. Lastly, the Program Administrator will keep abreast of developments in the hearing conservation field and he is encouraged to seek outside professional help when needed.

WHEN A HEARING CONSERVATION PROGRAM IS NEEDED

The two construction standards that deal with occupational noise exposure, 29 CFR 1926.101, *Hearing Protection*, and 29 CFR 1926.52, *Occupational Noise Exposure*, both reference the industry standard 29 CFR 1910.95, *Occupational Noise Exposure*, on which this program is based.

Hearing protection will be provided at 85 dBA or greater **or** when it is not feasible to reduce the noise levels or duration of exposures to those specified in Table D-2 below, ear protective devices shall be provided and used.

TABLE D-2 - PERMISSIBLE NOISE EXPOSURES

Sound level

|  |  |
| --- | --- |
| Duration per day, hours  8 | dBA slow response  90 |
| 6 | 92 |
| 4 | 95 |
| 3 | 97 |
| 2 | 100 |
| 1 1/2 | 102 |
| 1 | 105 |
| 1/2 | 110 |
| 1/4 or less | 115 |

Ear protective devices inserted in the ear shall be fitted or determined individually by competent persons.

Plain cotton is not an acceptable protective device.

A continuing, effective hearing conservation program will be administered when employees are exposed to sound levels greater than 85 dBA on an 8 hour time-weighted average basis, see below.

This Hearing Conservation Program must be implemented when the equivalent noise exposure exceeds unity (the number 1) using the below formula and example:

F(e)=(T(1)divided by L(1))+(T(2)divided by L(2))+ ... + (T(n) divided by L(n)) where:

F(e) = The equivalent noise exposure factor.

T = The period of noise exposure at any essentially constant level.

L = The duration of the permissible noise exposure at the constant level (from Table D-2).

If the value of F(e) exceeds unity (1) the exposure exceeds permissible levels.

Because the action level is an 8-hour time-weighted average of 85 decibels measured on the A-scale, slow response, we will implement a monitoring program when this level is reached.

A sample computation showing an application of the formula is as follows. An employee is exposed at these levels for these periods:

|  |  |  |
| --- | --- | --- |
| 110 db A | 1/4 | hour |
| 100 db A | 1/2 | hour |
| 90 db A | 11/2 | hours |

F(e) = (1/4 divided by 1/2)+(1/2 divided by 2)+(1 1/2 divided by 8) F(e) = 0.500+0.25+0.188

F(e) = 0.938

Since the value of F(e) does not exceed unity, the exposure is within permissible limits.

DEFINITIONS

There are certain words in our Hearing Conservation Program which are not used in everyday life. So that all may have a clearer understanding of this program, the below definitions are presented:

ACTION LEVEL An 8-hour time-weighted average of 85 decibels measured on the A-scale, slow response, or equivalently, a dose of fifty percent.

ATTENUATE To lessen the intensity.

AUDIOGRAM A chart, graph, or table resulting from an audiometric test showing an individual's hearing threshold levels as a function of frequency.

AUDIOLOGIST A professional, specializing in the study and rehabilitation of hearing, who is certified by the American Speech- Language-Hearing Association or licensed by a state board of examiners.

BASELINE AUDIOGRAM The audiogram against which future

audiograms are compared.

CRITERION SOUND LEVEL A sound level of 90 decibels. DECIBEL (dB) Unit of measurement of sound level.

DOSIMETER An instrument that integrates a function of sound pressure over a period of time in such a manner that it directly indicates a noise dose.

HERTZ (HZ) Unit of measurement of frequency, numerically equal to cycles per second.

MEDICAL PATHOLOGY A disorder or disease which should be

treated by a physician specialist.

NIHL Noise Induced Hearing Loss.

NOISE DOSE The ratio, expressed as a percentage, of:

* 1. the time integral, over a stated time or event, of the 0.6 power of the measured SLOW exponential time- averaged, squared A-weighted sound pressure and
  2. the product of the criterion duration (8 hours) and the 0.6 power of the squared sound pressure corresponding to the criterion sound level (90 dB).

OTOLARYNGOLOGIST A physician specializing in diagnosis

and treatment of disorders of the ear, nose and throat.

REPRESENTATIVE EXPOSURE Measurements of an employee's noise

dose or 8-hour time-weighted average sound level that the employers deem to be representative of the exposures of other employees in the workplace.

SOUND LEVEL Ten times the common logarithm of the ratio of the square of the measured A- weighted sound pressure to the square of the standard reference pressure of 20 micropascals. Unit: decibels (dB). For use with OSHA standard 29 CFR 1910.95, SLOW time response is required.

SOUND LEVEL METER An instrument for the measurement of

sound level.

TIME-WEIGHTED AVERAGE That sound level, which if constant over

an SOUND LEVEL 8-hour exposure, would result in the same noise dose as is measured.

NOISE MONITORING PROCEDURES

Initially, the implementation of a noise monitoring program is the result of subjective reasoning by the Program Administrator. Indications of excessive noise would include: actual information pertaining to specific machines; personal observation; complaints from employees; and noticed indications of hearing loss. It is requested that employees draw attention to work situations where there is an apparent loudness that possibly requires hearing protection.

The measure of a sound’s strength is referred to as “sound level” and it is measured in units called “decibels” (dB).

To provide some idea of the loudness of 85 dB, the following comparisons are provided:

Sound of: Approximate Decibels:

Softest sound heard with normal hearing 0 dB Ordinary speech at conversational distance 65 dB to 70 dB Telephone dial tone 80 dB

Train whistle at 500 feet 90 dB

Power mower 107 dB

Jet engine at 100 feet 140 dB

Gun Shot 140 dB

Sound levels above 80 dB may become uncomfortable; sound above 125 dB may be painful.

Individual occupational sound exposures above 85 dB do not trigger the need for noise monitoring or a Hearing Conservation Program -- it is when the equivalent noise exposure factor exceeds unity. The two factors that cause occupational hearing loss are: 1) loudness and 2) the duration of time one is exposed to that loudness. **In spite of the above**, when information indicates employee exposure may equal/exceed the 8 hr time- weighted avg. of 85 decibels, the monitoring program will be implemented to identify employees to be included in the hearing conservation program.

Hearing loss generally occurs over a lengthy period of time. Of course, as one would reasonably expect, acoustic trauma to your hearing can cause instant and permanent damage.

Our monitoring program is designed to identify:

1. areas where feasible administrative controls may be implemented to reduce noise exposure. Example: shorter exposure times.
2. areas where feasible engineering controls may be implemented to reduce noise exposure. Example: soundproofing.

c. which employees should be included in our hearing conservation program.

d. the types of hearing protection to be used.

Noise monitoring equipment and procedures will be determined by employee mobility; variations in workplace sound levels; individual types of noise such as impact, impulse, or steady stream; and/or the noise type combinations.

NOISE LEVEL MONITORING

The monitoring equipment and procedures will be designed to determine the actual sound levels that reach the employee’s ears and the length of time there is exposure to those levels.

Noise level monitoring is generally conducted by using either a dosimeter, a sound level meter, or both. Because a sound level meter takes one measurement at one point in time, it is useful when sound is fairly constant and the employee is not moving in and out of the noise area.

A dosimeter, on the other hand, stores sound level measurements and can produce an average noise exposure which can be calculated into an 8-hour time weighted average. When using a dosimeter in an area where employees are exposed to varying sound levels or they move in and out of the noise area, the dosimeter is actually worn and the sound pick-up is placed close to the employee’s ear to get an accurate measurement of the sound level exposure. Generally, a dosimeter is the best choice for a job site.

Noise level monitoring results, as well as 29 CFR 1910.95, will be made available to affected employees and copies of these items be **posted** in the workplace.

MONITORING PLAN

All continuous, intermittent and impulsive sound levels from 80 dB to 130 dB will be integrated into the noise measurements.

All instruments to measure employee noise exposure will be calibrated to ensure measurement accuracy.

Representative personal sampling will be used, in lieu of area sampling, when there is high employee mobility, significant variations in sound levels, or a significant component of impulse noise.

Area sampling will be used when sound levels are relatively constant and employees have a constant exposure to them.

When there is a change in job site activity or equipment which would likely increase noise levels, additional monitoring will be undertaken.

1. All persons found to be exposed to sound levels at or above the action level will be notified.
2. Affected employees or their representatives will be allowed to observe the noise monitoring process.

NOISE LEVEL MONITORING RECORDS

All noise level monitoring records will be kept for a period of two (2) years.

AUDIOMETRIC TESTING PROGRAM

Audiometric testing will be made available at no cost to affected employees.

When noise exposures reach the action level **(8 hour time-weighted average of 85 dBA)**, the audiometric testing will be initiated.

Audiometric tests will be performed by a licensed or certified audiologist, otolaryngologist, physician, technician who is certified by the Council of Accreditation in Occupational Hearing Conservation, or who has satisfactorily demonstrated competence in administering audiometric examinations, obtaining valid audiograms, and properly using, maintaining and checking calibration and proper functioning of the audiometers being used. A technician who operates microprocessor audiometers does not need to be certified. A technician who performs audiometric tests must be responsible to an audiologist, otolaryngologist or physician.

BASELINE AUDIOGRAM

**Within 6 months of an employee's first exposure at or above the action level, a valid baseline audiogram will be established against which subsequent audiograms can be compared.** Hearing loss can occur as a result of age, trauma, drug reaction, and exposures that are not work related. However, with a baseline audiogram -- which measures the frequency (125 or 250 Hz to 8000 Hz) and loudness (-10 or 0 dB to 110 dB) -- it is possible from subsequent audiograms to determine with accuracy if hearing loss is due to occupational noise exposure or some other cause.

For the purposes of this program, audiograms must measure, in each ear, at least the frequencies of 500, 1000, 2000, 3000, 4000, and 6000 Hz.

Occupational hearing loss occurs within the inner ear in the cochlea. By using a bone-conduction vibrator, sounds can be carried directly to the inner ear and bypass the outside and middle ear areas.

An annual audiogram may be substituted for the baseline audiogram if the audiologist, otolaryngologist or physician who is evaluating the audiogram determines:

1. the standard threshold shift revealed by the audiogram is persistent; or
2. the hearing threshold shown in the annual audiogram indicates significant improvement over the baseline audiogram.

PROCEDURE

To ensure an accurate test, employees must not be exposed to occupational noises for at least **14 hours prior to the establishment of a baseline audiogram.** To meet this requirement, if needed, hearing protectors may be worn during the preceding work shifts. This procedure is to factor out temporary hearing changes from the test.

ANNUAL AUDIOGRAM

At least annually, after obtaining the baseline audiogram, a new audiogram will be obtained for each employee exposed at or above an 8-hour time- weighted average of 85 decibels. Each employee’s annual audiogram will be compared to that employee’s baseline audiogram to determine if the audiogram is valid and if a standard threshold shift has occurred. If a standard threshold shift has occurred, the employee will be notified **in writing within 21 days** of this determination.

A standard threshold shift would be a change in hearing of an average of 10 dB or more at 2000, 3000, and 4000 Hz in either ear.

While audiograms may be compared by a technician, problem audiograms will be referred to an audiologist, otolaryngologist, or physician for further evaluation.

The person performing this evaluation will be provided the following:

1. a copy of this program including all standards.
2. the baseline audiogram and most recent audiogram of the employee to be evaluated.
3. measurements of background sound pressure levels in the audiometric test room as required in Appendix D to 29 CFR 1910.95.
4. records of audiometer calibrations.

NOTE: If the annual audiogram shows that an employee has suffered a standard threshold shift, the employee will be re-tested within 30 days and these results will be considered the annual audiogram.

If the physician determines that a standard threshold shift has occurred, the following steps will take place:

* 1. those employees not using hearing protectors will wear them and be trained in their use and care.
  2. those employees using hearing protectors will be **re-evaluated and refitted** and provided with hearing protectors that offer greater attenuation. They will also be retrained using this program with emphasis on the need for hearing protection.
  3. the employee shall be referred for a clinical audiological evaluation or an otological examination if additional testing is necessary or if it is suspected that a medical pathology of the ear is caused or aggravated by the wearing of hearing protectors.
  4. the employee will be informed, **if necessary**, of the need for an  **otological examination if a medical pathology of the ear** that is unrelated to the use of hearing protectors is suspected.

AUDIOMETRIC TESTS - RECORDKEEPING

Audiometric test records will be retained for the duration of the affected employees’ employment.

These records will include:

* + 1. the employee’s name and job classification.
    2. the date of the audiogram.
    3. the examiner's name.
    4. the date of the last acoustic or exhaustive calibration of the audiometer.
    5. the employee's most recent noise exposure assessment.
    6. accurate records of the measurements of the background sound pressure levels in audiometric test rooms.

Upon request, employees may have access to these records.

HEARING PROTECTORS

At no cost, and replaced as necessary, hearing protectors will be provided to all affected employees [those exposed to an 8-hr. time-weighted average of 85 decibels or more].

Appropriate hearing protectors will be available in a variety of styles from which to choose from to provide a comfortable fit; employees will be made aware of the proper use and care of the protectors selected.

In selecting appropriate hearing protectors, the Program Administrator will consider the below factors:

1. the hearing protector’s noise reduction rating (Subject Fit) [NRR(SF)].

Note: The NRR(SF), measured in dB and found as a number on the hearing protector, can be used by subtracting that number from an A-weighted sound level or a time- weighted average noise exposure to determine the level of protection for most (84%) of the users.

Note: The NRR(SF) is based on tests of continuous noise and may not be an appropriate indicator for protection against impulse or impact noise.

1. the user’s daily equivalent noise exposure.
2. variations in noise levels.
3. user preference.
4. communication needs.
5. hearing ability.
6. compatibility with other safety equipment.
7. user’s physical limitations.
8. climate and other working conditions.

At no cost, **replacement ear protection will be provided** as needed.

Using one of the methods described in Appendix B to 29 CFR 1910.95, a competent person or an outside qualified professional will evaluate hearing protector attenuation for the environment in which the hearing protector will be used.

Specifically, hearing protectors must attenuate sound exposure at least to an 8-hour time-weighted average of 90 dB or, for those who have experienced a standard threshold shift, to an 8-hour time-weighted average of 85 dB or below.

Should noise levels increase, more effective hearing protectors will be provided to meet the above requirements.

TRAINING

Affected employees (those exposed to action level noise) will receive training in our Hearing Conservation Program and this training will be repeated annually. Training will be updated to be consistent with changes in the PPE and work processes. **An employee who is required to wear hearing protectors and fails to do so will be retrained** with emphasis on the needless and permanent damage to hearing caused by careless exposure to hazardous noises in the work environment.

Interactive training will include, but not be limited to:

1. the effects of noise on hearing.
2. the purpose of hearing protectors, the advantages, disadvantages, and attenuation of various types, and instructions on selection, **fitting, use, and care.**
3. the purpose of audiometric testing and an explanation of the test procedures.
4. a review of the program including all appropriate standards.

PROCESS OF HEARING

Hearing involves, in its simplest terms, conducting sounds from outside your body to your brain. The ear is divided into three main sections:

1. EXTERNAL EAR collects sounds and directs them to the

tympanic membrane (ear drum).

Major Components:

Pinna: the visible part of the ear.

External auditory canal: approximately 1¼ inch tube to direct

sound to the eardrum.

Tympanic membrane: vibrates as it is hit with incoming

sounds.

1. MIDDLE EAR air filled space that connects outer ear to inner ear.

Major Components:

Ossicles: three bones commonly called the “hammer”, the “anvil”, and the “stirrup”. These bones collect the sound, amplify it, and transfer it to the fluid in the inner ear.

Eustachian tube: small tube connected to the throat that

brings air into the middle ear allowing pressure equalization of both sides of the ear drum.

1. INNER EAR transfers sound vibrations to nerve impulses and sends them to the brain.

Major Components:

Vestibule: helps maintain balance.

Cochlea: takes vibrations of the middle ear bones and transfers them into nerve impulses that go the brain. The stirrup, in the middle ear, vibrates through a small opening in the cochlea. This opening is connected to fluid filled canals. The pressure waves in the fluid cause small hair type cells to bend. As they bend, they release a nerve impulse which is sent to the brain. The brain perceives these impulses as sound. This is where noise induced hearing loss occurs.

Semicircular canals: involved with equilibrium (balance)

Acoustic nerve: a. cochlear nerve: connects the cochlea

to the brain.

b. vestibular nerve: connects the semicircular canals to the brain.

NOISE INDUCED HEARING LOSS (NIHL)

Moderate exposure to loud noise (over 90 dB for one or more hours) may cause **reversible** changes within the inner ear such as: subtle intracellular changes in the hair cells or swelling of the auditory nerve endings. These temporary changes present themselves as temporary threshold shifts (TTS) 10 dB or more at various frequencies in either ear. This temporary hearing loss will go away within hours -- 16 hours maximum.

How this loss may occur is as follows: continued sound may decrease the stiffness in the hair bundles at the top of the hair cells in the inner ear. This in turn would cause less vibration at a given sound level and an accompanying loss in hearing.

However, continued exposure to loud noise over time will result in permanent threshold shift (PTS) and the resultant permanent, **non-reversible** hearing loss.

Additionally, the most common cause of tinnitus (an annoying ringing in the ears) is damage to the ear from noise exposure resulting in hearing loss.

Because the loss of hearing is so gradual, so painless, so unnoticeable, there may be a tendency to not take hearing conservation seriously until it is too late and you have lost one of your major contacts with the world around you -- your hearing.

Why bother with a Hearing Conservation Program? Why not, instead, just require hearing protectors at all times, in all situations?”

This misses the point. Your hearing -- just as your sight, touch, and smell -- is your means of contact and placement in the world around you. By wearing hearing protectors when not needed, you lessen your ability to hear and be in touch with your environment.

You certainly wouldn’t want to save your hearing and lose your life because you didn’t hear the warning “Watch out!”, “Stop!” or you missed the sound of approaching danger.

HEARING CONSERVATION PROGRAM RECORDKEEPING

The below records will be retained.

1. All noise level monitoring records.
2. All employee exposure measurements.
3. All employee audiometric test records which will include:
   1. The employee’s name and job classification.
   2. The date of the audiogram.
   3. The examiner's name.
   4. The date of the last acoustic or exhaustive calibration of the audiometer.
   5. The employee's most recent noise exposure assessment.
   6. Accurate records of the measurements of the background sound pressure levels in audiometric test rooms.

Record Retention:

The below records will be retained at least for the period indicated: Noise exposure measurement records will be retained for two years.

Audiometric test records will be retained for the duration of the affected employee's employment.

Access to Records:

All the above records will be provided upon request to employees, former employees, representatives designated by the individual employee, and the Assistant Secretary.

Transfer of Records:

If we cease to do business, we will transfer to the successor employer all above records and the successor employer will retain them for the remainder of the period noted above.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

AngelTrax

PPE (RESPIRATORY PROTECTION)

**AngelTrax**

Prevention of Cold Stress

Cold related work illness is a real threat to our employees who work outside during months of cold weather. In order to lessen this threat, this program has been prepared.

All employees will be given instruction in this program prior to working outside where the possibility of frostbite and hypothermia exist.

On days when applicable environmental conditions exist (**temperatures or wind chill factors equal to or less than 30 degrees F**), the supervisor will, before the morning shift starts, remind workers of the danger of frostbite and hypothermia, the procedures to lessen its impact, and, in the worst case, the procedure for medical response.

All persons should recognize the symptoms of cold related illness.

FROSTBITE

(Sensations of coldness; tingling, stinging or aching feeling of the exposed area followed by numbness of ears, fingers, toes, cheeks, and noses. Frostbitten areas appear white and cold to the touch)

Seek medical assistance immediately.

Frostbitten parts should be covered with dry, sterile gauze or soft, clean cloth bandages.

**DO NOT** massage frostbitten tissue

Take measures to prevent further cold injury.

GENERAL HYPOTHERMIA

(Shivering, an inability to do complex motor functions, lethargy, and mild confusion)

Conserving remaining body heat. Providing additional heat sources. Seek medical assistance for persons.

SEVERE HYPOTHERMIA

(Unresponsive and not shivering) Seek medical attention immediately.

Reduce heat loss by:

1. obtaining shelter.
2. removal of wet clothing.
3. adding layers of dry clothing, blankets, or using a pre-warmed sleeping bag.

The four environmental conditions that cause cold-related stress are low temperatures, high/cool winds, dampness and cold water. Wind chill, a combination of temperature and velocity, is a crucial factor to evaluate when working outside. For example, when the actual air temperature of the wind is 40°F (4°C) and its velocity is 35 mph, the exposed skin receives conditions equivalent to the still-air temperature being 11°F. A dangerous situation of rapid heat loss may arise for any individual exposed to high winds and cold temperatures.

The purpose of this program is to take definitive measures prior to the onset of cold related illnesses so that medical response will not be necessary. If the above conditions do present themselves, the supervisor, who will always have access to a mobile phone, will follow our standard emergency procedures.

Definitive measures to prevent cold related illness include:

1. Personal Protective Clothing

Personal Protective Clothing is the most important step in fighting the elements is providing adequate layers of insulation from them. Wear at least three layers of clothing:

* 1. An outer layer to break the wind and allow some ventilation (like Gore-Tex® or nylon);
  2. A middle layer of wool or synthetic fabric (Qualofil or Pile) to absorb sweat and retain insulation in a damp environment. Down is a useful lightweight insulator; however, it is ineffective once it becomes wet.
  3. An inner layer of cotton or synthetic weave to allow ventilation.

Pay special attention to protecting feet, hands, face and head. Up to 40% of body heat can be lost when the head is exposed. Footgear should be insulated to protect against cold and dampness. Keep a change of clothing available in case work garments become wet.

1. Engineering Controls

Engineering Controls help reduce the risk of cold-related injuries.

* 1. Use an on-site source of heat, such as air jets, radiant heaters, or contact warm plates.
  2. Shield work areas from drafty or windy conditions.
  3. Provide a heated shelter for employees who experience prolonged exposure to equivalent wind-chill temperatures of 20°F or less.
  4. Use thermal insulating material on equipment handles when temperatures drop below 30°F.

3 Safe Work Practices

Safe Work Practices, such as changes in work schedules and practices, are necessary to combat the effects of exceedingly cold weather. Possible workable safe practices include:

1. Allowing a period of adjustment to the cold before embarking on a full work schedule.
2. Permitting employees to set their own pace and take extra work breaks when needed.
3. Reducing, as much as possible, the number of activities performed outdoors. When employees must brave the cold, selecting the warmest hours of the day and minimize activities that reduce circulation.
4. Ensuring that employees remain hydrated.
5. Establishing a buddy system for working outdoors.
6. Educating employees to the symptoms of cold-related stresses -- heavy shivering, uncomfortable coldness, severe fatigue, drowsiness, or euphoria.

Provision of water

Employees will have access to adequate quantities of potable drinking water.

Where the supply of water is not plumbed or otherwise continuously supplied, water will be provided in sufficient quantity.

Supervisor will provide frequent reminders to employees to drink frequently, and, if needed, more water breaks will be provided.

Drinking water will be dispensed in containers with a tight sealing lid and labeled as Drinking Water. Drinking water containers are to be cleaned daily. Water containers will be placed as close as possible to the workers.

Supervisors will monitor water consumption and water supply and ensure adequate levels are available to last the whole shift

Disposable/single use drinking cups will be provided to employees

Supervisors will remind employees that personal military style canteens may be worn containing water. In cold weather conditions, employees are encouraged to drink warm, sweet beverages (sugar water, sports-type drinks. They should avoid drinks with caffeine (coffee, tea, or hot chocolate). Employees are cautioned, however, that sharing water from a personal canteen is forbidden and, because of the health hazard to the user and the person with whom it is shared, disciplinary action will be taken

against both employees if they drink out of the same container. This disciplinary action will be documented using our disciplinary enforcement form.

Training

All employees will read this program and be given interactive training in its provisions. A copy of this program will be kept on the job site during applicable periods of cold weather.

All supervisors will read the below informational items prior to utilization of this program and have an opportunity for discussion and clarification with our Safety Director.

[OSHA Cold Stress QuickCard 3156](http://www.osha.gov/Publications/osha3156.pdf)

AngelTrax

Prevention of Heat Stress

Heat related work illness is a real threat to our employees who work outside during months of high heat and humidity. In order to lessen this threat, this program has been prepared.

All employees will be given instruction in this program prior to working in heat illness inducing environments or other severe environmental conditions.

On days when applicable environmental conditions exist - periods of hot weather (equal to or greater than 85ºF and 40% Relative Humidity) -the site supervisor will, before the morning shift starts, remind workers of the danger of heat illness, the procedures to lessen its impact, and, in the worst case, the procedure for medical response.

All persons should recognize the symptoms of heat related illness.

HEAT EXHAUSTION

(Fatigue; weakness; profuse sweating; normal temperature; pale clammy skin; headache; cramps; vomiting; fainting)

Remove from hot area.

Have victim lay down and raise feet. Apply cool wet cloths.

Loosen or remove clothing.

Allow small sips of water if victim is not vomiting.

HEAT STROKE

(Dizziness; nausea; severe headache; hot dry skin; confusion; collapse; delirium; coma and death)

Call for immediate medical assistance. Remove victim from hot area.

Remove clothing. Have victim lay down.

Cool the body (shower, cool wet cloths)

**Do not** give stimulants.

The purpose of this program is to take definitive measures prior to the onset of heat exhaustion and heat stroke so that medical response will not be necessary. If the above conditions do present themselves, the supervisor, who will always have access to a mobile phone, will follow our standard emergency procedures.

Definitive measures to prevent heat related illness include:

1. Provision of water
2. Provision of shade
3. Provision of rest (recovery period)
4. Modified work procedures

Provision of water

Water is a key preventive measure to minimize the risk of heat related illnesses. Employees will have access to adequate quantities of potable drinking water.

Where the supply of water is not plumbed or otherwise continuously supplied, water will be provided in sufficient quantity at the beginning of the work shift to provide one quart per employee per hour for drinking for the entire shift.

Supervisors will encourage the frequent drinking of water. The supervisor or a designated person will monitor water consumption every 30 minutes. Employees are encouraged to report bad tasting water or low levels of water immediately so the situation can be corrected.

Supervisor will provide frequent reminders to employees to drink frequently, and, if needed, more water breaks will be provided.

Every morning during conditions where this program is applicable, there will be short safety meetings to remind workers about the importance of frequent consumption of water throughout the shift.

Drinking water will be dispensed in containers with a tight sealing lid and labeled as Drinking Water. Drinking water containers are to be cleaned daily. Water containers will be placed as close as possible to the workers.

Supervisors will monitor water consumption and water supply and ensure adequate levels are available to last the whole shift

Disposable/single use drinking cups will be provided to employees

During extreme conditions, the supervisor will blow an air horn to remind workers to take a water break.

Supervisors will remind employees that personal military style canteens may be worn containing water. Employees are cautioned, however, that sharing water from a personal canteen is forbidden and, because of the health hazard to the user and the person with whom it is shared, disciplinary action will be taken against both employees if they drink out of the same container. This disciplinary action will be documented using our disciplinary enforcement form.

As a reminder of the importance of water to the human system, the following information is supplied which was extracted from one of our safety meetings:

FLUIDS

If you heard in advance that this safety meeting was on job site fluids, you may well have thought that the meeting would focus on the storage, use, clean-up, and possible emergency procedures involved with the liquid chemical products used on or job sites.

You’d be wrong. While the above are important topics and questions related to them should be addressed to the competent person, this safety meeting is about **your** bodily fluids.

From a safety standpoint, you must not neglect your need for potable (drinkable) fluids. Water is not only the most abundant of all compounds found on the earth, it is the most abundant part of you -- actually about 65% of you is water.

On construction sites, exertion and heat dictate the need for plenty of water.

Drink fluids! From a life process standpoint, what fluid intake is doing is keeping you healthy by allowing your body to maintain its core body temperature at its appropriate level. When your brain senses that cooling action is needed, your body circulates blood to your skin to allow it to cool with the outside temperature. If the water used for sweat is not replaced, a water deficit starts to occur. The millions of chemical reactions taking place in your body at every moment can only occur in the presence of water. The fluids in your body transport nourishment, gases, and waste.

Imagine your body as a water based chemical factory that functions only within a narrow temperature range. An average, healthy person, at rest, has an oral temperature of between 98.6ºF and 100.4ºF. If your body temperature reaches 105.8ºF, convulsions may occur. Your whole central nervous system is impaired when your body temperature rises 9ºF above normal. At 106.0ºF, the thermoregulatory center in your brain fails and, because of damage to your central nervous system, the sweating (cooling) mechanism cuts off when you need it most. It is a vicious circle -- the hotter you get, the more heat you generate through metabolism. In fact, at 107.6ºF, cellular metabolism is 50% higher than at normal temperatures.

Without getting too graphic, here are some of the problems associated with extreme water loss: cells will shrink; the skin will lose its elasticity; skin and mucous membrane cells will dry out;

eyeballs will become soft; weight loss will occur; the body temperature will rise; apprehension, restlessness, and even coma may occur; urine will become concentrated; renal shutdown will occur; red blood cells will shrink; death.

Stay healthy! Drink water! Water is truly the stuff of life.

Provision of shade

The supervisor will ensure that employees have access to shade to minimize the risk of heat related illnesses. If natural shade is not available, the supervisor will ensure that sun umbrellas or portable canopies are provided in adequate number. These umbrellas or canopies will be place in close proximity to the work activity (i.e., no more than 50-100 yards).

Ideally, if available, employees will be allowed to get out of the sun by entering an air conditioned structure such as a building or job trailer. This not only provides shade, it provides a cool, less humid. atmosphere. Any employee who feels the need for shade will protect himself/herself from the sun for a period of not less than 5 minutes.

Lastly, but importantly, persons must provide personal shade in the form of shirts (preferably light colored to reflect the sun). Shirts are required to prevent sunburn, another health hazard.

Provision of rest (recovery period)

While shade and rest often go hand in hand. they are two distinct activities. Any employee who, due to heat, humidity, or exertion under the provisions of this program, may rest for a period of not less than 5 minutes if that employee believes a preventative recovery period is required.

Modified work procedures

The supervisor will make every effort, consistent with our effort to properly perform our job tasks, to modify work procedures. Example would include performing work requiring heavy exertion during the cooler hours of the day, assigning more persons to a job task to lessen the effort required of each, and the use of machinery in lieu of physical effort.

All employees, but new employees in particular, should be allowed to acclimate to hotter weather. It takes a body four to fourteen days to acclimate to hotter weather. Reduced workloads and careful attention to new employees may be required.

Training

All employees will read this program and be given interactive training in its provisions. A copy of this program will be kept posted on the bulletin board during applicable periods of heat and humidity.

All supervisors will read the below informational items prior to utilization of this program and have an opportunity for discussion and clarification with our Safety Director.

[FLC Protecting Workers from Heat Stress](http://www.dir.ca.gov/dosh/dosh_publications/FLC_Eng_Agr_Posting_Req.pdf)

[The American Red Cross Health & Safety Tips, Heat Related Illness](http://www.redcross.org/services/hss/tips/heat.html)

## SECTION IV

##### Job Site Forms

[Project Emergency Phone Numbers](#bookmark83) [Designation of Competent Person(s)](#bookmark84) [Job Site Checklist](#bookmark85)

[Enforcement Documentation](#bookmark89)

[Forklift Checklist](#bookmark93)

[Accident Investigation Form](#bookmark94) [Near-Miss Investigation Form](#bookmark94)

[Certificate of Workplace Hazard Assessment](#bookmark95)

##### Emergency Phone Numbers

**Project Emergency Phone Numbers**

AngelTrax

PROJECT EMERGENCY PHONE NUMBERS PROJECT NAME:

**PROJECT ADDRESS:**

**Main Office:**

**334-692-4600**

|  |  |  |
| --- | --- | --- |
| **Police:** | **911** | [ ]  (If no 911 Service Available) |
| **Fire:** | **911** | [ ]  (If no 911 Service Available) |
| **Ambulance:** | **911** | [ ]  (If no 911 Service Available) |
| **Hospital:** |  |  |

**(Name/Position) (Telephone Number)**

**(Name/Position) (Telephone Number)**

**(Name/Position) (Telephone Number)**

**(Name/Position) (Telephone Number)**

**(Name/Position) (Telephone Number)**

**(Name/Position) (Telephone Number)**

The telephone number of this facility is:

**THE ADDRESS OF THIS FACILITY IS:**

**(To be given to emergency responders)**

##### Designation of Competent Person(s)

AngelTrax

**DESIGNATION OF COMPETENT PERSON(S)**

Each individual listed below, by virtue of training and/or experience, is designated a “Competent Person” as that designation relates to the area of expertise noted.

A competent person is one who is capable of identifying existing and predictable hazards in the surrounding or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them.

(Name) (Area of Expertise)

Scott Lisenby

Safety Director

##### Job Site Checklist

[***Standard***](#bookmark88)

**Note: The following self inspection checklists will be completed daily by a competent person**

AngelTrax

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**JOB SITE CHECKLIST**

**[Sta****ndard]**

Job Site Identification:

Date:

(Signature of Competent Person)

Check appropriate box: Yes No NA

Postings

* 1. OSHA Form 3165   
  2. OSHA Form 300A (February 1 to April 30)   
  3. Emergency Phone Numbers   

(Hospital - Emergency Response - Main Office)

Administrative

1. Employees demonstrate a positive safety attitude   
2. Record Keeping: JHA’s and job site forms readily accessible

and current   

d. Employees appropriately trained   

Chemicals and Material Hazards

1. MSDS readily available   
2. Signage & DOT labels and placards in place   

Environmental Controls

1. Adequate lighting   
2. Medical Services reasonable accessible   
3. Administrative and/or Engineering Controls in place to

reduce noise levels   

1. Protection from ionizing and/or nonionizing radiation in place   
2. Emergency Action Plan and Fire Prevention Plan available   

Job Site

1. First aid kits available and stocked   
2. General housekeeping – area free from debris   
3. Compactor/trash Disposal procedures in place   
4. Storage areas maintained in orderly manner   
5. Adequate restrooms facilities   
6. Potable water available   
7. Warning signs, tags, barricade tape in place   
8. Walking/Working Surfaces   

Ergonomics

a. Proper lifting techniques being employed   

Check appropriate box: Yes No NA

Temporary Electrical Wiring

1. Extension cords inspected & free of defects   
2. Ground fault circuit interrupters (GFCI) in use   
3. All equipment properly grounded   
4. Temporary wiring clear of employee & vehicular traffic   

Personal Protective Equipment (PPE) Required

(Note: Serviceable equipment available & training received)

1. Hard Hats   
2. Eye protection   
3. Appropriate, approved, work shoes   
4. Hearing protection   
5. Gloves   
6. Respiratory Protection   

Equipment including PPE, Ladders & Scaffolds & Tools Yes No NA

1. Inspected before use   
2. Defective items tagged and removed from service   
3. Powered Equipment operators trained and authorized   

Ladders

a. Side rails extend at least 3’ above upper landing surface   

b. Ladders tied-off to prevent displacement   

Fall Protection

a. Appropriate fall protection in place & in use   

Safety Attitude

a. Employees demonstrating a positive safety attitude   

Other



Safety Enforcement

  

  

Unsafe work practices will be corrected immediately upon discovery and if total job site safety cannot be restored, job will be shut down until corrections are made. The below listed persons were working in an unsafe manner & enforcement documentation is or will be prepared at the earliest opportunity consistent with safety.

(Name) (Unsafe Act & Corrective Measure)

(Name) (Unsafe Act & Corrective Measure)

##### Enforcement Documentation

AngelTrax

ENFORCEMENT DOCUMENTATION

Date:

Check One: Minor Major Willful

Employee Name: Supervisor: Description of violation:

Possible Adverse Consequences:

Corrective Action:

Employee Acknowledgment:

(Employee Signature) (Date)

Employee statement/rebuttal (optional):

Witnesses: (if appropriate & available. An effort should be made to obtain witnesses for willful safety violations)

(Print name) (Signature)

(Print name) (Signature)

Note: With the exception of willful violations, this form will be destroyed after a 12 month period.

##### Forklift Checklist

AngelTrax

FORKLIFT CHECK LIST

**VEHICLE TYPE: VEHICLE NUMBER:**

**DATE: OPERATOR NAME:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **VISUAL INSPECTION** | **Mon** | **Tues** | **Wed** | **Thurs** | **Fri** | **Sat.** | **Sun** |
|  |  |  |  |  |  |  |  |
| **Overall vehicle condition** |  |  |  |  |  |  |  |
| **Operators manual** |  |  |  |  |  |  |  |
| **Fire extinguisher** |  |  |  |  |  |  |  |
| **Head lights** |  |  |  |  |  |  |  |
| **Tail lights** |  |  |  |  |  |  |  |
| **Signal lights** |  |  |  |  |  |  |  |
| **Warning lights** |  |  |  |  |  |  |  |
| **Seat** |  |  |  |  |  |  |  |
| **Seat belt** |  |  |  |  |  |  |  |
| **Tires, wheels, rims** |  |  |  |  |  |  |  |
| **Overhead cage protection** |  |  |  |  |  |  |  |
| **Forks** |  |  |  |  |  |  |  |
| **Mast** |  |  |  |  |  |  |  |
| **Mast chains** |  |  |  |  |  |  |  |
| **Mast tilt** |  |  |  |  |  |  |  |
| **Hydraulic lines** |  |  |  |  |  |  |  |
| **Wires** |  |  |  |  |  |  |  |
| **Cosmetic Damage: Explain:** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **FLUIDS (check leakage & )** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Brake fluid** |  |  |  |  |  |  |  |
| **Engine oil** |  |  |  |  |  |  |  |
| **Fuel** |  |  |  |  |  |  |  |
| **Hydraulic fluid** |  |  |  |  |  |  |  |
| **Coolant** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **VEHICLE OPERATIONS** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Starter** |  |  |  |  |  |  |  |
| **Gauges: Battery** |  |  |  |  |  |  |  |
| **Oil pressure** |  |  |  |  |  |  |  |
| **Temperature** |  |  |  |  |  |  |  |
| **Hour meter** |  |  |  |  |  |  |  |
| **Seat safety switch** |  |  |  |  |  |  |  |
| **Backup warning device** |  |  |  |  |  |  |  |
| **Warning light** |  |  |  |  |  |  |  |
| **Parking brake** |  |  |  |  |  |  |  |
| **Service brake** |  |  |  |  |  |  |  |
| **Steering** |  |  |  |  |  |  |  |
| **Transmission** |  |  |  |  |  |  |  |
| **Mast lift up/down** |  |  |  |  |  |  |  |
| **Mast tilt** |  |  |  |  |  |  |  |
| **Mast side/squeeze** |  |  |  |  |  |  |  |
| **Other:** |  |  |  |  |  |  |  |
| **Other:** |  |  |  |  |  |  |  |

**Code:** **= OK X = Deficiency NA = Not Applicable**

##### Accident Investigation Form

**AngelTrax**

**ACCIDENT INVESTIGATION FORM**

Injured Employee:

Date:

Age:

Job Title:

Project/Job:

Date & Time of Accident/Injury:

Injury:

(Date) (Time) (Yes/No) Nature of Injury or Property Damage:

Statement of employee involved in the injury or accident (what happened) :

Witness 1 statement:

Witness 1 Name & Job Title: Witness 2 statement

Witness 2 Name & Job Title: Supervisor/competent person statement

Was there an injury?

Was medical treatment required?

Possible lost time accident?

Signature of Supervisor/competent person:

Report Investigated by: Report review by: Findings:

Date: Date:

Cause of incident:

Means of preventing a reoccurrence:

This record will be maintained in the Safety Program Administrator’s office for a period of 2 years from the date of accident/injury unless a longer retention is required by law.

If more than 10 employees at any one time in the previous calendar year, this information will be used to complete OSHA Forms 300 and 301 which are used to record and classify occupational injuries and illnesses. Recordable injuries and illnesses must be entered on OSHA Forms 300 and 301 within seven

(7) days of receiving information that a recordable injury or illness has occurred.

##### Near-Miss Investigation Form

**AngelTrax**

**NEAR-MISS INVESTIGATION FORM**

Project/Job:

Date:

1. Name of Employee Involved :
2. Name of Employee Involved :
3. Name of Employee Involved :

Date & Time of Near-Miss Incident:

(Date) (Time

Nature of Potential Injury or Property Damage:

Statement of employee #1 involved in the near-miss incident (what happened):

Statement of employee #2 involved in the near-miss incident (what happened):

Statement of employee #3 involved in the near-miss incident (what happened):

Supervisor/competent person statement:

Signature of Supervisor/competent person:

Report Investigated by: Report review by:  **Findings:**

Root cause of near-miss incident:

Date: Date:

Means of preventing a reoccurrence:

This record will be maintained in the Safety Program Administrator’s office for a period of 1 year from the date of the near-miss incident and information gleaned from this investigation will be conveyed to employees in a safety meeting.

##### Certificate of Workplace Hazard Assessment

AngelTrax

CERTIFICATE OF WORKPLACE HAZARD ASSESSMENT

In accordance with 29 CFR 1910.132(d)(2), I certify that, this date, I have performed a hazard assessment of our facility located at:

9540 US Hwy 84 West

Newton, AL 36352

This hazard assessment was accomplished to determine if hazards are present, or are likely to be present, which will necessitate the use of personal protective equipment (PPE).

Identified hazards which cannot be eliminated through engineering controls or changes in procedures will be addressed by the use of selected PPE.

All affected employees will receive initial training or retraining per

29 CFR 1910.132(f) before being allowed to perform work requiring PPE. If conditions or procedures change, this facility will be reassessed.

Flash Howard

Personal Protective Equipment Program Administrator

(Date)

# AngelTrax

### APPENDIX A TRAINING DOCUMENTATION

AngelTrax

**APPENDIX A**

Training Documentation

**INDEX**

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[Safety Training/Orientation for Supervisors](#bookmark97) [Certificate of Training](#bookmark98)

[Training Synopsis](#bookmark99) [Certificate of Retraining](#bookmark100) [Retraining Synopsis](#bookmark101)

AngelTrax

POLICY STATEMENT

**New Hire Safety Orientation**

The safety director, or a designated competent person, will ensure that all new hires are aware of the accessibility of our safety program and, through interactive discussion or practical demonstration, be assured that the new hire understands the safety policies and procedures that pertain to the actual work the new hire will perform.

Further, each new hire will read (or have explained) the contents our of employee handbook and sign the Employee Acknowledge form which states:

I have read and understand the contents of this Employee Handbook.

I will, to the best of my ability, work in a safe manner and follow established work rules and procedures.

I will ask for clarification of safety procedures of which I am not sure **prior**

to performing a task.

I will report to the job site supervisor or competent person any unsafe acts or procedures and will ensure they are addressed and resolved before continuing work.

I understand that the complete safety program is located at:

9540 US Hwy 84 West

Newton, AL 36352

and is available for my review.

It will be explained to all new hires that safety training and safety performance is an on-going process. Depending on circumstances, training will take the form of some or all of the following: safety meetings, on-the-job instruction, formal and informal training.

Lastly, all new hires will be informed of the importance of our inspection and enforcement policies and procedures.

Scott Lisenby

Safety Director

AngelTrax

POLICY STATEMENT

**Safety Training/Orientation for Supervisors**

The safety director, or a designated competent person, will ensure that all newly promoted or hired supervisors are aware of the accessibility of our safety program. Through interactive discussion and/or practical demonstration, the safety director will ensure that each supervisor understands the specific safety policies and procedures that pertain to the actual work to be performed.

Supervisors are reminded that safety training is an on-going process. Depending on circumstances, training will take the form of some or all of the following: safety meetings, on-the-job instruction, formal and informal training.

At a minimum, safety training/orientation will include: accident investigation, emergency procedures, enforcement/disciplinary procedures, fire protection/ prevention, first aid training, safe work practices, safety meetings, and work permits.

Scott Lisenby

Safety Director

**Certificate of Training**

With Training Synopsis

**AngelTrax**

CERTIFICATE OF **TRAINING**

I certify the below listed person(s) have received interactive training by a competent person in the subject matter initialed below. All appropriate standards are available to our personnel. The prime training directive is found in

29 CFR 1926.21, Title: *Safety training and education*, paragraph (b)(2): “The employer shall instruct each employee in the recognition and avoidance of unsafe conditions and the regulations applicable to his work environment to control or eliminate any hazards or other exposure to illness or injury.” Training, at a minimum, includes all items required by appropriate standard.

Initials of

Trainer Date Subject

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**Note: The trainer for each subject listed above is both qualified and competent in the subject matter.**

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| --- |
| All subjects contained in our Safety Program. |
| Control of Hazardous Energy - Lockout/Tagout  \*Signature of Trainer: |
| Exposure Control for Bloodborne Pathogens and Other Infectious Materials  \*Signature of Trainer: |
| Fall Protection - \*Signature of Trainer: |
| Hazard Communication  \*Signature of Trainer: |
| Permit-Required Confined Space Entry  \*Signature of Trainer: |
| Personal Protective Equipment - General |
| Personal Protective Equipment – Hearing  \*Signature of Trainer: |
| Personal Protective Equipment - Respiratory  \*Signature of Trainer: |
| Forklifts Trainer: Evaluation Date: |
| Scaffolds & Ladders |
| Steel Erection Activities Qualified Trainer: |
| Multiple Lift Procedures Qualified Trainer: |
| Connector Procedures Qualified Trainer: |
| Controlled Decking Zone Procedures Qualified Trainer: |
| Other: |

(Employee Name - Print) (Employee Signature)

Scott Lisenby

Safety Director (Initials)

**See following three pages for training synopsis.**

**TRAINING SYN****OPSIS:**

**Control of Hazardous Energy - 29 CFR 1910.147**

A complete understanding of the purpose and function of the energy control program and the knowledge and skills required for the safe application, usage, and removal of the energy controls. The training shall include the following:

1. Each authorized employee will receive training in the recognition of applicable hazardous energy sources, the type and magnitude of the energy available in the workplace, and the methods and means necessary for energy isolation and control.
2. Each affected employee will be instructed in the purpose and use of the energy control procedure.
3. All other employees whose work operations are or may be in an area where energy control procedures may be utilized, will be instructed about the procedure, and about the prohibition relating to attempts to restart or reenergize machines or equipment which are locked out or tagged out.
4. When tagout systems are used, employees will also be trained in the following limitations of tags: 1) tags are essentially warning devices affixed to energy isolating devices, and do not provide the physical restraint on those devices that is provided by a lock; 2) when a tag is attached to an energy isolating means, it is not to be removed without authorization of the authorized person responsible for it, and it is never to be bypassed, ignored, or otherwise defeated; 3) tags must be legible and understandable by all authorized employees, affected employees, and all other employees whose work operations are or may be in the area, in order to be effective; 4) tags and their means of attachment must be made of materials which will withstand the environmental conditions encountered in the workplace;
5. tags may evoke a false sense of security, and their meaning needs to be understood as part of the overall energy control program; and 6) tags must be securely attached to energy isolating devices so that they cannot be inadvertently or accidentally detached during use.

NOTE: Control of Hazardous Energy Training must be certified and kept up to date. The certification must include the employee's name and dates of training.

**Exposure Control for Bloodborne Pathogens or Other Infectious Materials - 19 CFR 1910.1030**

An accessible copy of the regulatory text and an explanation of its contents; a general explanation of the epidemiology and symptoms of bloodborne diseases; an explanation of the modes of transmission of bloodborne pathogens; an explanation of the employer's exposure control plan and the means by which the employee can obtain a copy of the written plan; an explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials; an explanation of the use and limitations of methods that will prevent or reduce exposure including appropriate engineering controls, work practices, and personal protective equipment; information on the types, proper use, location, removal, handling, decontamination and disposal of personal protective equipment; an explanation of the basis for selection of personal protective equipment; information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine and vaccination will be offered free of charge; information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials; an explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available; information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident; an explanation of the signs and labels and/or color coding requirements; and an opportunity for interactive questions and answers with the person conducting the training session.

NOTE: The person conducting the training shall be knowledgeable in the subject matter covered by the elements contained in the training program as it relates to the workplace that the training will address.

**Fall Protection - 29 CFR 1926.503**

Training must enable each employee to recognize the hazards of falling and explain the procedures to be followed in order to minimize these hazards. Specific training will include: 1) the nature of fall hazards in the work area; 2) the correct procedures for erecting, maintaining, disassembling, and inspecting the fall protection systems to be used; 3) the use and operation of guardrail systems, personal fall arrest systems, safety net systems, warning line systems, safety monitoring systems, controlled access zones, and other protection to be used; 4) the role of each employee in the safety monitoring system when this system is used; 5) the limitations on the use of mechanical equipment during the performance of roofing work on low-sloped roofs; 6) the correct procedures for the handling and storage of equipment and materials and the erection of overhead protection; and, 7) the role of employees in fall protection plans.

NOTE: The latest certification of training must be maintained and include the name of the employee trained, the date(s) of training, and the signature of the competent person who conducted the training or the signature of the employer.

**Forklifts - 29 CFR 1910.178 (See Powered Industrial Trucks, below)**

**Hazard Communication - 29 CFR 1926.59**

Employee training shall include at least: methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area (such as monitoring conducted by the employer, continuous monitoring devices, visual appearance or odor of hazardous chemicals when being released, etc.); the physical and health hazards of the chemicals in the work area; the measures employees can take to protect themselves from these hazards, including specific procedures the employer has implemented to protect employees from exposure to hazardous chemicals, such as appropriate work practices, emergency procedures, and personal protective equipment to be used; and, the details of the hazard communication program including an explanation of the labeling system and the material safety data sheet, and how employees can obtain and use the appropriate hazard information.

**Permit-Required Confined Space Entry - 29 CFR 1910.146**

Training will be provided so that all employees whose work is regulated by 29 CFR 1910.146 acquire the understanding, knowledge, and skills necessary for the safe performance of the duties assigned under this standard. Training will be given to each affected employee: a) before the employee is first assigned duties under this standard; and, b) whenever there is a change in permit space operations that presents a hazard about which an employee has not previously been trained. The training shall establish employee proficiency in the duties required by this standard and shall introduce new or revised procedures, as necessary, for compliance with 29 CFR 1910.146.

NOTE: Training must be certified and the certification must contain each employee's name, the signatures or initials of the trainers, and the dates of training. The certification shall be available for inspection by employees and their authorized representatives.

**Personal Protective Equipment [General] - 29 CFR 1926.28 & 29 CFR 1910.132**

Each such employee shall be trained to know at least the following: when PPE is necessary; what PPE is necessary; how to properly don, doff, adjust, and wear PPE; the limitations of the PPE; and, the proper care, maintenance, useful life and disposal of the PPE. Each affected employee shall demonstrate: 1) an understanding of the training specified above and, 2) the ability to use PPE properly, before being allowed to perform work requiring the use of PPE.

**Personal Protective Equipment [Hearing] - 29 CFR 1926.52 & 29 CFR 1910.95**

The effects of noise on hearing; the purpose of hearing protectors, the advantages, disadvantages, and attenuation of various types, and instructions on selection, fitting, use, and care; and the purpose of audiometric testing, and an explanation of the test procedures.

**Personal Protective Equipment [Respiratory] - 29 CFR 1910.134**

Training will ensure that each employee can demonstrate knowledge of at least the following: a) why the respirator is necessary and how improper fit, usage, or maintenance can compromise the protective effect of the respirator; b) what the limitations and capabilities of the respirator are; c) how to use the respirator effectively in emergency situations, including situations in which the respirator malfunctions; d) how to inspect, put on and remove, use, and check the seals of the respirator; e) what the procedures are for maintenance and storage of the respirator; f) how to recognize medical signs and symptoms that may limit or prevent the effective use of respirators; and, g) the general requirements of 29 CFR 1910.134 including Appendix D.

**Powered Industrial Trucks - 29 CFR 1910.178**

If the employee was hired: The initial training and evaluation of that employee must be completed: Before December 1, 1999 By December 1, 1999.

After December 1, 1999 Before the employee is assigned to operate a forklift.

**Allowed exception to required training:** If an operator has previously received training in a topic specified below, 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.

Forklift operators shall receive initial training in the following topics if applicable to our circumstances: a) operating instructions, warnings, and precautions for the types of truck the operator will be authorized to operate; b) differences between the truck and the automobile; c) truck controls and instrumentation: where they are located, what they do, and how they work; d) engine or motor operation; e) steering and maneuvering; f) visibility (including restrictions due to loading); g) fork and attachment adaptation, operation, and use limitations; h) vehicle capacity; i) vehicle stability; j) any vehicle inspection and maintenance that the operator will be required to perform; k) refueling and/or charging and recharging of batteries; l) operating limitations; m) any other operating instructions, warnings, or precautions listed in the operator's manual for the types of vehicle that the employee is being trained to operate n) surface conditions where the vehicle will be operated; o) composition of loads to be carried and load stability; p) load manipulation, stacking, and unstacking; q) pedestrian traffic in areas where the vehicle will be operated; r) narrow aisles and other restricted places where the vehicle will be operated; s) hazardous (classified) locations where the vehicle will be

operated; t) ramps and other sloped surfaces that could affect the vehicle's stability; u) closed environments and other areas where insufficient ventilation or poor vehicle maintenance could cause a buildup of carbon monoxide or diesel exhaust; and, v) other unique or potentially hazardous environmental conditions in the workplace that could affect safe operation. Each operator will be made aware of the requirements of 29 CFR 1910.178.

NOTES: Trainees may operate a forklift only:

* 1. Under the direct supervision of persons who have the knowledge, training, and experience to train operators and evaluate their competence; and
  2. Where such operation does not endanger the trainee or other employees.

Training will consist of a combination of formal instruction (e.g., lecture, discussion, interactive computer learning, video tape, written material), practical training (demonstrations performed by the trainer and practical exercises performed by the trainee), and evaluation of the operator's performance in the workplace.

All operator training and evaluation shall be conducted by persons who have the knowledge, training, and experience to train forklift operators and evaluate their competence.

Certification. The employer will certify that each operator has been trained and evaluated as required above. The certification shall include the name of the operator, the date of the training, the date of the evaluation, and the identity of the person(s) performing the training or evaluation.

**Scaffolds & Ladders - 29 CFR 1926.454 & 29 CFR 1926.1060**

**Ladders (and Stairways):** Training, as necessary, will enable each employee to recognize hazards related to ladders and stairways and the procedures to be followed to minimize these hazards. Training will include, as applicable: 1) the nature of fall hazards in the work area; 2) the correct procedures for erecting, maintaining, and disassembling the fall protection systems to be used; 3) the proper construction, use, placement, and care in handling of all stairways and ladders; and, 4) the maximum intended load-carrying capacities of ladders.

**Scaffolds:** Training will enable those who perform work on scaffolds to recognize the hazards associated with the type of scaffold being used and to understand the procedures to control or minimize those hazards. The training shall include the following areas, as applicable: 1) the nature of any electrical hazards, fall hazards and falling object hazards in the work area; 2) The correct procedures for dealing with electrical hazards and for erecting, maintaining, and disassembling the fall protection systems and falling object protection systems being used; 3) the proper use of the scaffold, and the proper handling of materials on the scaffold; 4) the maximum intended load and the load- carrying capacities of the scaffolds used; and, 5) any other pertinent requirements that apply to our operations.

NOTE: Those employees who are involved in erecting, disassembling, moving, operating, repairing, maintaining, or inspecting a scaffold will be trained to recognize any hazards associated with the work in question. The training shall include the following topics, as applicable: 1) the nature of scaffold hazards; 2) the correct procedures for erecting, disassembling, moving, operating, repairing, inspecting, and maintaining the type of scaffold in question; 3) the design criteria, maximum intended load-carrying capacity and intended use of the scaffold; and, 4) any other pertinent requirements that apply to our operations.

##### Certificate of Retraining

With Retraining Synopsis

AngelTrax

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TRAINING APPENDIX A

**AngelTrax**

CERTIFICATE OF **RETRAINING**

I certify the below listed person(s) have received interactive retraining by a competent person in the subject matter initialed below. All appropriate standards are available to our personnel. The prime training directive is found in

29 CFR 1926.21, Title: *Safety training and education*, paragraph (b)(2): “The employer shall instruct each employee in the recognition and avoidance of unsafe conditions and the regulations applicable to his work environment to control or eliminate any hazards or other exposure to illness or injury.” Retraining, at a minimum, will include all items required by appropriate standard.

Initials of

Trainer Date Subject

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**Note: The trainer for each subject listed above is both qualified and competent in the subject matter.**

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| All subjects contained in our Safety Program. |
| Control of Hazardous Energy - Lockout/Tagout  \*Signature of Trainer: |
| Exposure Control for Bloodborne Pathogens and Other Infectious Materials  \*Signature of Trainer: |
| Fall Protection - \*Signature of Trainer: |
| Hazard Communication  \*Signature of Trainer: |
| Permit-Required Confined Space Entry  \*Signature of Trainer: |
| Personal Protective Equipment - General |
| Personal Protective Equipment – Hearing  \*Signature of Trainer: |
| Personal Protective Equipment - Respiratory  \*Signature of Trainer: |
| Forklifts Trainer: Evaluation Date: |
| Scaffolds & Ladders |
| Steel Erection Activities Qualified Trainer: |
| Multiple Lift Procedures Qualified Trainer: |
| Connector Procedures Qualified Trainer: |
| Controlled Decking Zone Procedures Qualified Trainer: |
| Other: |

(Employee Name - Print) (Employee Signature)

Scott Lisenby

Safety Director (Initials)

**See following three pages for training synopsis.**

**Retraining** **Synopsis**

**Control of Hazardous Energy - 29 CFR 1910.147**

1. Retraining shall be provided for all authorized and affected employees whenever there is a change in their job assignments, a change in machines, equipment or processes that present a new hazard, or when there is a change in the energy control procedures.
2. Additional retraining shall also be conducted whenever a periodic inspection under paragraph (c)(6) of this section reveals, or whenever the employer has reason to believe that there are deviations from or inadequacies in the employee's knowledge or use of the energy control procedures.
3. Retraining shall reestablish employee proficiency and introduce new or revised control methods and procedures, as necessary.

NOTE: Control of Hazardous Energy Training must be certified and kept up to date. The certification must include the employee's name and dates of training.

**Exposure Control for Bloodborne Pathogens or Other Infectious Materials - 19 CFR 1910.1030**

* 1. At least annually.
  2. When changes such as modification of tasks or procedures or institution of new tasks or procedures affect the employee's occupational exposure. The additional training may be limited to addressing the new exposures created.

NOTE: The person conducting the training shall be knowledgeable in the subject matter covered by the elements contained in the training program as it relates to the workplace that the training will address.

**Fall Protection - 29 CFR 1926.503**

When it is determined that an affected employee who has already been trained does not have the understanding and skill required by the initial training. Circumstances where retraining is required include, but are not limited to, situations where: 1) changes in the workplace render previous training obsolete; 2) changes in the types of fall protection systems or equipment to be used render previous training obsolete; or, 3) inadequacies in an affected employee's knowledge or use of fall protection systems or equipment indicate that the employee has not retained the requisite understanding or skill.

NOTE: The latest certification of training must be maintained and include the name of the employee trained, the date(s) of training, and the signature of the competent person who conducted the training or the signature of the employer.

**Forklifts - 29 CFR 1910.178 (See Powered Industrial Trucks, below) Hazard Communication - 29 CFR 1926.59**

Whenever a new physical or health hazard the employees have not previously been trained about is introduced into their work area.

**Permit-Required Confined Space Entry - 29 CFR 1910.146**

1. Before there is a change in assigned duties;
2. Whenever there is a change in permit space operations that presents a hazard about which an employee has not previously been trained;
3. Whenever there is reason to believe either that there are deviations from the permit space entry procedures required by paragraph (d)(3) of 29 CFR 1910.146 or that there are inadequacies in the employee's knowledge or use of these procedures.

NOTE: Training must be certified and the certification must contain each employee's name, the signatures or initials of the trainers, and the dates of training. The certification shall be available for inspection by employees and their authorized representatives.

**Personal Protective Equipment [General] - 29 CFR 1926.28 & 29 CFR 1910.132**

When there is reason to believe that any affected employee who has already been trained does not have the understanding and skill required. Circumstances where retraining is required include, but are not limited to, situations where:

1. Changes in the workplace render previous training obsolete; or
2. Changes in the types of PPE to be used render previous training obsolete; or
3. Inadequacies in an affected employee's knowledge or use of assigned PPE indicate that the employee has not retained the requisite understanding or skill.

**Personal Protective Equipment [Hearing] - 29 CFR 1926.52 & 29 CFR 1910.95**

Annually.

**Personal Protective Equipment [Respiratory] - 29 CFR 1910.134**

Annually and when the following situations occur:

1. Changes in the workplace or the type of respirator render previous training obsolete;
2. Inadequacies in the employee's knowledge or use of the respirator indicate that the employee has not retained the requisite understanding or skill; or
3. Any other situation arises in which retraining appears necessary to ensure safe respirator use.

**Powered Industrial Trucks**

Every three (3) years or when the operator:

1. Has been observed to operate the vehicle in an unsafe manner.
2. Has been involved in an accident or near-miss incident.
3. Has received an evaluation that reveals that the operator is not operating the truck safely.
4. Is assigned to drive a different type of truck and/or a condition in the workplace changes in a manner that could affect safe operation of the truck.

**Scaffolds & Ladders - 29 CFR 1926.454 & 29 CFR 1926.1060**

**Ladders (and Stairways):** As necessary. Observation of employee use of ladders (and stairways) will be used to determine if additional training is necessary.

**Scaffolds:** When there is reason to believe that an employee lacks the skill or understanding needed for safe work involving the erection, use or dismantling of scaffolds, retraining will be given so that the requisite proficiency is regained. Retraining is required in at least the following situations: 1) where changes at the worksite present a hazard about which an employee has not been previously trained; 2) where changes in the types of scaffolds, fall protection, falling object protection, or other equipment present a hazard about which an employee has not been previously trained; and, 3) where inadequacies in an affected employee's work involving scaffolds indicate that the employee has not retained the requisite proficiency.