

- p) Ensure that each employee wears proper protective clothing such as hardhat with chinstrap, rubber gloves, and rubber boots.

### **9.18.2 Material Lifting**

The Contractor shall incorporate the following policies and procedures for lifting:

- a) Consider the size, shape, and weight of the object to be lifted and lift only what can be handled comfortably.
- b) Inspect the item for metal slivers, jagged edges, burrs, and rough or slippery surfaces.
- c) Use solid footing and place the feet far enough apart for good balance and stability.
- d) Move as close to the load as possible and bend the legs about 90° at the knees.
- e) Keep the back as straight as possible.
- f) Grip the object firmly.
- g) To lift the object, straighten the legs from their 90° bend.
- h) Never carry a load that blocks forward vision.
- i) When lowering an object, repeat the stance and position for lifting. Bend the legs to 90° at the knees and lower the object.
- j) When two or more persons are needed to handle an object, coordinate the effort to ensure a smooth lift and equal distribution of the weight among the lifters.
- k) When carrying the object, each person, if possible, shall face the direction of travel.
- l) When handling heavy or bulky objects, use mechanical or power-lift equipment operated by authorized and trained employees. If these objects shall be hand lifted, use the following practices to avoid injury to the hands and fingers:
- m) Clean the hands and walkways of oil, grease, or water that might prevent a firm grip.
- n) Wipe off grease, oil, or dirt before handling bulky or heavy items. Wear gloves when necessary.
- o) Keep the fingers away from any points that could expose the fingers to pinching or crushing, especially when setting the object down or passing through doorways.
- p) Firmly grip the object.

### **9.18.3 Ladder Operations**

Falls are the second largest cause of compensation injuries. Ladders are a major accident hazard. The Contractor shall incorporate the following policies and procedures for ladder operations:

- a) Ensure that all ladders are equipped with approved rubber safety shoes.
- b) Place the ladder so that the horizontal distance from its foot to the support it rests against equals one-fourth the length of the ladder.
- c) Do not allow working or standing on or the top, three ladder rungs (this does not apply to safety platform ladders).
- d) Never splice short ladders together.
- e) Never place a ladder against an unsafe support.
- f) Ensure that ladder feet rest on a substantial support.
- g) Do not use ladders as scaffold platforms.
- h) Whenever possible, tie the top of a straight ladder to a firm support. Ensure that at least one person holds a stepladder.
- i) Ensure that the stepladder's legs are spread fully, and stays are locked while it is used. Use nonconductive ladders while working near electrical live lines.
- j) Avoid using stepladders as straight ladders.
- k) Extend ladders at least 1 m (3 ft.) above the top of the work platform level for easy access or egress.