2017

SAUDI BINLADIN GROUP
OPERATION & MAINTENANCE

SBG O&M COMPETENCE TRAINING & AWARENESS

HSE Training PLAN

Leadership and Commitment:

To identify the needs of training concerned to the operation and maintenance aspect for the adequate implementation of HSE Policy in the premises of the project. To improve the Standard Operating Procedures in all the project sites by following the safety guidelines from the Civil Defense, NFPA & Also according to the international safety regulatory organizations (OSHA, ISO& OHSAS). SBG O&M believes in developing safe working procedures and maintaining a 0 injury working environment. This scope clearly concludes that our main scope is improved performance and the effective utilization of the resources and for the benchmarking with the other departments.

Policy and strategic Objectives:

The main scope of SBG O&M is to ensure the effectiveness of the safety standards and the rules and regulations of the regulatory bodies of health and safety. In all the operation and maintenance related issues in the projects, we ensure the implementation of zero accident policy. The main objective is to provide safe system of work, safe equipment of work and safe working methods to ensure the safety of employees, workplace and environment in accordance to the NFPA, OSHA, ILO and national regulatory bodies of Health and Safety

Smoking Policy

SBG O&M has clear policy regarding smoking and drug addiction issue as we exhibit no tolerance policy and we clearly made this part of our recruitment portion that the employ which has to be working under SBG O&M must not be a smoker or addicted to any sort of drugs. We take strict actions if we find any employee deviating from these rules and regulations as first there is a portion of the formal warning and after that termination of the employ as in our project it is strictly prohibited to smoke

Organization, Resources and Competence

The organization, resources and competence are the key factors of the success of our department in all the current projects as our organization fully exhibits all the standards implementation and the adequate hierarchy. The resources are fully utilized to achieve maximum efficiency and the competence of the staff is enhanced by arranging workshops, training sessions and various courses registration so that we can improve our performance and enhance the benchmarking factor

Project HSE Organization

In all the current projects as our organization fully exhibits all the standards implementation and the adequate hierarchy. The chain of the command for the proper execution of working method is followed and we have an appropriate

channel of communication from top to the last position of our department and our roles and responsibilities have adequate shared attributes.

Role and Responsibility

The roles and responsibity of each and every employ is well defined and every individual is accountable for his work as safety requires adequate responsibility and so far our performance shows that actions speaks louder than words.

Competence Assurance

All the staff of our department and we have also arranged a portion of the evaluation of our staff on monthly basis as we have developed the employ of the month and employ of the season award for the betterment of the performance and the motivation of the staff. We arrange certification enrolment of our competitive staff to improve the competency of our staff and the efficiency of our department.

AUDIT AND REVIEW

SBG O&M undergoes yearly safety audit to measure the performance and evaluation of health and safety policy, rules regulations, SOP'S, working methods of the organization. The audit undergoes the interviewing, observation and examination process with accordance to the methodology of OHSAS 18001 Lead auditor.

TRAINING POLICY:

SBG O & M believes in developing safe working procedures and maintaining a 0 injury working environment. The main scope of the training and the implementation of the training needs in HSE is to ensure the enhance level of awareness to the employees regarding the hazard analysis and the effectiveness of the control measures to reduce the risk level.
Following process will be adopted for the development and implementation of safe working procedures and practices:-

- Identification of work activities in all the mall area/departments
- Identification of hazards involved in performing activities
- Identification of available controls to eliminate or diminish the risk
- Implementation of control measures
- Regular inspections by safety teams to ensure implementation of control measures
- Review of the activities for identification of new activities or change in the nature of such jobs.

- The course of action of the team will be to match the job activities with the written procedures
- To identify the non-compliance through the safety internal audit team.
- After identifying non-compliance the team will put the matter in safety committee meeting.
- The safety committee will ensure the compliance by the non-complying department.

STATEMENT:

- Standard operating procedures (SOP's) have been developed by the SBG O & M team for work or use of equipment that has potential to cause critical injury and/or occupational illness inside the Jabal-e-Omar Development project.
- Standard operating procedures (SOP's) will be implemented as necessary to meet operational needs and objectives.

FUNDAMENTAL REQUIREMENTS:

The employees must have the knowledge and it will be the part of training and tool box sessions as it is necessary to have the knowledge of hazard analysis aspect covering the following aspects.

- Building Structure mall shall not cause danger to occupants of commercial area during period necessary for escape.
- There shall be no locks or devices to prevent emergency egress except in specialized facilities areas.
- Means of egress shall be clearly visible and understandable to occupants of commercial area who are physically and mentally capable to know the direction of escape.
- Any doorway or passageway not constituting an exit or way to reach an exit, but of such a character that it may be mistaken for an exit, shall be clearly marked "Not an Exit."
- When fire may not itself provide adequate warning to occupants, fire alarm facilities shall be provided where necessary to warn occupants of commercial area about the existence of fire.
- Provisions for emergency egress shall not cause hazard under normal occupancy conditions.

TRAVEL DISTANCE TO EMERGENCY ESCAPE ROUTES:

Distance to exits shall be measured from the most remote point subject to occupancy.

Travel distance to at least one exit shall not exceed 200 ft. (60 m) in building inside the commercial area.

PROTECTION OF EMPLOYEES & VISITORS DURING THE REPAIR ACTIVITIES:

When operations and maintenance or repair activity is in progress, for whatever purpose, the employees & visitors shall be protected to the same extent as if operations and maintenance or repair were complete.

The activity shall not create any additional danger beyond the normally permissible conditions of the building. When these requirements cannot be met, that specific or affected portion thereof shall not be occupied.

PROTECTION OF EMPLOYEES & VISITORS DURING THE MAINTENANCE ACTIVITIES:

Every required exit, way of approach thereto, and way of travel from the exit into the corridor or open space shall be continuously maintained free of all obstructions to full instant use in the case of fire or other emergency.

Every automatic sprinkler system, fire detection and alarm system, exit lighting, fire door, and other item or equipment, where provided, shall be continuously in proper operating condition.

SBG O&M STAFF INDUCTION & TRAINING

SBG O & M provides onsite induction to its newly hired staff. On the job training by the safety team and special training by internal trainer on following issues:-

- Fire and Safety
- Maintenance Safety
- Emergency Action Plan
- Emergency Evacuation

SBG O & M is providing refresher training to its staff on regular basis on Health & Safety issues in the site. Electrical, electronics, Housekeeping, HVAC & mechanical departments are being trained on following safety issues:-

- Fire Safety
- Electrical Safety
- Maintenance Safety
- Manual Handling

SBG O & M provides professional training to safety staff. Safety staff is being trained on following topics / issues by internal trainer:-

- Fire Fighting
- Rescue Techniques
- Fire extinguishing drill
- Hydrant drill

- Emergency Action & Evacuation
- Evacuation Drill

Following training will be included in the next training plan:-

- Fire Safety
- Electrical Safety
- Maintenance Safety
- Manual Handling

FIRE & MAJOR DISASTER PLAN

Following Mechanism will work in the building for fire finding, informing, restricting and Evacuation:-

1. Any fire or smoke sensed by the systems will be noted in Fire Control Room where SBG O & M maintenance team and Firefighting team personnel are working.
2. Information of such alarm will be given to the fire inspection team rounding in the building to inspect.
3. On finding a real fire Inspection team will inform the following parties:-
   - Fire Control Room
   - Maintenance Manager
   - Manager Fire Department
4. Fire Control Room will inform the Civil Defense and will launch evacuation message through system in the affected area.
5. Maintenance Manager will inform following sub departments

- Mechanical Department
- Electrical Department
- Elevators Department
- Logistics Support Department
- Safety & Security Department

6. Fire Manager will inform following departments
   - Fire Extinguishing Team
   - Evacuation Group
7. Evacuation Team along with all sub departments will carry out the evacuation from affected tower to first Fire Assembly Point at B2.
8. Tower K & Tower F have only one Assembly point i.e. B2.

DEVELOPMENT OF FIRE & MAJOR DISASTER COMMITTEE

A committee will be established including the representatives of following:-

- Al Borj
- SBG O & M
- All Projects
- Fire Department

This committee will meet once in a month and will discuss issues regarding:-

- Fire equipment
- Designated personnel to be contacted in case of emergency
- Development & updating of a contact list of such contacts

- Course of co-ordination.
- Training needs

Benefits of the Committee

- Will develop close co-ordination between all the stake holders.
- Will help in solving the actual / critical issues
- Will provide a platform to raise the problems
- Will help in recognizing the rights & duties of each other
- Will help in establishing a defined path to follow in case of any emergency to avoid any big loss.
- The non-functioning organs will be recognized.
- Critical issues will be emphasized on routine basis.

TRAINING:

Employees shall be provided safety and health indoctrination prior to the start of work and continuing safety and health training to enable them to perform their work in a safe manner. Employee indoctrinations will be documented in writing by date, name, and content.

Indoctrination and training shall be based on the safety and health program of the company or Government agency (Civil Defense), as applicable, and shall include but not be limited to:

- Requirements and responsibilities for accident prevention and maintaining safe and healthful work environments;
- General safety and health policies and procedures
- Employee and supervisor responsibilities for reporting all accidents
- Provisions for medical facilities and emergency response and procedures for obtaining medical treatment or emergency assistance
- Procedures for reporting and correcting unsafe conditions or practices

- Job hazards and the means to control/eliminate those hazards, including applicable position and/or activity hazard analyses; and

- Specific training as per requirement.

Safety meetings shall be conducted to review past activities, plan for new or hanged/pending operations, review pertinent aspects of appropriate AHA (by trade), establish safe working procedures for anticipated hazards, and provide pertinent safety and health training and motivation.

- Meetings shall be conducted at least once a month for all supervisors on the project location and at least once a week by supervisors or foremen for all workers at site.
- Meetings shall be documented, including the date, attendance, subjects discussed, and names of individual(s) who conducted the meeting. Documentation shall be maintained and copies furnished.

A hazard communication program shall be implemented in accordance with 29 Code of Federal Regulations (CFR) 1910.1200 or 1926.59.

a) The written hazard communication program shall address, as a minimum, the following: training (to include potential safety and health effects from exposure), labelling, current inventory of hazardous chemicals on site, and the location and use of Material Safety Data Sheets (MSDSs).

b) When hazardous substances are brought onto the job site, all employees potentially exposed to the substance will be advised of information in the MSDS for the substance.

c) A copy of the MSDS for each hazardous substance at the project will be maintained in an inventory, and will be made available to all potentially exposed employees. For emergency response purposes, each entry in the inventory shall include the approximate quantities (e.g., litres, kilograms, gallons, pounds) that will be on site at any given time. In addition, a site map will be attached to the inventory showing where inventoried hazardous substances are stored. The inventory and the site map will be updated as frequently as necessary to ensure accuracy

TRAINING PROGRAMME

Our training programme is designed to cover all the aspects, activities, procedures and efficient implementation of HSE policy in the project.

For the newly hired staff we go through the induction trainings so that the employees of all O&M projects are having full awareness of the standard operating procedure and HSE Policy of the project.

lesigned **Monthly Training Session** for all the departments and the adequate scheduling of all the training sessions to cover all the departments in short span of time.

The **Quarterly Training** is designed in such a manner so that the higher management of the various departments of SBG O&M is also having the appropriate awareness of the HSE Standards and also the changes of SOP'S Related to Health Safety in the project.

The **yearly training** programme mainly covers the participation of all the representatives of concerned departments and even the sub-contractors as need of training with respect to each and every activity is being discussed and sometimes it is covered in the form of various groups.

Daily training schedule is also practiced in our portfolio as Tool box talk has significant importance in the awareness of the roles and responsibilities of the employee regarding their activities associated to health and safety aspect.

If there is installation of any new equipment in the workplace, any induction of new chemicals, changes in the standard operating procedure, recommendations of the reviewing of H&S Policy, then through a specific training session the employees of all O&M Departments are being instructed.

Training sessions for HOD'S, Section Heads, Managers, Engineers and the other high management concerned is

Training Topics for Senior Management

- Standard operating procedure
- Safe system of work
- Emergency response Plan

- Importance of safety committee
- Safety management system
- Trends, Benchmarking

Training Topics for Managers, HOD'S, Engineers

- Safety Committee importance
- Standard Operating procedures
- Safety checklists & forms
- Tools-Hand and Power
- Emergency Response Plan
- Critical activities evaluation
- Reporting procedures/documentation
- PPE'S Utilization
- Importance of PTW SYSTEM

Training Topics for Foreman Technician, workers

SBG O&M

- Fall protection system
- Fall arrest equipment
- PPE'S (Essential and specific)
- Permit to work system
- Job safety analysis
- Importance of risk assessment
- Control measures scope
- Scaffolding, welding, grinding, cutting
- Knowledge of critical/risk areas

Training Topics for Induction

- Standard Operating Procedures
- Safety Management System
- Scope of work
- Fire Protection and Prevention
- Emergency response
- MSDS
- Exit Routes and Emergency Planning
- Toxic and Hazardous Substances
- PPE's (Personal Protective Equipment)
- First Aid (CPR), Basic training
- Materials Handling and Storage
- Log-Out Tag-Out
- Welding & Cutting
- knowledge of workplace, critical zones
- Confined Spaces, Electrical safety, Fire safety
- Scaffolds & Ladders

- Signs, Signals, and Barricades
- Tools – Hand and Power
- Fall Protection
- Security system aspects
- Emergency numbers and assembly point
- Hierarchy of organizational structure

Refresher Safety Training:

Before the starting of Ramadan season "Refresher Safety Training" will be provided to all the staff working at SBG O&M project to the following departments;

1. Mechanical Department
2. Electrical Department
3. Civil Department
4. Housekeeping Department
5. Electronics Department
6. Shops & Restaurants staff in podium commercial level
7. Other Sub Contractors working at SBG O&M project under SBG O&M contract

Our Vision for Providing Safety Training:

SBG O&M Safety Division is to keep meeting client's expectations and enhance their satisfaction by continually improving performance and providing comprehensive diversified safety services leading to reduction in client's expenditure.

Identifying Training Needs?

To decide what training subject does SBG O&M projects safety staff will need, following are the points to be discussed & analysed:

1. Current skills levels of projects safety staff.
2. Identifying their skills/knowledge gaps.
3. Which new safety skills could take projects business forward by implementing the safe working procedures.
4. What training needs to be developed to help safety team and the projects to accomplish their goals and objectives
5. And finally planned for appropriate safety training programme to overcome those gaps and for the continuous professional development for the projects safety team.

OSHA-Training Requirements for Workplace Safety:

Under the Occupational Safety and Health Act of 1970, employers are responsible for providing a safe and healthful workplace. No person should ever have to be injured, become ill, or die for a pay check.

OSHA's mission is to ensure the protection of workers and prevent work-related injuries, illnesses, and deaths by setting and enforcing standards, and by providing training, outreach, education and assistance.

Our Training programme:

Through this training programme projects safety team will be able to learn following training subjects and it will include both theoretical & practical demonstration.

1) Safety manual & Standard Operating Procedures
2) Safety Management System
3) Scope of work
4) Fire Protection and Prevention
5) Emergency response
6) MSDS
7) Exit Routes and Emergency Planning
8) Toxic and Hazardous Substances
9) PPE's (Personal Protective Equipment)
10) First Aid
11) Materials Handling and Storage
12) Machinery and Machine Guarding & Log-Out Tag-Out
13) Welding & Cutting
14) Electrical Safety
15) Confined Spaces
16) Scaffolds & Ladders
17) Signs, Signals, and Barricades
18) Tools – Hand and Power
19) Fall Protection
20) Safety Committee
21) Waste management
22) Safety checklists & forms

Training Assessment/Evaluation:

After providing the training, safety questionnaire will be handed over to training attendees to be solved by them in order to evaluate their understanding about the training subjects.

Training Record:

SBG O&M technical team will use training order form that will include the name & employment ID's of the training attendees in order to keep the record for this safety training that will help in future for further training needs & also this is required by the local authorities (Civil Defence) to maintain the training record.

Training Venue:

The training venue will be arranged & provided by the hotel management.

Training Duration:

Initially training will be provided for three days (02 Hours Daily) but it can be extended as per training attendees need & through coordination between SBG O&M safety consultant & projects safety manager.

Training Report:

Training report will be prepared by the SBG O&M safety technical team at the end of training sessions & will forward this report to the projects safety manger & one copy of this training report will be kept & maintained with SBG O&M technical team.

TRAINING ORDER FORM FOR PROJECTS SAFETY STAFF

PROJECT NAME:	**G VENUE:**	
TRAINING ORDER #	**DATE:**	**TIME:**
TRAINING SUBJECT:		
TRAINER:		
TRAINING SOURCE:		
TYPE OF TRAINING:	☐ **O J T (ON JOB TRAINING)**	
	☐ **TOOL BOX TALK**	
TRAINING DURATION (HOURS OF INSTRUCTION):		
TRAINING SUBJECTS:		

TRAINING ATTENDEES NAME & SIGNATURE:

S. N	NAME	SIGNATURE	S.N	NAME	SIGNATURE
1.			2.		
3.			4.		
5.			6.		
7.			8.		
9.			10.		

LOCK OUT MACHINE TRAINING SAMPLE

SCOPE:

This lockout procedure is for:

_____

PURPOSE:

- This procedure establishes the minimum requirements necessary to protect employees from injury caused by the unexpected energization, start up, or release of stored energy during service or maintenance.

- Use this procedure to make sure the machine or equipment is stopped, isolated from all potentially hazardous energy sources, and locked out before any employee begins work.

AUTHORIZATION:

- The following persons are authorized to lock out the machine or equipment using this procedure:

(*List the names of authorized employees you want to use this procedure)*

_____

_____

COMPLIANCE WITH THIS PROGRAM:

- All employees are required to comply with the restrictions and limitations imposed upon them during the use of lockout.
- Authorized employees will perform lockout as described in this procedure.
- No employee will attempt to start, energize or use any machine or equipment that is locked out.
- Failure to comply with this procedure will result in the following action:

INTENDED USE:

- This procedure will be used for the following service or maintenance actions:

(List the service and maintenance activities that require using the procedure)

SPECIFIC PROCEDURAL STEPS:

Step 1: The authorized employee will identify the type and magnitude of the energy that the machine or equipment uses, understand the hazards of the energy, and the methods to control the energy before using this procedure.

Step 2: Notify all affected employees that the machine or equipment is to be shut down and locked out for service or maintenance.

_____

_____

_____

Step 3: Shut down the machine or equipment by the normal stopping procedure (such as depressing a stop button, opening switches, or closing valves).

_____

_____

Step 4: Completely isolate the machine or equipment from its energy sources by using the appropriate energy-isolating devices.

_____

_____

_____

SPECIFIC PROCEDURAL STEPS: (continued)

Step 5: Lock out the energy isolating devices with assigned individual locks.

_____

_____

Step 6: Dissipate or restrain stored and residual energy, such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, using methods such as grounding, repositioning, blocking, or bleeding down.

_____

_____

_____

_____

_____

_____

Step 7: Make sure the equipment is disconnected from the energy sources and stored and residual energy has been made safe. Check that no personnel are exposed, and then verify the isolation of the equipment by doing the following:

_____

_____

_____

CAUTION*:* Return the operating controls to the **safe, neutral**, or **off** position, after verifying the equipment is isolated from its energy sources.

THE MACHINE OR EQUIPMENT IS NOW LOCKED OUT

- Restore the machine or equipment to service after the service or maintenance is completed and the machine or equipment is ready to return to it's normal operating condition by doing the following steps:

Step 1: Check the machine or equipment and the immediate area around it to make sure all nonessential items have been removed and that the machine or equipment is in operating condition and ready to energize.

Step 2: Make sure all employees are safely positioned for starting or energizing the machine or equipment.

Step 3: Verify that the controls are in neutral.

Step 4: Remove the lockout devices and reenergize the machine or equipment.

Note:

Some forms of blocking may require re-energization of the machine before they can be safely removed.

Step 5: Notify affected employees that the servicing or maintenance is completed and the machine or equipment is ready to use.

FALL PROTECTION WORK PLAN (FPWP)

Company Name _____ Date _____

Site Address _____

(If additional space is needed, use the back of this sheet)

Identify all fall hazards 10' or more above the ground or lower level (check all that apply)

- open-sided walking/working surfaces (i.e. roofs, open-sided floors)
- open-sided ramps, runways, platforms
- floor openings
- wall openings
- skylight opening
- Trenches
- Surfaces that do not meet the definition of a walking/working surface (i.e. top plate)
- Walking/working surface = any area whose dimensions are 45 inches or greater in all directions, through which workers pass or conduct work.

Methods of fall protection to be used: LSO = Low Slopes Only (low slopes = 4 x 12 or less)

Other methods of fall protection selected:

__ Boom lift __ Scaffold w/guardrail

__ Scissor lift __Other:

_____

Describe procedures for assembly, maintenance, inspection, disassembly of fall protection system to be used.

_____

Describe procedures for handling, storage, and securing tools, equipment, and materials.

_____

Describe methods of overhead protection for workers who may be in, or pass through work area.

Describe methods to be implemented for prompt, safe removal of injured worker(s).

Employees who received fall protection training on the above site specific fall protection work plan.

Name (print) Date

Name & title of person who provided training:

SBG O&M SAMPLE RESPIRATORY PROTECTION PROGRAM

Company Name: SBG O&M

The aim of the program is to give detailed instruction for elements that are required for voluntary use of respirators, as required in the Respirators Rule - as per Civil defense rules and regulations

Requirements for Voluntary Use of Employer or Employee provided Respirators:

1. Ensure that respirator use does not create a health hazard or interfere with employee's ability to work safely

Develop and maintain a written respiratory program that includes the following:

- Medical evaluations
- Procedures for properly cleaning, disinfecting and storing respirators so they do not create a health hazard to the user
- Procedures to make sure there is a safe air supply when using airline respirators or tank-type respirators
- Training when necessary to ensure respirator use itself does not create a hazard

Scope and Application

This program applies to all employees who voluntarily choose to use a respirator. It applies to both respirators supplied by employers or brought in by employees. It will be determined that the use of respirator does not itself create a hazard, that the proper type of respirator has been selected for use, that the employee is medically able to use the respirator, and that the respirator is cleaned, stored and maintained so that it does not present a health hazard. This program does not apply to the required use of respirators or to emergency or spill use of respirators.

Responsibilities

The respirator program administrator is responsible for overseeing and implementing this voluntary use respiratory protection program.

Safe Use

The program administrator will determine if there are any factors of voluntary respirator use that will create a hazard for the user. These hazards will be eliminated before use of the respirator is permitted.

The following questions are suggested for consideration in determining whether use of the respirator presents a hazard to the user:

· Would the respirator significantly hinder vision, communication, hearing or movement in a way that would present a safety hazard?

· Can work situations or changes occur, such as emergency spills or chemical leaks where the respirator in use would not provide enough protection?

Selection

The Program Administrator, will ensure that the respirator selection is appropriate for its intended use and contaminant.

Mandatory Information

Each employee that voluntarily uses a respirator, including filter face pieces – dust masks, will be given a copy of the advisory information contained. If other non-English speaking employees need to be included, an interpreter will read the document to the workers.

Medical Evaluation

Employees who voluntarily use respirators must be physically able to perform the work while using the respirator. Accordingly, the company has the responsibility of ensuring that employees are medically fit and able to tolerate the physical and psychological stress imposed by respirator use, as well as the physical stress originating from job and workplace conditions. Employees will not be allowed to wear respirators

(except filtering face pieces – dust masks) until a licensed health care professional (LHCP) has determined that they are medically able to do so.

Any employee refusing the medical evaluation cannot use a respirator.

- The purpose of a medical evaluation program is to determine if employees can tolerate the physiological burden associated with respirator use, including:

· The cardio-pulmonary or other burdens imposed by the respirator itself (e.g., its weight, breathing resistance during both normal operation and under conditions of filter, canister, or cartridge overload and increased carbon dioxide levels inside the respirator face piece due to re-breathing of expired air).

· Musculoskeletal stress (i.e., when a heavy supplied air respirator with tanks is worn).

· Limitations on auditory, visual, and olfactory sensations.

· Isolation from the workplace environment.

· Psychological limitations such as claustrophobia

Since certain jobs and workplace conditions in which a respirator is used can also impose a physiological burden on the user, the medical evaluation must also consider the following factors:

· Type and weight of the respirator to be worn.

· Duration and frequency of respirator use.

· Expected physical work effort.

· Use of other protective clothing and equipment to be worn.

· Temperature and humidity extremes that may be encountered.

The above information must be provided to the licensed health care professional (LHCP) before the LHCP can make a recommendation regarding an employee's ability to use a respirator. In Washington State, physicians, physicians' assistants or nurse practitioners, and possibly other health care professionals are qualified by the scope of their license to perform some or all of the tasks necessary for medical evaluations. These individuals are designated as "MANUFACTURER"

Maintenance and Care

Respirators used should be clean, sanitary, and in good working order. Clean and sanitary respirators are essential in the prevention of dermatitis, skin irritation and communicable respiratory diseases. These requirements are a vital part of any successful respiratory protection program.

To ensure that the respirator does not create a health hazard (i.e., skin irritation) for users, a maintenance program must be in place prior to respirator use and must address:

· Cleaning and disinfecting procedures.

· Proper storage.

In addition to the above, the manufacturer's instructions for inspection, cleaning, and maintenance of respirators should be consulted.

Cleaning and Disinfecting

Respirators (except filtering face pieces – dust masks) will be cleaned and disinfected by fill in name here or by the employee using the procedures in – "Respirator Cleaning Procedures."

Respirators will be cleaned and disinfected as follows:

· Respirators that are issued for the exclusive use of an employee will be cleaned and disinfected as often as necessary to be maintained in a sanitary condition.

· Respirators used by more than one employee will be cleaned and disinfected prior to being used by a different individual.

Storage

Respirators will be stored so that they are protected against damage, contamination, dust, sunlight, temperature extremes, excessive moisture, and damaging chemicals. When respirators are packed or stored, the face piece and exhalation valve will be stored in a manner that prevents deformation. Each respirator will be positioned so that it retains its natural configuration.

Air Supplying Respirator Breathing Air Quality

If your employees voluntarily use supplied air respirators, you must ensure that compressed air for air supplying respirators meets at least the requirements for Grade D breathing air described in the manual.

ACCIDENT INVESTIGATION CHECKLIST TOOLBOX

1. Are all accidents investigated, whether or not they result in injury or Illness?
2. Are all near miss incidents investigated thoroughly?
3. Have employees been trained to assist in accident investigations?

4. Is the scene of an accident secured immediately following the incident?
5. Have employees been warned not to disturb the scene of an accident?
6. Is the accident scene examined carefully for any clues that can help establish the cause of an accident?
7. Are photographs taken of the scene to preserve evidence and help with the reconstruction of the accident?
8. Are the circumstances of the accident thoroughly examined to Determine all the material facts?
9. Has the surrounding area been examined to determine what was going on around the scene of the accident?
10. Which materials or equipment were involved?
11. Are all witnesses interviewed immediately after the incident?
12. Is the victim interviewed as soon as possible?
13. Have answers to the questions who, what, when, where, how, and why been obtained from witnesses?
14. Have employees been reassured that the goal of the investigation is to prevent future incidents, not to lay blame?
15. Have the circumstances been studied carefully to determine the underlying causes of the accident?
16. Have you looked for patterns in behavior or procedures that might account for the accident?
17. Have you considered possible unsafe conditions that contributed to the accident?
18. Does your incident report contain a complete description of the facts?
19. Are your findings and conclusions explained in clear, direct

language?
20. Have you made recommendations for corrective action?
21. Have you taken the time to produce a thorough, thoughtful report?

22. Has the report been given to top management and circulated to managers in other departments?
23. Has the report been filed according to established company policy?

24. Have all OSHA recordkeeping and reporting requirements been met?
25. Have you acted on the findings of your report and taken the necessary steps to prevent a similar incident from occurring in the future?
26. Do employees understand what happened, and have they been trained to prevent future incidents of this kind?
27. Have procedures, practices, or rules been changed to correct hazardous conditions?

TOOL BOX REGARDING EMPLOYEE BEHAVIOR

When reporting verbally or in writing on the results of an accident investigation, it's tempting to sum up the cause as "carelessness." This indicates that the accident probably could have been avoided if someone hadn't done—or failed to do—something. But it doesn't really help in pinpointing the real cause, let alone correcting whatever behavior was involved in order to prevent a recurrence.

If an individual's "careless" behavior was at the root of the incident, it probably means that the person did not:

- THINK
- Comply with safety regulations
- Follow instructions (written or verbal)
- Use safe work procedures
- Use sound judgment
- Know how to do the work properly
- Pay full attention to the work
- Wear proper personal protective clothing and/or equipment
- Use tools or equipment in a safe manner
- THINK!

So, if your input is ever sought as to the cause of a particular accident, find a better term than "carelessness." You'll probably find it on the list above. Remember, the more exact you can be, the more likely we can avoid a repetition.

TOOL BOX REGARDING ROLES & RESPONSIBILITIES

Many employees ask "What can I do about accident prevention, since I only work here?" Well, we all work here, and presumably we all want our worksite to be as safe and healthful as possible. That won't happen, though, if we pass the buck.

In reality, there's a great deal that every one of us can do about accident prevention. It has to do with being continuously alert to possible hazards and following safe work practices and procedures—just the sort of thing we discuss in these talks.

Here are 10 guidelines about what you can do and what each of us can do:

1. **Know your job**. Follow all instructions, and if you are not sure of exactly how to carry out an assigned operation, ask your foreman before you begin.
2. **Use tools properly**. Select the right ones—the ones designed for the job. Be sure they're in good condition. Put them away when you finish.
3. **Practice good housekeeping**. Keep your work area clean and orderly, with nothing in the aisles to create a tripping hazard. Clean up spills promptly. Dispose of scrap properly.
4. **Develop good lifting habits**. Remember the training you've had in this, especially: lifting with your legs, not your back, and getting help for loads you can't easily handle alone. Likewise, be ready to team-lift with a co-worker.
5. **Avoid falls**. Watch where you're going. If using a ladder, set it up properly, face it when climbing up or down, using both hands, and don't overreach. Don't overload scaffolds and keep them clear of excess materials.
6. **Dress safely for work**. Leave your jewelry at home or keep it in a pocket. Wear sturdy, low-heeled shoes. Wear short sleeves or keep long sleeves buttoned at the wrist. Don't wear gloves or a long hairstyle around machines.
7. **Use required personal protective equipment**. Wear a hard hat, gloves, safety shoes, and glasses, or whatever specialized equipment the job calls for. That way you avoid both injury and disciplinary action.
8. **Be alert around machinery**. Stand clear of moving equipment and overhead loads. Never get on or off moving equipment. Never bypass machine guards. Follow lockout procedures as needed and observe all warning signs and tags.
9. **Report all accidents and near miss incidents**. Determining the causes can help prevent further incidents that could have more serious results. Get prompt first aid for cuts and scratches—minor injuries can become a major problem if infection sets in.
10. **Avoid horseplay and practical joking**. They can easily get out of control and cause serious harm. Discourage others from engaging in such activities.

FALL PROTECTION WORK PLAN TRAINING – SAMPLE

A written fall protection work plan must be implemented by each employer on a job site where a fall hazard of 6 feet or greater exists, in accordance with Department of Labor and Industries, WISHA Regulations.
The plan must be specific for each work site.
THIS WORK PLAN WILL BE AVAILABLE ON THE JOB SITE FOR INSPECTION.
Attached is a sample of a model fall protection work plan that may be filled out by each employer who has employees exposed above 10 feet. The following steps will help you fill out your plan.

FILL OUT THE SPECIFIC JOB INFORMATION.

Company Name:
_____
Job Name: Date:
_____ _____
Job Address: City:
_____ _____
Job Foreman: Jobsite Phone:
_____ _____

FALL HAZARDS IN THE WORK AREA

(INCLUDE LOCATIONS AND DIMENSIONS FOR HAZARDS)

Elevator shaft: Stairwell:
_____ _____
Leading edge: Window opening:
_____ _____
Outside static line: Roof eave height:
_____ _____
Perimeter edge: Roof perimeter dimensions:
_____ _____
Other fall hazards in the work area:
_____
_____
_____
_____
_____

_____
_____

METHOD OF FALL ARREST OR FALL RESTRAINT

(For fall protection equipment includes details, such as manufacturer etc.)

Full body harness:

Body belt (Restraint only):

_____
Lanyard:

_____
Drop line:

_____
Lifeline:

_____
Restraint line:

_____
Horizontal lifeline:

_____
Rope grab:

_____
Deceleration device:

_____
Shock absorbing lanyard:

_____
Locking snap hooks:

_____
Safety nets:

_____
Guard rails:

_____
Anchorage points:

_____
Catch platform:

_____
Scaffolding platform:

_____
Safety monitor:

_____
Name of monitor, if used:

_____
Other:

_____

ASSEMBLY, MAINTENANCE, INSPECTION, DISASSEMBLY PROCEDURE

Assembly and disassembly of all equipment will be done according to manufacturers' recommended procedures. (Include copies of manufacturer's data for each specific type of equipment used.)

Specific types of equipment on the job are:

_____
_____
_____
_____
_____
_____
_____
_____

A visual inspection of all safety equipment will be done daily or before each use, as stated in the Employee Training Packet. Any defective equipment will be tagged and removed from use immediately. The manufacturer's recommendations for maintenance and inspection will be followed.

_____
_____
_____
_____

5. HANDLING, STORAGE & SECURING OF TOOLS AND MATERIAL

Toe boards will be installed on all scaffolding to prevent tools and equipment from falling from scaffolding.

Other specific handling, storage and securing is as follows:

_____

OVERHEAD PROTECTION

Hard hats are required on all job sites with the exception of those that have no exposure to overhead hazards. Warning signs will be posted to caution of existing hazards whenever they are present. In some cases, debris nets may be used if a condition warrants additional protection.

Additional overhead protection will include:
_____
_____
_____
_____

Toe boards (at least 4 inches in height) will be installed along the edge of scaffolding and walking surfaces for a distance sufficient to protect employees below. Where tools, equipment or materials are piled higher than the top of the toe board, paneling or screening will be erected to protect employees below.

6. INJURED WORKER REMOVAL

Normal first aid procedures should be performed as the situation arises. If the area is safe for entry, the first aid should be done by a foreman or other certified individual.

Phone location: _____
First aid location: _____
Elevator location: _____
Crane location: _____
Other: _____ Location: _____
Rescue considerations. When personal fall arrest systems are used, the employer must assure that employees can be promptly rescued or can rescue themselves should a fall occur. The availability of rescue personnel, ladders, or other rescue equipment should be evaluated. In some situations, equipment that allows employees to rescue themselves after the fall has been arrested may be desirable, such as devices that have descent capability.

Describe methods to be used for the removal of the injured worker(s):

_____
_____
_____
_____

8. TRAINING AND INSTRUCTION PROGRAM

All new employees will be given instructions on the proper use of fall protection devices before they begin work. They will sign a form stating they have been given this information. This form becomes part of the employee's personnel file. The written fall protection work plan will be reviewed before work begins on the job site. Those employees attending will sign below. The fall protection equipment use will be reviewed regularly at the weekly safety meetings.
Date: _____

_____ _____

_____ _____

_____ _____

SAFETY TRAINING SPECIALIST: _____

Prior to permitting employees into areas where fall hazards exist, all employees must be trained regarding fall protection work plan requirements. Inspection of fall protection devices/systems must be made to ensure compliance with OSHA, NFPA FALL PROTECTION STANDARDS AND ILO R-164