



INSTALLERS AND DISMANTLERS
OF MATERIAL HANDLING SYSTEMS

SAFETY MANUAL

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INSTALLERS AND DISMANTLERS **OF MATERIAL HANDLING SYSTEMS**

DECLARATION OF COMPANY POLICY

Alo-Cinema has the responsibility to furnish each of its employees a place of employment free from recognized hazards causing or likely to cause death or injury. The safety of employees, the public and company operations are paramount. In all cases, safety will take precedence over expediency. All reasonable efforts will be made to reduce the possibility of accident occurrence.

Alo-Cinema intends to comply with Local, State and Federal Safety Laws. No foreperson, supervisor or job superintendent may ever be relieved of any part of his responsibility for the safety of his employees.

Alo-Cinema has a safety policy which provides:

1. Safe work conditions.
2. Safety meetings.
3. Training in safe work habits.
4. Job site inspections to identify unsafe conditions.
5. Follow up on corrective action.

Each employee is requested to report immediately to his foreperson, supervisor or job superintendent all unsafe conditions or acts he/she observes on the job. All accidents and injuries are required to be reported daily.

Every accident report involving bodily injury or property damage is examined by management to make sure if an unsafe condition contributed to the accident. Also, we are committed to take such steps as may help to prevent a similar accident in the future.

Our goal is accident free work with the traditional Alo-Cinema quality.

Anthony J. Menicola

Anthony J. Menicola
President
Alo-Cinema One Inc.



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POLICY STATEMENT

To: All Employees

It is the policy of Alo-Cinema to prevent accidents which result in personal injuries, and to provide a safe and healthful work environment. This can be accomplished through individual training and regular safety meetings.

The Safety Program as adopted by Alo-Cinema is outlined in the attached documentation, and the Safety Director, Company Officers, Superintendents and Forepersons have full authority to implement and enforce all safety rules.

Daily inspections of work sites by the Safety Director, Company Officers, Superintendents or Forepersons should be conducted to insure all safety rules are adhered to.

We expect everyone, including subcontractors, to support and abide by these safety rules. Violators of the program will face disciplinary actions ranging from warnings to dismissal.

Let us work together and make our working environment a safe one.



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PREFACE

The safety standards in this manual have been developed to prevent accidents which might occur to employees of Alo-Cinema and its subcontractors.

With the cooperation of all personnel in following and enforcing these standards, the potential for accidents will be minimized. It is the responsibility of each employee to comply with the company and client's safety and health standards, and all rules relating to his/her actions and conduct. This manual is effective on the date of issue.

It is not practical to include information to address all contingencies. Employees are always expected to be safety conscious. They shall place themselves in as safe and secure a position as possible and shall guard against any possible hazards. They should not rely on the care exercised by others nor should they trust safety devices alone. A safety conscious person thinks for himself/herself and those around them.

These standards can be superseded or amended only by an official notice, which is properly signed and posted. In case of an emergency, a foreperson may temporarily modify these standards to permit proper handling of a specific emergency.



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FOREMAN OR SUPERVISOR RESPONSIBILITIES

1. Ensure that all employees understand the safety responsibilities outlined in the Alo-Cinema Safety Manual.
2. Ensure that all work is performed in accordance with this Safety Manual and prevent unsafe conditions from existing.
3. Ensure the availability and use of all required protective equipment and provide instruction to the employee in its proper use.
4. Evaluate workers safety performance, and respond to violations using the framework of the company's enforcement policy.
5. Act without delay on all hazards which are within the scope of your responsibility.
6. Review all accidents with employees and report to management immediately following a reported injury or hazardous situation.
7. Allow no machine to operate within 10 feet of any power line.
8. Notify all other contractors and subcontractors when actions undertaken could adversely affect the health and safety of anyone on your jobsite.
9. Conduct weekly "Tool Box" safety meetings with personnel. Note on the document the subject of the meeting and names of those in attendance.
10. Ensure all injuries are treated immediately and all accidents and illnesses are reported promptly.
11. Inform project management of any violations or emergencies that are outside the scope of the foreman's authority.
12. Foremen have full authority to implement and enforce all safety rules and regulations.
13. Inspect the job site daily for safety hazards, violations or any unsafe conditions.



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EMPLOYEE RESPONSIBILITIES

1. Make it your business to know and understand your safety responsibilities as outlined in this Safety Manual.
2. Ensure that all work is performed in accordance with this safety program and take every opportunity to prevent unsafe conditions from existing or continuing to exist.
3. Constantly observe work conditions, equipment and tools for the purpose of preventing accidents.
4. Correct and avoid unsafe acts or conditions within your immediate work area.
5. Ensure the availability and use of all required protective equipment and proper use instructions. Use all safety equipment which is required at any particular jobsite. Hard hats and leather work boots which cover the ankle are a requirement for all employees at all sites.
6. Act without delay on all hazards which are within the scope of your responsibility.
7. Stop work when an immediate or potential hazard exists or in the event conditions are such that there is immediate danger to life, limb or property.



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PROTECTION OF THE PUBLIC

All necessary precautions shall be taken to prevent injury to any person or damage to the property of others. Precautions to be taken shall include, but should in no way be limited to the following:

Work shall not be performed in any area occupied by the public unless specifically permitted by the contract.

When it is necessary to maintain public use of work areas involving sidewalks, entrances to buildings, lobbies, corridors, aisles, stairways and vehicular roadways, the appropriate guardrails, barricades, temporary fences, overhead protection, partitions shields and all other means of adequate visibility shall be employed.

All public access areas must remain clear of obstructions in order to allow for the safe entrance and exit of the public at all times.

Appropriate warnings and instructional safety signs shall be conspicuously posted where and when required and/or necessary. In addition, a signal-person shall control the movement of motorized equipment in areas of potential public endangerment.

Sidewalk sheds, canopies, catch platforms and appropriate fences shall be utilized when necessary to maintain public pedestrian traffic adjacent to the erection, demolition or structural alteration of outside walls of any structure. Protective devices must always be in accordance with all Federal, State, and Local Ordinances or Regulations.

A temporary fence shall be erected around perimeters of all above-ground operations that are adjacent to public areas. Local Ordinances and Regulations shall be adhered to.

Guardrails shall be employed on both sides of vehicular and pedestrian bridges, ramps, runways and platforms. Pedestrian walkways elevated above adjoining surfaces, or walkways within six feet of the top of excavated slopes or vertical banks shall be protected with guardrails.

Barricades shall be constructed in all areas required by State and/or Local Ordinances. Barricade construction shall be in accordance with local requirements and exist between work areas and pedestrian walkways or occupied buildings. Barricades shall be secured from accidental displacement and shall be maintained in place, except where temporary removal is necessitated by work performance. During the period of temporary barricade removal, for the purpose of work, a watchman will be posted at all openings.

Warning signs and lights, including lanterns, torches, flares and electrical lighting in compliance with local requirements, shall be maintained from dusk to sunrise. Signs and lights are to be placed along



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guardrails, barricades, temporary sidewalks and at every obstruction to the public. They shall be placed at both ends of such protection of obstructions and shall also be placed at minimal intervals of twenty feet apart.

GENERAL SAFETY RULES

1. All employees are obligated to recognize and avoid safety hazards and to take all precautions to prevent accidents.
2. Practice good housekeeping in your work area. All tools shall be properly maintained. Do not leave materials and scrap in the work area.
3. Obey all posted warning signs, such as "KEEP OUT", "NO SMOKING", "EYE PROTECTION REQUIRED" and "AUTHORIZED PERSONNEL ONLY".
4. Sliding down ropes, cables and guys is strictly forbidden.
5. Never jump from an elevated surface.
6. The handling of explosives and powder activated tools will be by authorized personnel only.
7. Use or possession of alcoholic beverages or non-prescription drugs on the job site is strictly forbidden.
8. Equipment will not be left unattended while in operation or in motion.
9. No one shall be permitted to ride on equipment unless in seats provided inside equipment cab.
10. Loose or torn clothing will not be worn around moving equipment.
11. Gasoline will not be used for cleaning hands, equipment or parts.
12. Compressed air shall not be used for blowing dirt or dust from your body or clothing or blown at another person.
13. Hard hats are required along with shirts, long trousers and leather work boots which cover the ankle. Shorts, cut off shirts, sweat pants, sneakers or other light weight shoes will not be worn.
14. Allow no machine to operate within ten feet of any power line.
15. Enter a confined space only after an air sample has been taken and proper forms filled out.
16. Only the person who tags out or locks out equipment is allowed to remove such a tag or lock from the equipment.



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17. Employees must be in “working” clothes and ready for work at the designated starting time.
18. Employees may take lunch breaks only during designated times and must eat in the area assigned for this while on the job site. There will be no smoking, eating or drinking while in the work area.
19. Personnel will not quit work before the time designated for the conclusion of the work shift. There will be sufficient time allocated for the removal of work clothes, decontaminations, etc.
20. Employees must report to work each regularly scheduled work day. Continued absenteeism is a violation of these rules.
21. Personnel must comply with both oral and written instructions from a Superintendent or Safety Director.
22. While on the job site, personnel must comply with OSHA and MSHA Safety and Health Standards along with each of the safety procedures required by the company’s Loss Control Program on the project.
23. All personal work injuries must be reported to a Supervisor immediately.
24. If respirators are a requirement of the job, they will not be removed while in the work area for any reason.
25. If air sampling equipment has been attached to an individual, this equipment must be left alone and unobstructed until instructed to remove it.
26. Fighting or attempting bodily injury to another employee or Company visitor while on Company property is not permitted and is cause for dismissal.
27. Unauthorized use of or willful or wanton neglect in the care and / or use of Company property is not permitted.
28. The carrying of concealed weapons on Company property or in Company vehicles is expressly forbidden.
29. Falsifying Company records and / or reports will not be tolerated.
30. Failure to comply with required safety rules may result in disciplinary action to include termination.



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ATTENTION TO INJURIES

Medical services and first aid will be available at all job sites before work commences. The location and identity of persons available to render first aid will be prominently posted at the jobsite.

In the absence of a medical facility or physician that is reasonably accessible in terms of time and distance to the worksite, a person who has a valid certificate or other current equivalent documentation in first-aid training shall be available at the worksite to render first aid.

First aid supplies shall be readily available when needed, stored in a weatherproof container and individually packaged for each item.

First aid kits shall be checked before being sent out on the job, and shall be checked at least weekly to ensure expended supplies are replenished.

Each jobsite will have proper equipment for prompt transportation of an injured person to a medical facility, or a communication system for contacting ambulance service.

If 911 services are not available, phone numbers of the physicians, hospitals, or ambulances shall be conspicuously posted.

Where the eyes or body of any person may be exposed to injurious corrosive materials, suitable facilities for quick drenching or flushing of the eyes and body shall be provided within the work area for immediate emergency use.

Workers are required to know the location and content of first aid kits.

All injuries shall be reported to the Foreperson or Superintendent. If an injury requires more than first aid, it is required that prompt, professional medical attention is secured for the injured worker.

Once an accident has occurred, the Foreperson shall immediately fill out an accident report form. THIS IS REQUIRED. The form will be filled out with a complete description of the accident and shall be sent to the Safety Director's office.

If at all possible, the injured employee will be transported to _____.



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INFECTIOUS DISEASE AWARENESS

Referred to as Blood Borne Pathogens

Employees of Alo-Cinema must be aware of pathogenic microorganisms that are present in human blood and other body fluids that can cause disease such as HVB, hepatitis B virus or HIV, human immunodeficiency.

Employees must be aware of how to handle possible exposure to these pathogens when encountered during the course of regular activity.

Should an accident or incident occur in which an employee sustains an injury, universal precautions shall be observed to prevent contact with blood and other potentially infectious materials. (Universal precautions are an approach to infection control in which all body fluids shall be considered potentially infectious materials.)

Disposable gloves shall be worn when making contact with blood, mucous membranes, other potentially infectious materials and non-intact skin. When feasible, such as when an employee cuts his finger and only requires a band aid, that employee should be responsible for his or her cleaning up of any contaminated areas. Alternatively, a designated person who is trained to use the proper materials while decontaminating could do any clean up. If the injury is major, an outside qualified decontamination agency should be utilized.

Contaminated surfaces shall be cleaned with an appropriate disinfectant such as bleach, and shall be done immediately after any spill of blood or other potentially infectious materials on any surface. All cleanup materials shall be disposed of properly in a plastic bag that can be sealed.

All employees with occupational exposure to blood borne pathogens shall be provided training at the time of initial assignment and annual training within 1 year of their previous training.



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CONFINED SPACES

All confined spaces shall be considered "permit-required" spaces unless a pre-entry procedure has demonstrated otherwise. A permit must be completed before approval can be given to enter a "permit-required" confined space. This permit shall be maintained at the jobsite for the duration of the job. If circumstances cause an interruption in the work or a change in the alarm conditions for which entry was approved, a new permit must be completed.

All confined spaces must be tested for poisonous gases and/or oxygen deficiency prior to entry.

When in confined areas such as boilers, tanks, drums, manholes, etc., or where noxious or poisonous gases may be present, the appropriate breathing apparatus shall be used.

When chipping, wire-brushing, etc., in a confined space, a respirator mask shall be worn.

Where dangerous gases or harmful substances are present in the immediate work area, air-supplied masks must be worn.

Proper ventilation and all other required protective equipment shall be used.

If you develop dizziness, nausea, or there is any significant change in your physical condition, leave the hazardous area immediately, then identify the hazard and check your equipment.

Hazardous work areas containing noxious or poisonous gases shall not be entered without proper protective equipment being worn and without being accompanied by a fellow employee who has been properly trained and familiar with the use of such protective equipment.

Clean and ready all equipment after use. Store in a sanitary manner.

NOTE: It is mandatory that a Confined Space Pre-Entry Checklist be completed and approved, prior to any and all confined space entries. Check with the immediate site supervisor/foreperson to ensure that approval for entry has been documented. IF NOT, YOU ARE NOT TO ENTER THE CONFINED SPACE!!

* See (Confined Space Pre-Entry Checklist)



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HEARING PROTECTION

Exposure to excessive noise can cause a gradual deterioration in hearing. Hearing protection must be worn whenever there is a possibility of hearing impairment. Where there is a posted excessive noise warning, hearing protection shall be worn. Proper hearing protection may consist of any of the following: ear muffs, ear plugs, etc. Plain cotton is not to be used as hearing protection. Hearing protection shall be used when operating pneumatic air tools. Head phones for radios, stereos, etc. are not to be used for hearing protection. Radios, stereos, etc. are strictly forbidden while operating any equipment or tools.

*See (Hearing Conservation Program)

ADHERENCE TO PROTECTIVE DEVICES

No guard shall be removed from any machine or piece of equipment except to perform required maintenance.

Before working on a machine or machine part with belts, shafts, etc., a hold card or lockout device shall be placed on the control system of the machine. No machine shall be put into service while a hold card or lockout is attached to it. The card shall be removed only upon authorization of the person who placed it, and only after all work has been completed and all tools removed.

Warning signs shall be obeyed. Persons observed in a dangerous or life threatening location shall be warned.

Safety guards existing on machines, tools or equipment shall not be wedged, removed or tampered with at any time. Broken or damaged guards shall be replaced immediately.



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FALL PROTECTION

Guardrails, safety nets, or a "personal fall arrest system" shall be utilized whenever walking and/or working surfaces (horizontal or vertical) have unprotected sides and/or edges thus allowing for a person to sustain a fall from a height of six feet or more.

When referring to a "personal fall arrest system" it shall mean a body harness.

A body belt may be used only as a positioning device. Under no circumstances shall a body belt be used as a personal fall arrest system.

Guardrails shall be set at a height of forty two inches.

Guardrails must include a mid-rail and toe-board.

Guardrails must withstand a two hundred pound force in any direction, except up.

When guardrails are necessary to safeguard a hole, all sides and/or edges must be fully protected.

Safety nets are to be positioned as close as possible, but not more than thirty feet below the walking/working surface.

Employers must determine whether walking/working surfaces are structurally capable of supporting workers safely.

Workers on walking/working surfaces with unprotected sides or edges six (6) feet or higher above a lower level must be protected from falling by the use of guardrails, nets or fall arrest systems.

Workers constructing or working near leading edges at six (6) feet or higher above a lower level must be protected from falls by guardrails, nets or fall arrest systems.

Workers in hoist areas must be protected from falling more than six (6) feet by guardrails or personal fall arrest systems.

Workers must be protected from falling more than six (6) feet through holes (including skylights) by hole covers, guardrails or personal fall arrest systems.

Workers on the face of form work or reinforcing steel must be protected from falling six (6) feet or more by personal fall arrest systems, or nets.

Workers on the edge of excavations deeper than six (6) feet must be protected from falling by guardrails, fences or barricades when excavations are not easily visible.



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Workers less than six (6) feet above dangerous equipment must be protected from falling into or onto the equipment by guardrails or equipment guards.

Workers six (6) feet or higher above dangerous equipment must be protected from fall hazards by guardrails, personal fall arrest systems or nets.

Workers near wall openings six (6) feet or higher above lower levels and less than thirty-nine (39) inches above the walking/working surface must be protected from falling by guardrails, nets or personal fall arrest systems.

Workers on walking/working surfaces six (6) feet or higher above levels which are not otherwise addressed must be protected from falling by guardrails, nets or personal fall arrest systems.

Where workers are exposed to falling objects, the employer must: erect toe boards, screens or guardrails to prevent objects from falling, erect a canopy structure and keep objects away from the edge of the higher level, or barricade the area to which objects could fall and keep objects away from the edge of the higher level.

LADDERS

General

- ❖ Inspect every ladder before using it. Remove from service any ladder found defective.
- ❖ Painted ladders are not permitted.
- ❖ Ladder rungs, cleats and steps are to be parallel, level and uniformly spaced when the ladder is in position for use.
- ❖ Ladders shall not be loaded beyond the maximum intended load for which they were built, not beyond the manufacturer's rated capacity. Ladders shall be used only for the purpose for which they were designed.
- ❖ If it is necessary to place a ladder in or behind a doorway, barricade the work area and post warning signs on both sides of the door.
- ❖ While ascending and descending a ladder, hold on to a straight ladder with both hands and hold on to a stepladder with at least one hand. Use a hand line to raise or lower materials.
- ❖ Keep both feet on the ladder rungs. Do not reach out too far. Do not place one foot on a line or piece of equipment and the other on a ladder rung. Change the position of the ladder as often as necessary to keep within reach of the work.



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- ❖ Face a ladder when working from it. Use fall protection if you must stand backwards on a ladder under certain other conditions.
- ❖ Do not allow more than one person on a ladder unless the ladder is designed for more than one.
- ❖ Do not use metal ladders for electric welding or near energized electric lines.
- ❖ If it is necessary to use a ladder close to the edge of an elevated platform, roof, stairs or floor opening, tie off the ladder and use personal fall arrest.

Straight or Extension Ladders.

- ❖ Place a ladder on a stable, level surface so the base is one-fourth of the distance from the bottom of the supporting object of which the ladder is raised against or over, remembering that; The top of a ladder must extend at least three feet above the supporting object when such a ladder is used as access to an elevated work area.
- ❖ After an extension section has been raised to desired height, check to see that safety dogs or latches are engaged and that the extension rope is secured to a rung on the base section.
- ❖ Every ladder shall be equipped with a tie-off rope and non-skid safety feet.
- ❖ Every ladder shall be adequately tied off or held.
- ❖ Extension ladders shall be overlapped by a minimum of three rungs.
- ❖ Extension ladders shall not be taken apart and each section used separately.
- ❖ Do not work from the top three rungs of any extension or straight ladder.

Stepladders

- ❖ Set stepladders level on all four feet with spreaders locked in place.
- ❖ Do not use a stepladder as a straight ladder. It must be fully extended before being used.
- ❖ Do not stand on the step below the top of any stepladder over three feet height.
- ❖ Remove all tools and equipment from a ladder before moving it.
- ❖ Do not lean sideways (extended reach), when using a stepladder.



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AERIAL LIFTS & SCISSOR LIFTS

A person using lifts must be trained and authorized. Training will be done by a “competent person”. Aerial lifts shall meet the applicable design and construction requirements. Field modifications will be certified in writing by the manufacturer or other equivalent entity as meeting applicable requirements.

Lift controls will be tested each day prior to use to determine such controls are in safe working condition. Tests will include brakes and operating systems are in proper working condition. Control labels and manufacturer-applied warning labels will be maintained in legible condition. Minimum clearance of lift operation is at least 10 feet from power lines rated 50kV or less.

Minimum clearance from lines rated over 50kV is 10 feet plus one-half inch for each 1kV over 50kV.

Safety harnesses/lanyards shall be worn and workers shall be tied off to the basket when in aerial (boom) lifts.

Workers shall not tie off to an adjacent pole or structure while in an aerial lift.

All workers shall remain on the floor of the platform of aerial lifts and scissor lifts at all times.

Exceptions for scissor lifts will only be considered when a fall arrest system is employed.

All guardrails, chains and gates shall be secured on lifts before elevating.

Observe the surrounding floor or ground surface for holes and depressions before operating or moving the lift.

Fully extend all outriggers before elevating as required by the manufacturer’s instructions.

Articulating (scissor) and extensible (boom) lifts shall have both upper and lower controls.

Do not use personnel lifts as cranes.

Crane supported personnel platforms must be capable of supporting 5 times the maximum intended load and have load capacities posted.

All crane supported platforms must have gates and rails per OSHA and manufacturer’s guidelines.



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SCAFFOLDING

A competent person for scaffold will be present during erection and while in use.

Before work on a scaffold is begun, it shall be inspected visually to ascertain that:

- All bracing is installed completely.
- All locking pins are in place at each joint.
- Top rails, midrails, and end rails are in place.
- Toe boards are in place.
- The decking is fully planked with scaffold grade planks or equivalent. Five planks for working platform and a minimum of 18 inches (two planks) on outriggers.
- All wheels are locked, if it is a movable scaffold. Personnel shall wear fall arrest equipment properly tied off on any scaffold platform over 10 feet in height, which is not equipped with standard rails.

A hard hat must be worn when working on scaffolding.

No one shall ride on a rolling scaffold when it is being moved unless the floor is within 3 degrees of level and free of holes or obstructions and the wheels are equipped with resilient tires. All tools and material shall be removed from or secured on the deck before moving.

Personnel shall not climb on, or work from, any scaffold handrail, midrail or brace member, but shall use ladders to get access the scaffold.

All scaffolds shall be erected level and plumb on a firm base. Adequate mud sills or other rigid footing, capable of withstanding the maximum intended load must be provided. Tubular metal scaffolding requires metal base plates which must be secured to 2x10 inch wooden blocks or mud sills when used on surfaces other than concrete. Screw jacks (adjusting screws), shall not be extended more than 18 inches of thread. Concrete blocks, bricks, rocks or other forms of unstable materials cannot be used to level scaffolding.

A scaffold shall be tied off or stabilized with outriggers when its height is more than three times the smaller dimension of its base.



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Fixed scaffolds shall be tied off on every third frame high and every third frame wide.

All scaffold platforms shall be equipped with standard 42 inch high top rails rigidly secured, and standard 21 inch high midrails. Scaffolds must be decked with scaffold-grade planks or manufactured scaffold decking (pics), and equipped with rigidly secured toe boards on all four sides.

Decking planks shall be secured in place. Planks shall overhang end supports a minimum of 6 inches and a maximum of 12 inches. If for any reason the overhang is less than 6 inches, it must be cleared to prevent slippage.

The safe working loads on all scaffolds shall not be exceeded. Scaffolds should be able to support four times the weight of the intended load. Rolling scaffolds shall be used only on stable, level, smooth surfaces or the wheels shall be contained in wooden or channel iron runners. Personnel shall watch for overhead clearance when moving a scaffold. Casters shall be pinned.

No scaffold member shall be altered by welding, burning, cutting, drilling or bending.

No rigging shall be done from scaffold handrails, midrails or braces.

Scaffolds under which personnel are to pass shall be provided with ½ inch mesh, No. 18 gauge wire screen or equivalent between the toe-board and handrail.

Patented Metal Scaffolding- Parts and sections of scaffolding made by one manufacturer shall not be used with parts and sections made by another manufacturer.

Decking

Only planks that are stamped as OSHA-grade scaffold planks shall be used. Scaffolding planks shall be stored on dunnage separately from ordinary lumber. Scaffolding planks shall be used for scaffold decking only.

Manufactured aluminum decking shall be used for scaffolds only.

Maximum span of scaffold plank end supports shall not exceed 10 feet.

Pump jack scaffolds (aluminum pole)

Poles shall be secured to the structure by rigid triangular bracing or equivalent at the bottom, top, and other points as necessary. When the pump jack has to pass bracing already installed, an additional brace shall be installed approximately 4 feet above the brace to be passed, and shall be left in place until the pump jack has been moved and the original brace reinstalled.

The manufactured foot with pin in soil may be used in lieu of the bottom bracket.



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A workbench will be used as the top rail, and netting will be used as the midrail and toe board.

Endrails will be secured in place.

Work benches shall not be used as scaffold platforms.

Access to the platform will be by use of ladder.

Wood and aluminum scaffold components shall not be mixed.

RIGGING

Rigging is essential for moving construction material and equipment. At the same time, it keeps the load under control.

Check stability of loads before hoisting by lifting the load slightly and checking such load before continuing.

All crane and hoist hooks will have a safety latch.

Do not swing loads over the heads of people in the area - keep them clear at all times.

Use tag lines to control the load. If necessary, use two.

Do not leave a suspended load unattended.

HARD HATS ARE ABSOLUTELY REQUIRED for ground personnel.

Place warning signs under work area.

Cables, chains or slings used for material handling will be inspected prior to use each shift and as necessary during use to ensure that they are safe. Defective equipment shall not be used and removed from service.

Cables, chains or slings, when not in use, shall be removed from the immediate work area so as not to present a hazard to employees.

Cables, chains or slings that are to be used as a lifting device will be properly tagged and will not be loaded beyond its safe working load.



INSTALLERS AND DISMANTLERS **OF MATERIAL HANDLING SYSTEMS**

FIRE PROTECTION

When setting up heat producing work, make sure that the area is clear of all fire hazards. Be sure that all potential sources of fire are eliminated.

Portable fire extinguishers shall be visually inspected monthly, and have an annual maintenance check.

Know where fire protection equipment is and how to use it.

Except for actual use, never remove such equipment.

Do not enter a confined space after a carbon dioxide extinguisher has been discharged, until the area has been vented.

Know the classes of fire extinguishers and when they should be used:

- *Class A* - Normal combustibles: paper, wood, etc. Use water, soda-acid or multi-purpose extinguisher.
- *Class B* - Oils and flammable liquids. Use carbon dioxide or dry chemical extinguishers.
- *Class C* - Electrical equipment. Use carbon dioxide or dry chemical extinguishers.
- *Class "ABC"* extinguishers shall be on hand during all welding.

Combustible materials (oil soaked rags, paper, etc.) shall be kept in metal containers with metal lids.

Solvents shall be kept in approved, labeled containers.

Store all flammable liquids (gasoline, lacquer thinner, etc.) in a special building away from all others. No more than five gallons, in a U.L. listed container, shall remain in any other building.

Adequate clearance will be kept around lighting and heating units.

"NO SMOKING, MATCHES OR OPEN FLAME" signs shall be obeyed at all times. Do not throw cigarette butts or matches into waste paper cans.

Stairways, aisles and exits shall be kept clear of obstructions.

Storage sites shall be clear of combustible trash. Weeds and grass shall be kept down. Combustible material shall not be stored within ten feet of a building or structure.

Maximum pile height for combustible materials is twenty feet and a clearance of ten feet must be maintained from buildings or structures.

Fire extinguishers and water drums shall be protected from freezing.



INSTALLERS AND DISMANTLERS **OF MATERIAL HANDLING SYSTEMS**

ELECTRICITY

Extreme caution is to be employed when working in the vicinity of power lines.

Ladders with conductive side rails are not to be used around power lines.

When electricity is used, GFI's are mandatory at all times.

Each contractor must ensure that GFI's are being used.

Electrical cords must be heavy duty and ground pins must be intact.

Electrical cord plugs must not be pulled away from the ends.

Electrical cords must not be cut or damaged in any way.

Only number 12 cords, or larger, may be repaired.

Two-wire or flat cords will not be allowed on any jobsite.

Electrical tools must have a ground pin intact, unless it is double insulated.

Employees must not wear conductive apparel such as jewelry and watches while working in or near electrical sources. Conductive apparel is permitted when they are rendered non-conductive by covering, wrapping or other insulating means.

When working under power lines, the lines shall be de-energized and grounded or other protective measures such as guarding, isolating or insulating will be provided before work is started.

When an unqualified person is working over, under or in the vicinity of energized power lines, the minimum distance that person and the longest conductive object he or she may contact shall be no closer than 10 feet for voltages to ground of 50kV or less. Minimum clearance from lines rated over 50kV is 10 feet plus one-half inch for each 1kV over 50kV.

Any vehicle or mechanical equipment capable of elevating its parts is to maintain a distance of at least 10 feet from power lines rated 50kV or less. Minimum clearance from lines rated over 50kV is

10 feet plus one-half inch for each 1kV over 50kV.

If the vehicle is in transit with its structure lowered, the minimum clearance distance is 4 feet for lines 50kV and under, or 4 feet plus one-half inch for each 1kV over 50kV.

If barriers are installed and the barrier is not an integral part of the vehicle, and the barrier is rated for the voltage of the lines, the clearance distance may be lowered to the designed working distance of the barrier.



INSTALLERS AND DISMANTLERS **OF MATERIAL HANDLING SYSTEMS**

No employee standing on the ground may contact the equipment unless using protective equipment rated for the voltage, or the equipment is located to maintain the minimum clearance distance described above.

If the equipment is intentionally grounded, employees working on the ground near the point of grounding may not stand at the grounding location whenever there is a possibility of overhead line contact. Additional precautions, such as the use of barricades or insulation, shall be taken to protect employees from hazardous ground potentials.

Employees may not enter spaces containing exposed energized parts unless illumination is provided that enables to employees to work safely. Employees may not work near exposed electrical parts unless they are able to observe their work directly. Employees may not reach blindly into areas which may contain energized parts.

Protective measures will be used when working in confined or enclosed work spaces where electrical hazards may exist. Protective shields, protective barriers or insulating materials as necessary shall be provided.

Do not handle conductive material in a way to contact energized electrical parts. Work practices such as the use of insulating, guarding and material handling techniques shall be used.

HAND TOOLS

All tools, whether furnished by this company or by the employee, shall be maintained in good condition. Tools are subject to inspection at any time. Forepersons have the authority and responsibility to condemn unserviceable tools.

Defective tools shall be tagged or removed from work areas.

Always turn tagged tools into the shop for repair. Make sure you describe the problem on the back of the tag.

Guards shall be in place and operable at all times while the tool is in use. Guards will not be removed or rendered inoperable.

Employees using hand and power tools and exposed to the hazard of falling, flying, abrasive or splashing objects, or exposed to hazardous dust, fumes, mists, vapors or gases shall be provided with and use appropriate PPE necessary to protect them from the hazard.

Always use the proper tool for the job. Do not use makeshift or substitute tools.

Do not use metal-handled tools on or near electrical wires.



INSTALLERS AND DISMANTLERS **OF MATERIAL HANDLING SYSTEMS**

Tools shall not be thrown, they shall be handed or put in buckets attached to hand lines for raising or lowering.

Do not leave tools on elevated surfaces.

Impact tools such as chisels and punches shall be dressed, repaired or replaced as they become mushroomed.

Wrenches shall not be used when jaws are sprung to the point that slippage occurs.

Never use a wrench as a hammer.

Always store sharp edged tools properly. Put covers on them or store them in special compartments.

Keep them sharp for safer cutting. Eye protection should be used when sharpening tools.

Broken or loose wooden handles shall be replaced before further use. Do not tape them.

Pick up tools not in use to prevent trip hazards.

Do not use compressed air for dusting off clothing. Do not point nozzles at people. The air itself, or particles it picks up can cause serious injury.

Couplings on compressed air lines shall have safety clips or be tied together to prevent the hose from lashing if the coupling should come undone.

HOUSEKEEPING

All work areas, passageways and stairs, shall be kept clean and free of hazards at all times.

Remove scrap and rubbish as soon as possible.

Flammable material shall be stored in fire proof containers.

Floors and walkways shall be kept free of grease; oil, water and all other slip and trip hazards.

Remove or bend down projecting nails. Protect ends of vertical rebar or any other protruding pieces while work is going on above.

Tie all gas lines, welding leads, cords, etc. overhead to eliminate trip hazards. Do not let them rest on sharp surfaces or where a heavy door might shut and slice them.



INSTALLERS AND DISMANTLERS **OF MATERIAL HANDLING SYSTEMS**

FACE AND EYE PROTECTION

All employees shall wear face or eye protection while performing duties which produce dust, flying particles, sparks or where particles are in the air.

Safety eye protection shall be used when engaged in any type of overhead work.

Goggles shall be worn where an extreme hazard from falling particles or moisture exists.

Safety eye protection shall be worn and a grinding shield shall be used when wire-brushing, debarring, grinding, etc., and where a large amount of particles are produced or where there is a draft.

Welders shall wear safety eye protection under welding shields to protect eyes from flying particles and to protect eyes when chipping slag and dressing welds.

Appropriate goggles, face shield, etc. shall be used when there is a danger of a splash of harmful chemicals.

Clean hats, hair and clothing before removing eye protection to prevent foreign objects from entering the eye.

All employees shall wear face and/or eye protection where posted and otherwise required.

Face and eye protection shall be kept clean at all times.

Safety eye protection or face shields that are broken, cracked or have optical defects will not be used and will be discarded accordingly.

CONTACT LENSES

Contacts may be worn on the job in combination with appropriate eye protection, except where there is a likelihood of injury from heat, chemical splashes, highly particulate atmospheric conditions or where regulations prohibit their use.

Employees, whose vision can be increased by wearing contacts as opposed to glasses, should wear contacts.

Employees should keep a spare set of contacts or prescription glasses on the job to avoid inability to function due to the loss of a contact lens while working.

Employees who wear contact lenses should let co-workers know in the event of an injury to the eye.

Remember that a contact is a foreign body in the eye. Dust and fumes may get behind the lens and cause discomfort or damage to the eye.



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EYE PROTECTION FOR WELDING & CUTTING

All welders shall wear approved welding helmets or pipe shields, in good condition, with appropriate shade lens in place. Cover lenses and gaskets shall be in place and in good condition.

Welders shall wear safety eye protection to protect eyes when the helmet is tipped up for viewing and dressing the weld.

Burning goggles with an appropriate shade lens shall be worn while using the oxy-acetylene torch.

When two or more welders are exposed to each other's arc, filter lens goggles shall be worn under welding helmets and a welding barrier should be used.

NOTE: A guide has been provided on the next page to assist in selecting the appropriate shade lens for different welding methods.

GUIDE FOR WELDING SHADES

WELDING OPERATION SHADE NUMBER

Shielded metal-arc welding, up to 5/32" electrodes (4mm). 10

Shielded metal-arc welding, 3/16" to 1/4" (4.8-6.4mm) electrodes. 12

Shielded metal-arc welding, over 1/4" (6.4mm) electrodes. 14

Gas metal-arc welding (non-ferrous). 11

Gas metal-arc welding (ferrous). 12

Gas-tungsten arc-welding. 12

Atomic hydrogen welding. 12

Carbon arc welding. 14

Torch soldering. 2

Torch brazing. 4

Light metal cutting, up to 1" (25mm). 3 or 4

Medium cutting, 1-6" (25-150mm). 5 or 6



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Gas welding, light up to 1/8" (3.2mm). 4 or 5

Gas welding, medium, 1/8" - 1/2" (3.2-12.7mm). 5 or 6

Gas welding, heavy, over 1/2" (12.7mm). 6 or 8

The choice of a filter shade may be made on the basis of visual acuity and may therefore, vary widely from one individual to another, particularly under different currents, materials and welding procedures.

(From ANSI 249.1-73, Safety in Welding and Cutting)

WELDING AND CUTTING

Before welding or cutting begins, the work area shall be inspected by the person responsible for authorizing such work. In granting authority to proceed, designated safety precautions will be followed. A written hot work permit and authorization is preferred.

When welding or cutting an elevated spot, prevent sparks and slag from hitting people and objects below. Put up warning signs and clear the area of flammable material.

Fire protection equipment shall be maintained in proximity to any welding or cutting operation.

Class "ABC" fire extinguishers shall be used.

When working at ground level, sweep away all flammable material in a reasonable radius of the welding or cutting operation.

If the object to be welded cannot readily be moved, all movable fire hazards shall be moved to a safe place, and guards shall be used to confine the heat, sparks, and slag, and to protect the immovable fire hazards.

A trained fire watch will be used in any location where other than a minor fire could occur, or where appreciable combustible material is closer than 35 feet from the operation. If appreciable combustible material is more than 35 feet away, but could easily be ignited by sparks, or are exposed by wall or floor openings, then a trained fire watch will be used. The fire watch will be maintained for at least 30 minutes after completion of welding or cutting operations.

Workers assigned to operate and maintain arc welding equipment must be familiar with requirements in General Requirements – 1910.252(a), (b) and (c), and in Arc welding and Cutting –



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1910.254. If gas shielded arc welding is done, they must also be familiar with American Welding Society Standard A6-1-1966.

Welders and assistants shall not carry matches or lighters anywhere on their person. Butane lighters are highly explosive.

Thoroughly clean and decontaminate drums, barrels, etc., that could have held explosive or flammable material. Do not open with a torch.

Do not operate in areas where dust or gases present an explosion hazard, until the area has been adequately vented.

Welders shall wear leak proof helmets to prevent flash burns. They shall also use the appropriate grade filter lenses.

Adequate eye protection shall be worn when grinding and dressing the weld. Gloves and proper clothing are also to be worn.

Welders' assistants are required to wear safety eye protection with side shields for protection from flash burn.

Welding leads and gas hoses shall be secured overhead to eliminate trip hazards, whenever possible.

Gas cylinders shall be secured in an upright position when in use and during movement.

When work is finished and/or cylinders are empty or must be moved, the cylinder valve shall be closed.

Welding machines will be turned off when not in use or unattended.

Defective welding leads shall not be used. Tag them for repair and inform the foreperson.

Ensure all electrical connections are mechanically strong.

Hot electrode holders shall not be dipped in water.

All welders must wear steel-toed leather boots that cover the ankle, and non-flammable clothing.



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COMPRESSED GASES

Gas cylinders shall not be rolled, dropped or jarred.

The valve cap or protective device shall be employed at all times except when the cylinder is in actual use.

Cylinders shall not be handled or lifted by the valve cap.

The contents of the cylinder shall be clearly marked.

Cylinders shall be stored in an upright position and shall be secured with hardware chain or a #9 wire.

Twenty feet shall separate different gases.

Oxygen cylinders shall be stored apart from other tanks by at least twenty feet.

Leaking tanks shall be removed to an open area immediately.

Do not force connections that do not fit.

There shall be no oil, grease or other foreign matter on valves, regulators, etc. Flash back arresters shall be used.

Empty cylinders shall be marked "M.T." and stored away from those that are full.

Oxygen or acetylene cylinders shall not be taken into confined spaces.

Oxygen or acetylene cylinders shall be kept far enough away from the welding or cutting operation so that sparks and hot slag will not reach them.

Cylinder valves should be opened slowly to prevent damage to regulators.

Nothing should be placed on top of gas cylinders.

Gases will not be used straight from a cylinder but will pass through a regulator.

Torches shall be inspected daily for defects. Defective equipment shall not be used.

Torches will be lit with friction lighters and not by matches or other hot work.

Oxygen will not be used for blowing dust from the body or clothing of any person, nor will it be used for ventilation purposes.



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RESPIRATORY

Exposure to toxic gases, vapors, fumes, dusts, and mists are to be kept to a minimum.

Employees required to use respirators will undergo medical evaluation prior to respirator fit-testing.

Respirators will be worn by all personnel engaged in grinding, sanding, drilling or other operations when dust is manufactured or raised.

Respirators with appropriate cartridges will be worn by all personnel involved in spray painting.

Respirators with appropriate cartridges will be utilized at any time that harmful gases, vapors, and mists are produced or present in the work area and adequate ventilation is not present. Employees wearing respirators should not remove them until the atmosphere is clear.

Whenever possible, administrative and engineering controls will be implemented before allowing anyone to work in an area where toxic gases, vapors, fumes, dusts, and mists are present.

Any exhaust systems in operation should be left on after the work is completed, in order to ensure the removal of harmful elements.

Previously used respirators shall be cleaned and disinfected before use by another employee.

A respirator or dust mask cannot be worn if an employee has a full beard.

Employees can voluntarily use a dust mask in place of a respirator when working with or around nuisance dusts.

*See (Respirator Program)



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CRANES AND HOISTS

The manufacturer's specifications and limitations will be followed at all times.

Rated load capacities, recommended operating speeds and special hazard warnings or instructions shall be posted on all equipment and be visible to the operator.

Equipment shall be inspected by a competent person before each use and any malfunctions, defective parts or breakdowns will be corrected before further use. A thorough, annual inspection will be conducted to ensure the crane is in good condition. A record shall be maintained of the dates and results of inspections.

Wire rope shall be taken out of service when any of the following conditions exist:

- In running ropes, 6 randomly distributed broken wires in one lay or three broken wires in one strand in one lay;
- Wear of one-third the original diameter of outside individual wires. Kinking, crushing, bird caging, or any other distortion of the rope structure;
- Evidence of any heat damage from any cause;
- Reduction from nominal diameter:
 - of 1/64th inch for diameters up to and including 5/16th inch
 - of 1/32nd inch for diameters 3/8th up to and including 1/2 inch
 - of 3/64th inch for diameters 9/16th inch up to and including 3/4th inch
 - of 1/16th inch for diameters 7/8th inch up to including 1 inch
 - of 3/32nd inch for diameters 1 1/4 to 1 1/2 inches;
- In standing ropes, more than two broken wires in one lay in sections beyond end connections or more than one broken wire at an end connection.

Belts, gears, shafts, pulleys, drums, flywheels, chains, or other moving parts shall be guarded if such parts are exposed to contact by employees, or otherwise create a hazard.

Accessible areas within the swing radius of the crane superstructure shall be barricaded.



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All exhaust pipes shall be guarded or insulated in areas where contact by employees is possible in the performance of normal duties.

All windows in cabs shall be made of safety glass, or equivalent, that introduces no visible distortion that will interfere with the safe operation of the machine.

An accessible fire extinguisher of 5BC rating, or higher, shall be available at all operator stations or cabs of equipment.

Crane will be set up level on firm ground with adequate cribbing or blocking under each outrigger float, with a minimum surface area in square feet determined by dividing the maximum capacity in tons by 5. Cribbing will be set up with no more than 1" gap between elements. A documented engineered sitting plan that considers equipment and load weights and compression strength of soil beneath equipment can be used in lieu of the "weight by 5" rule.

No crane shall be operated in an area in which the crane or its load comes within 10 feet of electrical distribution or transmission lines rated 50kV or less, except where they have been de-energized and visibly grounded at the point of work. For lines rated more than 50kV, the minimum clearance is ten feet plus 0.4 inch for each 1kV over 50kV rating.

In transit with no load and boom lowered, the equipment clearance shall be a minimum of 4 feet for voltages less than 50kV, 10 feet for voltages over 50kV but less than 345kV, and 16 feet for voltages up to and including 750kV.

A person shall be designated to observe clearance of the equipment and give timely warning for all operations where it is difficult for the operator to maintain the desired clearance by visual means.

Prior to work near transmitter towers or where an electrical charge can be induced in the equipment or materials being handled, the transmitter shall be de-energized or tests shall be made to determine if electrical charge is induced on the crane. To dissipate induced voltages the equipment shall be grounded at the upper rotating structure supporting the boom. Materials will be grounded when electrical charge is induced near energized transmitters. Crews shall be provided with non-conductive poles with large alligator clips or other similar protection to attach the ground cable to the load.

When a crane or hoist has made a pick, no one will stand under the load for any reason.

All crane and hoist hooks will have a safety latch.

A written Crane Lift Plan will be prepared for all critical lifts involving loads above 75% of capacity for a single crane, for any single lift involving two or more cranes, or hoisting with a personnel lift.

For certain high-value equipment lifts, lifting over occupied buildings, or other special hazards, a critical lift plan will be developed at the discretion of the lift director.



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SANITATION

Drinking Water

An adequate supply of sanitary drinking water will be provided.

Water containers, if they are used shall be capable of being tightly closed and equipped with a tap.

Containers shall be marked "DRINKING WATER".

A common drinking cup is prohibited.

Unused disposable cups will be kept in a sanitary container.

Outlets for non-potable water, such as water for industrial or fire fighting purposes, shall be identified by signs indicating clearly that the water is unsafe and is not to be used for drinking, washing or cooking purposes.

Toilets

Where permanent toilet facilities are not conveniently located or available at a job site, portable toilets will be provided.

Washing Facilities

Adequate washing facilities will be provided for employees engaged in the application of harmful substances or in operations where harmful contaminants are used.

DRIVERS

This section pertains to the drivers of motor vehicles, both on the highway and within off-highway job-sites not open to public traffic.

All drivers must possess a valid CDL operator's license for the type of vehicle they intend to operate, along with a health card and written examination certificate.

Before driving a vehicle, check all lights, tires, brakes, wipers, horn mirrors, reverse alarm, oil and water levels, low air signal, etc. All defects shall be repaired before the vehicle is driven. At the end of the work day, report all defects and damage that have developed during the day.

All trucks are equipped with seat belts, fire extinguishers, chock blocks, triangle kits and reverse alarms. It is the driver's responsibility to see that all items are present and that everything is in working order.



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Drivers who are stopped for any violation of this type will be responsible for the payment of the imposed fine.

Federal Motor Carrier Safety Regulations and Alo-Cinema require the use of seat belts by all truck drivers.

Obey all traffic regulations, including speed limits. Drivers will be held liable for their own violations.

No alcoholic beverages or illegal drugs shall be carried in, or consumed by anyone in a company vehicle. Violations are subject to punishment up to and including dismissal.

Do not allow anyone to ride on or in the trailers.

Ride only on seats inside the cab of the vehicle. No one shall be permitted to ride on fenders or running boards.

Do not jump from moving vehicles.

Clearly signal your intentions of turning, passing, etc. Stay well behind those in front of you for safe stopping.

Use extreme caution while backing. If another employee is present, he/she shall be stationed at the rear of the vehicle to assist in backing.

Work boots or shoes will be worn. Sneakers and other lightweight footwear shall not be worn while driving. Shirts and trousers are required, shorts will not be worn. Safety vests are to be worn by drivers when exiting the truck on any jobsite.

All tools and materials on board each vehicle shall be secured.

EQUIPMENT OPERATORS

All operators shall be trained and carry a valid operator's license for the type of equipment that they are operating.

Before starting a machine, give it a safety check to include oil, water, hoses, brakes, reverse alarm, etc. Report or repair any defects. At day's end, report all defects and damage that developed during the day and/or repairs made.

Ear protection must be worn while operating a machine with a high noise level.

Leather work boots which cover the ankle shall be worn. Sneakers or light weight shoes will not be worn. Neither shorts nor sweat suits will be worn.



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HARD HATS SHALL BE WORN, upon leaving the machine, for other than lunch or quitting time.

Oilers will wear hard hats at all times.

Operators of loaders and backhoes will also be guided by the safety rules for hoists and cranes when used in that capacity.

Whenever equipment is parked, the parking brake shall be set.

Equipment parked on an incline shall have the wheels chocked and the parking brake set.

No one shall be permitted to ride on equipment unless in seats provided inside equipment cab.

All equipment with rollover protection cabs shall have seats equipped with seatbelts.

Seatbelts will be worn by all equipment occupants.

Hydraulically operated tools such as dozer blades, scraper blade backhoes, and similar tools shall be kept on the ground when the equipment is parked.



INSTALLERS



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ENFORCEMENT SYSTEM

All violations of this Safety Program shall be dealt with in the following manner. A safety violation may occur when not following verbal or written safety procedures, guidelines or rules, when engaging in horseplay, failure to wear selected PPE, etc.

Each violation will be reviewed on a case by case basis, taking the particular circumstances and safety record of the employee into account. Review includes meeting with employee(s) to discuss the infraction, the rule or procedure that was violated, and the corrective action to be taken.

Action shall be taken in the following sequence:

VERBAL WARNING

A verbal warning shall be given by the Foreperson or Supervisor as a result of a minor infraction.

The Foreperson or Supervisor shall keep a record of verbal warnings and they are to be forwarded to the Safety Department each week.

WRITTEN WARNING

Written warnings shall be issued by the Safety Department when a review of verbal warning records shows the need for such action. Written warnings shall be issued after a verbal warning or for a major violation without the need for a previous verbal warning. The written warning shall be kept in the employee's personnel file.

SUSPENSION

A suspension may result after a written warning. Gross violations may warrant suspension without a previous written warning. The Management of Alo-Cinema shall make the final decisions on suspensions. The employee will not receive pay for the term of the suspension.

DISMISSAL

Continued safety violations can result in dismissal.



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HAZARDOUS COMMUNICATIONS WRITTEN PROGRAM

A. COMPANY POLICY

To ensure that information about the dangers of all hazardous chemicals used by Alo-Cinema is known by all affected employees, the following hazardous information program has been established. Under this program, you will be informed of the contents of the OSHA Hazard

Communications standard, the hazardous properties of chemicals with which you work, safe handling procedures and measures to take to protect yourself from these chemicals.

This program applies to all work operations in our company where you may be exposed to hazardous chemicals under normal working conditions or during an emergency situation. All work units of this company will participate in the Hazard Communication Program. Copies of the Hazard Communication Program are available in the main office for review by any interested employee.

Alo-Cinema's safety director is the program coordinator, with overall responsibility for the program, including reviewing and updating this plan as necessary.

B. CONTAINER LABELING

All containers received for use will be verified they are clearly labeled as to the contents, note the appropriate hazard warning, and list the manufacturer's name and address. The labels on incoming containers of hazardous chemicals will not be removed or defaced.

Crew foremen or supervisors will ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with labels marked with the identity of hazardous chemicals, the appropriate hazard warning, and name and address of manufacturer, importer or other responsible party.

The hazard warnings will be presented using the same symbols used on the original containers.

If Alo-Cinema employs non-English speaking employees, label information will be presented in their language, either orally through a translator, or in print.

C. MATERIAL SAFETY DATA SHEETS (MSDSs)

The Safety Director is responsible for establishing and monitoring the company MSDS program.

He/she will ensure that procedures are developed to obtain the necessary MSDSs and will review incoming MSDSs for new or significant health and safety information. He/she will see that any new information is communicated to affected employees. The procedure below will be followed when an



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MSDS is not received at the time of initial shipment:

Material will be reviewed to determine if the MSDS is already on file. If not, the distributor or manufacturer's representative will be contacted for current handling and storage requirements, and the MSDS will be requested

MSDSs for all hazardous chemicals to which employees are exposed or are potentially exposed will be kept in the main office. Copies of MSDSs which are located on the job site will be gathered and bound at the office. The binder will be issued to the job site prior to work starting at the jobsite, and maintained at the job site.

MSDSs will be readily available to all employees during each work shift. If an MSDS is not available, contact the office.

Paper copies of MSDSs will be readily available to employees in each work area. They will be maintained in a binder or other protective storage. If an MSDS is missing or not completely legible, it will be replaced by a new copy.

When revised MSDSs are received, the following procedures will be followed to replace old

MSDSs:

Jobsite foreman or supervisor will replace the outdated MSDS with the new one.

D. EMPLOYEE TRAINING AND INFORMATION

Safety Director is responsible for the Hazard Communication Program and will ensure that all program elements are carried out.

Everyone who works with or is potentially exposed to hazardous chemicals will receive initial training on the hazard communication standard and this plan before starting work. Each new employee will attend a health and safety orientation that includes the following information and training:

- An overview of the OSHA hazard communication standard
- The hazardous chemicals present at his/her work area
- The physical and health risks of the hazardous chemicals
- Symptoms of overexposure
- How to determine the presence or release of hazardous chemicals in the work area



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- How to reduce or prevent exposure to hazardous chemicals through use of control procedures, work practices and personal protective equipment
- Steps the company has taken to reduce or prevent exposure to hazardous chemicals
- Procedures to follow if employees are overexposed to hazardous chemicals
- How to read labels and MSDSs to obtain hazard information
- Location of the MSDS file and written Hazard Communication program

Prior to introducing a new chemical hazard into any section of this company, each employee in that section will be given information and training as outlined above for the new chemical hazard.

E. HAZARDOUS NON-ROUTINE TASKS

Periodically, employees are required to perform non-routine tasks that are hazardous. Examples of non-routine tasks are: confined space entry, tank cleaning, and painting reactor vessels. Prior to starting work on such projects, each affected employee will be given information by the Safety

Director about the hazardous chemicals he or she may encounter during such activity. This information will include specific chemical hazards, protective and safety measures the employee should use, and steps the company is taking to reduce the hazards, including ventilation, respirators, the presence of another employee (buddy systems), and emergency procedures.

F. INFORMING OTHER EMPLOYERS/CONTRACTORS

Other employers and contractors will be provided with information about hazardous chemicals that their employees may be exposed to on a job site and suggested precautions for employees. It is the responsibility of crew foreman or supervisor to obtain information about hazardous chemicals used by other employers to which employees of this company may be exposed.

Other employers and contractors will be provided with MSDSs for hazardous chemicals generated by this company's operations.

In addition to providing a copy of an MSDS to other employers, other employers will be informed of necessary precautionary measures to protect employees exposed to operations performed by this company.

Also, other employers will be informed of the hazard labels used by the company. If symbolic or numerical labeling systems are used, the other employees will be provided with information to understand the labels used for hazardous chemicals for which their employees may have exposure.



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G. LIST OF HAZARDOUS CHEMICALS

A list of all known hazardous chemicals used by our employees is attached to this plan. This list includes the name of the chemical components and the product. Further information on each chemical may be obtained from the MSDSs, located in main office or site trailer.

When new chemicals are received, this list is updated within 30 days. To ensure any new chemical is added in a timely manner, the following procedures shall be followed:

Material will be reviewed to determine if the MSDS is already on file. If not, the distributor or manufacturer's representative will be contacted for current handling and storage requirements, and the MSDS will be requested

The hazardous chemical inventory is compiled and maintained by the Safety Director.

H. CHEMICALS IN UNLABELED PIPES

Work activities are sometimes performed by employees in areas where chemicals are transferred through unlabeled pipes. Prior to starting work in these areas, the employee shall contact Safety

Director for information regarding:

- The chemical in the pipes
- Potential hazards
- Required safety precautions.

I. PROGRAM AVAILABILITY

A copy of this program will be made available, upon request, to employees and their representatives.

CHEMICAL INVENTORY

Chemical Name Cross-referenced Product

Chemical inventory and corresponding MSDS are maintained separately.



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APPENDIX

- Safety Checklist
- Personal Protective Equipment / Assessments
- Respiratory Protection Program
- Hearing Conservation Program
- Equal Opportunity / Affirmative Action Plan
- Sexual Harassment Policy
- Hazardous Work Permit
- Hot / Hazardous Work Authorization
- Confined Space Program
- Confined Space Entry Permit
- Crystalline Silica
- Electrical Safety Training
- First Aid Kit Contents
- Blood borne Pathogen Exposure Control Plan
- Accident Procedures
- Accident Checklist
- Emergency Action Plan
- Evacuation Plan
- Lockout / Tag out
- Return to Work Program
- Training of Employees
- Crane Lift Plan
- Powered Industrial Trucks
- Job Hazard Analysis Form
- Clothing Requirements
- New Employee Introduction



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SAFETY CHECKLIST

CONSTRUCTION

The following will serve as a guide for the development of jobsite checklists. The sample checklist includes many items to be inspected which are common to most construction projects.

JOB SITE INFORMATION

- Are OSHA and other jobsite warning posters posted?
- Do you have safety meetings?
- Do you have job safety training, including first-aid training?
- Are there medical service and first-aid equipment, stretchers and emergency vehicles available?
- Are jobsite injury records being kept?
- Are emergency telephone numbers, such as police department, fire department, doctor, hospital and ambulance posted?

HOUSEKEEPING AND SANITATION

- Is there general neatness of working areas?
- Is there regular disposal of waste and trash?
- Are passageways and walkways clear?
- Is lighting adequate?
- Are projecting nails removed?
- Has oil and grease been removed?
- Are waste containers provided and used?
- Are the sanitary facilities adequate and clean?
- Is the drinking water tested and approved?
- Is there an adequate supply of water?
- Are there disposable drinking cups?



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FIRE PREVENTION

- Have personnel been given instructions in case of fire?
- Are fire extinguishers identified, checked and lighted?
- Is the fire department phone number posted?
- Are hydrants clear and access to any public thoroughfare open?
- Is good housekeeping being maintained?

HAND TOOLS

- Is the proper tool being used for each job?
- Are neat storage and safe carrying methods in use?
- Are inspections and maintenance being provided?
- Are damaged tools being repaired or replaced promptly?
- Are employees' tools inspected and repaired?

POWER TOOLS

- Is there good housekeeping where tools are used?
- Are tools and cords in good condition?
- Is proper grounding used?
- Are proper instructions in use?
- Are all mechanical safeguards in use?
- Are tools neatly stored when not in use?
- Is the right tool being used for the job at hand?
- Has all wiring been properly installed?

POWDER-ACTUATED TOOLS



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- Are local laws and ordinances complied with?
- Are all operators qualified?
- Are tools and charges protected from unauthorized use?
- Are competent instruction and supervision provided?
- Are tools checked and in good working order?
- Are tools used on any but recommended materials?
- Are there safety goggles or face shields in use?
- Are flying hazards checked by backing up, removal of personnel or use of captive stud tools?

LADDERS

- Are ladders inspected and in good condition?
- Are ladders spliced?
- Are they properly secured to prevent slipping, sliding or falling?
- Do side rails extend 36" above top of landing?
- Are built-up ladders constructed of sound materials?
- Are rungs or cleats not over 12" on center?
- Are stepladders fully open when in use?
- Are metal ladders used around electrical hazards?
- Are proper maintenance and storage provided?
- Are ladders painted?
- Are safety shoes being worn?

SCAFFOLDING

- Is erection properly supervised?



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- Will all structural members meet the safety factor?
- Are all connections secured?
- Is the scaffold tied to structure?
- Are working areas free of debris, snow, ice and grease?
- Are foot sills and mud sills provided?
- Are workers protected from falling objects?
- Is the scaffolding plumb and square, with cross-bracing?
- Are guard rails, intermediate rails, and toe boards in place?
- Is scaffold equipment in good working order?
- Are ropes and cables in good condition?

HOISTS, CRANES AND DERRICKS

- Have cables and sheaves been inspected?
- Are slings and chains, hooks and eyes checked?
- Is equipment firmly supported?
- Are outriggers used if needed?
- Are power lines inactivated, removed or at a safe distance?
- Is proper load capacity at the lifting radius maintained?
- Is all equipment properly lubricated and maintained?
- Are inspection and maintenance logs maintained?

MOTOR VEHICLES

- Are regular inspection and maintenance performed?
- Are operators qualified?



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- Are local and state vehicle laws and regulations observed?
- Are brakes, lights and warning devices operative?
- Are weight limits and load sizes controlled?
- Are personnel carried in a safe manner?
- Are back-up signals provided?
- Are fire extinguishers installed where required?

GARAGES AND REPAIR SHOPS

- Are potential fire hazards checked?
- Are good housekeeping practices observed?
- Is there proper lighting?
- Are fuels and lubricants in approved containers and dispensed of properly?
- Is there proper ventilation for carbon monoxide?

BARRICADES

- Are floor openings planked over or barricaded?
- Are roadways and sidewalks effectively protected?
- Is adequate lighting provided?
- Are traffic controls present?

HANDLING AND STORAGE OF MATERIALS

- Are materials properly stored or stacked (firm footings)?
- Are passageways clear?
- Are workers lifting loads correctly?



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- Are materials protected from weather conditions?
- Is dust protection observed?
- Are extinguishers and other fire protection available?
- Is traffic controlled in the storage area?

DEMOLITION

- Are operations planned ahead?
- Is there shoring of adjacent structure?
- Is there a sidewalk and other public protection?
- Is there clear operating space for trucks and other vehicles?
- Are access ladders or stairs adequate?

FLAMMABLE GASES AND LIQUIDS

- Are all containers clearly identified?
- Are proper storage practices observed?
- Are fire hazards checked?
- Are proper storage temperatures and protection maintained?
- Are proper types and number of extinguishers nearby?

WELDING AND CUTTING

- Are operators qualified?
- Are screens, shields, goggles, gloves and clothing provided and used?
- Is equipment in operating condition?
- Is electrical equipment grounded?



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- Are power cables protected and in good repair?
- Are fire extinguishers of proper type nearby?
- Are inspections for fire hazards conducted?
- Are flammable materials protected?
- Are gas cylinders secured upright?
- Are gas lines protected and in good condition?
- Are cylinder caps in use?
- Are carts for moving cylinders available?

PERSONAL PROTECTIVE EQUIPMENT

Are the following provided and used?

- Eye protection.
- Face shields.
- Respirators and masks.
- Helmets and hoods.
- Head protection.
- Gloves, aprons and sleeves.
- Respirators, for harmful dust, sand blasting, etc.
- Hearing protection
- Foot protection.
- Traffic protection.



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PERSONAL PROTECTIVE EQUIPMENT / ASSESSMENTS

All employees who, by the nature of their work and the hazards they are exposed to, may need to wear PPE, shall receive training in its selection and use. Training shall include topics on:

- When PPE is necessary,
- How to properly don, doff, adjust and wear PPE,
- Limitations of PPE,
- Proper care and maintenance of PPE,
- Useful life of PPE and proper disposal.

Retraining or refresher training will be provided when changes in the workplace or the type of PPE used make previous training obsolete.

If an employee demonstrates lack of use, improper use, or insufficient skill or understanding of proper use of PPE, refresher training is required.

All such training will be documented and include the the employee name, dates of training and subject.

Personal protective equipment, whether provided by the employer or the employee, will be used and maintained in a sanitary and reliable condition. The employer is responsible to assure it is adequate and in good condition, and of proper fit to the employee. PPE that is determined to be ineffective, damaged or defective shall not be used.

An assessment will be made of hazards not normally encountered and provided for in this Safety Manual. The assessment will include the name, signature, date and identification of hazards, PPE selected and reasons for selection.



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RESPIRATORY PROTECTION PROGRAM

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RESPIRATORY PROTECTION PROGRAM

PURPOSE

The purpose of this written program is to protect the workers from the inhalation of lead dust, asbestos, silica, fumes and organic solvent vapors that they might encounter while working at _____.

A. INTRODUCTION

This written respiratory protection program has been established in accordance with the respiratory protection requirements of 29 CFR 1910.134, 1910.1025(f) under the general industry standard and 29 CFR 1926.103 under the construction industry standard.

During work activities involving lead-containing paint or material, asbestos or silica, employees may be exposed to high concentrations of airborne fumes and dust for long periods of time. When an employee is exposed to concentrations of airborne toxic materials which are above the maximum standards established by the Occupational Safety and Health Administration, (OSHA), the law requires implementation of feasible engineering controls and/or administrative controls to reduce employee exposure.

B. PROGRAM IMPLEMENTATION

Alo-Cinema and all its subcontractors will comply with the implementation of the respiratory protection program at _____.

1. Employees performing lead removal operations, asbestos removal and contact with silica shall be medically cleared to wear respiratory protection.
2. Alo-Cinema will perform face fit test for employees wearing respirators with negative air pressure and also powered air purifying respirators. The fit testing for respiratory protection should be performed on a semi-annual basis.
3. Appropriate respirators will be selected for employees for the specific job function by representatives of Alo-Cinema. Respirators will be assigned to individual employees with a proper numbering system, and the individual employee will be responsible for that respirator.



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4. Cleaning and maintenance of the respirators will be performed by the individual employees at the end of each work shift.
5. Record keeping of respiratory fit test and medical clearance will be maintained and kept by Alo-Cinema.

C. FACIAL HAIR AND CORRECTIVE LENSES

Requirement:

It is required, in accordance with OSHA regulations that employees assigned to wear respirators shall be "clean shaven".

Instruction:

There has been considerable concern and discussion about the extent of facial hair that is acceptable for individuals who need to wear respirators. According to the OSHA standard 1910.134, "Respirators shall not be worn when conditions prevent a good face seal. Such conditions may be a growth of beard, untrimmed sideburns, and a skull cap that projects under the face piece or the temple pieces on glasses. Also, the extent of hair on the head shall not compromise the respirator seal or valve function."

Facial Hair:

It should be noted that any worker who has facial hair that interferes with the respirator seal or valve function shall not be fit tested with a respirator. This is consistent with OSHA regulations which state that employees assigned to wear respirators shall be "clean shaven" or not have facial hair that interferes with the respirator seal or its valve function.

However, trimmed mustaches, goatees and sideburns may be acceptable when they do not present a seal or valve problem consistent with this policy.

Any worker who is not "clean shaven" will not be allowed to wear a respirator, even though they have previously obtained a satisfactory fit with a particular device.

Proper fitting of a respirator on a "clean shaven" face results in obtaining adequate protection for the vast majority of wearers. If facial hair is present, this results in a significant loss of protection to the wearer. For this reason, enforcement of the "clean shaven" policy is necessary to insure that the employees' health is protected.



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Corrective Lenses:

Corrective lenses that have temple bars or straps may prevent proper sealing and should not be used when a full-face respirator is worn. An adapter kit to accommodate eyeglasses may be purchased from the manufacturer. Contact lenses should not be worn while wearing a respirator. A properly fitted respirator may stretch the skin around the eyes increasing the possibility that the contact lens will fall out.

D. FIT TESTING OF RESPIRATORS

Requirement:

Respirator fit testing is required to be performed for each type of negative pressure respirator and also powered air purifying respirators worn by an employee. The fit test will be performed by _____. A certificate will be completed at the time of the fit testing and records will be kept for all employees.

Instruction:

The general methods used for fit testing of respirators include either qualitative or quantitative testing.

1. Fit testing must be performed on a semi-annual basis.
2. Employees must undergo fit testing with each type of respirator that they are required to wear.

Qualitative Fit Testing:

Qualitative fit testing of respirators provides a quick indication of a good face piece to face fit and seal for the respirator user.

Qualitative fit testing requires the wearer to fit the respirator on his/her face according to the manufacturer's instructions. A simple procedure is then followed to check if inward leakage occurs. The wearer's subjective response to the test substance, irritant smoke, is used as an indication of leakage.

Qualitative fit testing provides a "go" versus "no go" indication for the respirator user of the face piece to face fit.



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Common test procedures used to perform qualitative fit testing include the use of saccharin mist, irritant smoke or isoamyl acetate.

The type of qualitative testing performed by Alo-Cinema will be the irritant smoke test. This fit testing procedure, along with the general respirator training, will be accomplished by local supervision. Detailed qualitative fit testing can be found in Appendix A.

E. MEDICAL QUALIFICATION

Requirement:

The OSHA respiratory protection standard requires that all respirator wearers be medically qualified for respirator use.

Surveillance:

The _____ located at _____ will be performing physicals, pulmonary function tests and other medical test for all employees who will be using respirators. The _____ will inform Alo-Cinema of the medical clearance for each employee to wear respirators. Only those individuals who are medically able to wear respiratory protective equipment will be allowed to do so. Before being issued a respirator, an employee will receive pertinent tests for medical and physical conditions.

Medical tests to be administered by a physician include:

1. Pulmonary function tests (FVC and FEV);
2. Chest X-ray; and
3. Any other test deemed appropriate by the examining physician.

Medical factors to be considered by a physician include:

1. Emphysema;
2. Asthma;
3. Chronic bronchitis;



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4. Heart disease;
5. Anemia;
6. Hemophilia;
7. Poor eyesight;
8. Poor hearing
9. Hernia;
10. Lack of use of fingers or hands;
11. Epileptic seizures; and
12. Any other factors which might inhibit the ability of an employee to wear respiratory equipment.
13. This physical shall be performed annually and offered upon termination.

F. RESPIRATOR SELECTION

Requirement:

Approved respirators are to be used for the specific hazards encountered.

Respirators used shall be selected from those approved by the Mine Safety and Health Administration (MSHA) and the National Institute for Occupational Safety and Health (NIOSH) for use in atmospheres containing airborne particles and fumes. A NIOSH approved respirator contains the following:

1. An assigned identification number placed on each unit;
2. A label identifying the type of hazard the respirator is designated to protect against; and
3. Additional information on the label which indicates limitations and identifies the component parts approved for use with the basic unit.

The approved respirator shall be worn for the existing working conditions specified below.



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1. Air purifying respirators: A reusable air purifying respiratory with a HEPA combination (organic vapors and particulate) cartridges, may be used to reduced the concentration of airborne particles, when the 8 hour, time-weighted average airborne concentrations are reasonably expected to exceed not more than 0.5 mg/m³ or 10 times the current OSHA 8 hour PEL at 0.05 mg/m³. Disposable paper respirators shall not be used at any time.
2. Powered air purifying respirators: A powered-air purifying respirator shall be used when the 8 hour, TWA concentrations of airborne particles are reasonably expected to exceed no more than 1.25 mg/m³ or 25 times the OSHA 8 hour PEL of 0.05 mg/m³.
3. Full face piece powered air purifying respirator: A full face piece air purifying respirator or a full face piece powered air purifying respirator shall be used when the 8 hour, TWA concentration of airborne particles is reasonably expected to exceed no more than 2.5 mg/m³ or 50 times the OSHA 8 hour PEL of 0.05 mg/m³.
4. Type "C" supplied-air respirators, pressure-demand class, equipped with a half mask: A type "C" pressure demand supplied-air respirator equipped with a half mask shall be used when the 8 hour, TWA concentrations of airborne particles are reasonably expected to exceed no more than 50 mg/m³ or 1000 times the OSHA 8 hour PEL of 0.05 mg/m³.
5. Type "C" supplied-air respirators, positive pressure-demand class, equipped with a full face piece: A type "C" pressure demand supplied-air respirator equipped with a full face piece shall be used when the 8 hour, TWA concentrations of airborne particles are reasonably expected to exceed no more than 100 mg/m³ or 2000 times the OSHA 8 hour PEL of 0.05 mg/m³.

G. RESPIRATOR ASSIGNMENT AND MAINTENANCE

Respirators will be assigned to individual workers for their exclusive use by an appropriate numbering system. A sign out sheet will be maintained for whom the respirator is assigned to. A system of record keeping will be established to document all employees who have respiratory protection equipment, and the periodic cleaning and maintenance of equipment

Respirators shall be regularly cleaned and disinfected. The respirators issued for the exclusive use of one worker shall be cleaned after each day's use, or more often if necessary. Those used by more than one worker shall be cleaned and disinfected after each use. Filters shall be changed on a regular basis after use or when the user can smell odors or has a difficult time drawing air.

This procedure is described as follows:

1. At the end of the shift, each user must vacuum the respirator using a HEPA vacuum. Then it shall be washed with detergent in warm water. If possible, detergents containing a bactericide should be used. An organic solvent should not be used, as it may deteriorate the rubber face piece. If



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bactericide detergent is not available, a detergent wash should be used. Two types of disinfectants may be made from readily available household solutions. A sodium hypochlorite solution (50 ppm) can be made by adding two tablespoons of chlorine bleach to one gallon of water. An aqueous solution of iodine (50 ppm) can be made by adding one teaspoon of tincture of iodine to one gallon of water. A two minute immersion of the respirator into either solution would be sufficient for disinfection.

2. Respiratory equipment shall be thoroughly rinsed in warm, clean water (120 degrees F maximum) to remove all traces of detergent, cleaner, sanitize and disinfectant.
3. Respiratory equipment shall be allowed to air dry on a clean surface or hung from a horizontal wire. When not in use, respiratory equipment shall be sealed in plastic bags and stored in a single layer with the face piece and exhalation valve in a non-distorted position. A metal cabinet with shelves is well suited for this purpose.

Repair or replacement of component parts must be done by qualified individuals.

Substitution of parts from a different brand or type of respirator will invalidate the approval of the respirator.

Inspection for defects in respiratory equipment must be done before and after each use and during cleaning. The primary defects to look for in the inspection of component parts of the respiratory and corrective actions where appropriate are itemized below:

1. Air purifying respirators (half-mask and full face piece)
 - a. Rubber face piece, check for:
 1. Excessive dirt (clean all dirt from face piece);
 2. Cracks, tears or holes (obtain new face piece);
 3. Distortion (allow face piece to "sit" free from any constraints and see if distortion disappears; if not, obtain new face piece).
 4. Cracked, scratched or loose fitting lenses (contact respirator manufacturer to see if replacement is possible; otherwise obtain new face piece).
- b. Head straps, check for:
 1. Breaks or tears (replace head straps);
 2. Loss of elasticity (replace head straps);
 3. Broken or malfunctioning buckles or attachments (obtain new buckles); and



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4. Allow the face piece to slip (replace head strap).
- c. Inhalation valve, exhalation valve, check for:
 1. Detergent residue, dust particles or dirt on valve or valve seat (clean residue with soap and water);
 2. Cracks, tears or distortion in the valve material or valve seat (contact manufacturer for instructions); and
 3. Missing or defective valve cover (obtain valve cover from manufacturer).
- d. Filter element(s), check for:
 1. Proper filter for the hazard;
 2. Approval designation;
 3. Missing or worn gaskets (contact manufacturer or replacement);
 4. Worn threads, both filter threads and face piece threads (replace filter or face piece, whichever is applicable);
 5. Cracks or dents in filter housing (replace filter); and
 6. Missing or loose hose clamps (obtain new clamps).
2. Air supplying respirators
 - a. Check face piece, head straps, valves and breathing tube as for air-purifying respirators.
 - b. Hood, helmet, hoses, full suit, if applicable, check for:
 1. Headgear suspension (adjust properly for you);
 2. Cracks or breaks in face shield (replace face shield); and
 3. Protective screen to see that it is intact and fits correctly over the face shield.
 - c. Air supply system, check for:
 1. Breathing air quality;
 2. Breaks or kinks in air supply hoses and end fitting attachments (replace hose and/or fitting);
 3. Tightness of connections;
 4. Proper setting of regulators and valves (consult manufacturers recommendations);



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5. Correct operation of air-purifying elements and carbon monoxide or high temperature alarms; and
6. Breathing air may be supplied by cylinders or air compressors. The compressor supplying air must be equipped with necessary safety devices.
7. Emergency escape bottle for breathing air should be in place in conjunction with the main air supply system.

Do not enter the work area unless your respirator is in good condition.

H. RECORD KEEPING

Requirement:

Records must be kept of all respirator fit testing and training.

Instruction:

The hard copies of all employee respirator fit testing certificates will be kept on file along with the medical clearance certificates. This data will also be incorporated into the employee file. This will enable Alo-Cinema in assisting retesting and retraining of respiratory wearers.

These documents serve as legal records and will also aid in the retesting and retraining of respirator wearers. All relevant information must be filled in on each form including the name of employee, supervisor, the person conducting training and the employee's signature.



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APPENDIX A

IRRITATING SMOKE TEST PROCEDURES

General

A. Preparation

1. Stannic chloride smoke is needed and smoke tubes normally used to check ventilation systems are adequate. These tubes are filled with a granular materials impregnated with stannic chloride or titanium tetrachloride. When air is passed through the tube, the material reacts with moisture in the air to produce a dense, highly irritating smoke.
2. Advise the test subject that the smoke can be irritating to the eyes, lungs and nasal passages. Instruct the subject to keep his/her eyes closed while the test is performed.
3. This test will be performed only in a well ventilated area, preferable with an exhaust ventilation system operating behind the subject. No form of test enclosure or hood for the test subject shall be used.
4. If the fit of an air-purifying respirator is being tested, a high efficiency particulate air (HEPA) or P100 series filter must be used in the respirator.

B. Subject Preparation

1. Describe the test to the subject, making sure he or she understands its purpose, the procedures and what is required of him or her.
2. A sensitivity screening check will be conducted to demonstrate the person being fit tested has the ability to detect a weak concentration of the irritant smoke. Care will be taken by the test operator to ensure use of the minimum amount of smoke necessary to elicit a response from the test subject.
3. If needed, demonstrate correct respirator donning and wearing procedures to the subject.
4. Check the respirator to be sure it is properly assembled.

C. Respirator Fitting and Test

1. The person being fit tested shall don the respirator without assistance and perform the required user seal check(s). Either the positive and negative pressure checks detailed in 1910.134, Appendix B-1, or the manufacturer's recommended user seal check procedures shall be used.



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2. The test subject shall be instructed to keep his/her eyes closed.
3. The test operator shall direct the stream of irritant smoke from the smoke tube toward the face seal area of the test subject, using the low flow pump or the squeeze bulb. The test operator shall begin at least 12 inches from the face piece and move the smoke stream around the whole perimeter of the mask. The operator shall gradually make two more passes around the perimeter of the mask, moving to within 6 inches of the respirator.
4. If the person being tested has not had an involuntary response and/or detected the irritant smoke, proceed with the test exercises.
5. The exercises identified in Appendix B of this program shall be performed by the test subject while the respirator seal is being continually challenged by the smoke, directed around the perimeter of the respirator at a distance of 6 inches.
6. If the person being fit tested reports detecting the irritant smoke at any time, the test is failed. The person being retested must repeat the entire sensitivity check and fit test procedure.
7. Each test subject passing the irritant smoke test without evidence of a response (involuntary cough, irritation) shall be given a second sensitivity screening check, with the smoke from the same smoke tube used during the fit test, once the respirator has been removed, to determine whether he/she still reacts to the smoke. Failure to evoke a response shall void the fit test.
8. If a response is produced during this second sensitivity check, then the fit test is passed.

D. Termination

1. After the test, question the subject about the comfort afforded by the respirator.
2. Discuss the test results with the subject.
3. Maintain the test results on file.



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APPENDIX B

FIT TEST EXERCISES

Each test exercise shall be performed for one minute except for the grimace exercise which shall be performed for 15 seconds. The test subject shall be questioned by the test conductor regarding the comfort of the respirator upon completion of the protocol. If it has become unacceptable, another model of respirator shall be tried. The respirator shall not be adjusted once the fit test exercises begin. Any adjustment voids the test, and the fit test must be repeated. The test subject shall perform exercises in the test environment in the following manner:

1. Normal breathing. In a normal standing position, without talking, the subject shall breathe normally.
2. Deep breathing. In a normal standing position, the subject shall breathe slowly and deeply, taking caution so as not to hyperventilate.
3. Turning head side to side. Standing in place, the subject shall slowly turn his/her head from side to side between the extreme positions on each side. The head shall be held at each extreme momentarily so the subject can inhale at each side.
4. Moving head up and down. Standing in place, the subject shall slowly move his/her head up and down. The subject shall be instructed to inhale in the up position (i.e., when looking toward the ceiling).
5. Talking. The subject shall talk out loud slowly and loud enough so as to be heard clearly by the test conductor. The subject can read from a prepared text such as the Rainbow Passage, count backward from 100, or recite a memorized poem or song.

Rainbow Passage

When the sunlight strikes raindrops in the air, they act like a prism and form a rainbow. The rainbow is a division of white light into many beautiful colors. These take the shape of a long round arch, with its path high above, and its two ends apparently beyond the horizon. There is, according to legend, a boiling pot of gold at one end. People look, but no one ever finds it. When a man looks for something beyond reach, his friends say he is looking for the pot of gold at the end of the rainbow.

1. Grimace. The test subject shall grimace by smiling or frowning. (This applies only to QNFT testing; it is not performed for QLFT)



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2. Bending over. The test subject shall bend at the waist as if he/she were to touch his/her toes. Jogging in place shall be substituted for this exercise in those test environments such as shroud type QNFT or QLFT units that do not permit bending over at the waist.
3. Normal breathing. Same as exercise 1.

APPENDIX C

FIT TESTING EQUIPMENT

ORDERING INFORMATION

Irritant Smoke Fit Kit

Equipment Name

VeriFit Irritant Smoke Generators for Respirator Fit Test P/N 50811000-310N integrated smoke tube and bellows).

Nextteq Irritant Smoke Tube Kit for Respirator Fit Testing P/N 9500 (squeeze bulb and 10 multi-use smoke tubes).

Supplier Name

Nextteq, LLC

8406 Benjamin Rd., Suite J

Tampa, FL 33634

Tel. 813-249-5888

May be available at local safety supply stores.

G. T. Safety Products

485 Narragansett Park Drive

Pawtucket, RI 02861

Tel. 401-722-2900



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APPENDIX D

QUALITATIVE RESPIRATOR FIT

TEST FORM

RESPIRATOR FIT TEST

Date of test: _____

Name: _____

Social Security Number: _____

Test Procedure: _____ Irritant Smoke

Respirator Make: _____

Respirator Model Number: _____

Size: _____

Type: _____

Test Results: _____

Comments: _____

Expires: _____

Fit Test Administrator: _____

This Certificate will expire in 6 months if used for asbestos purposes; otherwise expiration will occur in one year.



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HEARING CONSERVATION PROGRAM

All employees shall undergo training in hearing conservation on an annual basis. The training will cover the function of the ear, the effects of noise and the proper use, care and fitting of hearing protection devices when the noise level exceeds the PEL of 90 dB.

In order to provide an estimate of expected employee noise dosages, periodic sound surveys will be conducted. Administrative and engineering controls will be utilized to reduce noise prior to the use of hearing protection devices.

After administration and engineering controls have been exhausted, hearing protection devices will be used.

An audiometric testing program is established and will be maintained for all employees whose exposures meet or exceed the 8-hour time weighted average of 85 decibels.

All employees will undergo an initial baseline audiogram within 6 months of first exposure to noise levels at or above the action level. Where mobile test vans are used, the baseline shall be established within the first year.

Testing to establish the baseline audiogram shall be preceded by at least 14 hours without exposure to workplace noise. Hearing protection may be used to meet this requirement. Employees shall also be notified to avoid high levels of noise.

Audiometric testing will be done at least annually after the baseline audiogram for each employee exposed to levels at or above an 8-hour time-weighted average of 85 dB. The annual audiogram will be compared to the baseline audiogram to determine if the audiogram is valid and if a standard threshold shift has occurred. Hearing evaluations will be conducted by an audiologist or audiometric technician after testing.

The findings of the audiometric evaluations will be communicated to each employee and the Safety Director or company management.

If a comparison of the annual audiogram to the baseline test should indicate a standard threshold shift of 10dB or more at 2000, 3000 and 4000 Hz in either ear, we will obtain a retest within thirty days and consider the retest as the annual audiogram.

Employees shall be informed, in writing, of the standard threshold shift within twenty one days of the determination.



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Unless a physician determines that the standard threshold shift is not work-related or aggravated by occupational noise, we will ensure that employees not using hearing protection will be fitted for and trained in their use and will then be required to use them.

Employees already using hearing protection shall be refitted and retrained in their use and provided with devices offering greater protection, if necessary.

If subsequent audiometric testing indicates a standard threshold shift that is not persistent, we shall inform the employee of any new interpretation and the required use of hearing protection for that particular employee may be discontinued.

Employees who are exposed to noise levels at or above an 8-hour time-weighted average of 85 dB will be provided with hearing protectors at no cost to the employee. They will have the option of choosing the most comfortable hearing protection device for themselves. The three types to choose from are: two different types of earplugs and one type of ear muff. Employees may provide their own hearing protection, but only if it has been approved by the Safety Director or Management.

Hearing protection devices should be carefully inspected and replaced when they become worn out or are found to be defective.

Employees failing to wear hearing protection, when required, will face disciplinary action, as follows:

1st Offense: VERBAL WARNING

2nd Offense: WRITTEN WARNING

3rd Offense: BRIEF SUSPENSION WITHOUT PAY

4th Offense: TERMINATION OF EMPLOYMENT

Records of noise measurement will be maintained for a period of two years. For those employees affected, records of audiometric test results will be maintained for the duration of their employment.

In summary, we will:

- Provide employee training
- Conduct sound surveys, as needed
- Utilize administrative and engineering controls to manage noise levels before hearing protection devices are employed
- Provide hearing protection to employees
- Provide employee audiometric testing and evaluations



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EQUAL EMPLOYMENT OPPORTUNITY /AFFIRMATIVE ACTION PLAN

GENERAL

This memorandum of intent sets forth the Equal Employment Opportunity/ Affirmative Action Program of Alo-Cinema.

EQUAL OPPORTUNITY POLICY

The employment policy and practices of Alo-Cinema are to recruit and to hire employees without discrimination because of race, religion, creed, color, age, handicap status, sex or national origin, and to treat them equally with respect to compensation and opportunities for advancement, including upgrading, promotion and transfer. Alo-Cinema agrees to assert leadership within the community and to put forth the maximum effort to achieve full employment and utilization of the capabilities and productivity of all citizens without regard to race, creed, color, sex, age, handicap status or national origin.

Alo-Cinema further recognizes that the effective application of a policy of merit employment involves more than just a policy statement and will, therefore, undertake a program of affirmative action to make known that equal employment opportunities are available on the basis of individual merit and to encourage all persons to seek employment with the company and to strive for advancement on this basis.

EQUAL EMPLOYMENT OPPORTUNITY OFFICER

The President of Alo-Cinema has the overall responsibility for implementing the equal opportunity policy.

The principle duties will include, but are not limited to:

- Developing policy statements and affirmative action plans.
- Supervise periodic reviews of employment practices.
- Implement reporting procedures.
- Identify problem areas and institute remedial action.



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- Provide management with the latest EEO information and the effectiveness of the Company's equal opportunity policy.
- Maintain accurate records on all applicants, hires, promotions and terminations by race and sex.
- Review all promotions and terminations to be certain that all employees are treated on a fair and equitable basis.
- Review all benefit plans available to insure that they are non-discriminating.

DISSEMINATION OF POLICY

All personnel who are authorized to hire, supervise, promote and discharge employees will be made cognizant of the company's policy with regards to equal employment opportunities by:

- Conducting special meetings with executive management and supervisory personnel to explain the intent of the policy and the individual responsibility for effective implementation.
- Scheduling meetings with all other employees to promulgate the policy accordingly and to emphasize their responsibility concerning equal employment.
- Communicate to employees the contents of the company's policy and promulgate the existence of the company's affirmative action plan to prospective employees and to all recruiting sources verbally and in writing.
- Sending written notification of the Company's policy to all subcontractors and requesting appropriate action on their part.

EMPLOYMENT

- Alo-Cinema will, upon request, submit a report of our equal employment opportunity program in operation during the past twelve months.
- Upon request, Alo-Cinema will submit a breakdown of our current workforce, including minorities. This breakdown will show all classifications of employees on the workforce, the total number of employees in each classification and the number of minority group members currently employed in each classification.
- All advertisements for employees will contain a notation "An Equal Opportunity Employer".
- Our Equal Employment Opportunity Policy will be made known to all our employees, prospective employees, schools, employment agencies, unions, college placement officers, etc. Contacts will be made by letter, telephone, personal contacts and meetings.



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- This contractor will conduct systematic and direct recruitment through public and private employee referral sources, including, but not limited to schools, colleges and minority group organizations. We intend to contact minority group organizations such as the urban league, etc. in an attempt to make them knowledgeable of our future projects. Personal contacts will be used where possible rather than form letters.
- Periodic visits will be made to each project to interview present employees and urge them to refer minority group applicants for employment.
- This contractor will periodically review all wages, employee benefits and promotional capabilities to discover and adjust any inequities. Employees will be advised of their right to participate in any contractor sponsored or authorized recreational and/or social activities.
- This contractor will assure against discrimination with regard to upgrading, promotions, transfer, demotions, layoff and termination of employment.

SEX DISCRIMINATION GUIDELINES

It has been and will continue to be the policy of Alo-Cinema not to discriminate on the basis of sex. The following procedures are established:

- Recruitment, advertisements, and referral sources will be informed that the company has no sex preference with regards to positions to be filled. Advertisements will not be put into male or female categories.
- Insure that all personnel policies will clearly stipulate that all practices apply to every employee on an equal basis.
- That sex is not the only bonafide occupational qualification for any job within the company.
- That no distinction is made between sexes with regard to wages, hours, or other conditions, marital status and equal opportunity.
- A sexual harassment policy that will be promulgated and monitored to insure compliance.

RELIGION

Alo-Cinema accommodates the religious observances and practices of employees unless such accommodations create undue hardship in the Company.



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VETERANS AND HANDICAPPED PERSONS

It is the policy of the company to take Affirmative Action to employ, promote and otherwise treat qualified handicapped, disabled veterans and Vietnam Veterans without regard to either their disability or status.

APPRENTICESHIP AND TRAINING

It is further agreed that this contractor will agree to make full use of training programs, including pre-apprenticeship, apprenticeship and on-the-job training, as appropriate to assist in locating, qualifying and increasing the skills of minority group employees and applicants for employment.

SUBCONTRACTS

This contractor will agree to solicit the employment of qualified minority group subcontractors and subcontractors with minority group representation among their employees. We further agree to consult and assist minority group subcontractors relative to the methods and procedures to follow in order to qualify as subcontractors on construction projects, i.e., how to pre-qualify, how to secure information as to Federal Aid subcontracting possibilities, how to submit bids to or institute negotiations with Federal Aid contractors, etc.

This contractor agrees not to award any subcontract equal to or in excess of \$10,000.00 until (1) the subcontractor has submitted a pre-qualification statement pursuant to these guidelines; (2) the subcontractor's approved pre-qualification statement has been incorporated into the subcontract.

This contractor agrees to accept his responsibility to assure the subcontractor's compliance with equal employment opportunity provisions of the subcontract, including the subcontractor's pre-qualification statement. Periodic inspections and review by this contractor will be employed and compliance reports from the subcontractor will be requested from time to time.

GOALS & TIMETABLES

In accordance with the provisions of Executive Order 11246 and Article 41 C.F.R. Part 60-4 of the Federal Register, the goals and timetables for minority and female participation expressed in percentage terms for the aggregate work force in each trade on all construction work in the covered area are as follows:



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Goals for minority participation for each trade is 3% for each year

Goals for female participation for each trade is 6.9% for each year

The above goals are applicable for Rhode Island, Massachusetts and to all the contractor's construction work performed in the covered area. The hours of minority and female employment and training must be substantially uniform throughout the length of the contract and in each trade and the contractor shall make a good faith effort to employ minorities and women evenly on each of its projects.

The transfer of minority or female employees or trainees from contractor to contractor for the sole purpose of meeting the goals shall be in violation of the Executive Order 11246. Compliance with the goals will be measured against the total work hours performed.

NON-SEGREGATED FACILITIES IN EMPLOYMENT

It is the policy of Alo-Cinema to provide facilities for employees in a manner that segregation on the basis of race, color religion or national origin will not occur.

It is further provided that the locations employees are assigned to perform their services are nonsegregated.

The term "facilities" as used herein means work areas, eating areas, restrooms, washrooms, drinking fountains and parking areas that are provided to employees.

This policy statement will be posted in a prominent place at all locations, projects, garages and offices.

President
Anthony J. Menicola

INSTALLERS



INSTALLERS AND DISMANTLERS **OF MATERIAL HANDLING SYSTEMS**

SEXUAL HARASSMENT POLICY

Alo-Cinema believes that every employee is entitled to a working environment free from sexual harassment or offensive conduct of a sex-oriented or sex-based nature regardless of its form or manner. The company strongly disapproves of offensive or inappropriate sexual behavior at work, including but not limited to unwelcome sexual advancements, requests for sexual acts or favors by supervisors or co-employees, verbal or physical conduct of a sexual nature, or any other conduct which interferes with an employee's work environment, job performance or other conditions of employment. All employees must avoid any act or conduct which could be viewed as sexual harassment by any other individual/ co-employee.

Any employee who feels or believes they have been a victim of sexual harassment or who has a complaint of sexual harassment, regardless of whether the conduct was verbal or physical, and regardless of whether the offensive act was committed by a supervisor, co-worker, visitor or customer, should bring the problem to the immediate attention of his/her supervisor or the company EEO Officer.

If the complaint involves a person in the employee's direct line of supervision, then the employee should approach another supervisor or go directly to the company EEO Officer. Any person who, during his/her employment with the company, is subjected to sexual harassment has the right to have such activity cease immediately. By bringing these acts to the attention of your supervisor or the company EEO Officer, an investigation of your complaint can be initiated.

All complaints of sexual harassment or inappropriate sexual conduct will be thoroughly investigated and promptly handled. Privacy safeguards will be applied to those employees who complain of sexual harassment. The privacy of the complaining party and the accused person will be kept strictly confidential whenever possible. If the investigation leads to a determination that the allegations are true, the necessary corrective discipline, up to and including discharge, will be taken by the company.

This policy statement will be posted in a prominent place at all locations, projects, garages and offices.

If an employee(s) files a complaint of sexual harassment no one in Alo-Cinema will retaliate or harass the employee(s) involved. Further no one will harass or retaliate against any employee who cooperated in an investigation for sexual harassment.



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_____ is our EEO Officer and all complaints will be filed through _____ at the company office. If any action is not taken by Alo-Cinema an employee can file a complaint with state or federal officials.

- To file a New Jersey complaint, call the Department of Labor at (201) 795-8707.
- To file a Federal complaint, call the National Labor Relations Board at (617) 565-6700.

President
Anthony J. Menicola
Dated:





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HAZARDOUS WORK PERMIT

1. SCOPE/PURPOSE

Hazardous Work Permits are required for operations which may present or have the potential to create a serious safety hazard. This procedure defines the operations requiring Hazardous Work

Permits and establishes the requirements for issuing and using Hazardous Work Permits.

Examples of the types of operations that require Hazardous Work Permits include:

- Welding, burning and the use of any open flame. Some areas (permanent maintenance shops and new construction sites) may be exempt from the requirement for hot work permits.
- Work on any system (lines, pumps, vessels, etc.,) that contains or has recently contained any hazardous substance.
- Work on any steam, condensate or hot water system.
- Soldering and lead caulking if an open flame is used.
- Chipping, grinding and power wire brushing.
- Maintenance work in a hazardous area.
- Use of non explosion proof power tools in a potentially hazardous area.
- Any electrical hot work (working on energized electrical lines, breakers, transformers, equipment, etc.).
- Demolition of walls, hard ceilings or floors in occupied buildings.

2. DEFINITIONS

Electrical Hot Work (EHW) is any work performed on energized electrical lines, breakers, transformers or equipment. Only licensed electricians or otherwise qualified individuals may perform electrical hot work.

Explosion Proof equipment (outlet, motor, hand tool, etc.) is designed and constructed so all spark producing components are sealed to prevent the ignition of flammable gases or vapors.

Ground Fault Circuit Interrupter (GFCI) is a device that will break an electrical circuit if a ground occurs during its use. A properly functioning GFCI will prevent a person from receiving an electrical shock should a ground occur.



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Hazardous Area is an area that contains a flammable concentration of gasses or vapors or has the potential to develop such a concentration.

Hazardous Operation is one that has the potential to endanger wither the worker, the building or any person or persons who may be in the area or building during such work.

Hot Work is any work that produces or has the potential to produce a spark or open flame (welding, burning, grinding, etc.).

Lower Explosive Level (LEL) is the lowest concentration of a gas or vapor in air which will burn if an ignition source is introduced. No more than 5% of the LEL concentration may be present when performing hot work.

Permit Issuer must be a competent and trained employee or a project superintendent.

Trained Fire Watch is a person who has been trained by his employer or other competent person on the different classes of fires and how to utilize the proper equipment and procedures in extinguishing them.

3. RESPONSIBILITIES

If it is determined that a Hazardous Work Permit is required, the Permit Issuer is responsible for properly issuing the permit.

The persons using the Hazardous Work Permit must comply with the requirement of this procedure and the precautions described on the permit.

4. PROCEDURE

The Permit Issuer must determine if a Hazardous Work Permit is required before starting any job.

This may require discussing the planned work with personnel responsible for the area to ensure that everyone is aware of the potential hazards.

The Permit Issuer will review the planned work, inspect the job site and issue the permit before starting the job. The permit must clearly indicate the area, room or section of the building that it intends to cover. Each employee performing work covered by the permit must read and sign it. Any employees who begin working after the permit has been issued must also read and sign the permit before beginning work.

After the permit has been completed and signed by each employee utilizing the permit, the original must be posted at the work site. The Hazardous Work Permit is only valid for the duration of the issuers work day, not to exceed twenty-four hours.



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If hot work is to be performed in a hazardous area, the Permit Issuer or competent designee will conduct an explosive meter test (minimum 25 foot radius around work area). If the lower explosive level (LEL) is above 5%, work will not be permitted. When a job involves welding, burning, or the use of an open flame, the issuer of the permit will inspect the area before beginning the job to determine if any potential fire hazards are present. The issuer will determine if flame retarding blankets are required and if required, insure they are properly installed. A trained fire watch must be assigned to all hot work jobs and must sign the permit.

Should the shift change, the on-coming Permit Issuer should inspect the area; after inspection of the area, make out and sign a new permit.

If a job is discontinued (other than normal breaks), a new permit must be issued before continuing the job.

Upon job completion:

The person, who was issued the permit, will notify the person who issued the permit, when all work has been completed.

The original permit is returned to the issuer and all applicable personnel are notified of work completion.

After completion of a job involving welding, burning or the use of an open flame, the fire watch will be maintained for an additional thirty minutes after completion of work. It is the responsibility of the permit issuer to see that the area is inspected. This inspection will insure that no potential fire hazards are present.

INSTALLERS



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All completed permits will be kept on file at the main office.

HOT / HAZARDOUS WORK AUTHORIZATION

DATE _____ WORKERS' NAME _____

SHIFT _____ BADGE # _____

WORK LOCATION _____

NATURE OF HAZARD

(CHECK APPROPRIATE LINE)

____ NEAR GAS LINES

____ NEAR LUBE OIL LINES

____ NEAR LUBE OIL TANK

____ NEAR FUEL OIL LINES

____ CARDBOARD CONTAINERS

____ OTHER (Specify): _____

SAFEGUARDS IN USE

(CHECK APPROPRIATE LINE)

____ BLANKETS

____ WELDING SCREEN

____ FIRE EXTINGUISHER

____ FIRE WATCH

____ OTHER (Specify) _____

I certify that the above work area has been examined by me and the cutting, welding, brazing, or grinding work will be a safe operation performed in accordance with the Hot Work Authorization Procedure and all Safety Tagging procedures have been followed.

SIGNED _____ DATE _____

(Work supervisor)

APPROVED _____ DATE _____

(Startup shift engineer or superintendent)

Note: THIS AUTHORIZATION IS ONLY GIVEN FOR THE CURRENT WORK SHIFT UNLESS OTHERWISE INDICATED.



INSTALLERS AND DISMANTLERS **OF MATERIAL HANDLING SYSTEMS**

CONFINED SPACE PROGRAM

1. GENERAL

While general safety procedures must be applied to all confined spaces, there are particular procedures that apply only to permit required confined spaces. These require additional safety precautions as they may contain certain additional hazards i.e., toxic atmosphere, possibility of engulfment or asphyxiation or other serious safety or health hazards. This procedure covers all the necessary requirements to safely enter and work in a permit required confined space.

2. POLICY

No person, employee or visitor, shall enter a Permit Required Confined Space until the safety requirements of this Confined Space Entry Program are met. For ease of communication in this procedure, confined space will mean permit required confined space.

3. PURPOSE

The purpose of this program is to establish the requirements necessary to assure the well-being and safety of employees who are assigned to work in a confined space.

4. SCOPE

This program applies to all employees of Alo-Cinema.

5. RESPONSIBILITY

All personnel who are involved with confined space operations (entrant, attendant and entry supervisor) must be familiar with this safety procedure and have received proper training.

All employees involved with confined space entry operations (such as new installations, repairs, replacement, cleaning and inspections), are responsible for understanding and complying with the requirement of this procedure.



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The entry supervisor is responsible for authorizing the confined space entry permit (CSEP) and the personnel entering the confined space.

6. DEFINITIONS

Attendant- The person stationed outside the confined space that monitors the authorized entrants and performs all duties assigned by this policy.

Authorized entrant- An individual authorized by this policy and adequately trained to safely enter a confined space.

Entry- The act by which a person passes through an opening into any permit required confined space. The person entering a confined space is considered to have entered as soon as any part of the entrant's body breaks the plane of opening into the spaces.

Entry Supervisor- The person responsible for determining if acceptable entry conditions are present in the confined space, authorizing entry, overseeing entry operations and terminating entry as required by this policy.

Hazardous Atmosphere- An atmosphere that may expose employees to the risk of death, incapacitation, impairment to self rescue, injury or acute illness from one or more of the following:

1. Oxygen concentration below 19.5 percent or above 23.5 percent.
2. Flammable gas, vapor or mist in excess of 10 percent of its lower flammable limit.
3. Airborne dust at a concentration that meets or exceeds its lower flammable limit.
4. Any other atmospheric condition that is immediately dangerous to life or health.
- 5.

Permit-Required Confined Space- An area that has limited or restricted means for entry or exit (some examples are tanks, vessels, storage bins, vaults, pits and diked areas), is not designed for continuous employee occupancy, is large enough to work in and has one or more of the following:

1. Contains or has the potential to contain a hazardous or toxic atmosphere (i.e., tanks, pits, dikes, sewers);
2. Contains a material with the potential for engulfment of an entrant (i.e., liquids or finely divided solids) which could cause drowning or suffocation;
3. Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section (i.e., storage bins or silos);



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4. Contains any other recognized serious safety hazard (i.e...electrical, mechanical & radiation).

Toxic Atmosphere- Atmospheric concentration of any substance that exceeds one of the following exposure limits:

1. Permissible Exposure Limit (PEL) published by OSHA;
2. Threshold Limit Value (TLV) published by the American Conference of Governmental Hygienists (ACGIH).

7. CONFINED SPACE PREPARATION

Requirements for entering a confined space include:

A confined space entry must not occur until the confined space is completely isolated (a Confined Space Permit Modification (CSPM) can give exemption to complete isolation requirement), cleaned and cleared of all recognized serious safety hazards.

A Confined Space Permit must be approved by the Entry Supervisor.

A sign stating "Danger - Permit Required Confined Space, Do Not Enter" must be posted at all accessible entry points. Signs must remain in place while the space is physically open (accessible) to employees and visitors.

The atmosphere within the confined space must be tested for the following conditions with a calibrated direct reading instrument. The test must be done in the order listed below.

1. Oxygen content (within 19.5 to 23.5%)
2. Flammable gases and vapors (below 10% LEL)
3. Toxic air atmosphere (below the contaminants exposure limit), any suspected or known contaminants are to be tested.

Confined space entry shall not be allowed if:

1. The oxygen content is below 19.5 or above 23.5 %;
2. There is more than 10 percent LEL reading;
3. Any toxic concentration that exceeds any listed exposure limit.



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Test of confined space atmospheres must be conducted by persons knowledgeable in the operation of the direct reading instrument to be used.

At least one audible alarm type oxygen and combustible gas analyzer shall be located in the confined space for continuous monitoring. If the work prevents keeping the analyzer inside the confined space (i.e. hydro blasting), periodic checks of the atmosphere shall be made. Other hazardous or toxic atmospheric readings should be taken periodically as deemed appropriate by the Entry Supervisor.

Confined spaces may be entered without respiratory protection if:

1. Contaminant levels are less than 50% of the lowest exposure limit.
2. Oxygen level above 19.5%.
3. LEL below 10%.
4. Continuous forced air ventilation or natural ventilation is sufficient to maintain those levels.

If the confined space has only one opening, air should be directed into the vessel with a flexible airline through a blower or air turbine.

If the confined space has more than one opening, air may be exhausted from the space, providing this method will completely flush the space.

Nitrogen or other inert gases must not be used or introduced into a confined space.

Retrieval systems shall be used whenever any person enters a confined space. A full body harness must be worn by all persons entering the confined space with a retrieval line attached to the entrants back near shoulder level or above the entrant's head. If the retrieval equipment would increase the overall risk or would not contribute to the rescue of the entrant an exception may be granted by the Entry Supervisor. Even if a retrieval line will not be used, it is strongly recommended that the entrants wear a body harness. The harness will simplify rescue operations should they be necessary.

8. WORK ACTIVITY IN THE PERMIT REQUIRED CONFINED SPACE

A trained attendant must be stationed at the confined space opening throughout entry operations.

The attendant must be able to communicate with the authorized entrants as necessary to monitor entrant status and alert the entrants for the need to evacuate should the situation arise.

The attendant must be provided with the means to summon help if necessary (i.e..a nearly phone or radio). Under no circumstances shall the attendant enter the confined space. He/she should begin rescue attempts using non entry rescue equipment from outside of the confined space.



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The use of welding, grinding, drilling or other spark producing procedures are not permitted in a confined space until a "Hazardous Work Permit" is obtained. All gas welding or burning torches and hoses must be removed completely from inside confined space when not in use. Gas cylinders must be located outside the confined space.

The right tools must be used for any job in a confined space. Extension cords and portable electrical equipment must be protected with a ground fault interrupter located outside the confined space to prevent personal injury. Drop lights must be low voltage (12 volt) lights.

Required protective clothing (gloves, goggles, boots, hard hats, etc.) must be specified on the Confined Space Entry Permit by the Entry Supervisor.

Good housekeeping must be maintained around any opening to facilitate access, egress or emergency rescue work.

An entry will not be authorized if conditions near the confined space could make the space hazardous or interfere with rescue if there is an emergency. If such conditions should develop during entry the confined space must be evacuated.

The temperature of any confined space must be considered when determining appropriate protective measures. Special protective measures such as cooling vests or restricted work periods may be required to prevent heat stress to entrants.

Breathing air systems used for confined space entry shall be clean, the correct system for the particular application/environment and in good working order.

Positive pressure ventilation systems will be used in confined spaces if natural ventilation is not sufficient. Where flammable vapors may be present, explosion proof exhaust is required.

Appropriate fire extinguishing equipment shall be maintained near the confined space entrance.

9. PERMIT

A Confined Space Entry permit must be completed before entry to insure that the above minimum requirements are met.

Each requirement on the Confined Space Entry Permit must be evaluated by the Entry Supervisor before authorizing entry into any confined space.

Each worker to enter the confined space shall also check the permit to his/her satisfaction and sign the permit before entering the confined space.



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The attendant is required to sign the permit before entry into the confined space is authorized. The attendant must record the monitoring results of any known or suspected contaminants every two hours in the appropriate box on the permit.

The permit is valid only for the shift of the authorizing Entry Supervisor. If any change in conditions is suspected by any member of the entry team, work must be stopped and all persons removed from the confined space. Such stoppage invalidates the permit and requires that the confined space be re-assessed before re-entering the space. If conditions have not changed the permit must be initialed or signed by the Entry Supervisor before work resumes. If conditions have changed, the Confined Space Entry Permit must be re-issued by the Entry Supervisor when conditions for entry become acceptable.

When the Confined Space Entry work must continue beyond one shift, a new permit must be completed at the beginning of each shift by the new Entry Supervisor.

The copy of the approved permit must be posted conspicuously at the confined space entry location.

A duplicate copy of the completed (expired) permit must be sent to the Main Office.

Upon completion of the work the original permit shall be retained for at least 1 year. Any problems encountered during entry operations shall be noted on or attached to the permit.

Application for an exception must be made in writing by submitting a Confined Space Permit Modification (CSPM). The CSPM must state why the required procedural steps need modification, what type of work will be performed while using the CSPM and what steps are being taken to ensure the entrant's safety. CSPM shall be attached to the original permit.

10. CONTRACTORS

All contractors who perform work that will involve entry into a confined space shall be apprised of the following by the Entry Supervisor:

1. Hazards which have been identified and the reason the space has been classified as a permit required confined space.
2. Precautions and procedures that have been implemented for the protection of employees in, or near the confined space where contact personnel will be working.

The contractor shall be debriefed by the Entry Supervisor at the conclusion of the entry operations and will cover this confined space program and any hazards confronted or created during the entry operations.



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11. PERMIT PROGRAM REVIEW

The Confined Space Program will be reviewed annually. This will be accomplished by reviewing canceled permits.

12. CONFINED SPACE ENTRY BOX

A Confined Space Entry Box will be used to house equipment used during confined space entry.

Additional equipment, such as mechanical blowers, gas analyzers and chemical protective clothing is maintained by the responsible attendant. The following requirements shall apply to the Confined Space Entry Box.

The maintenance, cleaning, storage and overall condition of the Confined Space Entry Box including contents shall be the responsibility of everyone using it.

The Confined Space Entry Box shall be kept locked or sealed when not in use. The key shall be kept in the supervisor's office.

Confined Entry Box Checklist- The confined space entry box checklist is provided as a means of ensuring integrity and ascertaining current inspection of the confined space entry box. Upon completion of a confined space entry, the Entry Supervisor will ensure that:

The confined space entry box is re-stocked.

Respirator face pieces are cleaned, inspected and stored in sealed plastic bags and any expendable items requiring repair or replacement are replaced.

The Confined Space Box is resealed or locked.

13. TRAINING

General Requirements

Personnel responsible for supervising, planning, entering or participating in confined space entry and rescue shall be adequately trained in their functional duties before any confined space entry. Training shall include the following:



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1. The definition of a permit required confined space.
2. Potential safety and health hazards involved.
3. Atmospheric testing of the confined space. This shall include field calibration and contaminants that should be tested for.
4. Confined Space cleaning and purging methods.
5. Ventilation of the space by mechanical methods to reduce and/or eliminate hazardous toxic atmosphere.
6. Isolation and lockout of the confined space.
7. Safety Equipment and Clothing.
8. Role of the attendant, entrant and entry supervisor.
9. Communication systems and emergency signals.
10. How to report emergencies and initiate non-entry rescue.
11. Permit system.

14. CHECKLIST

All personnel who are involved with confined space operations (entrant, attendant and entry supervisor) must be familiar with this safety procedure and have received proper training. Listed below are some general reminders to assist with the Confined Space Entry Procedure:

- All entering personnel must sign permit.
- Unusual incidents must be explained in detail by the Entry Supervisor.
- A new form must be issued at the change of each shift or the Entry Supervisor.
- Continual atmospheric monitoring is necessary.



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- If entering a manhole outside you must monitor continuously for carbon monoxide and hydrogen sulfide gas.
- Personnel must exit the Confined Space at the sounding of an alarm or when notified by radio, and must not return until the all clear has been given.
- The Confined Space Box shall be completely outfitted and must be kept clean.
- A trained Confined Space Attendant must be present always.
- A permit must always be posted at the job site.





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CONFINED SPACE ENTRY PERMIT

COMPANY/LOCATION _____ DEPARTMENT _____
DATE _____ CONFINED SPACE TO BE ENTERED _____ PERMIT
EXPIRATION DATE/TIME _____ DESCRIPTION OF WORK TO BE PERFORMED _____

NATURE OF HAZARDS IN CONFINED SPACE: EQUIPMENT REQUIRED FOR ENTRY & WORK:

(Check) (Check)

_____ Oxygen deficiency (less than 19.5% at sea level) _____ Respirator
_____ Flammable gases or vapors (greater than 10% of the lower _____ Lifeline and safety harness
flammable limit, or greater than 22.0% oxygen at sea level) _____ Protective clothing
_____ Toxic gases or vapors (greater than the permissible exposure limit) _____ Hearing protection
_____ Mechanical hazards _____ other
_____ Electrical shock Electrical equipment/tools
_____ Materials harmful to the skin _____ Low voltage
_____ Engulfment _____ Ground-fault current interrupters
_____ Other _____ Approved for hazardous locations
_____ Respiratory protection (specify) _____
_____ Communication aid (specify) _____
_____ Rescue equipment (specify) _____

PREPARATION: (check) AUTHORIZED ENTRANTS:



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____ Notify affected departments of service interruption

____ Isolate-blanked or double valve, with lock and tag

____ Zero energy state (Lock out all energy sources)

____ Cleaned, drained, washed and purged _____

____ Ventilation to provide fresh air _____

____ Emergency response team available AUTHORIZED ATTENDANTS:

____ Employees informed of specific confirmed space hazards

____ Procedures reviewed with each employee _____

____ Atmospheric test in compliance _____

____ Attach hot work permit _____

____ Other _____

TEST Allowable limits Check if Result Result Result Result Result Result

Time required :AM :AM :AM :AM :AM :AM

:PM :PM :PM :PM :PM :PM

Oxygen-min. 19% _____

Oxygen-max. 22.0% _____

Flammability 10% LEL _____

H2S 10 ppm _____



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Toxic (specify) _____

Cl₂ .5 ppm _____

ClO₂ .1 ppm _____

SO₂ .2 ppm _____

Heat °F/°C _____

Other _____

Name of employee conducting atmospheric monitoring:

I certify that all required precautions have been taken and necessary Name (print)

_____ equipment is provided for safe entry and work in this
confined space.

Time: _____ Date: _____ Signature:

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CRYSTALLINE SILICA

SILICOSIS

Silicosis is a disabling and sometimes fatal disease caused by prolonged exposure to crystalline silica by inhalation. Overexposure to dust that contains microscopic particles of crystalline silica can cause fibrosis or scar tissue formations in the lungs that reduce the lungs' ability to work to extract oxygen from the air. In addition to silicosis, inhalation of crystalline silica particles has been associated with other diseases such as bronchitis, tuberculosis and lung cancer.

There are three forms of silicosis:

- Chronic silicosis usually occurs after ten or more years of overexposure.
- Accelerated silicosis results from higher exposures and develops over five to ten years.
- Acute silicosis occurs where exposures are the highest and can cause symptoms to develop within a few weeks or up to five years.

There is no cure, only prevention.

Crystalline silica, also known as quartz, is a natural compound in the earth's crust and is the basic component of sand and granite. Concrete, masonry products, drywall material and drywall compounds, glass, tile, and manufacturing abrasives contain silica. Since these are primary building products, employees are exposed by:

1. Abrasive blasting using silica sand as the abrasive.
2. Chipping, hammering and/or drilling rock.
3. Crushing, loading, hauling and/or dumping rock.
4. Demolition of concrete and masonry structures.
5. Doing any of the following to concrete, masonry, drywall, drywall compounds, ceramics, clay, pottery and tile;
 - Chipping
 - Hammering



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- Drilling
 - Sanding
 - Sawing
 - Grinding
 - Scraping
6. Dry sweeping or pressurized air blowing of concrete, sand or drywall dust and drywall compound.
 7. Mixing of concrete and mortar.

The key to silicosis prevention is to prevent dust from being in the air. OSHA requires dust to be controlled whenever possible.

Respirators should not be used as the primary method of protection from silica dust. They are only be used until adequate dust controls are in place.

EMPLOYERS

Make a commitment to prevent silicosis at worksites.

Employers are required to provide and assure the use of appropriate controls for crystalline silica-containing dust.

Monitor dust levels in the air and take corrective action if needed.

Install and maintain engineering controls to reduce silica dust.

Enforce the use of water hoses, vacuums, or wet-sweeping, rather than allow dust blowing with compressed air or dry sweeping.

Train employees about the health effects of silica dust and in good work practices that reduce dust.

Make sure that employees are familiar with the company Respirator Program.

Determine if a medical surveillance program is necessary.



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Post warning signs in all areas where respirable silica is present.

MEDICAL EXAMINATIONS

All workers breathing crystalline silica dust should have a medical examination to include:

- Chest X-ray
- Pulmonary function test
- Annual evaluation for TB (tuberculosis)

Note that all medical information must be kept on file for 30 years.

OSHA has a Permissible Exposure Limit (PEL), which is the maximum amount of airborne crystalline silica that an employee may be exposed to during a work shift.

EMPLOYEES

All employees exposed to respiratory dust will be protected by the use of a respirator if other adequate dust controls are not present.

Be aware of the health effects of crystalline silica and that smoking increases the damage.

Know what work operations give exposure to crystalline silica.

Participate in any air monitoring or training offered by the employer.

Make sure the dust control system being utilized is kept in good condition.

Minimize exposures to nearby workers by using good work practices.

Use the correct respirator for protection against crystalline silica-containing dust.

Use the respirator correctly and in accordance with Alo-Cinema's Respirator Program.

Whenever possible, change into disposable or washable work clothes at the worksite and change into clean clothing before leaving the worksite.



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Do not eat, drink, use tobacco products or apply cosmetics in areas where there is dust containing crystalline silica.

Wash your hands and face before eating, drinking, smoking or applying cosmetics outside of the exposure area.

ADDITIONAL INFORMATION

Under CFR PART 1926, Occupational Safety and Health Standards for the Construction Industry, the following listed sections includes those standards that may, under appropriate inspection conditions be cited for crystalline silica overexposure under the Special Emphasis Program for Silicosis.

Respiratory protection.....	1926.103
Permissible exposure limit and controls	1926.55
1926.57	
Accident prevention & warning signs.....	1926.200
Access to employee exposure and medical records.....	1926.33
OSHA 200 forms	1904
1926.22	
Abrasive blasting, breathing air, enclosures, controls	1926.28
1926.55	
1926.95	
1926.100	
1926.101	
1926.102	
1926.103	
1926.300	



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Hygiene.....	1926.27
1926.51	
General PPE.....	1926.28
1926.95	
1926.100-105	
Hazard Communication	1926.59
Safety and Health Program	1926.20

ELECTRICAL SAFETY TRAINING

Employees who face a risk of electric shock but who are not qualified persons shall be trained and familiar with electrically related safety practices. Such training shall include safety related work practices that pertain to their job assignments.

- Premises wiring, wiring for connection to supply, and other wiring, including fiber optic wiring where such wiring is made along with electric conductors
- Working under overhead lines
- Vehicular and mechanical equipment clearance
- Deenergized parts
- Energized parts
- Working on or near exposed energized parts
- Lockout and Tagout
- Clearance distance
- Illumination
- Confined or enclosed spaces



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- Conductive materials and equipment
- Portable ladders
- Conductive apparel
- Housekeeping duties
- Interlocks
- Portable electric equipment, handling and visual inspection
- Grounding type equipment
- Conductive work locations
- Connecting attachment plugs
- Electrical power and lighting circuits
- Routine opening and closing of circuits
- Reclosing circuits after protective device operation
- Over current protection modification
- Test instruments and equipment, use, visual inspection and rating of equipment
- Occasional use of flammable or ignitable materials

FIRST AID KIT CONTENTS

First Aid Kits shall consist of appropriate items and stored in a weatherproof container with individual sealed packages. The first aid kit shall meet the minimum requirements as published in ANSI Standard Z308.1-1998.

For each work group of 10 persons or fewer, the first aid kit will contain:



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Qty Item

1 Absorbent compress, 32 sq. in. (81.3 sq. cm.) with no side smaller than 4 in. (10 cm)

16 Adhesive bandages, 1 in. x 3 in. (2.5 cm x 7.5 cm)

1 Adhesive tape, 5 yd. (457.2 cm) total

10 Antiseptic, 0.5g (0.14 fl oz.) applications

6 Burn treatment, 0.5 g (0.14 fl. oz.) applications

2 pair Medical exam gloves

4 Sterile pads, 3 in. x 3 in. (7.5 x 7.5 cm)

1 Triangular bandage, 40 in. x 40 in. x 56 in. (101 cm x 101 cm x 142 cm)

4 Bandage compress – 2 in. x 2 in

2 Bandage compress – 3 in. x 3 in.

1 Bandage compress – 4 in. x 4 in.

1 Eye covering with means of attachment

1 Eye wash – 1 fl. oz. (30 ml)

1 Cold pack– 4 in. x 5 in.

2 Roller bandage – 2 in. (5 cm)

1 Roller bandage – 4 in. (10 cm)

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BLOODBORNE PATHOGEN EXPOSURE CONTROL PLAN

A. POLICY

Alo-Cinema is committed to providing a safe and healthful work environment for our entire staff. In pursuit of this goal, the following exposure control plan (ECP) is provided to eliminate or minimize occupational exposure to blood borne pathogens in accordance with OSHA standard 29 CFR 1910.1030, "Occupational Exposure to Bloodborne Pathogens."

The ECP is a key document to assist our organization in implementing and ensuring compliance with the standard, thereby protecting our employees. This ECP includes:

- Determination of employee exposure
- Implementation of various methods of exposure control, including:
 - Universal precautions,
 - Engineering and work practice controls,
 - Personal protective equipment, and
 - Housekeeping
- Hepatitis B vaccination
- Post-exposure evaluation and follow-up
- Communication of hazards to employees and training
- Recordkeeping
- Procedures for evaluating circumstances surrounding exposure incidents
- Implementation methods for these elements of the standard are discussed in the subsequent pages of this ECP.



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B. PROGRAM ADMINISTRATION

Safety Director is responsible for implementation of the ECP and will maintain, review, and update the ECP at least annually, and whenever necessary to include new or modified tasks and procedures.

Contact location/phone number: main office listed on front cover of this manual.

Those employees who are determined to have occupational exposure to blood or other potentially infectious materials (OPIM) must comply with the procedures and work practices outlined in this ECP.

The ECP administrator will provide and maintain all necessary personal protective equipment (PPE), engineering controls, labels, and red bags as required. Adequate supplies of the aforementioned equipment are available in the appropriate sizes.

All medical actions required by the standard will be performed and appropriate employee health and OSHA records will be maintained.

The ECP administrator will be responsible for training, documentation of training, and making the written ECP available to employees, OSHA, and NIOSH representatives.

C. EMPLOYEE EXPOSURE DETERMINATION

The following is a list of all job classifications at our establishment in which all employees have occupational exposure:

None of the work tasks performed by Alo-Cinema employees has a routine exposure to bloodborne pathogens.

Only those employees who have been certified in and who may provide first aid services have a reasonably anticipated exposure to bloodborne pathogens.

D. METHODS OF IMPLEMENTATION AND CONTROL

Universal Precautions: All employees will utilize universal precautions.

Should an accident or incident occur in which an employee sustains an injury, universal precautions shall be observed to prevent contact with blood and other potentially infectious materials.



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(A universal precaution is an approach to infection control in which all body fluids shall be considered potentially infectious materials.)

- Disposable gloves shall be worn when making contact with blood, mucous membranes, other potentially infectious materials and non-intact skin.
- When feasible, such as when an employee cuts his finger and only requires a band aid, that employee should be responsible for his or her cleaning up of any contaminated areas.
- Alternatively, a designated person who is trained to use the proper materials while decontaminating could do any clean up.
- If the injury is major, an outside qualified decontamination agency should be utilized.
- Contaminated surfaces shall be cleaned with an appropriate disinfectant such as bleach, and shall be done immediately after any spill of blood or other potentially infectious materials on any surface.
- All cleanup materials shall be disposed of properly in a plastic bag that can be sealed. Exposure Control Plan: Employees covered by the bloodborne pathogens standard receive an explanation of this ECP during their initial training session. It will also be reviewed in their annual refresher training. All employees can review this plan at any time during their work shifts by contacting the Safety Director. If requested, we will provide an employee with a copy of the ECP free of charge and within 15 days of the request.

The Safety Director is responsible for reviewing and updating the ECP annually or more frequently if necessary to reflect any new or modified tasks and procedures that affect occupational exposure and to reflect new or revised employee positions with occupational exposure.

Engineering Controls and Work Practices: Engineering controls and work practice controls will be used to prevent or minimize exposure to bloodborne pathogens. The specific engineering controls and work practice controls used are listed below:

None of the work tasks performed by Alo-Cinema employees has a routine exposure to bloodborne pathogens.

Personal Protective Equipment (PPE) PPE is provided to our employees at no cost to them. Training in the use of the appropriate PPE for specific tasks or procedures is provided by the Safety Director or his designated representative.



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The types of PPE available to employees are as follows:

- Barrier protection such as safety glasses, gloves, boots, and outer clothing, as needed.
- If hand washing facilities are not available, an appropriate antiseptic hand cleanser and cloth/paper towels or antiseptic towelettes will be provided.

PPE is located in the main office and may be obtained through request to foreman or supervisor.

Standard PPE items are issued to the work site. Additional PPE items will be procured and issued as required.

All employees using PPE must observe the following precautions:

- Wash hands immediately or as soon as feasible after removing gloves or other PPE.
- Remove PPE after it becomes contaminated and before leaving the work area.
- Used PPE may be disposed of in appropriate containers for disposal.
- Wear appropriate gloves when it is reasonably anticipated that there may be hand contact with blood or OPIM, and when handling or touching contaminated items or surfaces; replace gloves if torn, punctured or contaminated, or if their ability to function as a barrier is compromised.
- Utility gloves may be decontaminated for reuse if their integrity is not compromised; discard utility gloves if they show signs of cracking, peeling, tearing, puncturing, or deterioration.
- Never wash or decontaminate disposable gloves for reuse.
- Wear appropriate face and eye protection when splashes, sprays, spatters, or droplets of blood or OPIM pose a hazard to the eye, nose, or mouth.
- Remove immediately or as soon as feasible any garment contaminated by blood or OPIM, in such a way as to avoid contact with the outer surface.

Housekeeping: Regulated waste is placed in containers which are closable, constructed to contain all contents and prevent leakage, appropriately labeled or color-coded, and closed prior to removal to prevent spillage or protrusion of contents during handling.



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E. HEPATITIS B VACCINATION

The Safety Director will provide training to employees on hepatitis B vaccinations, addressing safety, benefits, efficacy, methods of administration, and availability.

The hepatitis B vaccination series is available at no cost after initial employee training and within 10 days of initial assignment to all employees identified in the exposure determination section of this plan. Vaccination is encouraged unless: 1) documentation exists that the employee has previously received the series; 2) antibody testing reveals that the employee is immune; or 3) medical evaluation shows that vaccination is contraindicated.

However, if an employee declines the vaccination, the employee must sign a declination form.

Employees who decline may request and obtain the vaccination at a later date at no cost.

Vaccination will be provided by _____.

Following the medical evaluation, a copy of the health care professional's written opinion will be obtained and provided to the employee within 15 days of the completion of the evaluation. It will be limited to whether the employee requires the hepatitis vaccine and whether the vaccine was administered.

F. POST-EXPOSURE EVALUATION AND FOLLOW-UP

Should an exposure incident occur, contact the Safety Director.

An immediately available confidential medical evaluation and follow-up will be conducted.

Following initial first aid (clean the wound, flush eyes or other mucous membrane, etc.), the following activities will be performed:

- Document the routes of exposure and how the exposure occurred.
- Identify and document the source individual (unless the employer can establish that identification is infeasible or prohibited by state or local law).
- Obtain consent and make arrangements to have the source individual tested as soon as possible to determine HIV, HCV, and HBV infectivity; document that the source individual's test results were conveyed to the employee's health care provider.



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- If the source individual is already known to be HIV, HCV and/or HBV positive, new testing need not be performed.
- Assure that the exposed employee is provided with the source individual's test results and with information about applicable disclosure laws and regulations concerning the identity and infectious status of the source individual (e.g., laws protecting confidentiality).
- After obtaining consent, collect exposed employee's blood as soon as feasible after exposure incident, and test blood for HBV and HIV serological status
- If the employee does not give consent for HIV serological testing during collection of blood for baseline testing, preserve the baseline blood sample for at least 90 days; if the exposed employee elects to have the baseline sample tested during this waiting period, perform testing as soon as feasible.

G. ADMINISTRATION OF POST-EXPOSURE EVALUATION AND FOLLOW-UP

The ECP administrator ensures that health care professional(s) responsible for employee's hepatitis B vaccination and post-exposure evaluation and follow-up are given:

- A copy of OSHA's bloodborne pathogens standard,
- A description of the employee's job duties relevant to the exposure incident,
- Route(s) of exposure,
- Circumstances of exposure,
- If possible, results of the source individual's blood test, and
- Relevant employee medical records, including vaccination status.

The ECP administrator provides the employee with a copy of the evaluating health care professional's written opinion within 15 days after completion of the evaluation.



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H. PROCEDURES FOR EVALUATING THE CIRCUMSTANCES SURROUNDING AN EXPOSURE INCIDENT

The ECP administrator will review the circumstances of all exposure incidents to determine:

- Engineering controls in use at the time
- Work practices followed
- A description of the device being used (including type and brand)
- Protective equipment or clothing that was used at the time of the exposure incident (gloves, eye shields, etc.)
- Location of the incident
- Task being performed when the incident occurred
- Employee's training

If revisions to this ECP are necessary, the ECP administrator will ensure that appropriate changes are made. (Changes may include an evaluation of safer devices, adding employees to the exposure determination list, etc.)

I. EMPLOYEE TRAINING

All employees who have occupational exposure to bloodborne pathogens receive initial and annual training conducted by the Safety Director or his designated representative. Training will include the epidemiology, symptoms, and transmission of bloodborne pathogen diseases. In addition, the training program covers, at a minimum, the following elements:

- A copy and explanation of the OSHA bloodborne pathogen standard.
- An explanation of our ECP and how to obtain a copy.
- An explanation of methods to recognize tasks and other activities that may involve exposure to blood and OPIM, including what constitutes an exposure incident.
- An explanation of the use and limitations of engineering controls, work practices, and PPE.



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- An explanation of the types, uses, location, removal, handling, decontamination, and disposal of PPE.
- An explanation of the basis for PPE selection.
- Information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine will be offered free of charge.
- Information on the appropriate actions to take and persons to contact in an emergency involving blood or OPIM .
- 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 required by the standard and used at this facility.
- An opportunity for interactive questions and answers with the person conducting the training session.

J. RECORDKEEPING

Training Records: Training records are completed for each employee upon completion of training.

These documents will be kept for at least three years. The training records include:

- The dates of the training sessions
- The contents or a summary of the training sessions
- The names and qualifications of persons conducting the training
- The names and job titles of all persons attending the training sessions

Employee training records are provided upon request to the employee or the employee's authorized representative within 15 working days. Such requests should be addressed to the Safety Director.



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Medical Records: Medical records are maintained for each employee with occupational exposure in accordance with 29 CFR 1910.1020, "Access to Employee Exposure and Medical Records."

_____ is responsible for maintenance of the required medical records.

These confidential records are kept for at least the duration of employment plus 30 years.

Employee medical records are provided upon request of the employee or to anyone having written consent of the employee within 15 working days.

OSHA Recordkeeping: An exposure incident is evaluated to determine if the case meets OSHA's Recordkeeping Requirements (29 CFR 1904). This determination and the recording activities are done by the Safety Director.

K. HEPATITIS B VACCINE DECLINATION (MANDATORY)

I understand that due to my occupational exposure to blood or other potentially infectious materials may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Signed: (Employee Name) _____ Date: _____



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ACCIDENT PROCEDURES

If an accident has occurred on a job site, or if an Alo-Cinema employee receives a work related injury, the below listed procedures must be followed:

Determine if the injured party needs emergency medical attention. If the injured party is seriously injured, call 911 immediately. As soon as practical, notify the company office.

1. Go to the scene of the accident as soon as possible.
2. Talk with the injured person if possible. Talk to witnesses. Stress getting the facts and not placing blame or responsibility. Ask questions. Get names, addresses and phone numbers.
3. Listen for clues in the conversations going on around you. Unsolicited comments often have merit.
4. Encourage individuals to give their ideas for preventing a similar accident.
5. Study possible causes for unsafe conditions and acts.
6. Confer with knowledgeable individuals about possible solutions.
7. Write your accident report giving a complete and accurate account of the accident.
8. Follow up to make sure accident causing conditions are corrected.
9. Publicize corrective action taken so that all affected parties may benefit from the experience.

In order for the supervisor's report to be effective, it should contain as a minimum a detailed answer to the following questions:

1. What was the employee doing? Explain in detail the activity of the employee at the time of the accident.
2. What happened? Indicate in detail what took place; describe the accident, the type of injury, the part or parts of the body affected and whether the employee was wearing appropriate safety equipment.



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3. What caused the accident? Explain in detail the condition, act, malfunction, etc. that caused the accident. It is possible to have more than one reason or cause for an accident.
4. What can be done to prevent a similar accident? Indicate corrective action to prevent reoccurrence.

The following paperwork must be completed as soon as possible and sent to the company office.

- Employers First Report of Injury
- Superintendent's Accident Investigation Report
- List of all witnesses. If they are not employees, include their address and telephone number.

The injury must be documented on the following reports:

- OSHA 300
- Superintendents Daily Logs

If appropriate, photographs should be taken and sent in to the company office as soon as possible.



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ACCIDENT CHECKLIST

SCENE

WHEN AN ACCIDENT HAPPENS.....

1. STOP AT ONCE to investigate. Help anyone who is injured.
2. EMERGENCY SERVICES Contact local EMS, FIRE, POLICE, UTILITY COMPANIES and ENVIRONMENTAL services (if needed); provide them with details of accident and obtain from them a report number and any reports which must be filed.
3. CONTACT SAFETY DEPARTMENT AT ONCE this will ensure proper investigation and reporting of incident.
4. PROTECT SCENE OF ACCIDENT by barricading/blocking roads, directing traffic, placing flags, flares, reflectors or warning tape. Preserve scene until photographs taken or sketch is made.
5. ASSESS SCENE for exposure by site personnel, bystanders or abutting residents to any hazardous condition (damaged utility(s), oil/hazardous material spill, etc) and take the necessary protective measures.
6. DO NOT DISCUSS THE ACCIDENT with anyone other than Emergency Service or Company Personnel.
7. WITNESSES get the names, addresses and telephone numbers of all witnesses to the accident.
8. COLLECT EVIDENCE search, identify, collect and preserve all things which could be of value as evidence. Photograph or sketch the location of evidence prior to collection or the resumption of work. Examples of "evidence" include without limitation, skid marks and traffic control devices/signs.
9. COMPLETE INCIDENT REPORT be sure to complete the form including without limitation all objective data (date, time, weather, road conditions, etc.).
10. RETURN REPORT IMMEDIATELY to the Safety Department



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FOLLOW-UP

1. POST ACCIDENT DRUG TESTS are required if the Vehicle or Special Mobile Equipment SME, i.e. loader, grader or tractor involved was traveling over the road and weighs 26,001 lbs or greater and the following conditions exist:
 - A Fatality, or
 - A Citation for moving violation and Injury, or
 - A Citation for moving violation and Vehicle Towed, or
 - Where reasonable suspicion exists.
2. COMPANY RULES determine if violation occurred.
3. STATE and/or FEDERAL REGULATIONS determine if violation occurred.
4. MECHANICAL FAILURE obtain maintenance tickets and manufacturers reference books for equipment. Take equipment out of service until review can be made.
5. WITNESSES confirm that each has been interviewed.
6. EMERGENCY SERVICES reports should be obtained including, witness statements and Emergency Service Personnel narratives.
7. DAILY REPORTS obtain a copy of company, state and/or resident engineers daily reports, if applicable and available.
8. EMPLOYEE INJURY determine task/function employee was doing at time of accident including also a description of regularly assigned duties.
9. WARNINGS determine if any Company, Owner, General Contractor, State or Federal inspection reports or employee disciplinary action had given any prior warning regarding the accident potential.
10. TRAFFIC CONTROL SET-UPS provide copies of written contract specifications and as built sketches of all traffic control devices in place at time of accident, if any.
11. DRIVING RECORD obtain a copy and review.
12. ASSIGNMENT was employee on company assignment or on a Detour and Frolic.



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WITNESSES

1. INTERVIEW employee involved in accident, if physically able. The questions should include the following:

- Employee's version of facts;
- Employee's opinion on cause of accident;
- did equipment and/or vehicle perform properly;
- What evasive maneuvers/measures were taken, if any.

2. INTERVIEW other witness(s) in sequence of how close the witness was to the accident scene. The questions should include the following:

- sights, sounds, smells at time of accident;
- what evasive maneuvers/measures were observed;
- names of other people seen in vicinity at time of accident;
- speed of equipment or vehicle;
- what excited remarks were made by the employee/person involved in or witness to accident;
- what was the mood/attitude of the individual(s);
- was individual joking or laughing;
- was individual alert;
- did you smell alcohol;
- Did you observe anything out of the ordinary?

3. As soon as practical, notify the company office.



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EMERGENCY ACTION PLAN

Although there are and may be numerous types of emergency situations, Alo-Cinema requires all Managers and Superintendents to be able to respond to four major areas: General Disasters - Such as fires, explosions, etc. Natural Disasters - Such as floods, tornadoes, severe storms, etc.

Civil Disorders - Such as strikes, civil disturbances, etc.

Emergency Spills - Such as hazardous chemicals, etc.

1. FIRE AND EXPLOSIONS

It is the Superintendents responsibility to establish a fire fighting program. The following is a general plan of action for each Superintendent which can be modified more specifically to each job site.

- Notify everyone in the vicinity that there is a fire.
- Notify the local fire department immediately if the fire cannot be extinguished with local means.
- Evacuate the job site as necessary and have all personnel respond to a pre-assigned place of assembly.
- Have MSDS sheets available for the fire department if chemicals or hazardous materials are stored or present on the job site.
- Designate a spokesperson for any emergency personnel inquiries or media attention.
- Notify the Project Executive and Corporate Safety Director of the incident.

2. NATURAL DISASTERS

If there is advance warning:

Advise all job site personnel of the coming danger and see to it that they are in a safe location on the site or evacuated.

If there is ample time, each site should have access to the following:



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First Aid Equipment Drinking Water

Portable Lighting Portable Sanitary Facilities

Portable Generator Small Compressor

3. CIVIL DISORDERS

In the event of a civil disturbance, the Project Manager and Superintendent should instruct all personnel to remain distant from the demonstrators and not get involved.

In the event of a strike or labor demonstration workers who are not involved in the action should not agitate the demonstrators. All workers should be removed from the demonstration area. None of our employees should be used to calm the situation.

4. NEWS MEDIA

All inquiries will be handled by a designated Company spokesperson from corporate headquarters unless otherwise instructed.

5. EMERGENCY SPILLS

In case of a spill:

- Notify the Project Executive or Corporate Safety Director immediately. If they are not available, contact a local environmental agency for further instructions.
- Clear the location except for those needed to deal with the spill.
- Control or stop the source of the spill.
- If required, construct an enclosure around the area of the spill.



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EVACUATION PLAN

Warning signs will be posted on the job site to indicate the evacuation alarm signal and the evacuation assembly area.

In the event of a site evacuation, each subcontractor foreperson is responsible to account for the safe evacuation of all his employees, and will provide the site superintendent with a list of names of anyone not present and counted.

EVACUATION PLAN

IF YOU HEAR THREE (3) LOUD BLASTS OF AN AIR HORN, EVACUATE THE CONSTRUCTION AREA IMMEDIATELY AND REPORT TO:

EVACUATION PLAN

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EVACUATION PLAN

IF YOU HEAR A STEADY SOUNDING ALARM, EVACUATE THE CONSTRUCTION AREA IMMEDIATELY AND REPORT TO:

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INSTALLERS AND DISMANTLERS **OF MATERIAL HANDLING SYSTEMS**

LOCKOUT/TAGOUT

STANDARD OPERATING PROCEDURE

1. OVERVIEW

The Alo-Cinema Lockout/Tagout Program is established to ensure that before any employee performs any servicing or maintenance on a machine or equipment where the unexpected energizing, startup or release of stored energy could occur and cause injury, the machine or equipment shall be isolated from the energy source and rendered inoperative.

If an energy source can be locked out, a lockout device shall be used. A lockout device utilizes a lock, either key or combination, to hold an energy isolating device in a safe position.

If an energy source cannot be locked out, a tag out system shall be used. A tag out device is a warning tag that is weather and chemical resistant with wording that warns of hazardous energy.

Alo-Cinema shall use standardized lockout and tag out devices, that is, they will all be similar so as to not be confused with other locks and tags. All lockout and tag out devices shall be labeled with the identity and contact information of the person placing the lock or tag.

2. PURPOSE

This procedure establishes the minimum requirements for the lockout/tag out of energy isolating devices such as switches, valves, clutching devices, etc. It will be used to insure employee safety while servicing or maintaining equipment by assuring that equipment or machinery is isolated from all potentially hazardous energy sources. This will prevent accidental start-up of equipment or unexpected release of energy while employees are servicing or maintaining equipment.

Examples of energy sources are:

- Electrical energy
- Thermal energy from residual heat or low temperature
- Stored energy such as, A - Hydraulic, pneumatic and vacuum pressure. B - Mechanical energy in fly wheels, springs and elevated loads. C - Static electricity in batteries or capacitors. D - Stored electricity or electrical energy in batteries or capacitors. E - Residual chemicals in pipes, etc. that may cause thermal or pressure increases.



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3. SCOPE

This procedure covers blocking of elevated loads; deactivation of electrical circuits, valve and piping removals and equipment opened for repair.

4. RESPONSIBILITIES

Maintenance Mechanic will

- Lock or tag out all electrical systems equipment before commencing maintenance to preclude accidental energizing.
- Blank openings in equipment and flanges on pipe ends.
- Secure, lock or tag out all potential sources of potential energy.

Foreperson will

- Notify employees of equipment status at the start of a shift or as soon as it is known that equipment is to be tagged out.
- Assure that all employees (especially new employees) are trained in lockout/tag out procedures.
- Assure compliance with procedure by maintenance mechanics.
- Assure subcontractors working on-site are aware of equipment that has been secured and are briefed on lockout/tag out procedure.

All employees will

- Observe locks or tags.
- Not operate equipment, systems or machinery that are tagged out for maintenance under any circumstances.
- Inform their foreperson of energy sources that may have been missed in system or equipment shutdown.



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- Utilize proper lockout/tag out equipment and procedures when performing maintenance functions on their own equipment.

Subcontractors

- Subcontractors whose work would involve tagging shall follow this procedure.
- Maintenance contractors shall comply with all the rules and notifications procedures.
- Production contractors shall observe all tags and rules in these procedures.

5. PROCEDURE IN SEQUENCE

Prior to start of work

Prior to the start of work the foreperson shall notify the employees of all systems, equipment and machinery which requires isolation.

- A. The cognizant mechanic should turn off the equipment or system and then disconnect the power source. Do not shut off main disconnect under load.
- B. Shut off upstream valves. Release pressure by opening downstream valves.
- C. Shut off main switch and pull fuses or breakers.
- D. Block, lock and relieve all mechanically stored energy.
- E. Discharge static electricity or energy stored in capacitors.
- F. Equipment shall be tagged out at the isolation point with an approved tag.
- G. The mechanic shall sign the tag to identify who has tagged out the equipment and why.
- H. The maintenance mechanic shall, in addition to the tags referenced above, lock out the energy source if possible using his personal padlock.
- I. The mechanic shall test the equipment by attempting to operate as to insure that it is de-energized as there may be hidden energy sources. After test, return operating controls to neutral or off position.



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- J. Warning signs and temporary barriers shall be posted at openings that could create a safety hazard to personnel, and in areas where movement or release of energy may occur.
- K. Temporary positive means to prevent movement of components affected by the work shall be installed.
- L. All equipment and flanges left open for repair or by removals shall have blanks installed. If a section shall be subjected to pressure during the repair cycle, suitable blanks, gaskets and bolting will be used to withstand system pressure.
- M. Cable ends that are disconnected shall be taped and insulated to prevent shorting or grounding in the event of accidental grounding or energizing.

6. PROCEDURE IN SEQUENCE

During lockout/tag out

No worker shall attempt to operate equipment or systems that have been tagged out.

- A. Tags are only warning devices and do not provide physical restraint.
- B. Tags shall not be bypassed or ignored. Only the person who installed a tag may remove it.
- C. Tags must be legible and understandable by all employees.
- D. Tags must be suitable for the environment and remain legible.
- E. Tags cause a false sense of security, for this reason use locks when possible.
- F. Tags must be securely attached so they are not accidentally removed.

7. PROCEDURE IN SEQUENCE

Restoring equipment to service

- A. The maintenance mechanic must make sure that all components and safety devices are in place.
- B. Assure that no tools are left in the equipment or system.



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- C. Make sure other workers are out of the way and not exposed to any potential release of energy.
- D. Remove locks and energy-blocking devices.
- E. Energize the equipment and test all functions and safety devices to assure proper operation.
- F. If the system or equipment operates correctly, remove the tags and notify the foreperson.
- G. The foreperson will notify employees that the equipment is back on line.

8. TAGOUT BY MORE THAN ONE PERSON

- If more than one person is required to work on a piece of equipment, each person shall place his or her own tag or lock on the energy isolating device of the equipment.
- As stated in the above procedure, only the person who placed a tag or lock on the equipment may remove it. Therefore, the first person to complete maintenance work on the equipment may remove only his or her tag or lock and may not remove the remaining tags or locks to energize the equipment.

9. TRAINING

All employees, including new employees, will be trained in lockout/tag out.

- In addition to initial training, annual training will be conducted for all employees in conjunction with HAZCOM "Right to Know" training.
- Additional training will be conducted when jobs or equipment are changed or failures in the implementation of this procedure are noted.
- Training will include:
 - a. Recognition of hazardous energy sources.
 - b. The type and magnitude of the energy available in the workplace.
 - c. The methods and means to isolate and control energy.
 - d. A point by point review of the requirements of this procedure.



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- e. A discussion of the importance of tags and locks to include:
 - Prohibitions relative to attempting to start or energize tagged out equipment.
 - Disciplinary action resulting from violation of this procedure.
- f. Tags are only warning devices and do not provide physical restraint.
 - A tag is never to be by-passed or ignored. Only the person who installed the tag may remove it.
 - Tags must be legible and understandable to all employees.
 - Tags and their attachment must be substantial to withstand the workplace conditions and must remain legible.
 - Tags give a false sense of security. Their meaning must be understood by all employees.
 - Tags must be securely attached so they cannot be accidentally removed. G-Records must be kept of employee training, including date, employee name and the name of the trainer.

10. AUDITS

Periodic audits (at least annually) shall be conducted and documented to ensure procedures and requirements are being met. The inspections will be conducted by someone other than those actually using the lockout/tag out in progress. Check the status of equipment undergoing maintenance. Check position of switches and valves. Look for the presence of locks and tags and verify use of the procedure. Documentation will include the date, equipment, employees and the inspector.

Observe status of equipment on a random basis during regular safety tours. Record the names of the personnel using lockout/tag out material, the equipment they are using it on, the method of isolation and the date and time observed. Maintain these records for inspection.



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RETURN TO WORK PROGRAM

We are committed to returning our employees that have been injured on the job to their former or modified position as soon as medically feasible.

If you should sustain an injury, contact your supervisor immediately. Arrangements will then be made for immediate medical attention, either on the site or at the nearest health care facility.

If outside medical attention is required and you are unable to return to work the same day, please contact your supervisor or the main office with all pertinent information regarding your injury and the time you expect to remain out of work. We must report this information to our insurance company as soon as possible.

We will maintain contact with you throughout your recovery. Your position will remain open and once you have received medical clearance, you may resume your previous position or "light duty" position, as permitted by your treating physician.

Upon your return to work, we will make every effort to accommodate any restrictions deemed medically necessary. We will endeavor to develop alternative work or "light duty" assignments in conjunction with your physical capabilities. Modified work can be either full or part-time and will be specific and in writing. Work capabilities, whether normal or modified, will require the approval of the treating physician.

Restrictive duty may be required until you are capable of resuming your normal duties. This may or not be related to your normal pre-injury position.

TRAINING OF EMPLOYEES

Each new employee must receive a thorough safety and health orientation, which gives the employee the basic information about OSHA and other applicable safety rules and regulation to include the following:

- Employer/employee responsibilities under the federal/state Occupational Safety and Health Act (OSHA).
- Eye protection (mandatory)



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- Head protection (mandatory)
- Hearing protection (mandatory where designated)
- Respiratory protection (where required)
- Safety belts and lifelines
- Scaffolding (mandatory prior to using)
- Perimeter guarding
- Housekeeping
- Fire protection, including general principles of fire extinguisher use
- Injury/illness reporting
- Hazard Communication (Right to Know)
- Emergency procedures
- Evacuation
- Client requirements and procedures
- Suitable work clothing
- Trenching and excavations
- Material handling, rigging procedures and crane safety
- Electrical safety
- Fall protection (mandatory)

HAZARDOUS SUBSTANCES

Employees must be trained in three basic areas:

- The law, as it affects employees.



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- How to read an MSDS.
- The specific toxic or hazardous substances on site to which they may be exposed.

1. The law - shows the employees the Right to know poster and read its basic features to them.
2. How to read an MSDS - show the employees the MSDS sheets and read its basic features to them.
3. Individual toxic or hazardous substances on site.

A. You must instruct each employee regarding each toxic and hazardous substance on site to which he or she is or may be exposed.

B. This training may be general (need not be technically precise) and by family group.

For instance, discuss all epoxies and adhesives at the same time.

C. Training must be by a "competent individual" (Regulation 21.07:1).

A foreperson is considered competent due to experience or education, provided he/she is taught what to teach under the Right to Know Law as outlined on this page.

Suggestion: Take the MSDS's you have on site and arrange by work crew and by general family group. Then explain as described in MSDS; by name, location in workplace, first aid treatment and antidotes, proper and safe handling, health effects.

D. Maintain a record of all training by:

Employee name and Social Security number

Date of training

Name of instructor

Topics covered, including individual MSDS's

Employee to sign affidavit

Forward record of training to main office.

WHAT AN MSDS TELLS US

A Material Safety Data Sheet (MSDS) for a specific product describes the chemical content of that product and the potential health effects and hazards of its use.



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Many of the recommendations found in the MSDS's are common sense. However, such information may be very important in assisting you in the proper use and handling of the product.

The most commonly used Material Safety Data Sheet is OSHA-174. If the MSDS is not an OSHA174, the information contained on it will follow an order similar to the OSHA-174.

Section I - Section I notes the manufacturer's name and address, an emergency telephone number and the trade name of the product. The chemical name of the toxic or hazardous substance will be listed here.

Section II - Hazardous ingredients. To be specified by chemical identity and common name (s).

Section III - Physical Data. It is important that you understand the physical characteristics of the substance such as the temperature at which the product will boil (boiling point), its solubility or ability to mix in water or its appearance and odor.

Section IV - Fire and Explosion Data. Flammable and combustible substances can catch fire or explode. This section describes the risk of fire or explosion, equipment necessary to extinguish a fire involving the product, fire fighting procedures and usual hazards to be aware of.

Section V - Reactivity Data. Chemicals may react with each other. In a chemical reaction the effect of combining chemicals may be violent and produce dangerous by-products such as gases and solids. This section will list materials to keep away from the product and the potential result if the two come in contact with each other.

Section VI - Health Hazard Data. This section recommends exposure limits when using the product such as how long you may work with the substance without ill effects. It also describes the proper emergency and first aid procedures to care for over-exposure.

Section VII - Precautions for Safe Handling and Use. On a construction site, many things can contribute to spills and leaks such as damaged containers or mishandling. There are appropriate procedures for the cleanup of spills and leaks. This section provides recommended emergency first aid treatment for injuries caused by the substance.

Section VIII - Control Measures. Read this section carefully. You must understand the safety procedures specific to the use, handling and storage of the product. Safety equipment will be recommended here.



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CRANE LIFT PLAN

Jobsite Name: _____ Date: _____

1. Crane make, model and size: _____

Counterweights to be used _____

Length of boom _____ Length of jib _____

2. Description of object to be raised: _____

3. How the load weight was obtained. If calculated, use more than one source.

Source: _____ Weight: _____

Source: _____ Weight: _____

4. If the lift is an existing item being removed or demolished, the weight is to be recalculated, taking into account all modifications including internal, as well as an allowance for scale, sediment, sludge, insulation, liquid, etc.

Source: _____ Weight: _____

Source: _____ Weight: _____

5. Description and weight of all rigging equipment and crane attachment deductions from load charts:

Block / ball: Source: _____ Weight: _____

Cable: Source: _____ Weight: _____

Rigging: Source: _____ Weight: _____

6. Total weight of object, rigging and load chart deductions: _____

7. Equipment and lift relationship #1 #2



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Crane make and model: _____

Maximum operating radius: _____

Planned operating radius: _____

Allowable load (from load chart): _____

Ratio of lift to allowable load: _____

Clearance between boom and lift: _____

Clearance to surrounding facilities: _____

Clear path for load movement checked: _____

8. Lifting and rigging equipment inspected:

Competent person: _____ Condition: _____

9. Ground stability

Soil bearing capacity: _____ Source: _____

Mats/cribbing required: _____ Size and number: _____

Are there any underground installations in need of special treatment: _____

10. Will a written Lift Plan and Lift Drawings be required for this lift?

(required for Critical Lift)

Yes, attached _____ No, not required _____

11. Type of communications to be utilized and specific responsibilities of communicators:

12. What are wind and weather restrictions: _____

13. How will lift area be kept clear of unnecessary personnel? _____

14. Any special conditions that lift personnel need to be aware of: _____

15. Lift Approvals (print name)



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Crane operator(s) _____

Lift Supervisor _____

Signalman name(s) _____

Rigging inspector _____

Crane inspector _____

Project Manager / Foreman _____

Date of third-party crane inspection _____

16. Critical Lift applies when:

Load exceeds 75% of load chart for crane: Yes _____ No _____

Two or more cranes / booms required: Yes _____ No _____

Special hoisting / rigging equipment to be utilized: Yes _____ No _____

Other – specify: _____

Prepared by: _____ Date: _____



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POWERED INDUSTRIAL TRUCKS

FORK LIFTS, PRIME MOVERS, ETC.

The purpose of this program is to ensure that operators of the above equipment have the proper training in accordance with OSHA regulation 1910.178. Each powered industrial truck operator must be competent to operate the equipment safely as demonstrated by the successful completion of the training and evaluation specified below.

Prior to permitting any employee to operate a powered industrial truck, unless in training, it will be ensured that each operator has successfully completed the training required below.

Evaluation of each operator's performance shall be conducted at least once every three years.

Each operators shall be certified to have received training as required in the below topics. 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.

All operator training and evaluation shall be conducted by persons who have the knowledge, training and experience to train powered industrial truck operators and evaluate their competence.

1. Training Program Implementation:

- Trainees may operate powered industrial equipment only:
 - A. Under the direct supervision trainer described above, and
 - B. Where such operation does not endanger the trainee or other employees.
- Training shall consist of a combination of formal instruction, practical training and evaluation of the operator's performance in the workplace.

2. Training Program Content:

- Operators shall receive initial training in the following topics, except in topics which the employer can demonstrate are not applicable to safe operation of the equipment in the employer's workplace.



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- A. Operating instructions, warnings and precautions for the types of trucks to be operated;
 - B. The differences between the equipment and the automobile;
 - C. Location and function of equipment controls and instrumentation;
 - D. Engine or motor operation;
 - E. Steering and maneuvering;
 - F. Visibility
 - G. Use limitations, operation and adaption of forks and other attachments;
 - H. Load capacity and stability
 - I. Inspection and maintenance that might be performed;
 - J. Refueling of and/or charging and recharging of batteries;
 - K. Limitations of operations and
 - L. Complete familiarization of the operator's manual.
-
- Work Place Related Topics:
 - a- Surface conditions where equipment will be used;
 - b- Stability and composition of loads to be carried;
 - c- Manipulation, placement and removal of loads;
 - d- Other traffic, pedestrian or motorized where equipment will be operated;
 - e- Area restrictions where equipment will be operated;
 - f- Hazardous locations where equipment will be operated;
 - g- Ramps and slopes that could affect stability;
 - h- Enclosed areas where insufficient ventilation could cause a buildup of dangerous gases and



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i- Any other unique or potentially hazardous environmental conditions that could affect safe operations.

3. Refresher Training and Evaluation:

- Refresher training, including an evaluation of the effectiveness of that training shall be conducted accordingly to ensure that the operator has the knowledge and skills needed to operate the equipment safely. This training in relevant topics shall be provided when:
 - a- The operator has been observed to operate in an unsafe manner;
 - b- The operator has been involved in an accident or near-miss incident;
 - c- The operator has received an evaluation that reveals that he/she is not operating the equipment safely;
 - d- The operator is assigned to drive a different type of truck or
 - e- A condition in the workplace changes in a manner that could affect safe operations.

4. Avoidance of Duplicate Training:

If an operator has previously received training in a topic specified above, and such training is appropriate to the equipment and working conditions encountered, additional in that topic is not required if the operator has been evaluated and found competent to operate safely.



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JOB HAZARD ANALYSIS FORM

PRE CONSTRUCTIONJOB HAZARD ANALYSIS Page _____ of _____

Date _____

Project _____

Location _____

Company Name _____

ACTIVITY OR OPERATION POTENTIAL UNSAFE CONDITION, ACTION OR HAZARD ANTICIPATED PLAN OF
CORRECTIVE ACTION



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CLOTHING REQUIREMENTS

A MINIMUM OF THE FOLLOWING -

ATEE SHIRT WITH 1/4 LENGTH SLEEVES

LONG TROUSERS

BOOTS

HARD LEATHER OR STEEL TOE THAT COVER THE ANKLE

ARE REQUIRED ON ALL ALO-CINEMA JOB SITES

ALSO

HARD HATS

SAFETY EYE PROTECTION (when needed)

BAGGY PANTS OR WORKOUT (RUNNING) OUTFITS WILL NOT BE WORN

COTTON SHIRTS WILL BE TUCKED IN TROUSERS AND REMAIN BUTTONED

These clothing requirements are for your safety.



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NEW EMPLOYEE INTRODUCTION

Welcome to Alo-Cinema. It is our desire to make your work experience on our job site safe and injury free.

SAFETY is performing your daily tasks in a safe manner. It is protecting people, equipment and the environment. On this job, Safety is required! During orientation you will be informed of the safety requirements for your job.

Prior to beginning any task, it is important to understand all of the safety considerations of the task to be performed and the necessary precautions to be taken. Before being assigned to any new job, new or repetitive, your supervisor is responsible for showing and explaining to you the safety precautions and actions that must be taken before you can proceed with the task.

You are responsible for understanding and following the safety requirements of your job, if you don't understand, ASK. If your supervisor fails to acquaint you with the safety requirements of the job, ASK. If you have physical limitations, inform your supervisor.

Accidents can be prevented, but it takes action. Attached is your copy of the General Safety Rules from our Safety Manual. This Safety Manual contains regulations in accordance with the OSHA Standards and Alo-Cinema's policies.

You will be issued a hard hat, respiratory protection, hearing protection and eye protection.

It is your responsibility to have these items with you at all times.

REMEMBER----"It isn't how we can get the job done but how safely we can get the job done."

Remove the below portion and keep on file –

I have read this information and will abide by all the rules and regulations set forth by Alo-Cinema, and any additional safety rules and regulations that may be required on my job.

Signature: _____

Date: _____

Superintendent/Foreperson training: _____



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GENERAL SAFETY RULES

1. All employees are obligated to recognize and avoid safety hazards and to take all precautions to prevent accidents.
2. Practice good housekeeping in your work area. All tools shall be properly maintained. Do not leave materials and scrap in the work area.
3. Obey all posted warning signs, such as "KEEP OUT", "NO SMOKING", "EYE PROTECTION REQUIRED" and "AUTHORIZED PERSONNEL ONLY".
4. Sliding down ropes, cables and guys is strictly forbidden.
5. Never jump from an elevated surface.
6. The handling of explosives and powder activated tools will be by authorized personnel only.
7. Use or possession of alcoholic beverages or non-prescription drugs on the job site is strictly forbidden.
8. Equipment will not be left unattended while in operation or in motion.
9. No one shall be permitted to ride on equipment unless in seats provided inside equipment cab.
10. Loose or torn clothing will not be worn around moving equipment.
11. Gasoline will not be used for cleaning hands, equipment or parts.
12. Compressed air shall not be used for blowing dirt or dust from your body or clothing or blown at another person.
13. Hard hats are required along with shirts, long trousers and leather work boots which cover the ankle. Shorts, cut off shirts, sweat pants, sneakers or other light weight shoes will not be worn.
14. Allow no machine to operate within ten feet of any power line.
15. Enter a confined space only after an air sample has been taken and proper forms filled out.
16. Only the person who tags out or locks out equipment is allowed to remove such a tag or lock from the equipment



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17. Employees must be in “working” clothes and ready for work at the designated starting time.
18. Employees may take lunch breaks only during designated times and must eat in the area assigned for this while on the job site. There will be no smoking, eating or drinking while in the work area.
19. Personnel will not quit work before the time designated for the conclusion of the work shift. There will be sufficient time allocated for the removal of work clothes, decontaminations, etc.
20. Employees must report to work each regularly scheduled work day. Continued absenteeism is a violation of these rules.
21. Personnel must comply with both verbal and written instructions from a Superintendent or Safety Director.
22. While on the job site, personnel must comply with OSHA and MSHA Safety and Health Standards along with each of the safety procedures required by the company’s Loss Control Program on the project.
23. All personal work injuries must be reported to a Supervisor immediately.
24. If respirators are a requirement of the job, they will not be removed while in the work area for any reason.
25. If air sampling equipment has been attached to an individual, this equipment must be left alone and unobstructed until instructed to remove it.
26. Fighting or attempting bodily injury to another employee or Company visitor while on Company property is not permitted and is cause for dismissal.
27. Unauthorized use of or willful or wanton neglect in the care and / or use of Company property is not permitted.
28. The carrying of concealed weapons on Company property or in Company vehicles is expressly forbidden.
29. Falsifying Company records and / or reports will not be tolerated.
30. Failure to comply with required safety rules may result in disciplinary action to include termination.



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Performance Warning

DATE: _____

Employee name: _____

Employee ID # : _____

Job Location: _____

Supervisor: _____

Reason for written warning:

Date of previous verbal warning: _____

Who observed this infraction: _____

Observer's signature: _____

Supervisor's signature: _____

Employee's signature: _____



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