ALC Frame to Finish

ALC HEALTH & SAFETY MANUAL

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TABLE OF CONTENTS

SAFETY POLICY

It is the policy of this company to strive for the highest possible level of safety standards on all our projects. Safety does not occur by chance, but rather is the result of careful attention to detail, planning and execution of the projects for which we have contracted. Employees at all levels must work at achieving and maintaining the company's policy of safety.

Our safety manual has been developed and published for three basic reasons:

1. To prevent injury to life and limb.
2. To reduce costs associated with workers compensation and liability claims which are directly related to our competitive position in the industry.
3. To assure compliance with federal, state and local regulations with a particular emphasis on OSHA requirements that apply to the construction industry.

Regard for the safety of the public, our own employees and the employees of our subcontractors is a supreme responsibility of all levels of our organization. It is our intention to prevent human suffering. Prevention of injury and illness is a goal well worth achieving. A safe operation is organized, clean and efficient. If all employees are knowledgeable about safety and our commitment to safety, we will be in a better position not only to control accidents, but also to improve the total performance of our company. With those thoughts in mind, I want to remind you how important it is that all aspects of the safety program be strictly adhered to and that the intent of this policy be followed to the best of your abilities.

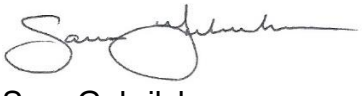
Dear Employee,

We are pleased to have you join ALC Corporation. To provide for your safety and the well-being of all employees, we have prepared this safety manual. Please read it and become familiar with its contents for future use and reference.

At ALC, safety is of the highest priority. Practicing safe work habits and maintaining a safe workplace is of the utmost importance in preventing injuries and accidents. This is the responsibility of each and every one of us. We need to work together to prevent the accidents and injuries that can all too easily occur on a construction site. This includes:

- Following safety regulations
- Cooperating with the intent of the safety program
- Reporting all accidents and injuries, and making your foreman aware of any unsafe tools, equipment, actions conditions

Please feel free to contact me with any suggestions you may have which will help improve our overall safety program.



Sam Gabrilska
President

RESPONSIBILITY & AUTHORITY

SAFETY/HR MANAGER & MANAGEMENT

- Recommends and establishes safety programs designed to meet the goals of the company.
- Identifies safety hazards, unsafe conditions, or world practices through site inspections.
- Determines need and makes selection of safety equipment.
- Implements and coordinates training programs for supervisors and company employees.
- Responsible for timely accident investigation and reporting.
- Coordinates loss control activities.
- Conducts accident analysis.
- Ensures compliance with federal, state and local regulations.
- Serves as liaison with federal, state, local and private agencies on matters pertaining to safety and health.
- Maintains a system to secure prompt medical attention.
- Enforces disciplinary procedures.
- Establishes procedures for coordinating safety activities with other employers on site.
- Identifies person with the authority to stop work if a condition exists that would place employees, equipment, or property in imminent danger.
- Continually evaluates safety program.

PROJECT MANAGER & SUPERINTENDENT

- Responsible for safety at each of their projects; including safety of employees, sub-contractors and the general public.
- Assures that proper corrective action is taken to eliminate identified safety hazards unsafe conditions or work practices.
- Communicates safety information to the foremen.
- Assures that required signs are available and appropriately posted.
- Ensures that inspection of safety equipment, electrical cords and tools, fire extinguishers, first aid kits, vehicles and machinery is done in a timely manner.

FOREMAN

- Enforces safety regulations at the jobsite.
- Assures that safety devices and personal protective equipment are available and used by employees.
- Reports all injuries to Safety Manager and completes company injury report in a timely manner.
- Conducts safety meeting/Toolbox Talks on a weekly basis.
- Conducts Employee Orientation.

EMPLOYEES

- Supports the company in providing a safe place to work.
- Reports any safety or health hazard to supervisor.
- Reports all injuries or incidents occurring on the job.
- Attends weekly safety meeting/Toolbox Talks.
- Uses all safety devices and personal protective equipment provided.

DISCIPLINARY PROCEDURES

ALC's progressive discipline policy and procedures are designed to provide a structured corrective action process to improve and prevent recurrence of undesirable behaviors and performance issues. Actions requiring discipline and the progression of disciplinary steps that will be followed may vary at the sole discretion of ALC and will not necessarily be limited to the actions listed in this policy. Not all actions which might warrant discipline are specifically included in this policy.

Documented Verbal Warning:
A verbal warning is generally the first step of progressive discipline. A verbal warning is intended to be used to notify an employee that an improvement is needed in employee's work performance and/or behavior. This step is generally used for minor issues and documented on the Non-Compliance Form as a verbal warning.

Written Warning:
A written warning is generally the second step of progressive discipline. A written warning provides notice to an employee regarding continued work performance issues and/or inappropriate workplace behavior that have not been resolved after giving the employee a verbal warning. This step is generally used for moderate issues or continued minor issues and documented on the Non-Compliance Form as a written warning.

Final Warning:
A final warning is given when a supervisor views the only consequence of continued problems with performance or behavior is termination of employment. This is the last chance to make corrections. This last step is generally used for major issues or continued minor/moderate issues and documented on the Non-Compliance Form as a final warning.

Termination of Employment:
Termination of employment is generally the last step of progressive discipline. Termination of employment can also occur when an employee is involved in a serious offense that warrants immediate termination or the employee has received the progressive discipline steps within a 12-month period, regardless of the nature of the issues and/or offenses, which resulted in the warnings.

Immediate Termination:
Behavior that is illegal is not subject to progressive discipline and may result in immediate termination. Such behavior may be reported to local law enforcement authorities.

The following are a sample list of actions that may lead to immediate termination (this list is not all encompassing):

- Disregard or violation of highly hazardous safety practices
- Disclosing proprietary information about the company or its customers
- Stealing from the company or fellow employees or customers
- Disregard of quality practices
- Destruction of company property
- Bringing or using controlled substances on jobsite property
- Excessive absenteeism as determined by ALC
- Insubordination or maliciousness
- Behavior/performance that negatively impacts the company, employees, or customers

ACCIDENT REPORTING & INVESTIGATIONS

It is the policy of ALC to voluntarily comply with all employee, worker and visitor accident, injury and illness reporting requirements established by OSHA, state workers compensation agencies and workers compensation insurance carriers.

When an accident occurs, first and foremost, prompt and appropriate assistance must be provided to the individual(s) involved.

ALL ACCIDENTS AND/OR INJURIES MUST BE COMMUNICATED IMMEDIATELY OR AS SOON AS CIRCUMSTANCES ALLOW TO SAFETY MANAGER/HR AT 920-750-5172.

Arrangements will then be made to conduct an extensive investigation in conjunction with the Project Manager and/or Superintendent.

For accidents resulting in a fatality, the Safety Manager is required to notify the local OSHA office within eight (8) hours.

For accidents resulting in inpatient hospitalizations, amputations, or eye loss, the Safety Manager is required to notify the local OSHA office within 24 hours of learning about the incident.

ACCIDENT FORM

Once the appropriate assistance has been provided to the individual(s) involved, the supervisor shall immediately secure the accident area, determine the factors that led to the accident and take the necessary precautions to prevent its recurrence and allow for an extensive investigation by the Safety Manager, if appropriate.

The Foreman is responsible to then complete the Incident Report, with as much information and detail as possible. The Foreman should sign and date the report as well as the employee. The completed form should be forwarded to the Safety Manager immediately.
The Safety Manager is then responsible for distributing copies of the reports to the following individuals:

- President of ALC
- Project Manager
- Employee's accident report file

EMPLOYER'S FIRST REPORT OF INJURY OR DISEASE

The Safety Manager will retain a copy of the report for the OSHA 300 log and be responsible for distribution to the following:

- Worker's compensation Insurance Carrier
- Within 24 hours after third day of employee disability
- Within 8 hours of a fatality
- Employee's accident report File

OSHA 300 LOG
Using the Guidelines for Determining OSHA Recordability, the Safety Manager will review the accident, to determine recordability. The Safety Manager is then responsible for entering an injury/illness on the OSHA 300 Log.

MEDICAL TREATMENT
Medical treatment includes managing and caring for a patient for the purpose of combating disease or disorder. The following are ***not*** considered medical treatments and are **NOT recordable:**

- Visits to a doctor or health care professional solely for observation or counseling.
- Diagnostic procedures, including administering prescription medications that are used solely for diagnostic purposes.
- Any procedure that can be labeled first aid.

AUTHORIZATION TO RETURN TO WORK
The employee will not be allowed to return to work without a "Return to Work Release" from the health care provider.

FIRST AID TREATMENT VS. INSURANCE CARRIER NOTIFICATION
Not all injuries result in a Worker's Compensation claim. Each year thousands of injuries, such as scrapes, bruises and cuts receive nothing more than first aid treatment, result in no lost time and the employee recovers rapidly while continuing to work. However, some injuries do result in Worker's compensation claims and must be reported to the insurance carrier as quickly as possible. The following criteria may be used in determining which injury requires first aid treatment and which injury requires immediate notification to the insurance carrier.

FIRST AID TREATMENT
Injuries which commonly fall into the first aid treatment category that do not require insurance carrier notification are generally classified as those injuries which:

- Are **not** required to be recorded on the OSHA 300 Log
- Do **not** result in employee lost time

GUIDELINES FOR DETERMINING OSHA RECORDABILITY
In order for an injury or illness to be recorded, it must be work-related. An injury or illness is considered work-related if an event or exposure in the work environment caused or contributed to the condition or significantly aggravated a pre-existing condition.

Work-relatedness is presumed for injuries and illnesses resulting from events or exposures occurring in the workplace unless an exception specifically applies.

The work environment includes the establishment and other locations where one or more employees are working or are present as a condition of their employment. This is defined as anywhere on the employer's premises, such as the worksite, the company cafeteria, customer's worksite where the employer has a contracted job.

Record those work-related injuries and illnesses that result in:

- Fatality
- Loss of consciousness
- Days away from work

- Restricted work activity, job transfer or termination of employment
- Medical treatment beyond first aid

You must also record work-related injuries and illnesses that are significant (as defined below) or meet any of the additional criteria listed below.

You must record any significant work-related injury or illness that is diagnosed by a physician or other licensed health care professional. You must record any work-related case involving cancer, a fractured or cracked bone, or a punctured eardrum.

You must record the following conditions when they are work-related:

- Any needlestick injury or cut from a sharp object that is contaminated with another person's blood or other potentially infectious material.
- Any case requiring an employee to be medically removed under the requirements of an OSHA health standard.
- Tuberculosis infection as evidenced by a positive skin test or diagnosis by a physician or other licensed health care professional after exposure to a known case of active tuberculosis.

While most of the above are clear cut and easily understood, "all work-related injuries requiring medical treatment beyond first aid" forces you to make the decision concerning recordability. In this category, recordable and non-recordable injuries are only distinguishable by the actual treatment provided. That is, if the injury actually required medical treatment as opposed to first aid treatment, it is recordable. If, on the other hand, the injury is such that only first aid treatment is required, regardless of who applies the first aid, it is not a recordable incident.

The following guidelines should assist you in determining Recordability- first aid vs. medical treatment and significant diagnosed injury or illnesses.

FIRST AID (All Inclusive)

- Using **non-prescription** medications at non-prescription strength (for medications available as both prescription and non-prescription drugs). A recommendation by a physician or other licensed health care professional to use a non-prescription drug at prescription strength is considered medical treatment for recordkeeping purposes.
- Administering tetanus or diphtheria **immunizations** (other immunizations such as Hepatitis B vaccine or rabies vaccine are considered medical treatment).
- Cleaning, flushing or soaking **wounds on the surface** of the skin.
- Using **wound coverings** such as bandages, Band-Aids, gauze pads, butterfly bandages, Steri-Strips, etc. (other wound closing devices such as sutures; staples, etc. are considered medical treatment).
- Using hot or cold **therapy**.
- Using any **non-rigid means of support** such as elastic bandages, wraps, non-rigid back belts, etc. (devices with rigid stays or other systems designed to immobilize parts of the body are considered medical treatment for recordkeeping purposes).
- Using temporary **immobilization devices while transporting** an accident victim (e.g. splints, slings, neck collars, back boards, etc.).
- Drilling of a fingernail or toenail to **relieve pressure**, or **draining fluid** from a blister.
- Using eye patches.
- Removing foreign bodies from the eye **using only irrigation or a cotton swab**.

- **Removing splinters or foreign material from areas other than the eyes** by irrigation, tweezers, cotton swabs, or other simple means.
- Using finger **guards**.
- Using **non-therapeutic massages** (physical therapy or chiropractic treatment are considered medical treatment for recordkeeping purposes).
- Drinking **fluids for relief** of heat disorders.

MEDICAL TREATMENT

- All treatment that does not fall into first aid as listed above.
- Using prescription medications or use of a non-prescription drug at prescription strength.
- Using wound closing devices such as surgical glue, sutures, staples, etc.
- Using any devices with rigid stays or other systems designed to immobilize parts of the body.

SIGNIFICANT DIAGNOSED INJURY OR ILLNESS

- Any serious or significant work-related disorder that is diagnosed by a physician or other licensed health care provider or identified by a positive medical test. These include work-related cases involving cancer, chronic irreversible disease, a fractured or a cracked bone or a punctured eardrum.

CLASSIFYING INJURIES

An injury is any wound or damage to the body resulting from an event in the work environment. Examples: Cut, puncture, laceration, abrasion, fracture, bruise, contusion, chipped tooth, amputation, insect bite, electrocution, or a thermal, chemical, electrical or radiation burn. Sprain and strain injuries to muscles, joints and connective tissues are classified as injuries when they result from a slip, trip, fall or other similar accidents.

CLASSIFYING ILLNESSES

- **Skin Diseases or Disorders** are illnesses involving the worker's skin that are caused by work exposure to chemicals, plants or other substances. Examples: Contact dermatitis, eczema, or rash caused by primary irritants and sensitizers or poisonous plants, oil acne, friction blisters, chrome ulcers, inflammation of the skin.
- **Respiratory Conditions** are illnesses associated with breathing hazardous biological agents, chemicals, dust, gases, vapors, or fumes at work. Examples: silicosis, asbestosis, pneumonitis, pharyngitis, rhinitis or acute congestion; farmer's lung, beryllium disease, tuberculosis, occupational asthma, reactive airways dysfunction syndrome (RADS), chronic obstructive pulmonary disease (COPD), hypersensitivity pneumonitis, toxic inhalation injury, such as metal fume fever, chronic obstructive bronchitis and other pneumoconiosis'.
- **Poisoning** includes disorders evidenced by abnormal concentrations of toxic substances in blood, other tissues, other bodily fluids, or the breath that are caused by the ingestion or absorption of toxic substances into the body. Examples: Poisoning by lead, mercury, cadmium, arsenic or other metals; poisoning by carbon monoxide, hydrogen sulfide or other gases; poisoning by benzene, benzol, carbon tetrachloride or other organic solvents; poisoning by insecticide sprays, such as parathion or lead arsenate; poisoning by other chemicals such as formaldehyde.
- **All Other Occupational Illnesses** Examples: heatstroke, sunstroke, heat exhaustion, heat stress and other effects of environmental heat; freezing, frostbite, and other effects of exposure to low temperatures; decompression sickness; effects of ionizing radiation (isotopes, x-rays, radium); effects of non-ionizing radiation (welding flash, ultra-violet rays, lasers);

anthrax; bloodborne pathogenic diseases, such as AIDS, HIV, hepatitis B or hepatitis C; brucellosis; malignant or benign tumors; histoplasmosis; coccidioidomycosis.

ALCOHOL & SUBSTANCE ABUSE

SUBSTANCE ABUSE TESTING AND ASSISTANCE PROGRAM

This substance abuse policy and assistance program has been adopted and implemented pursuant to the negotiations between the Wisconsin Chapter, The Associated General Contractors of American, Inc., and the Greater Fox River Valley District Council of the United Brotherhood of Carpenters and Joiners of American AFL-CIO ALC supports and will enforce this policy.

PURPOSES

- To establish and maintain a safe, healthy working environment for all employees;
- To ensure the reputation of ALC, their products and services and their employees within the community and industry at large;
- To reduce substance abuse-related accidental injuries to persons or property;
- To reduce substance abuse-related absenteeism and tardiness, and to improve productivity;
- To provide rehabilitation assistance for qualified and eligible employees who seek help;
- To protect against liability because of injuries or accidents caused by individuals using alcohol or drugs at work;
- To deter individuals from bringing, possessing, or using alcohol and drugs in connection with work;
- To clearly state the commitment of construction contractors and the Union to a workplace free from the effects of illegal drug use; and
- To comply with any law or regulation requiring such programs.

GENERAL PROVISIONS

- ALC prohibits the use, possession or distribution on its premises or job sites of the following: Narcotics, illegal or unauthorized drugs. Employees must not report to work impaired by any drug, intoxicant or narcotic. Legally prescribed drugs may be permitted on company premises or work sites provided the drugs are contained in the original prescription container and are prescribed by a medical practitioner for the current use of the person in possession of the drug.
- ALC prohibits the use, possession, distribution of alcoholic beverages or the presence of personnel impaired by such beverages on its premises or work site. The only exception to this policy is the possession of unopened and sealed alcoholic beverages which are permitted in personal vehicles and on Company property.
- ALC reserves the right to have authorized personnel conduct any additional substance testing mandated by law.
- At the discretion of ALC, any persons found in possession, offering for sale, purchasing or distributing ay illegal substance as described in item one of this section, will be reported to the civil authorities.
- Any employee working on a Federal project is required by law to report any conviction of a violation relating to a criminal drug statute occurring in the workplace to his or her superior within five days of such conviction.
- Where a contracting agent requires testing of ALC employees other than as is provided for in this policy, the project owner, the Union and ALC shall meet to find a mutually satisfactory solution for the particular project.

SCREENING

- Any employee that reports to work and whose supervisor has reasonable suspicion to believe that the employee is impaired by the use of drugs as defined in this section, will be subject to discipline up to and including suspension, and be required to undergo a drug test. Those circumstances, both physical and psychological, deemed to be pertinent will be given consideration. Reasonable suspicion is a belief based on behavior observations, or other evidence, sufficient to lead a prudent or reasonable person to suspect that an employee is impaired by a controlled substance, (slurred speech, inappropriate behavior, decreased motor skills, etc.).

- ALC may also require testing where an employee caused a work-related Accident or where an employee was operation or helping to operate machinery, equipment or vehicles involved in a world-related accident which resulted in a significant recordable injury as defined by OSHA Regulations, or significant damage to property and for which the cause of the accident is not readily explainable.

- Any employee who reports to work and whose supervisor has reasonable suspicion to believe that the employee is impaired by alcohol will be required to undergo a test for blood alcohol content. If the test is positive, the employee shall be subject to discipline up to and including suspension. Whenever possible, before an employee is required to submit to testing under this policy, the employee should be observed by more than one individual.

All positive tests for controlled substances will be continued with a second reliable testing method. Initial testing will be of the immunoassay type, with all confirmation testing being by gas chromatography/mass spectrometry. The testing lab will be certified for Federal Workplace Drug Testing Programs. Chemicals to be tested for are marijuana, cocaine, opiate, phencyclidine and amphetamines. Limits for each of the substances will be according to the appropriate federal state and DOT regulations as they are updated periodically.
ALC and the Union will select, by mutual agreement, a reputable laboratory to perform actual testing. The testing agency must be certified by State or Federal government health authorities as a medical laboratory and must meet the regional requirements for forensic standards: testing must be performed by a certified toxicologist on equipment exclusively dedicated to testing. And unbroken chain of custody of the specimen from the time it is taken from the employee up through the time the laboratory tests the specimen shall be preserved; taper-proof sample-handling methods must be observed; and the laboratory must follow the test manufacturer's instructions on both administration of the test and the reporting of results as "positive" or "negative".

At the request of any employee tested under the drug and alcohol testing procedure contained in this agreement, a portion of the original specimen(s) will be preserved for private testing by the employee at his or her own expense by an independent laboratory in the event questions are raised concerning the accuracy of the test administered by ALC. The additional test performed at the employee's request will be admissible under the grievance and arbitration procedures in this contract, however, if and only if the methodology employed is substantially identical and equivalent to the methodology authorized in this article.

Testing for blood-alcohol content will be blood analysis for breathalyzer. A positive test result for alcohol will be reflected by a blood-alcohol content equal to or greater than current Wisconsin State Motor Vehicle regulation.

In the event the test indicates a negative result, the employee shall be immediately reinstated and paid any wages and benefits that would have been paid had his work hours not been interrupted by the test. This is considered full reinstatement.

In the event of a positive confirmatory test for a controlled substance or a Positive-test for blood-alcohol content, the employee will be referred to Participate in the employee Assistance Program of the Wisconsin Carpenters' Health Fund. Strict adherence to the guidelines and recommendations medically recommended from that program will, for a first violation, avoid severe discipline or termination except where the employee was impaired at the time he was involved in an accident involving a serious injury or substantial damage to property or where the employee was involved in theft and conviction of property from ALC or ALC's customer.

If an employee who tested positive for substance abuse enters any required Recommended aftercare program, a negative test within 30 days will allow the employee eligible for immediate reinstatement provided ALC has work available and the employee continues and successfully completes the required or recommended aftercare program.

If an employee refuses to be tested for substance abuse, he will remain on the suspension for a maximum of thirty days. A negative test in these 30 days will make the employee eligible for reinstatement providing he or she continues and successfully completes any required or recommended aftercare program. Continued refusal to submit to drug screening after the 30-day period, if recommended by an E.A.P. counselor, will subject the employee to severe disciplinary action up to and including termination.

COUNSELING OR TREATMENT

Wisconsin Chapter-AGC and the Union shall develop and maintain a list of appropriate alcohol and drug abuse treatment centers, counseling centers and/or medical assistance centers.

If the employee is qualified and eligible, a portion of the expenses the employee incurs in consultations and treatment under this program shall be borne by the applicable fringe benefit fund referred to in the Agreement pursuant to and to the extent provided in schedules, terms and requirements as the trustees of said fun shall prepare and have available schedules of benefits or reimbursements available to employees participating in such programs.

If an employee participating in the treatment program prescribed does not comply with the recommendations, advice or schedules established by the counselor or counseling agency, the counselor or counseling agency shall immediately advise ALC and the Union. The foregoing section shall not apply to any employee who voluntarily seeks assistance pursuant to "Rehabilitation".

Prior to the test, the employee must be given an opportunity to sign a consent and release form authorizing and agreeing to the test. The drug test will consist of a urinalysis drug screen and, if a drug screen is positive, a follow-up confirmatory test as per Post Employment Test item 3. These tests shall be at ALC's expense.

The parties recognize that drug testing way reveal information concerning individual employees of a highly personal and private nature unrelated to the employment of the employee or any other legitimate concern of outside parties, therefore, to protect the employee's rights any test results shall be disclosed only to ALC, employee, authorized union agent or the testing lab.

Within three (3) working days of notification by certified letter or hand delivered with receipt of a positive test result, an employee may request that the laboratory retest the original sample at his expense. If the retest is negative, ALC shall reimburse the employee for the cost of the retest.

REHABILITATION
Any employee who feels that he or she has developed an addiction or dependence to alcohol or drugs is encouraged to seek assistance. Requests for assistance will be handled in strict confidence through the E.A.P.

MISCELLANEOUS PROVISIONS
Contracting agencies may require certain contractors to establish and maintain written drug awareness programs with certain minimum provisions. In the event that ALC becomes obligated to comply with such a program, ALC may do so only pursuant to the terms herein.

An appropriate notice to employees concerning the existence of this program, the treatment and counseling available as well as the penalties described above, shall be communicated to employees under the Agreement.

Neither the Wisconsin Chapter-AGC nor the Union shall be liable for any activities or conduct engaged in pursuant to this program.

AERIAL LIFTS

INSPECTION
Inspection of aerial lifts, vehicle-mounted elevated and rotation work platforms or powered platforms will be made in accordance with manufacturer recommendations and company, state and federal inspection requirements and regulations.

OPERATION
No employee will be permitted to use or operate lifts or platforms unless he/she has been instructed, trained, and certified by a competent person in the use and operation of such equipment. Only company supplied lifts and equipment should be utilized by ALC employees.

Powered aerial work platforms being utilized near electrical distribution or transmission lines shall comply with standards set forth in OSHA 29 CFR 1926.555.

Equipment will not be moved when the boom is elevated in a working position with workers in the basket or on the platform unless equipment was manufactured to perform these functions. Manufacturer’s specifications and limitations shall be observed.

Safety harnesses will be worn by employees working from the basket, with the lanyard being attached to the basket. Under no circumstances will the lanyard be attached to a pole, the structure or other equipment.

Employees, who tamper with controls and/or bypass safety devices, such as dead man switches, etc., are subject to termination.
Avoid using mobile and self-propelled lifts and platforms in outside work activities where exposure to severe wind conditions exists.

Extended boom aerial lifts or work platforms in outside areas are prohibited during electrical storms. Outriggers must be used for that equipment equipped with same.

OPERATOR CERTIFICATION AND TRAINING
The operator's knowledge of operating and safety procedures and requirements for this equipment must be verified by a manipulative test, and by observation of his/her performance during the first month of operation.

A competent person, designated at each project by the project superintendent, will conduct the manipulative test to determine an applicant's operating ability.

A manipulative test will be used to determine an applicant's ability on each type and model of equipment to be operated.

ASSURED GROUNDING PROGRAM & ELECTRICAL SAFETY

The major aspects in the establishment of an effective program are:

- To establish and implement a program to reduce the potential of injuries caused by electric shock from cord sets, receptacles, and equipment connected by cord and plug.
- To meet the requirements of local, state, and federal rules and regulations.

It is recognized that in order to prevent injury from a ground fault, the integrity of the grounding system must be maintained at all times. To achieve this, a program of inspection and testing shall be implemented.

The project supervisor shall be responsible for the inspection and testing of each cord set, electric tool, and piece of electrical equipment and receptacle:

- Before first use.
- Before equipment is returned to service following repairs.
- Before equipment is used after any incident which can be reasonably suspected to have caused damage.
- Every three months.

The quarterly inspections shall be the responsibility of the project supervisor. Each cord set, electric tool, receptacle, and piece of electrical equipment shall be tested to ensure a continuous ground circuit, and that equipment grounding conductor is connected to its proper terminal. The testing equipment shall be capable of testing for ground conductor continuity and resistance line fault, and proper connection of conductors to terminals.

Receptacles which are a permanent part of the wiring of permanent buildings are excluded from the quarterly testing and inspection requirements of this procedure.

Before use, each cord set, electric tool or piece of electrical equipment shall be visually inspected daily for signs of damage. They shall be inspected for signs of frayed or damaged insulation, crushed cable, loose or missing covers or screws, missing ground prongs on plugs, and other similar substandard conditions. Equipment found to be damaged or defective shall not be used until repaired and equipment suspected of being damaged or defective shall be inspected and tested prior to using. To verify inspection and testing, a piece of color-coded tape will be affixed to each item inspected by the inspector. Four colors of tape shall be used. The expiration date of each inspection period may

be pre-printed on the tape to avoid conflicts with other similar color-coded tapes on the project. The color code system is as follows:

Color Coding Scheme (Quarterly)

January 1 through March 31 ……	White
April 1 through June 30 ……	Green
July 1 through September 30 ……	Red
October 1 through December 31 ……	Orange

The inspection tape shall not be used for any other purpose. The project supervisor shall strictly control use of tape.

Any electrical tool, cord set, or piece of electrical equipment which bears an expired inspection sticker or no inspection sticker shall be considered defective and is not to be used until it is inspected.

Only the electrical inspectors are authorized to remove inspection tape. Unauthorized removal or defacing of inspection tape shall be cause for disciplinary action.

DAMAGED EXTENSION CORDS

If the outer insulation is cut or torn open one-half inch or less ***and*** the insulation of the conductors are not damaged (bare copper showing), electrical tape (at least two layers) may be used to protect the damaged area. Electrical shrink-wrap may be used in place of or in addition to the tape.

If the cut or torn area is more than one-half inch in length and/or the conductor insulation is cut, cracked, mashed or has any bare copper showing, the cord is to be cut at the damaged area, tagged "out of service" (noting the problem), and sent back to the shop for repair.

If the insulation is pulled back away from either end connector (allowing the conductors to show insulation may be good), the cord must be tagged "out of service" (noting the problem), and sent back to the shop for repair. Or, if you are qualified, you may field repair this situation so that the outer insulation is under the strain relief section of the connector.

BLOODBORNE PATHOGENS

BLOODBORNE PATHOGEN PREVENTION

The purpose of this exposure control plan is to:

- Eliminate or minimize employee occupational exposure to blood or certain other body fluids;
- Comply with the OSHA Bloodbome Pathogens Standard, 29 CFR 1910.1030.

Protect yourself:

- Avoid exposure to needlesticks and contaminated sharps
- Treat all bodily fluids and blood as potentially infectious and prevent contact
- Use gloves and eye protection when administering first aid or whenever contact is possible
- Properly remove PPE prior to leaving area or upon contamination
- Dispose of PPE in properly labeled and designated containers.
- Use antimicrobial soap when washing hands

- Sanitize and decontaminate work areas
- Properly dispose of waste material that has contacted blood or other bodily fluids
- Use a sharps container for any items that could cause cuts or punctures.

EXPOSURE DETERMINATION
OSHA requires employers to perform an exposure determination concerning which employees may incur occupational exposure to blood or other potentially infectious materials. The exposure determination is made without regard to the use of personal protective equipment (i.e. employees are considered to be exposed even if they wear personal protective equipment). This exposure determination is required to list all job classifications in which an employee may incur such occupational exposure, regardless of frequency. At ALC, the following job classifications are in this category: ALL EMPLOYEES

SCHEDULE AND METHODOLOGY
OSHA also requires that this plan include a schedule and method of implementation for the various requirements of the standard. The following complies with this requirement.

Universal precaution will be observed at ALC in order to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual.

Engineering and work practice controls will be utilized to eliminate or minimize exposure to employees at this facility. Where occupational exposure remains after implementing these controls, personal protective equipment shall also be utilized. The following engineering controls will be utilized: Gloves, eye protection, and disinfectant wipes readily available to all employees.

EXPOSURE
A bloodborne pathogen exposure incident involves either an injury or contact between blood or Other Potentially Infectious Materials (OPIM) and a vulnerable part of the body, such as the mouth, the eyes, mucous membranes, or broken skin.

If an exposure occurs:
- Wash the exposed area thoroughly with soap and running water. Use non-abrasive, antimicrobial soap.
- Flush the nose, mouth, or skin with splashes of water.
- Irrigate eyes with water or saline.
- Report the exposure immediately.
- Seek medical attention.

CARBON MONOXIDE/TEMPORARY HEAT

TEMPORARY HEATING DEVICES
Fresh air shall be supplied in sufficient quantities to maintain the health and safety of workmen. Where natural means of fresh air supply is inadequate, mechanical ventilation shall be provided.

When heaters are used in confined spaces, special care shall be taken to provide sufficient ventilation in order to ensure proper combustion, maintain the health and safety of workmen, and limit temperature rise in the area.

Temporary heating devices shall be installed to provide clearance to combustible material not less than the amount shown in Table F-4.

Temporary heating devices, which are listed for installation with lesser clearances than specified in Table F-4, may be installed in accordance with their approval.

TABLE F-4

Heating appliances	Minimum clearance, (inches)		
	Sides	Rear	Chimney Connector
Room heater, circulating type.....	12	12	18
Room heater, radiant type.....	36	36	18

Heaters not suitable for use on wood floors shall not be set directly upon them or other combustible materials. When such heaters are used, they shall rest on suitable heat insulating material or at least 1-inch concrete, or equivalent. The insulating material shall extend beyond the heater 2 feet or more in all directions.

Heaters used in the vicinity of combustible tarpaulins, canvas, or similar coverings shall be located at least 10 feet from the coverings. The coverings shall be securely fastened to prevent ignition or upsetting of the heater due to wind action on the covering or other material.

Heaters, when in use, shall be set horizontally level, unless otherwise permitted by the manufacturer's markings.

- L. P. gas containers shall be secured in an upright position with valve protection caps or guards in place.
- For temporary heating, heaters shall be located at least 6 feet from any L.P. gas container. Blower and radiant-type heaters shall not be directed toward any L.P. gas container within 20 feet.
- Portable heaters, including salamanders, shall be equipped with an approved automatic device to shut off the flow of gas to the main burner, and pilot if used, in the event of a flame failure.
- Storage of L.P. gas within buildings is prohibited.
- Combustible floors shall be protected from excessive heat generated by heaters.
- Heaters shall be kept at least 6 feet away from combustible walls, partitions, and other combustible material and shall not be placed directly on combustible flooring.
- Only qualified personnel shall handle L.P. gas.
- A proper storage facility shall be maintained on the job for tanks in storage.
- Fire protection shall be immediately available at all locations where L.P. gas is in use.
- Installations shall meet applicable local and N.F.P.A. codes.
- Heaters shall, whenever practical, be hung.
- Adequate ventilation shall be provided.
- The storage and handling of L.P. gas shall be in accordance with N.F.P.A. pamphlet number 58.

Solid fuel salamanders. Solid fuel salamanders are prohibited in buildings and on scaffolds.

FALL PROTECTION

Require that one or more of the fall protection/prevention systems outlined in this procedure is provided at **all** locations where fall hazards of 4 feet or greater exist.

These locations include, but are not limited to:

- Excavations
- Unprotected elevation
- Ladders
- Scaffolds
- Floor holes
- Wall openings
- Formwork
- Rebar tying
- All other locations and operations where potential fall hazards exist

GUARDRAIL SYSTEMS

Provide guardrail systems, when feasible, at all locations where a fall hazard of 4 feet or greater exists. Where guardrail systems are impractical, an alternative form of fall protection as outlined elsewhere in this procedure must be provided.

Require that guardrail systems meet the following criteria:

- Top rails must be installed 42 inches above the walking/working surface and be capable of withstanding, without failure, a minimum force of 200 pounds in any outward or downward direction with no more than 3 inches of deflection.
- Mid rails must be installed 21 inches above the walking/working surface and be capable of withstanding, without failure, a minimum force of 150 pounds in any outward or downward direction.
- Posts must be spaced not more than 8 feet apart on centers.
- There are no openings more than 19 inches wide in any guardrail system.
- Do not use plastic or steel banding as top rail or.
- Provide top rails and mid rails of at least one-quarter inch nominal thickness or diameter, and smoothly surfaced to prevent cuts and punctures.
- Flag the top rail with high-visibility material when using wire rope for top rails.
- Erect guardrails on all sides when using guardrail systems around holes.
- When guardrails are used around holes that are used for access, such as ladder ways, provide a gate or offset the guardrail so that a person cannot walk directly into the hole.
- When guardrails are used at hoisting areas, place a chain, gate, or removable guardrail section across the access point when hoisting operations are not taking place.
- Provide guardrail systems at **all** locations above dangerous equipment
- Provide guardrails at all wall openings where the outside bottom edge of the opening is 4 feet or more above lower levels and the inside bottom edge of the wall opening is less than 39 inches above the walking/working surface.
- Erect guardrail systems on all unprotected sides or edges of ramps and runways when such systems are used.

PERSONAL FALL ARREST SYSTEMS

Provide and require the proper use of personal fall arrest systems on all unprotected elevations 4 feet or more above a lower level.

- Where these systems are impractical, an alternative form of fall protection as outlined elsewhere in this procedure must be provided.
- All aspects of personal fall protections systems must be designed, installed, and used under the supervision of a qualified person.
- Maintain a safety factor of at least 2 in all components of a personal fall protection system.

Safety belts (body belts) are prohibited.

- Use only full body harnesses, shock-absorbing lanyards, horizontal lifelines, self-retracting lifelines and anchorage points which meet the following criteria:
  - Body harness design and construction must meet the specifications set forth in current ANSI Standards.
  - All snaphooks must be of the double locking type.
  - Ropes and webbing used in lanyards &body harnesses must be made of synthetic fibers.
  - The attachment point (dee-ring) of a body harness must be located in the center of the wearer's back near shoulder level.
  - Horizontal lifelines must be designed, installed, and used under the supervision of a qualified person; be capable of supporting at least 5,000 pounds per employee attached; and maintain a safety factor of at least 2.
  - Lanyards and vertical lifelines must have a minimum breaking strength of 5,000 pounds.
  - Self-retracting lifelines and lanyards which limit free fall to 2 feet or less must be capable of sustaining a minimum tensile load of 3000 pounds in the fully extended position.
  - Self-retracting lifelines and lanyards which do not limit free fall to 2 feet or less, ripstitch, and other shock-absorbing lanyards must be capable of sustaining a minimum tensile load of 5,000 pounds in the fully extended position
  - Anchorage points for personal fall protection systems must be independent of any anchorage point being used to support or suspend platforms and must be capable of supporting at least 5,000 pounds per employee attached.
  - Inspect all fall protection components for wear, damage, and deterioration prior to each use.
  - Require employees to be familiar with the fitting and donning of body harnesses; proper tie-off techniques, and suitable anchorage points.
    - Instruct employees to rig fall protection such that they can neither free fall more than 4 feet, nor contact any lower level.
    - Never tie off to guardrail systems or hoists.
    - Require employees to remain tied off 100% of the time when at or above 4 feet by means of horizontal lifelines, vertical lifelines, a double lanyard system, or other suitable means.
  - Remove from service any component of a personal fall protection system that has been subjected to impact loading and do not use again until inspected by a competent person and determined to be undamaged and suitable for reuse.
    - Most modern equipment is not intended for reuse following a fall and should be replaced every 5 years after the first use.
  - Make provisions for the prompt rescue of personnel in the event of a fall, or require that employees are capable of self-rescue.

- Provide separate vertical lifelines for each employee using a vertical lifeline. 5/8-inch nylon rope is recommended for lifeline use.
- Protect lifelines against cuts and abrasions.
    - Use rope grabs to attach to vertical lifelines
    - Never use knots.
    - Ensure that the rope grab is compatible with the vertical lifeline being used.

SAFETY NET SYSTEMS

- Provide safety net systems at locations where a fall hazard of 4 feet or greater exists, and other forms of fall protection are not feasible.
    - Where safety net systems are impractical, an alternative form of fall protection as outlined elsewhere in this procedure must be provided.
    - Require that safety net systems meet the criteria set forth in current OSHA standards.
- Install safety nets as close as possible under the walking/working surface on which employees are working, but never more than 30 feet below this level.
- Require that the potential fall area from the walking/working surface to the net is unobstructed.
- Install safety nets with enough clearance under them to prevent contact with the surface or structures below when subjected to an impact force equal to the drop test specified below.
    - Extend the outer edge of the net 8 feet from the edge of the working surface when the vertical distance from the working level to the net is 5 feet or less.
    - Extend the outer edge of the net 10 feet from the edge of the working surface when the vertical distance from the working level to the net is 5 feet to 10 feet.
    - Extend the outer edge of the net 13 feet from the edge of the working surface when the vertical distance from the working level to the net is greater than 10 feet.
    - Conduct a drop test of the safety net after installation and before being used as a fall protection system; whenever relocated; after major repair; and at 6-month intervals if left in one place.
    - Conduct the drop test by dropping a 400 pound sandbag, 30 inches in diameter, into the net from at least 42 inches above the highest walking/working level at which employees are exposed to a fall.
    - Inspect safety nets at least once a week, and after any occurrence that could affect the integrity of the system, for wear, damage, and deterioration. Remove defective nets and components from service.
- Remove all materials, scrap, equipment, and tools which have fallen into the net as soon as possible, but at least before the next work shift.

HOLE COVERS

- Provide covers in roadways and vehicle aisles that are capable of supporting at least twice the maximum axle load of the largest vehicle expected to cross over the cover.
    - Provide walking/working surface hole covers that are capable of supporting at least twice the weight of employees, equipment, and materials that may be imposed on the cover at any one time.
- Secure covers at the time of installation to prevent displacement by the wind, equipment, or employees.
- Color code or mark all hole covers with the word "HOLE" or "COVER" to provide warning of the hazard.

- Safety Monitoring Systems, Warning Line Systems, and Controlled Access Zones
    - Consult the competent person and local OSHA codes prior to performing any roofing, overhand bricklaying, leading edge, or other elevated work which may require the use of one or more of these systems.

PROTECTION FROM FALLING OBJECTS

- Install toe boards along the edge of the overhead walking/working surface.
    - Require that toe boards:
    - Are a minimum of nominal height of 3 1/2 inches in height
    - Are capable of withstanding at least 50 pounds of force applied in any downward or outward direction
    - That there is no more than ¼ inch clearance between the toe board and the walking/working surface.
- Install paneling or screening from the top of the toe board to the top rail or mid rail when tools, equipment, or materials are piled higher than the top of the toe board.

FIRE PROTECTION

FIRE PROTECTION

- All bulk containers, drums, caddies, etc., that contain flammable liquids, shall be provided with a grounding system to prevent accumulation of static electrical charge. Any pumps used shall be of the approved type and have bonding wires between the bulk container and the container being filled.
- Bulk storage of flammable liquids shall not be allowed in the open warehouse.
- Flammable liquids to be stored in foreman's trucks shall not exceed 60 gallons or the quantity needed for that days work whichever is least.
- Individual containers shall not exceed 5-gallon capacity and shall be marked as to their contents.
- Approved safety cans shall be used for storing and dispensing small quantities of flammable liquids. Such containers shall be stored in approved metal cabinets or at least 25 feet from the warehouse.
- Metal cabinets that contain flammable liquid storage shall be painted in yellow and lettered in red: **"FLAMMABLE"**
- The use of open containers and glass containers is strictly prohibited. Flammable liquids shall not be placed, stored or transported in such containers.
- Flammable liquid containers (safety cans) shall be maintained in good mechanical order. All integral parts or devices such as seals, closing springs, flash arresters and similar items shall be maintained. Each container shall be inspected prior to use by those using it and defect reported to the foreman.
- All flammable liquid containers shall be plainly marked or identified.
- A supervisor to ensure proper working order shall periodically inspect safety cans. All defective cans shall be removed from service and be disposed of.
- Under no circumstances shall employees be allowed to dismantle, alter or repair safety cans without permission of the Safety Coordinator.
- The application of air pressure or compressed gas to any flammable liquid container for any purpose is strictly prohibited.

- Flammable liquids shall not be used or stored within 20 feet of sources of heat or ignition. Conditions or circumstances may dictate greater distances or complete isolation.
- Defective faucets, spigots or pumps on bulk containers shall be replaced immediately.
- Only approved explosion proof electrical devices and/or connectors shall be used in the presence of flammable liquids or vapors.
- Only approved lights shall be used during cleaning and painting operations inside confined spaces.
- Adequate forced air ventilation to prevent accumulation of vapor shall be introduced by explosion proof equipment, in all confined spaces, surface areas and where large areas are being painted or cleaned with flammable liquids.
- Rags or other combustible materials used to absorb or wipe up flammable liquids shall be disposed of in approved receptacles. If rags are to be washed and reused, keep in covered metal container.
- All employees required to work with flammable liquid shall be thoroughly instructed in the proper use, handling and storage of them.
- Employees shall not use, handle or transport flammable liquids unless authorized to do so by supervision.
- The transportation of flammable liquids inside passenger compartment of company owned or operated vehicles is prohibited.
- Non-approved cloth type gloves shall not be worn while using flammable liquids.

FIRST AID RESPONSE

A first aid kid is available at each work site, located in the gang box.

Accidents or injuries, no matter how minor, must be reported to the Foreman for immediate treatment or first aid.

Use the American Red Cross First Aid application to learn how to treat each situation. In the event of an emergency, this application will also help you find the closest hospital to your job-site.

A few examples of First Aid that EVERYONE should know:

- **Small wounds of the skin:** Flush wound thoroughly with clean running water if available. If not, apply antiseptic and cover with sterile bandage. Seek medical attention if soreness or swelling persists.
- **Severe Bleeding:** Cover would with sterile bandage or dressing and apply direct pressure. A tourniquet should be used only when direct pressure to arm or leg cannot control the bleeding. Call emergency services immediately.
- **Bruises & Sprains:** Apply cold water compresses or ice to limit swelling. If pain or swelling is severe or persists, send injured person to physician.
- **Broken Bones:** Leave the injured person lying quietly until physician or ambulance arrives. Do not move the injured unless the broken bone is splinted to prevent further injury.
- **Electric Shock or Asphyxiation**: Call emergency services immediate. Start CPR and continue until victim is breathing naturally or is in the care of emergency personnel.
- **Heat Exhaustion:** Keep victim in prone position, moderately covered. Administer liquids. Apply cool towels and get them in the shade. If symptoms persist, get them to hospital.

- **Cold Related Illness**: rewarm the person solely, remove wet clothes if applicable, dry the person and call emergency services as necessary.
- **Particles or Chemicals in the eye**: Remove ONLY if particles are floating or lying free. Remove with clean cotton-tipped applicator moistened in boric acid solution. Flush eye with water at once by holding eyelids open and pouring fluid into inner eye. Allow fluid to run over eyeball and under lids. If particles or chemicals are not easily removed or if they are imbedded in the eyeball, get them to hospital.
- **Burns:** Keep victim lying down and covered. Transport to physician or hospital immediately. Do NOT attempt further treatment.
- **Severe Blow to the Head/Concussion:** Call for emergency services as needed. Keep injured person in prone position.

When in doubt, or unsure of how or if First Aid treatment is the best response, call 911. The most important priority is the health and safety of the injured person.

HAND TOOLS

HAND TOOLS – GENERAL REQUIREMENTS

- Use hand tools only for the purpose for which they were designed.
- Use tools that are in good condition. Worn or broken tools must be repaired or replaced.
- Always use appropriate safety equipment
- Store tools that are not in use. Proper storage includes tool boxes, tool racks, and cabinets.
- Do not leave tools on overhead work areas where they may fall and strike someone below.
- Do not carry a sharp or pointed tool in pockets or belts unless the point or edge is protected with a cover.
- Do not use a tool you are unfamiliar with; get instruction.
- Never make repairs to tools or equipment unless authorized to do so by your supervisor.

HAZARD COMMUNICATIONS

INTRODUCTION

The U.S. Occupational Safety and Health Administration's (OSHA) Hazard Communication standard, also referred to as "HAZCOM," ensures employees have access to vital safety information about chemicals used in the workplace. It provides employees with the information they have the "right to know" while working with hazardous chemicals.

SAFETY DATA SHEETS (SDS)

As required under OSHA's Hazard Communication Standard, chemical manufacturers, distributors, and importers must provide a Safety Data Sheet (SDS) for each chemical. These are written in English and list all known health and safety information associated with a hazardous chemical in a standardized 16-part document. SDSs provide health and safety information about hazardous chemical substances. Note: The material safety data sheet (MSDS) is now known as the SDS.

Always consult SDSs when working with chemicals even if you looked them up recently or you think you know what the dangers are.

Section 1. Identification	**Section 9.** Physical & Chemical Properties
Section 2. Hazard(s) Identification *Describes what the chemical looks like, why it's harmful, and the potential health effects.*	**Section 10.** Stability & Reactivity
Section 3. Composition/Information on Ingredients	**Section 11.** Toxicological Information
Section 4. First Aid Measures *What to do if someone is exposed to the chemical through the eyes, skin, ingestion, or inhalation.*	**Section 12.** Ecological Information
Section 5. Firefighting Measures	**Section 13.** Disposal Considerations
Section 6. Accidental Release Measures	**Section 14.** Transport Information
Section 7. Handling & Storage	**Section 15.** Regulatory Information
Section 8. Exposure Controls/Personal Protection *How to control exposure and what personal protective equipment you need to be wearing when handling it.*	**Section 16.** Other Information *This will include the date the SDS was prepared or the last revision, as well as any other useful information.*

Some tips on best utilizing SDSs are as follows:

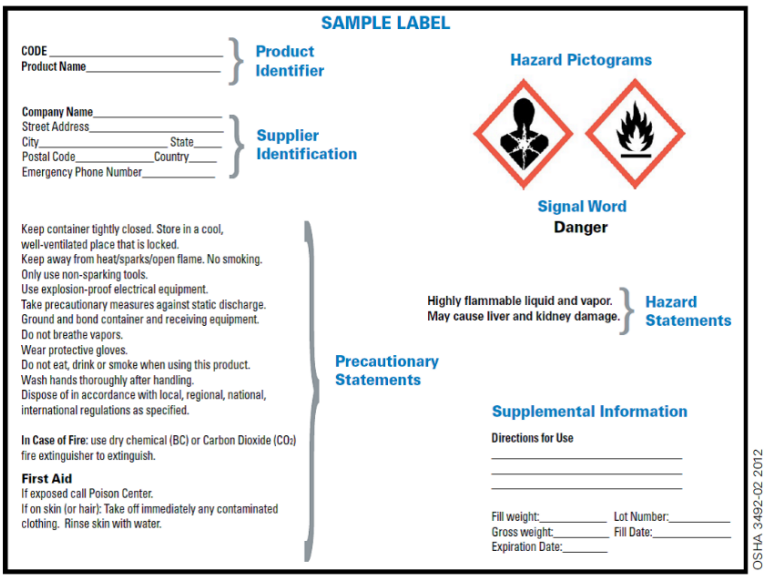
- Keep them up-to-date. If something changes about the product, this will be reflected in the updated SDS.
- If you have any questions on any of the information you find in the SDS, contact your supervisor.
- Make sure you have an SDS for each chemical on-site.

LABELING

Visibility: Every workplace chemical container must contain a label. They must be legible, prominently displayed, and in English.

Primary containers are the products or chemicals that come to you from the manufacturer. Primary container labels must have:

- Chemical name
- A signal word
- Globally Harmonized System of Classification and Labeling of Chemicals (GHS) pictogram
- Hazard statement for each hazard class/category
- Precautionary statement(s)
- Supplier information, including a U.S. address and telephone number

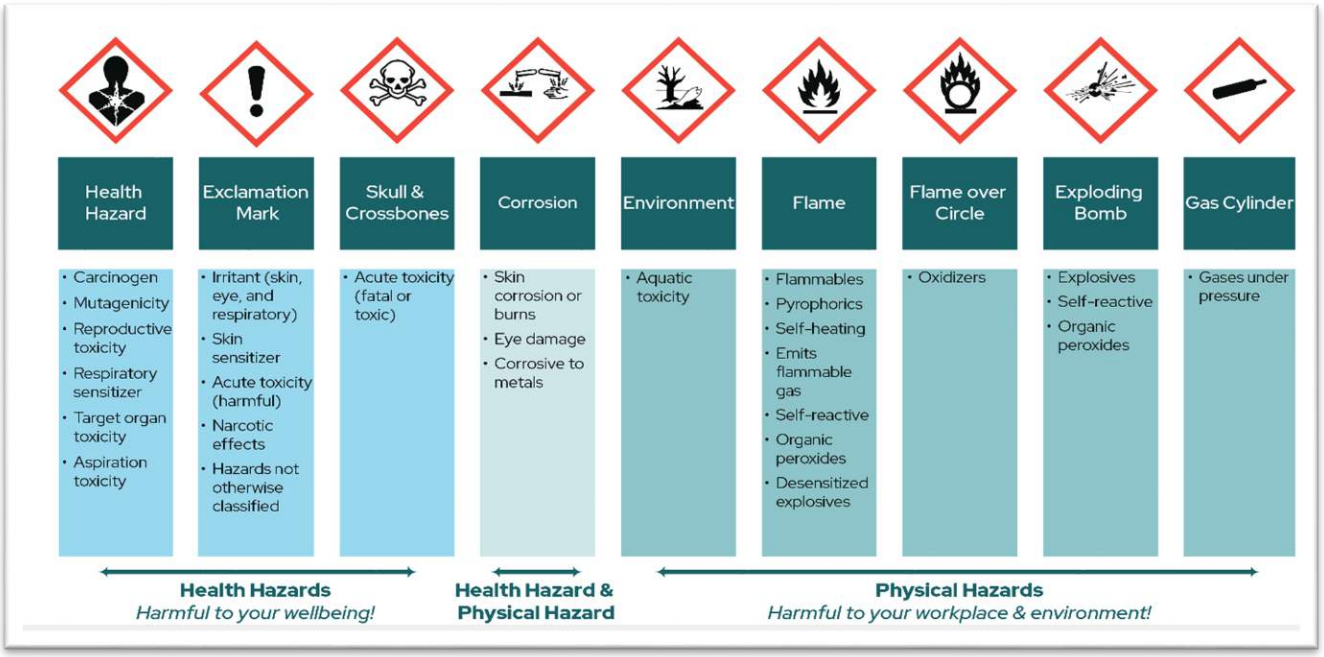


All secondary containers (those into which you transfer the product) must have the product name or identifier and information about its hazards (physical or health), which can be conveyed through words, pictures, or symbols to adequately warn users about the potential risks involved.

Remember: Do **not** handle chemical containers with damaged or missing labels. Replace damaged labels. Ask your supervisor for assistance if you need it.

GHS HAZARD PICTOGRAMS

Hazard classification helps ensure that chemical manufacturers, importers, and other classification experts provide consistent hazard information for all chemicals. This standardized system makes it easier for users to recognize hazard information from chemical to chemical. The Globally Harmonized System of Classification and Labeling of Chemicals (GHS) pictograms provide a quick, visual idea of the hazards of chemical substances. Below are their respective representations:



UNDERSTANDING PHYSICAL & HEALTH HAZARDS

Explosives: Pose a severe risk of injury because of the potential for releasing violent bursts of energy. Only specially trained personnel should handle explosive materials.
Flammables: Know the flashpoint- the lowest temperature at which a substance gives off enough vapors to ignite. Keep separate from oxidizers.
Oxidizers: Can ignite combustible materials without spark or flame! Be aware of all storage requirements.
Compressed Gases: Contents under pressure! Keep the valve closed and purge lines when not in use. Treat empty cylinders as if they are still pressurized.
Environmental: Can cause damage to the environment, including aquatic environments.
Health Hazards: Can cause a variety of chronic effects that are often irreversible.
Irritants: Can cause many different types of acute or short-term effects, such as skin or eye irritation.
Severe Toxicity: Can be fatal! Be aware of all necessary handling requirements.
Corrosives: Can burn skin, eyes, and respiratory tract, and can create toxic fumes if mixed. Corrosives can be physical and health hazards.

WAYS YOU COULD BE EXPOSED TO HAZARDOUD CHEMICALS

Inhalation: Breathing in contaminants due to poor ventilation, like inhaling dust.
Absorption: By touching something or getting it on your skin or in your eyes.
Ingestion: Swallowing and taking into the digestive tract.
Injection: Chemicals can be injected through piercing of the skin, whether it be through a cut, needle, or use of high-pressure equipment.

Tips to avoid routes of entry exposures:

- Don’t eat, drink, smoke, chew gum, apply cosmetics, or perform activities that would have you touch your hands to your face, mouth, or eyes.
- Wear the required PPE.
- Be prepared! Know what to do if you have any contact with a chemical. The SDS will help you know what you need to do.
- Wash your hands when finished handling chemicals.

If the danger associated with the chemical exposure is immediate, call poison control or 911.

MANAGING HAZARDS

It is always best to manage hazard exposure using the hierarchy of controls. This is a systematic way of reducing hazard exposures, starting with the most effective methods of control.

1. **Eliminate** hazardous chemicals from your work processes.
2. **Substitute** for less hazardous alternatives.
3. **Use engineering controls.** Make sure all equipment is functioning properly and is regularly maintained.
4. **Understand your facility’s administrative controls**, like policies, standard operating procedures, and training requirements.
5. **Use personal protective equipment (PPE)** as required. *Tip*: Reference Section 8 of the SDS.

If new chemical hazards are introduced, re-assessment should be done.

- Lookup and read the SDS for the chemicals in your work area.
- Identify which chemicals are hazardous to your health, physical environment, or both.

- Use controls and safeguards to protect chemicals from injuring you and others.
- Ensure all labels are legible and clearly identify the product, hazard(s), and any other requirements.
- Follow facility-specific procedures for safely handling hazardous chemicals.

STORING HAZARDOUS CHEMICALS

- Keep chemicals in a designated, locked location.
- Seal chemicals in a primary container or an approved secondary container.
- Comply with label requirements.
- Store away from ignition sources, heat, or sunlight.
- Store within recommended temperature ranges and keep the containment area well-ventilated.
- Do not store chemicals near emergency exits.
- Keep only the minimum amount necessary on hand.
- Properly ventilate your chemical storage area(s).

SYMPTOMS OF OVEREXPOSURE & FIRST AID

Always check the specific SDS for overexposure signs and first aid measures to take. Some general warning signs to watch out for are:

- Nausea
- Trouble breathing or coughing
- Dizziness or lightheadedness
- Vomiting
- Numbness
- Chest discomfort
- Impaired motor skills, stumbling, or loss of coordination.

GENERAL FIRST AID:

- Consult the first aid section of the SDS before working with a chemical.
- Understand that certain chemicals may have special first aid response procedures.
- Know the location of safety equipment, such as safety showers, first aid kits, or eye wash stations.
- If a chemical gets in your eye(s), rinse your eye(s) for a least 15 minutes (if permitted by the SDS).
- Generally, for inhalation exposures, step outside for 15 minutes of fresh air and monitor symptoms (but always consult the SDS).
- Wash the area of the body exposed to chemical with water and soap (for non-corrosive chemicals) and remove contaminants. Check the SDS to be sure.
- If a chemical is accidentally injected into the body, immediately contact medical services for assistance and check the SDS.
- If a chemical is ingested, it is imperative to follow the response procedures outlined in the SDS. Certain chemicals can be aspirated into the lungs if vomiting is induced, so checking for the correct response is important.

EVALUATION OF HEAT ILLNESS RISKS

The Foreman should conduct a hazard assessment for the jobsite and each individual. Employee's risk factors may vary based on their exertion level, clothing, exposure to heat sources, and environmental conditions. To fully assess the worker's total heat stress risk, the Foreman uses environmental measurements (heat index, wet bulb globe temperature), clothing adjustment factors, worksite conditions, and exertion level to determine the best employee protections. Job hazard analyses are conducted based on these measurements to protect indoor and outdoor workers from dangerous exposure.

Risk factors:

- Worksite Temperatures
- Humidity
- A lack of air movement and exchange
- The amount of time employees spend working in the heat.
- The time-of-day work takes place.
- Sources of radiant heat (e.g., sunlight, fire, hot equipment, boilers, furnaces)
- Work that produces heat (e.g., welding, laying asphalt, forge work)
- Required clothing and personal protective equipment (PPE)
- Physically strenuous work

The Foreman may be required to conduct additional assessments to determine an employee's actual heat exposure beyond utilizing the heat index. To determine the most accurate temperature the employees are being exposed to, a Wet Bulb Globe Temperature (WBGT) Meter is used to measure the temperature in the employee's working area. This reading is used with calculations for the employee's clothing and exertion level to determine their actual exposure level.

Employees in high-risk heat areas can be monitored by tracking the following:

- Heart Rate
- Core Body Temperature
- Extent of Body Water Loss
- Recovery Heart Rate

DRINKING WATER

Employees must be given access to potable drinking water at no charge. The Foreman oversees distributing and replenishing water.

Water should be:

- Fresh and free of contaminants
- Free of taste or smell that would discourage employees from drinking it.
- Temperature should be between 50-60^{o} F.
- Obtained from an approved source (e.g., Hoses must be government-approved, and wells must be tested.).
- The water must be sufficient for the number of employees. Employers must provide at least 1 quart of water per employee per hour of work for the entire shift.

- The water must be replenished before employees report it, or they feel the need to ration their consumption.
- During a heat wave, the water must be replenished more often to keep it available and cool.
- Water containers (and all spouts and levers) will be kept clean.

ACCESS TO SHADE

Access to shaded areas will be provided to employees as needed. Employees are encouraged to use these areas when they feel overheated. Use of shaded regions must always be permitted.

- The Foreman shall oversee the proper implementation of the shaded areas.
- The Foreman will communicate to employees the current location of shaded areas every day.

Shaded area requirements:

- Shade must be strong enough to cool employees down.
- Shade will be provided by the employer when the air temperature exceeds 80°F.
- If the temperature is less than 80°F, shade should still be available and must be provided upon employee request.
- The Foreman will monitor when the air exceeds 80°F.
- It should be located as close as practical to areas where employees work & easy to access.
- The shaded area must not be unsafe, unhealthy, or insufficiently cool.
- Shaded areas should be large enough to accommodate all employees on meal, rest, or recovery periods without crowding.
- Foreman must not pressure employees to leave the site or use their air-conditioned vehicles for lunch: there must be enough room for all employees who wish to stay on-site for lunch.

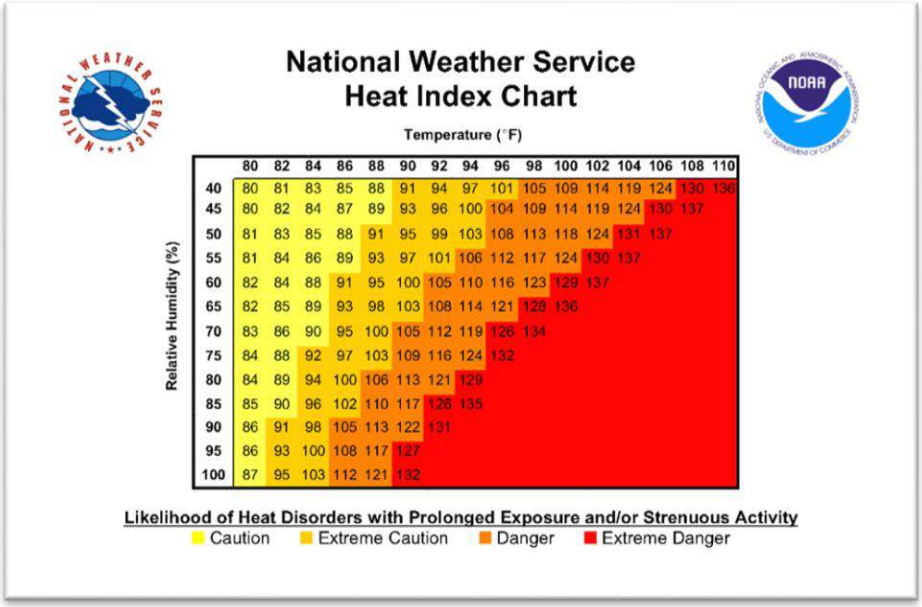
Employee Responsibilities for shade:

- Take ordinary rest breaks in the shaded area.
- Monitor themselves for signs of heat stress and go to the shaded area when they need to cool down. (This is a “preventive cool-down rest period.”)
- Report any problems with the shaded area to the Foreman.

MONITORING & SCHEDULING

The application of this program depends on the heat index values employees are exposed to. The **heat index** measures how hot it feels when relative humidity and the actual air temperature are considered. OSHA’s & NIOSH’s Heat Safety Tool mobile app can determine the outdoor heat index in the area where work will be performed. In addition to providing real-time heat index values, this tool features hourly forecasts, first aid measures for heat-related illnesses, and precautionary recommendations specific to heat index-associated risk levels.

If access to the mobile app is unavailable, the outdoor heat index can be determined by referencing the Heat Index Chart below. The relative humidity and air temperature must be determined in a shaded area, away from radiant heat sources.



The indoor heat index can also be determined by referencing the Heat Index Chart upon identifying the relative humidity and air temperature in the location where work will be performed. Complete these measurements away from radiant heat sources. **Remember:** Heat index values do not account for heat produced by radiant heat sources. Hazards associated with radiant heat exposure should be assessed as described in the Hazard Evaluation section and documented to determine an employee's actual level of heat exposure.

ACCLIMATIZATION & RE-ACCLIMATIZATION

Acclimatization is the physical process of adapting to a different thermal environment, allowing better heat toleration. Acclimatization procedures require gradual exposure that gives the employee time to adjust to each level of exposure.

Acclimatization is essential for new employees but is necessary for all employees when the temperature significantly changes, or the employee has been away from the environment for an extended period.

Day	New Workers	Existing Workers With Prior Heat Experience
1st Day	No more than 20% of the usual work duration in the hot environment	No more than 50% of the usual work duration in the hot environment
2nd Day	No more than 40% of the usual work duration in the hot environment	No more than 60% of the usual work duration in the hot environment
3rd Day	No more than 60% of the usual work duration in the hot environment	No more than 80% of the usual work duration in the hot environment
4th Day	No more than 80% of the usual work duration in the hot environment	No more than 100% of the usual work duration in the hot environment
5th Day	No more than 100% of the usual work duration in the hot environment	

CLOTHING & PPE

- Employees should choose reflective, light-colored, lightweight, loose-fitting, and breathable clothing.

- Employee clothing should cover the exposed parts of the body.
- In direct sun, a hat with a wide brim or bill may be helpful.
- Cooling towels will be provided.

HEAT WAVE PROCEDURE

- A heat wave is defined as consistent temperatures over 80°F or if the temperature is 10° higher than the average daily temperatures in the preceding five days.
- Assign supervisors to observe and monitor employees during a heat wave closely.
- Institute a ratio of one supervisor to 20 or fewer employees, a mandatory buddy system, or a consistent practice for supervisors to check on employees.
- Pre-shift meetings to review high-heat procedures with employees are recommended.

EXTREME HEAT PROCEDURE

When worksite temperatures equal or exceed 95°F, the employer will enact extreme heat procedures:

- In high heat conditions, employees will be closely observed by the Foreman for signs of heat illness.
- New employees will be supervised for acclimatization. However, acclimatized employees are still at risk for heat illness.
- Employees' heart rates and body temperatures will be monitored. Shorten work cycles and increase rest periods if body temperatures are over 98.6°F or heart rates are over 110 beats per minute.
- Effective communication and monitoring will be assured by a mandatory buddy system that requires communication to remain in regular contact with each employee.
- Communications between employees and supervisors will be established and maintained so that employees can quickly contact a supervisor.
- Mandatory 10-minute break periods are required for every two hours worked. Supervisors must enforce this rule.
- Pre-shift meetings will occur to review procedures and to remind employees to drink water and take cool-down rests if needed.
- Supervisors must remind employees to rest and drink water. Employees should drink more water than usual.

EMERGENCY RESPONSE PROCEDURE

- If employees show signs of heat illness, they will be monitored and shall not be left alone or sent home without being offered first aid or emergency medical services.
- If an employee reports symptoms of heat illness or a supervisor or coworker sees evidence of the symptoms, the supervisor will take **immediate action** appropriate to the signs.
- If symptoms indicate **severe** heat illness, the supervisor will call 911.
- After the employee is taken care of, the GC, Superintendent and HR are to be notified.

	Type of Heat Illness	Description	Symptoms
Mild	**Heat Rash**	Visible skin irritation, such as a cluster of blisters, is caused by excessive sweating and clogged pores during hot, humid weather.	• Clusters of red bumps on the skin • Often appears on the neck, upper chest, and skin folds
Moderate	**Heat Cramps**	Because sweating causes the body to lose salts, electrolytes, fluids, and minerals, painful muscle cramps may result.	• Muscle spasms or pain • Usually in legs, arms, or trunk

Moderate	**Heat Syncope**	In high-heat environments, the body compensates for how it circulates blood; insufficient oxygenated blood may reach the brain.	• Fainting • Dizziness
Severe	**Rhabdomyolysis / Rhabdo**	Associated with prolonged physical exertion and heat stress. Muscle breakdown happens when proteins and electrolytes, normally part of the muscle tissue, are released into the bloodstream. These substances may damage the heart, kidneys, or other organs.	• Muscle pain • Dark urine or reduced urine output • Weakness
Severe	**Heat Exhaustion**	This happens when the body has lost too much water, salt, and electrolytes. The person may have a combination of heat illnesses, excessive weakness, shallow breathing, and a weak pulse.	• Fatigue • Irritability • Thirst • Nausea • Dizziness or lightheadedness • Heavy sweating • Elevated body temperature or fast heart rate
Severe	**Acute Kidney Injury**	Kidneys may become damaged when inadequate blood flow or rhabdomyolysis affects kidney muscle tissue. If undiagnosed, it may lead to kidney failure.	• Diagnosed by elevated creatinine levels in the blood • Reduced urine output
Deadly	**Heatstroke**	THIS IS A LIFE-THREATENING CONDITION. **It requires IMMEDIATE emergency medical care.** If a person's body temperature rises too quickly, there is the potential for severe damage to the brain, muscles, and vital organs and death.	• Confusion • Slurred speech • Unconsciousness • Seizures • Heavy sweating or hot, dry skin • Very high body temperature • Rapid heart rate

HEAVY EQUIPMENT

HEAVY EQUIPMENT

- Only qualified operators shall operate or service vehicles and machinery.
- No employee other than the operator will ride on any trucks, loaders, shovels, cranes or other moving equipment unless seating is provided by the manufacturer.
- ALC employees will not under any circumstances operate any heavy equipment not belonging to the company — for any reason whatsoever. The parking brake is to be set when the equipment is parked. Equipment parked on inclines shall also have the wheels chocked.

HOUSEKEEPING

HOUSEKEEPING

- Responsibility for good housekeeping shall be assigned to each Supervisor. If the size of the job and working force merit, a crew should be specifically detailed to continuously clean up. In any event, regardless of the size of the work force, housekeeping shall not be left un-done and left to someone else's discretion. Duties shall be assigned to one or more responsible persons.

- **Storage Areas:** All materials stored in tiers will be secured to prevent sliding, falling or collapse. Aisles and walkways shall be kept clear of loose materials and tools. Combustible material shall not be stored under stairways. Stored materials will not obstruct exits.

- **Work Areas:** Clean up loose materials, waste, etc., immediately. This is especially important on scaffolds and in the vicinity of ladders, ramps, stairs and electrical or mechanical equipment. Tools and loose materials shall be removed immediately if a hazard is created.

- **Areas Used by Personnel:** Empty bottles, containers, papers, and discarded equipment shall not be allowed to accumulate where lunches are taken on the jobsite. Trash disposal cans shall be provided with covers and their use enforced.

- **Oil and Grease:** Spills of oil, grease, or other liquids shall be removed immediately or sprinkled with sand or "Oil-Dry".

- **Disposal of Waste:** An effective means of preventing litter is the provision of suitable receptacles for waste, scrap, etc. Combustible waste, such as oily rags, paper, etc., shall be stored in a safe place, such as a covered metal container, and disposed of regularly as a hazardous waste. All containers shall be labeled as to permissible contents.

- **Protruding Nails:** Protruding nails shall either be removed or bent over in such a way that they no longer present a risk. This shall be done as the hazard develops and not at a later time. Cleaned lumber shall be stacked in orderly piles. Workers performing this task shall wear heavy gloves and hard-soled work shoes.

- **Lighting:** Adequate lighting shall be provided in or around all work areas, passageways, stairs, ladders, and other areas used by personnel.

- **Unobstructed Access:** There must be unobstructed access, at all times, to such areas as electrical panels, safety disconnect switches, fire extinguishers, emergency exits, etc.

LADDERS

LADDERS

Ladders present one of the major hazards in construction work, and their improper use is the cause of many serious accidents. ALC is a LADDER LAST organization – meaning a ladder should only be used in a situation where no other device can be used. An analysis of accidents involving ladders revealed that the five principal causes of such accidents are:

- Ascending or descending improperly
- Failure to secure ladder at top and/or bottom
- Structural failure of the ladder itself
- Carrying objects in hands while ascending or descending ladder
- Employees leaning out from the ladder (over reaching)

LADDER SELECTION

Great care should be taken in the selection of the proper size and design of the ladder for the use intended.

STRAIGHT LADDERS
Ladders must be selected to be of sufficient length to extend not less than thirty-six inches (36") above any platform or landing which they serve and must be secured on top and/or bottom.

All portable straight ladders must be equipped with approved safety shoes.

All metal ladders are electrical conductors. Their use around electrical circuits of any type, or places where they may come in contact with such circuits, is not recommended. Metal ladders should be marked with signs reading **"CAUTION: DO NOT USE AROUND ELECTRICAL EQUIPMENT."**

STEP LADDERS
Step ladders sometimes referred to as "A" frame ladders, must have positive locking spreaders which will be fully spread and locked when the ladder is in use.

Step ladders will not be used as straight ladders. They should be of sufficient height to preclude the necessity of employees using the top two steps of the ladder. Workers will not be allowed to work from the top two steps of a step ladder.

Step ladders shall be firm and well-constructed. Special care shall be taken when setting any ladder on grating. Often the feet of a step ladder can slip through the grating causing the ladder to fall. Step ladders shall be tied off or a worker shall hold the ladder when the user is 6 feet or more above the floor.

LADDER USAGE
The feet of the ladder shall be placed approximately one-quarter of its supported length away from the vertical plane of its top support. Only light, temporary work should be performed from ladders. Workers should be cautioned frequently about the danger of trying to reach too far from a single setting.

Since, in most ladder applications, the weight of the worker is unevenly distributed over an area of approximately 3 inches long by 3 inches wide, any effort which tends to shift the balance of the worker should be discouraged. This includes using the upper torso for activities as pulling, pushing, prying, etc.

Ladders shall not be placed in front of doors which open toward the ladder unless the door is locked or otherwise guarded.

Ladder feet shall be placed on a firm base and the area in the vicinity of the bottom of the ladder shall be kept clear.

When using straight ladders, both the top and bottom of the ladder shall be secured to prevent displacement. Use ladder shoes, stakes, or other means of securing the ladder.

Ladders leading to landings, walkways, platforms, etc., must extend thirty-six inches above this point and must be securely fastened to prevent moving. Long ladders must be braced at intermediate points as necessary to prevent springing.

When ascending or descending ladders, workers are to face the ladder and use both hands to hold onto the side rails or rungs. If material must be moved from one level to another, a rope, block and tackle, or other means must be used. Materials are not to be hand carried on ladders.

LADDER INSPECTION
Metal ladders require frequent inspection. All parts should be checked for wear, corrosion and structural failure.

No employee will be allowed to use for any reason any ladder that has broken, loose or cracked rungs, side rails or braces. Any ladder found in this condition will be removed from service immediately. All inspections shall be documented.

LADDER MAINTENANCE
Metal ladders should have the rungs cleaned to prevent accumulation of materials that might destroy their non-slipping properties and all metal fittings should be carefully checked for rust and corrosion.

When not in use, all types of ladders shall be stored under suitable cover protected from the weather. Ladders stored horizontally should be supported at both ends and at intermediate points to prevent sagging of the middle section, which tends to loosen the rungs and warp the rails. A rope should be spliced onto one of the top rungs of a ladder to provide a ready method to secure the ladder or the ladder to the support.

MOLD RECOGNITION & ABATEMENT

MOLD SOURCES
- Water damaged material
- HVAC Systems (any mechanical system)
- High humidity and condensation
- Condensate systems

INSPECTING FOR MOLD
- Check for moldy odors
- Look for water stains/discoloration on ceilings, walls, floors, and window sills
- Look around and under sinks for standing water, water stains, and mold
- Inspect restrooms for standing water, water stains, and mold
- Inspect air-handling units for cleanliness and proper drainage of condensate
- Do not let water stand in air conditioning drip pans

WHAT TO DO
- Don't touch the mold or moldy items with your bare hands, don't get it in your eyes or breathe it
- Notify your supervisor of the problem
- Fix the source of the water incursion to prevent mold growth (i.e., teaming roofs, pipes, condensation problems, etc.).
- Remove, replace, or clean and dry any damp or wet building materials and furnishings within 24-48 hours of occurrence to prevent mold growth. Remove sheet-rock at least 24 inches beyond the visible extent of the mold.
- Clean mold off non-porous surfaces with water and detergent or a weak bleach solution; and dry completely.
    - Porous building materials (such as carpet and ceiling tiles) that are wet for more than 48 hours or show signs of mold should be removed and replaced.
    - Check all mechanical rooms and roofs for wet conditions, leaks, and spills.

PURPOSE

To provide guidelines in the event of an inspection by a compliance officer of the Occupational Safety and health Administration (OSHA) caused by an employee complaint, accident or a scheduled general inspection.

DEFINITIONS

Compliance Safety and Health Officer (CSHO) – Designated representative of OSHA who conducts inspections.

Inspections – Inspections by OSHA are generally conducted during regular work hours.

- **Catastrophe or Fatality** – Inspections occur after the employer has notified the nearest OSHA office of any employment related fatality or accident, which results in the hospitalization of three or more employees.
- **General (including follow-up)** – Inspections are initiated by OSHA and contemplate a wall-to-wall inspection of the employer's work place.
- **Complaint (including imminent danger)** – Inspections occur as a result of OSHA receiving a complaint about a possible violation from either an employee or a representative of employees.

The scope of complaint inspections by their nature focus on a more limited area of the work, place (i.e., the location of the suspected violation(s). However, under the broad authority of the Act, OSHA is likely to desire to expand such inspections into complete wall-to-wall inspections of the work place.

LIMITING INSPECTIONS BY AGREEMENT OR WARRANT

The scope of all types of OSHA inspections (catastrophe or fatality, general and complaint) may be effectively limited by:

- Agreement with OSHA
- Insistence on a warrant (not recommended)

The ability to limit the inspection may be exercised at any time during the course of an OSHA inspection. It is **IMPORTANT** to remember, however, that once the Compliance Officer has completed his inspection, the company's ability to limit the inspection is gone.

CONTACT CORPORATE OFFICE

When OSHA or a state OSHA agency appears at Your Company jobsite, Project Supervision should request that the Compliance Safety and Health Officer (CSHO) wait while your respective office is contacted for instructions. The CSHO is not entitled to start the inspection until you give the company's consent. All decisions and questions concerning the proposed inspection will be made and answered through a coordinated effort involving site personnel and corporate office. Your clear understanding of the information, procedures, and guidelines in this section is of the utmost importance in effectively responding to requested inspections by OSHA agencies.

The process by which the company may be able to limit the scope of the inspection by negotiation or the decision to require a warrant involves important considerations and a thorough analysis of all factors. Therefore, the corporate office should always be contacted when OSHA arrives on a site and prior to any decision being made to negotiate a limited scope inspection or require a warrant.

Contact Owner – Notify the owner that OSHA has requested an inspection. Recommend that a representative of the owner be present during an inspection and in all conferences with OSHA.

REQUIRING A WARRANT

If the company decides to require a warrant, OSHA would have to go to a Federal Court magistrate and request the issuance of a warrant. Current law would require OSHA to show the magistrate "reasonable cause" to believe that violations of Safety and Health Standards exist at the company's facility.

In a **GENERAL INSPECTION** request, that requirement would be satisfied if OSHA could demonstrate that the requested general inspection was the result of a broad plan developed by the Secretary of Labor to inspect certain industries for specific reasons, such as those with a high incidence of injuries and that the company's site was selected from among other facilities on some reasonable basis.

In a **COMPLAINT INSPECTION**, OSHA would be required to show specific evidence that a violation may exist at the company's site. Fairly specific testimony by an employee would satisfy a magistrate and result in a warrant being issued.

The occurrence of a **CATASTROPHE** or **FATALITY** would serve to provide a magistrate with the necessary evidence to show that a violation may exist at the company's facility.

A warrant based on a complaint, or a catastrophe/fatality would most likely be limited to the specific area(s) involved in the possible violation. A warrant issued for a general inspection may recite specific hazards peculiar to our industry that the inspection plan is designed to monitor and the reason why the company's site fits within that plan. The company should be able to insist that OSHA limit its inspection to the scope of possible violations of hazards described in a warrant.

FOCUSED INSPECTION

OSHA has determined that 90% of all construction fatalities were a result of four causes. They are:

- Falls from elevations
- Struck by
- Caught in/between
- Electrical shock

In order to qualify, the following conditions must be met:

- The project safety and health program/plan meets the requirements of 29 CFR 1926 Subpart C, General Safety and Health Provisions.
- There is a designated competent person responsible for and capable of implementing the program/plan.

As all management and supervisory personnel follow the Your Company policy (which includes Subpart C of OSHA), they are the designated competent person(s) on the jobsite. Therefore, ALL Your Company jobsites qualify for the focused inspections.

The Compliance Safety and Health Officer (CSHO) will then conduct an abbreviated walk around focusing on:

- Verification of the Safety and health program/plan effectiveness by interviews and observations.
- The four leading hazards listed above.
- Other ***serious*** hazards observed by the CSHO.

COMPLAINT INSPECTIONS

Under the Act, complaints are authorized only from employees or a representative of employees, who file a written complaint specifically identifying a violation or hazard alleged to exist. When a CSHO attempts a COMPLAINT INSPECTION, the Project Manager and/or Project Supervision should:

1. Examine the complaint carefully.
2. Determine if the complaint lacks necessary information. It should indicate that it was received by an:
   - Employee(s)
   - Representative of employees, or
   - Other (specify)
3. Confirm that the complaint was in fact made by an employee(s) or representative of employees. If not, the company may refuse to allow the inspection.
4. Confirm that OSHA received a signed, written complaint. If not, (or OSHA refuses to confirm if they received a signed, written complaint), the company may refuse to allow the inspection.
5. If the complaint fails to specifically describe the alleged violation or hazard and its location, the company may refuse to allow the inspection.

If the complaint meets requirements 2 through 5, the company will attempt to have the CSHO agree to strictly limit the inspection to the description of the alleged violation or hazard and its location.

If the complaint fails to meet the above requirements and a decision is made to refuse to allow the inspection, make it clear to the CSHO that the company will allow an inspection if a proper complaint is presented.

GENERAL INSPECTIONS

When confronted with a request to conduct a general inspection, the Project Manager/Supervision should ask the following questions:

- Describe the plan under which OSHA proposed to conduct the inspection:
  - **Why the construction industry?**
    The answer should relate to a nationwide plan or program developed because of a high incidence of injuries or fatalities.
  - **Why Your Company?**
    If there are several major job sites in the state, why this one?
    If based on employee complaints, how does Your Company compare to other area sites?
    What specific hazards is OSHA concerned about in its plan to inspect the construction industry and this construction site?

The Compliance Safety Health Officer is unlikely to be able to answer these questions. Make it clear that the company will permit the inspection if OSHA is requesting the general inspection pursuant to such a plan. The CSHO may contact his/her Area Director to determine if such a plan exists and the specifics of the plan. Encourage him/her to do so.

At this point, it would be advisable to have corporate personnel talk directly to the Area Director and repeat the company's qualified refusal to permit the inspection. If possible, the agreed scope of inspection should be limited to any specific industry problem identified in such an inspection plan.

If the Compliance Safety Health Officer or Area Director refuses or is unable to answer your questions, the company may refuse to allow the inspection (after consulting with the corporate office). If a decision is made to refuse the inspection, ask whether OSHA intends to seek a warrant.

INSPECTION PROCEDURES

The OSHA Compliance Safety Health Officer, when intending to inspect a site, will normally first seek the owner, or its agent. The CSHO will present his/her credentials and state the nature and scope of the inspection. Your Company should notify all contractors whose work area will be subject to inspection, and insist that all be provided an opening conference prior to actual inspection.

Walk around – Employee Representative

The employees on the company's site are entitled under the Act to have a representative selected by them to accompany the Compliance Safety Health Officer during the inspection. The Act also obliges the employer to pay the employee representative for time spent accompanying the inspection team (Compliance Safety Health Officer and company representatives).

It is Your Company policy to restrict the paid representative to one individual. This should be made clear to the Compliance Safety Health Officer in the opening conference. If special circumstances require an additional representative of employees (without pay) he/she may participate in a limited portion of the walk around inspection. The decision to permit an additional employee representative to accompany the walk around inspection should be made only after consultation with the corporate office.

Establish Ground Rules

Before the actual physical walk around inspection begins, inform the Compliance Safety Health Officer:

The company will be taking notes on all facts involved in potential violations, including identification of involved employees, crafts, and supervisors

- The company will be taking photographs and/or videotape.
- The company will not impede the Compliance Safety Health Officer's progress, BUT the company must be able to learn facts, names of employees, their title, and their supervisors.
- Corporate policy requires a company representative to be present when employees express a preference that a company representative be present for the interview.

SITE INSPECTION

Take notes of everything the Compliance Safety Health Officer says relative to possible violations (what was wrong, what standard, and what should have been done).

Take the same photographs that are taken by the Compliance Safety Health Officer. If photographs from other angles will better illustrate the area the Compliance Safety Health Officer is concerned with, take such photographs also.

DO NOT talk about violations or safety conditions on the site in general.

NOTE: The only procedure that company representative may explain is the operation of our safety program.

IN ALMOST 9 OUT OF 10 INSTANCES, it is the statements made by employer representatives trying to be cooperative that result in a citation being issued and affirmed by the OSHA court.

DO NOT demonstrate any equipment or answer any questions about equipment or operations. Simply explain to the CSHO that the company is not obligated to demonstrate equipment or explain any operations.

DO NOT correct any mistakes made by the CSHO in identifying locations on the site, type or identify of equipment, or nature of operations.

If a potential violation involves employee conduct or action (Example: violation of a safety rule, unpredictable conduct, etc.), learn the identity of the employee, how long he/she was involved in the conduct, the employee's supervisor, the assignment and instructions given to the employee by his/her supervisor, and whether the supervisor knew about the employee's conduct. This information should be sought out as soon as possible, even before the CSHO completes the inspection.

When the Compliance Safety Health Officer observes a possible violation in an existing condition (Example: equipment or materials improperly stored) or activity taking place over an extended period of time (minutes, hours, days), observe carefully if the Compliance Safety Health Officer determines how long the violation has been in existence or taking place. Whether or not the CSHO investigates the duration of such a possible violation, through your own investigation, determine how long the possible violation existed or was taking place and whether company supervisory personnel were aware of it or should have been aware of it.

If employees present oral complaints to the Compliance Safety Health Officer, ask the CSHO if he/she intends to take a formal written complaint. If yes, ask for a copy. If the CSHO does not take a written complaint, ask why it is being received on the basis of an informal rather than a formal complaint. Note the CSHO's answer.

Expansion of Limited Scope of Inspection. Regardless of limitations contained in a warrant or agreed on between the company and the CSHO, OSHA may properly cite any violations **within plain view**. If the CSHO locates a possible violation beyond the scope of the authorized inspection, **IT IS EXTREMELY IMPORTANT** to ask him/her how and when he/she determined that the possible violation existed. If it was not possible to know of the condition until the area outside the scope was inspected, carefully note the CSHO's answer on how he/she knew of the violation. If possible, have the representative of employees confirm or admit that the possible violation was not in plain view.

CLOSING CONFERENCE

Record the conference (preferably a tape recording). If requested, advise the Compliance Safety Health Officer that he/she is free to record the conference if he/she wishes to also.

Learn as much as possible about the Compliance Safety Health Officer's background (education, training, and experience). Question the Compliance Safety Health Officer specifically about his/her personal education and training. Note any refusal to answer or evasive answers. Determine the nature of other facilities that the CSHO has inspected and whether he/she has inspected any similar types of facilities.

Ask the Compliance Safety Health Officer to go over each possible violation. Ask if he/she intends to recommend that a citation be given (remember it is not the CSHO's decision, it is likely that he/she will be asked for his/her recommendation). If the CSHO refused to state what his/her recommendation is, be sure that is noted. **DO NOT** discuss possible violations or any safety problems or correct any mistakes made by the CSHO. Only ask questions that might disclose the basis and weaknesses in the ultimate OSHA conclusions about violations.

GUIDANCE FOR EMPLOYEES SUBJECTED TO THIRD PARTY INTERROGATION

After a jobsite accident, safety violation, or other similar occurrence, one or more employees may be required to submit to questioning by representatives of state or local law enforcement agencies, agencies responsible for the enforcement of safety regulations, or the owner.

Third party investigations of this sort can generally be placed into two categories: (1) Criminal Investigations (District Attorney's or Prosecutor's Office), and (2) Administrative Interrogation or Interview (OSHA or state equivalent). The former are rare and occur only in the most serious cases.

In cases involving criminal investigation, contact the Corporate Insurance Department or Legal Department immediately.

In cases involving administrative interrogation or interview, ask the agency conducting the investigation whether the person being interviewed may have a company representative present during the interview. If possible, have the person interrogated accompanied by the Project Manager or his/her designee.

Contact the Corporate Legal Department; explain that corporate policy requires the presence of a corporate representative.

In cases where the company is unable or not permitted to accompany the employee during the interview, it is helpful to have guidelines to assist the employee during the interrogation. These guidelines are as follows:

- Listen carefully to the question before answering. Ask to have the question repeated, if necessary. Ask for clarification if the question is ambiguous.
- Answer the question directly and honestly. Do not volunteer any information not asked for. Answer "yes" or "no," or if narrative is required, respond briefly.
- If you do not know the answer, say so. Do not assume or speculate about facts or make conclusions in your answer.

- Do not offer your opinion or respond to hypotheticals. For example, do not state whether you think a job, a person, a piece of equipment, an activity, etc., is safe or unsafe. Do not discuss whether you would have done anything differently, whether the accident could have been prevented, etc.
- Read carefully any written statement that you are asked to sign. Require that it can be changed if it does not conform exactly to what you said or you **intended** to say.
- Ask for a copy of any written statement that you sign or that will be transcribed from the interrogator's notes or dictating machine.
- Report back to your supervisor after questioning. A record should be made of the interview, including a summary of what was said.

RECORDS

At the conclusion of the inspection, prepare a detailed report including all the matters outlined herein. On all matters identified by the CSHO to be possible violations and/or ones that the CSHO will recommend for a citation:

- Find out how long the condition or activity was in existence or taking place.
- Who created the condition or was involved in the activity? If another contractor, when did the company first learn about the condition?
- Identify any company supervisor who knew about the possible violations. If no supervisor knew about a violation, determine why, or if in your opinion supervision should have known about the possible violation.
- When employee conduct is involved which may constitute a possible violation, by sure you know the employee's identity, length of time the conduct was taking place, identity of the employee's supervisor, assignment and specific instructions, and whether the employee was known to have participated in the same act previously.
- Locate any safety memoranda or minutes of safety meetings where any of the potential violations were discussed with supervision and/or employees.
- Post OSHA Citation(s) at or near the worksite involved. Each citation, or copy thereof, must remain posted until the violation has been abated, or for three working days, whichever is longer.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

To ensure the use of appropriate company approved personal protective equipment wherever and whenever there is a potential for exposure, either real or assumed, to hazardous working conditions, or where a hazardous condition exists and a need is indicated for using such equipment to adequately reduce the hazard to its personnel and visitors.

ALC reserves the right to select and/or approve all personal protective equipment to be issued and used by its employees and visitors. Only such equipment issued or approved will be allowed on job sites. Failure to comply with this procedure will result in disciplinary action up to and including termination.

PPE includes, but is not limited to:

- OSHA required helmets will be worn by all personnel and visitors while on the jobsite.
- High-visibility shirts or vests to be worn at all times.
- Safety glasses will be worn on all jobsites. Particular care and face shields should be worn when cutting steel, hammer drilling or grinding steel.
- Heavy leather boots will be worn to provide adequate foot protection. Tennis shoes, open-toed shoes and sandals are prohibited. Any employee reporting for work wearing tennis shoes,

open-toed shoes or sandals shall not be allowed to begin work until the proper footwear has been secured.
- Approved ear protection will be worn where high noise levels exist. (Ear plugs or ear muffs) Cotton is not acceptable ear protection and cannot be used as ear plugs.
- Gloves should be worn when handling rough edges or abrasive materials, or when the work subjects' hands to cuts, punctures or burns.
- Use safety harnesses and lifelines when working on elevated areas where there is no guardrail protection and on certain suspended scaffolds.
- Dust masks will be provided to finishers and any other employees who wish to wear them for their personal comfort.

POWER TOOLS & POWDER ACTUATED TOOLS

POWER TOOLS – GENERAL REQUIREMENTS

- Follow all manufacturers' instructions regarding the safe storage, operation, and maintenance of power tools.
- Do not use a power tool unless you have been trained on how to use it properly and safely.
- All guards must be in place before operating the tool.
- Appropriate eye protection must be worn when operating or working near power tools.
- Do not wear loose fitting clothing or jewelry when using power tools.
- Disconnect the tool before changing blades, bits, etc.
- Remove chuck keys, etc. before using a power tool.
- Disconnect power tools from the power source by pulling out the plug – do not pull on the power cord.
- Make sure that tools are either double insulated, or have three prong plugs with grounded extension cords and receptacles.
- Keep your finger off the trigger and make sure the switch is "off" before plugging in a tool.
- Do not use electric tools that have worn or damaged plugs or cords.
- Secure small pieces of work with a clamp, or in a vise.
- When using power tools, keep the work area free of any trip hazards, or slippery conditions.
- Never use compressed air to blow off equipment or clothing; use a brush.

SAWS

- Do not jam or force saws into the work.
- Stay out of the saw's line of cutting.
- Start and stop the saw outside the work piece.
- Wear appropriate eye and hearing protection.

CIRCULAR SAWS

- Do not retract the lower guard while the blade is moving.
- Use the retracting handle or safety lift lever to move the lower guard.
- Do not clamp or tie the guard open.
- Do not operate the saw if the guard is not working properly.
- Keep your hand away from the blade while using the saw.
- Keep the power cord out of the line of the saw cut.

RECIPROCATING SAWS

- Do not lock the trigger if the saw needs to be stopped quickly.
- Do not use the saw unless the insulating boot is in place.
- Be especially careful to keep your hands away from the blade when using this tool.

PORTABLE BAND SAWS

- Return dull or damaged blades to the tool room. Do not leave blades in work area. They create serious trip hazards.

RADIAL ARM SAWS

- The radial arm shall be self-retracting.
- Do not remove any manufacture's guards.
- Only approved and trained employees are to use a radial arm saw.

DRILLS

- Wear appropriate eye protection.
- Do not use dull or chipped bits.
- Let the bit cool down before changing or adjusting.
- Do not force the drill into the work.
- Use light oil to keep bit lubricated and cool during use.

PNEUMATIC TOOLS

- Wear appropriate eye and hearing protection.
- Pneumatic power tools must be securely attached to the compressed air hose.
- Do not make adjustments to pneumatic tools until you are sure that no air pressure is being supplied to the hose or tool.
- Do not hoist or carry a tool by the hose.
- Pneumatic impact tools must have safety clips or retainers to retain tool bits.
- Follow the manufacturer's guidelines for safe operating pressures.
- Locate all air hoses so they do not present a tripping hazard.

GRINDERS

- Wear appropriate eye protection.
- Grinding wheels must be covered with a safety guard.
- Tool rests must be well supported and be no more than 1/8" from the wheel. Never adjust a tool rest while the wheel is in motion.
- Do not grind on the side of the wheel unless it is designed to be used as a slide grinder.
- Never leave a running grinder unattended.
- Make sure the work area around the grinder is clear before starting it up. Stand off to one side of the grinder at start-up.
- Bench grinders shall be set up in a non-traffic area.

MAGNETIC BASE DRILLS

- Always use a safety chain to secure magnetic drills to work.
- Tag electrical cord connections.

PORTABLE GRINDERS

- Always wear full-face shield over safety glasses.

- Always tuck shirt in when using grinders.
- Do not operate grinders without proper guards.
- Do not use a portable side grinder as a replacement for a bench grinder.

BENCH GRINDERS

- Abrasive wheel bench or stand grinders must have safety guards strong enough to withstand bursting wheels. Adjust work rests on grinders to a clearance not to exceed 1/8 inch between rest and tool surface. Inspect and ring test abrasive wheels before mounting. Always leave wheel in working condition for the next user.

POWDER ACTUATED TOOLS

- Only employees who have been trained in the operations of the particular tool in use shall be allowed to operate a powder-actuated tool.
- After training, an employee should be issued a card certifying his/her competence in operating and caring for powder actuated tools.
- An employee must have the card that always certifies training in his/her possession while operating the tools.
- The tool shall be checked each day for use before loading to see that safety devices are in proper working order. The method of testing shall be in accordance with the manufacturer's recommended procedure.
- Tools must not be loaded until immediately before use. Loaded tools must not be left unattended.

RESPIRATORY PROTECTION PROGRAM

GENERAL REQUIREMENTS & SCOPE

This program is designed to provide protection for our workers from any diseases caused by breathing air contaminated with harmful dusts, fogs, fumes, mists, gases, smokes, sprays or vapors. The primary objective is to prevent atmospheric contamination. This shall be accomplished as far as feasible by accepted engineering control measures (for example, enclosures or confinement of the operation, general and local ventilation, and substitution of less toxic materials). When effective engineering controls are not feasible, or while they are being instituted, appropriate respirators shall be used pursuant to the following requirements:

- ALC will provide respirators when such equipment is necessary to protect the health of our employees:
    - Respirators will be applicable and suitable for the purpose intended.
    - The wearing of the appropriate respirator in the areas designated for protection is "mandatory."
- All employees shall use the provided respirator protection in accordance with instructions and training received.
- Employees will be required to follow the rules regarding the selection and use of the respirators. (No exceptions.)
- Respirators will be selected based on hazards to which each employee will be exposed.
- Each employee will be instructed and trained in the proper use of respirators and their limitations.
- Respirators shall be cleaned and disinfected regularly.

- Respirators used by more than one worker shall be thoroughly cleaned and disinfected after each use.
- Respirators shall be stored in a convenient, clean, dust-free and sanitary location.
- Respirators used routinely shall be inspected during cleaning. Worn or deteriorated parts shall be replaced.
- Designated areas requiring respirators will be surveyed periodically to determine if environmental conditions have changed by measuring their exposure and observing the areas to ascertain the degree of stress caused by the area conditions and the constant wearing of respirators.
- These periodic surveys will also be utilized as opportunities to measure the continued effectiveness of the program.
- All personnel working in designated areas requiring respirators must have an employer provided physical by a licensed physician to determine if they are physically able to wear a respirator and do their jobs with no adverse respiratory problems. Medical surveillance will be conducted annually on each employee worming in the designated areas to ensure their continued physical capabilities.
- All respirators used on this project will be designed to provide adequate respiratory protection against a hazard and approved by the U.S. Department of the Interior, Bureau of Mines, and the National Institute for Occupational Safety and Health.

SELECTION OF RESPIRATORS

- Respirators will be selected according to the guidelines listed in the American National Standard Practices for Respiratory Protection Z88.2-1969.
- Respirators will be selected based on the hazard present.
- ALC shall have every respirator needed to protect their employees from the hazards associated with their respective construction task. All employees must wear the designated respirator for the designated hazard. (No exceptions) The box container provides the instruction on the proper way to wear, fit and care for the respirator the employee will be wearing. Additionally, ALC may use the throwaway mask when possible.
- The proper respirator should be selected according to the hazard the employee will be exposed to:
- Follow the instructions on the package or the box on the proper way to put it on

USE OF RESPIRATORS

- All employees required to wear respirators will not be allowed to wear facial hair in the proximity of the area that the respirator touches the face, i.e.:
    - Mustaches
    - Beards
    - Large sidebums
    - Eye glasses;
    - Dentures
- ALC will allow employees to select the respirator that is comfortable and that is designed to preclude the recognized hazard from the breathing zone.
- Conduct the fit test.
- During the course of the shift, the respirator should not be worn on the neck or on the forehead.
- Once the respirator is removed from the face, it should be discarded not worn in other areas of the body (throw-away type).

- Respirator should be replaced several times during the shift or when it begins to show evidence of being soiled or cause restriction in the employee's breathing.
- The supervisor will designate which respirator will be worn for a particular construction task or for a specific process.
- The supervisor will be responsible for the distribution of the proper respirator.
- The supervisor will also be responsible for training and instruction.
- The supervisor will also be responsible for periodically checking all personnel in their departments to ensure that the respirators are being selected, used and cared for properly and according to the manufacturer's recommendations.

MAINTENANCE AND CARE OF RESPIRATORS

- Most of the respirators that will be used on this project will be the throwaway type; however, some tasks may require the canister type.
- If an employee is issued a canister type, the following rules regarding maintenance and care apply:
    - All respirators shall be inspected routinely before and after each use. A respirator that is not routinely used but is wept ready for emergency use shall be inspected after each use and at least monthly to ensure that it is in satisfactory working condition.
    - Respirator inspections shall include a check of the tightness of the connections and the condition of the face piece, headbands, valves, connecting tube, and canisters. Rubber or elastomer parts shall be inspected for pliability and signs of deterioration.
    - Stretching and manipulating rubber or elastomer parts with a massaging action will keep them pliable and flexible and prevent them from taking a set during storage.
    - A record shall be kept of inspection dates and findings for respirators.
    - Routinely used respirators shall be collected, cleaned and disinfected as frequently as necessary to ensure that proper protection is provided for the wearer
    - Only experienced persons shall do replacement or repairs with parts designed for the respirator. No attempt shall be made to replace components or to make adjustment or repairs beyond the manufacturer's recommendations.
    - Respirators shall be stored to protect against dust, sunlight, heat, extreme cold, excessive moisture, or damaging chemicals (not openly in gang boxes).
    - The compartments where the respirators are stored should be clearly marked.
    - Dust respirators, i.e., 3M-8710, may be stored in zip-lock-type bags.
    - Respirators should not be stored in such places as lockers or tool (gang) boxes unless they are in carrying cases, sealed containers or cartons.

SAFE LIFTING TECHNIQUES

HOW TO LIFT HEAVY OBJECTS SAFELY

- Preparation
- Lifting
- Carrying
- Setting Down

BEFORE YOU LIFT HEAVY THINGS

Preparation and planning are critical aspects of ergonomic lifting.

First, you need to evaluate the lifting task for safety. Know how much you can safely lift and ensure the load doesn't exceed it. Assess whether the object is too large or awkward to lift and carry safely. Will you be able to get a good grip?

You need to know where you're putting the object ahead of time. Ensure the path is unobstructed, the floor is dry, and the distance isn't too great for safety.

If the load is too heavy or ungainly, will obstruct your vision, and needs to be carried too far or lifted overhead, you'll need to find a safe alternative. Is it a two-person job? Do you need a hand truck, dolly, pushcart, or another tool? Could gloves give you a better grip?

Once you have a plan for lifting ergonomics, you should stretch and warm up your muscles before lifting. Loosen up your back with lower-back rotations. Stretch your hamstrings and get the blood flowing – these measures will reduce your risk of injury.

PROPER LIFTING TECHNIQUES

You've probably heard, "lift with your knees, not with your back." But what does it mean?

It means you should never bend forward to lift a heavy object. Instead, you should squat, secure the load, and stand by straightening your legs while keeping your back straight or slightly arched.

Safe lifting involves:

- Standing as close to the load as possible
- Planting your feet shoulder-width apart with one foot slightly ahead of the other
- Bending at the hips and knees only until you're deep in a squatting position
- Keeping your head up and straight with your shoulders back to keep your back straight
- Holding the load close to your body at waist height
- Engaging your core muscles as you push against the ground and straighten your legs

Here are a few essential don'ts to keep in mind for good lifting ergonomics:

- Never twist your torso while lifting. Stay "nose between your toes."
- Never lift a heavy item above shoulder level.
- Never carry a load that obstructs your vision.
- Never hold your breath while lifting, moving, and setting the load down.

CARRYING HEAVY THINGS SAFELY

As you carry the load to its destination, you want to maintain good ergonomics. That means:

- Holding the load as close to your body as possible, level with your belly button
- Keeping your shoulders in line with your hips as you move – don't twist your trunk
- Changing direction with your feet and leading with your hips
- Taking small steps and keeping a good grip with all your fingers

SETTING DOWN HEAVY THINGS SAFELY

Setting down a heavy object is just as dangerous as picking it up. You'll want to reverse the lifting process, following the same ergonomic lifting principles:

- Keep the load close to your body and your back straight or slightly arched
- Squat down, bending only at the knees and hips
- Tighten your stomach muscles (engage your core) as you lower yourself
- Kneel on one knee if necessary

Remember not to rush the lifting process and to carry a heavy load. Also, keep in mind that the most dangerous lifting tasks are repetitive and for sustained periods. You need to monitor your exertion level and take breaks. Stop before you become too tired to lift safely.

SCAFFOLDING

SCAFFOLDING
Any elevated work presenting a potential fall hazard; therefore, it is essential the precautionary measures be thorough.

Each scaffold and scaffold component shall be capable of supporting, without failure, its own weight and at least 4 times the maximum intended load applied or transmitted to it.

Posts shall be plumb and scaffold platforms shall be level.

Supported scaffolds with a height to base width (including outrigger supports, if used) ratio of more than four to one (4:1) shall be restrained from tipping by guying, tying, bracing, or equivalent means, as follows:

Guys, ties, and braces shall be installed at locations where horizontal members support both inner and outer legs.

Guys, ties, and braces shall be installed according to the scaffold manufacturer's recommendations or at the closest horizontal member to the 4:1 height and be repeated vertically at locations of horizontal members every 20 feet (6.1 m) or less thereafter for scaffolds 3 feet (0.91 m) wide or less, and every 26 feet (7.9 m) or less thereafter for scaffolds greater than 3 feet (0.91 m) wide. The top guy, tie or brace of completed scaffolds shall be placed no further than the 4:1 height from the top. Such guys, ties and braces shall be installed at each end of the scaffold and at horizontal intervals not to excee30 feet (9.1 m) (measured from one end [not both] towards the other).

A qualified person shall determine the structural integrity of structural steel, reinforcing steel, and concrete or building members prior to the attachment of scaffolds by bracing or tying off.
Where persons are required to work or walk under scaffolding, a screen or mesh guard, or solid panels shall be provided between the toe board and handrail. The screen or panels must withstand a horizontal force of at least 150 lbs.

All workers shall tie off with a safety harness when there is no or incomplete handrail, when there are openings over 18 in. in the working platform or when on suspended working platforms.

Where there is danger of tools, materials, or equipment falling from a scaffold and striking employees below, a toe board of at least 3 ½ in. shall be installed. Toe boards shall withstand a horizontal force of at least 50 lbs.

Swinging stages floats and boatswains shall be tested before using (test by applying a dead load with unit close to floor or ground).

Crews requiring scaffolds shall requisition them well in advance to avoid delays and to allow time to provide the best scaffold for the job.

Scaffold erection crews shall inspect all components for defects as the erection proceeds. Any components found to be defective shall be set aside and tagged for repair or disposal.

Daily inspections shall be performed under the direction of competent supervision responsible for the work being performed. All defects shall be corrected at once or have “defective” tags attached.

FIXED SCAFFOLDS REQUIREMENTS

Fixed scaffolds include tubular welded-frame scaffolds, bracket scaffolds, tube and coupler (Tube-lox) scaffolds, trestle scaffolds and wood pole scaffolds.

Tubular Welded-Frame Scaffolds Requirements

- Scaffolds of 6 feet or more in height shall include diagonal braces, handrails, midrails, toe boards, and 2 in. x 10 in. or 2 in. x 12 in. scaffold planks or manufactured scaffold decking which will provide a complete working deck without gaps or openings. All legs shall have the metal base plates in place. On soft ground, wooden sills of at least 2 in. x 10 in. lumber. Scaffold planks may be rough cut undressed lumber. Scaffold planks may be painted on each end for 12 in. to designate it as an inspected plank only to be used for scaffolding and marking for overhang limits.

- When scaffold sections are erected, only scaffold pins are to be used for the corner post connections (do not use tie-wire or welding rods). Pigtail pins, latch type pins, or nuts and bolts may be used.

- When casters are used for a rolling scaffold, they shall be locked except when the scaffold is being moved. No one shall be permitted on a scaffold while it is being moved.

- Scaffold screw jacks shall be extended in accordance with the manufacturer’s recommendations but in no case shall they be extended in excess of 12 in. Whenever screw jacks and casters wheels are not used, metal base plates must be used for adequate base support. All supports are to be pinned and secured.

- Scaffolds shall have solid footing and shall be erected so that vertical members are always plumb and the platform is as horizontal as practical. Scaffold planks are to be cleated, wired down, or otherwise secured against accidental displacement.

- Wedge shims shall not be used. Work from incomplete scaffolds, when approved, will require that the employee take added precautions to meet accident prevention requirements.

- Safety harness must be worn if handrails are missing or the platform is incomplete or other fall hazards exist.
- Horizontal braces of 2 in. x 4 in. lumber or equivalent shall be secured across corner posts when it is necessary to remove the diagonal braces. Diagonal braces shall not be removed from more than one section in a series of sections unless there are four braces sections between.

- Ladders shall be used if access to the scaffold platform is blocked or the scaffold climbing devices are more than 16 in. apart.

- Every scaffold higher than 50 ft. must be inspected and approved by a licensed professional engineer and by the Safety Manager prior to use. This inspection shall be documented and filed in the site safety office.

- Toe boards shall be secured in a firm manner by interlocking at the corner posts with notches, wiring, nailing, U-clamping to the bearing members, or by use of approved commercial toe board systems.

- Employees gaining access to scaffolds shall have both hands free at all times and shall use the hand-over-hand method of climbing on the rungs. Employees shall not use toe boards as handholds or footholds to gain access to the platform.

Bracket Scaffolds Requirements

The procedure when using bracket scaffolds on reinforcing steel wall installations is as follows:

- Where more than one layer of horizontal bars has been placed and conditions permit, the scaffold shall be secured to an inside horizontal bar.

- If conditions do not permit attaching the bracket scaffold to an inside horizontal bar, the scaffold shall be secured with a minimum of three 3/8 in. diameter U-bolts attached to each end and middle of the outer horizontal or vertical bar. Additionally, No. 9 wire shall be placed at a minimum of every fourth tie location.

- The horizontal reinforcing bar shall be secured to a vertical reinforcing bar that is either embedded concrete or has been spliced by an approved method.

- Each scaffold shall have a 4 ft. x ¼ in. safety chain attached to the ends of the scaffold and secured to an inner rebar other than the bar that is supporting the scaffolds.

- Guardrails and toe boards shall be installed on all open sides and ends of scaffolds.

- No more than three persons plus the necessary tools and equipment shall be permitted on a single scaffold section at any one time. The load is not to go beyond the scaffold's designed capacity. Bracket scaffolds shall be constructed to support 1,550 lbs. and the capacity shall be posted on the scaffold.

- Men working with safety harnesses shall have the lanyard secured above the point of operation, but under no circumstances shall it be attached to the scaffold.

- Scaffolds may be painted "caution yellow" to give the adjacent crane operators a better perspective when working close to them during the day or night.

Tube and Coupler (Tube-Lox) Scaffolds

- Posts shall be erected on suitable bases and maintained plumb.
- Diagonal cross bracing shall be provided as follows:
  - Horizontally every third section
  - Vertically every fourth section
  - Whenever posts are farther apart than 7 ft., the braces shall be at a 45-degree angle.
  - Runners shall be erected along each side vs. the scaffold at the bottom and top of each section.
  - Bearers and braces shall extend past the posts a minimum of 4 in., but not more than 12 in. Extensions of these shall not protrude into walking or climbing areas.

SUSPENDED SCAFFOLDS REQUIREMENTS
Suspended scaffolds include two-point suspended scaffolds, multilevel suspended scaffolds, floats, needle-beam scaffolds, boatswain's, chairs and electric hoist platforms.

Two-Point Suspended Scaffolds
When two-point suspended scaffolds are used, the following rules will apply:

- These scaffolds shall have standard toeboards, midrails and handrails.
- A lifeline for each man shall be provided and secured independently from the scaffold support lines.
- Workers shall be tied off at all times when on the scaffold, using a triple sliding hitch or catch hardware.
- Workers must be provided with a safe method of moving to and from the scaffold.
- When moving the scaffold roof supports, workers must remain behind the guardrail or be tied off with a safety belt to an independent support if there is no guardrail.
- Protection for areas below the work shall be provided by the use of signs and barricades and screened staging when applicable.
- Do not lower the scaffold below the point of three turns of the supporting cables on the drum of a swinging stage scaffold. Supporting cables shall be marked or painted to include limits.
- Check the loading on the stage 1 ft. off the ground before using it.
- Outrigger beams, when required, should extend from 1 ft. to 6 ft. beyond the edge of the building, and the inboard length from the fulcrum should be at least 1 ½ times the outboard length from the fulcrum. A mechanical stop to retain the supporting cables shall be secured at the outer end of the outrigger.
- If cornice hooks are used, each hook must be tied back to something solid. All hooks must be latched.

Multilevel Suspended Scaffolds Requirements
- Multilevel suspended scaffolds are used primarily for large-area vertical work such as installation of siding.

- The rules listed for two-part suspended scaffolds apply here, except those rules for tying men off:

  - Multilevel suspended scaffolds shall have two lifelines attached to the scaffold, independent of the supporting lines.
  - Men on the top stage will tie off with a safety harness to an independent lifeline.
  - Men on the lower stages will tie off with a safety harness to the scaffold itself.

Floats
- Floats shall be installed in accordance with standard rigging practices, using a 1 in. manila rope or equivalent. The supporting ropes shall be run diagonally under the platform from corner to corner.

- Men working on floats shall tie off with a safety harness before getting on a float and untie after getting off a float.
- Floats are to be constructed to the standard 4 ft. x 6 ft. size and additional support shall be given to the platform with diagonal 1 in. x 4 in. braces on the bottom.

- The platform shall be of ¾ in. plywood or equivalent with 4 in. x 1 in. minimum edging on top to prevent items from rolling off.

SCAFFOLD ERECTION AND DISMANTLING REQUIREMENTS
A serious accident potential may exist when scaffolds are being erected or dismantled. All individuals working on scaffolds at these times shall comply with the following safety rules and regulation.

Workers must keep both hands empty for secure handholds when moving about on scaffolds. Pockets, pouches, and tool belts are to be used to carry the necessary tools for the work.

Scaffold members shall be hoisted or lowered with a hand line or passed from hand to hand. Throwing items up to co-workers or dropping them is not permitted.

Constant fall prevention measures must be maintained. Provisions shall be established for using a safety harness and working on firm scaffold decks when this can be done safely.

Scaffold feet shall be established on a firm and level base of support.

When scaffolds are to be secured to fixed structures or outriggers are to be used, they shall be installed as soon as possible. When dismantling a scaffold, these should be left on as long as is practical.

MOUNTING AND DISMOUNTING SCAFFOLDS REQUIREMENTS
This activity is most associated with scaffold accidents. Therefore, all individuals mounting and dismounting scaffolds shall comply with the following safety rules and regulations:

- When scaffold platforms are more than 2 ft. above or below a point of access, portable ladders, hook-on ladders, attachable ladders, stairway-type ladders, stair towers, ramps, walkways, integral prefabricated scaffold access shall be used**. Cross braces shall not be used as a means of access.**
- Do not carry objects in hands,but keep both hands empty for climbing handholds.
- Step only on secured ladder or access rungs.
- Hook-on, attachable ladders, and climbable end frames shall have uniformly spaced rungs with a maximum spacing between rungs of 16 ¾ in. “Walk-through” end frames are **not** designed to be climbable.
- Give full attention to stability while getting on and off the working platform. Do not use the toe board as a handhold or foothold.
- Pay attention to each step and handhold; most falls occur near the top of the ladder or near the bottom.

General Scaffold Tagging Requirements

- This scaffold tagging procedure is designed to ensure the safe use of all jobsite scaffolds.
- A scaffold, which is ready for use, shall be tagged with either a green or a yellow tag.
- A green scaffold tag designates a complete scaffold, as defined by the manufacturer.
- A yellow scaffold tag designates a scaffold which is not complete but which is altered to suit a specific job and may be used safely. A yellow scaffold tag shall detail the reason or reasons the scaffold is incomplete and safety measures needed.
- **If a scaffold is in the process of being erected, changed, or dismantled, it shall have a red tag. A scaffold, which contains a red scaffold tag, shall be considered unsafe and shall not be used.**
- **If a scaffold has been damaged or is defective, a “Red Tag” must be attached.**

Installation and Removal of Scaffold Tags

- The Superintendent/Foreman shall determine whether a useable scaffold receives a yellow or a green tag. He/She shall be responsible for completing all pertinent information on the tag and affixing the tag to any scaffold erected under his/her supervision.
- The Scaffold tag shall be affixed to each scaffold access ladder approximately 5 ft. 6 in. from the base, where it will not interfere with normal access.
- The Superintendent/Foreman or Safety Manager may remove a scaffold tag from a scaffold which has been damaged, has been improperly modified, is missing components, or is deficient in any safety aspect. A red tag may be used in these circumstances.
- After a scaffold has been repaired, the Superintendent/Foreman shall inspect it to determine whether it is ready to be re-tagged and shall do so accordingly.
- Periodic inspections shall be performed to ensure that all tags are legible and in good condition.
- Inspection, attention, and stability are three keys to scaffold safety.
- No tag on a scaffold shall be considered the same as a red tag.

Inspection and Testing – Scaffold Planks

- Scaffold planks shall be inspected and tested upon receipt, prior to use, and users shall examine each plank visually prior to each use.
- Examine planks for knots, excessive grain slope, shakes, decay, dry rot and other defects.
- Density of lumber should be equivalent to Douglas Fir and capable of supporting four times the intended load. Moisture content should not exceed 20 percent.
- All scaffold planks shall be scaffold grade or equivalent as recognized by approved grading rules.
- Planks shall be 2 in. x 10 in. or 2 in. heavy duty (75 psi on 6 ft. span).
- Discard the plank if evidence of a defect is noted.

SPECIAL SCAFFOLDING

Any scaffold, which must be especially adapted to the work place where the above requirements cannot be met, must be approved by a qualified Supervisor, Project Manager, and Safety Manager.

STORAGE OF SCAFFOLDING

- Scaffold materials shall be temporarily stored in a manner that will protect and prevent damage to them.
- Scaffold materials shall not be left in work areas where they obstruct traffic and/or cause fire hazards.

TRAINING & TOOLBOX TALKS

To assure that all new employees receive the necessary information regarding (1) site safety expectations and (2) mandated compliance with federal, state and local regulations, training will be provided for each new hire.

Training will inform employees of the following:

1. Required personal protective equipment (PPE), including where and when it is to be used.
2. General hazards and hazards specific to the job assigned.
3. Safety rules and procedures.
4. Hazard communication program
5. Injury prevention program.

WEEKLY TOOLBOX TALKS

Foremen are required to conduct a weekly Toolbox Talk. These meetings are to provide employees with up-to-date safety information The Foreman will discuss various aspects of job safety and health as it pertains to the work to be performed for the week. Toolbox Talk topics can be found on the Foreman Sharepoint page.

These meetings should be held early in the week, in the morning, and should last no longer than l5 minutes.

VEHICLE SAFETY POLICY

PURPOSE

To establish guidelines to protect employees who operate vehicles for business purposes, including pulling company owned and logoed trailers. Protecting our employee drivers, their passengers, and the public is a core value. Our goal is to maintain a high level of safety awareness and encourage responsible driving behavior.

SCOPE

This policy applies to any employee who drives a company vehicle, including rented or leased vehicles. All drivers must read, understand, and agree to abide by the rules and procedures in this policy as well as sign off on the Drivers Agreement.

MOTOR VEHICLE RECORDS (MVRS)

Motor Vehicle Records (MVRs) will be checked upon hire or assignment of company driving responsibilities and annually thereafter. An employee's driving privileges may be declined or revoked by management if the MVR discloses any concerning information regarding the ability to drive safely and responsibly. Drivers that are involved in an at-fault accident, receive a moving violation, or violate any safety rule within this document will be disciplined according to our organization's discipline procedures which includes actions up to and including termination.

Vehicle Inspection: Perform a visual vehicle inspection prior to operating the vehicle each day and only drive a vehicle in safe driving conditions.

Vehicle Maintenance:

- All vehicle maintenance will follow manufacturer's recommendations.
- Preventative maintenance and repair will be performed by a qualified vehicle repair shop.
- Specific tasks, such as wiper blade changes, may be completed by an employee or designed company person.
- Interior and exterior cleaning should be performed by the driver.

Personal Use of a Company Vehicle (including rental vehicle for business use):

- Vehicles are provided for business use only.
- Personal use is prohibited without prior authorization.
- Any driver who takes a company vehicle home is responsible for providing a safe and secure storage place for the vehicle. If the driver cannot provide this, the driver should discuss options with HR.

EMERGENCY PROCEDURES

In the event of a mechanical issue or accident while enroute, the driver should:

- Safely pull over to the side of the roadway and turn on hazard lights.
- Notify HR.
- Contact the established roadside service provider in the glove box.
- Maintain their personal safety by remaining in the vehicle or exiting the vehicle to move to a safe place. The driver and passengers may use their discretion in determining the best course of action.
- Wait for roadside services. Do not change tires or perform other repair unless authorized.

In the event of severe weather, or other factors that directly affects travel conditions, the driver should:

- Take action that they deem necessary such as stopping the vehicle, changing routes, driving slower, etc. Proper action should be taken regardless of time delay it may create.
- Notify HR
- Consider personal safety over any business responsibility.

INCIDENT REPORTING

In case of vehicle damage, property damage, personal injury, or accident, the driver must:

- Report the incident to HR.
- Cooperate with representatives of the organization, law enforcement, and insurance personnel.
- Refrain from making verbal or written statements concerning an incident during the immediate aftermath except as required by law enforcement officials or representatives of our organization.
- Complete the accident form.
- If/when the situation is safe, use your cell phone camera to take photos from multiple angles and distances of all vehicles, the roadway, and the environment. Take photos of the incident report and any documentation provided by policy or other driver and email it to HR.

WEATHER CONDITIONS

COLD WEATHER

When temperatures at the jobsite is 0° F or below and the wind-chill factor is -10° F or below, outside work may be suspended for a time to be determined by the job superintendent or ALC office personnel. The work suspension time may vary from 20 minutes to 8 hours depending on schedule demands.

The work suspension is being put in to give workers time to come in from out of the cold to warm up. Work and warm up times may vary as the situation dictates and at the discretion of the superintendents.

LIGHTNING STORMS

When lighting is observed in the area, even though it may not be raining at the time, the Foreman and the Superintendent should confer about suspending work and get personnel under cover until the storm and/or threat of lightning strikes has passed. The ultimate decision as to shutting down the job and for how long rests with the project Superintendent. However, ANY workers may refuse to work without fear of discipline, if he/she feels in danger of lightning strikes. He/she must confer with his/her foreman or supervisor.

When lightning is observed and it is determined (by sight or electronic means at the site) that lightning is moving toward the site, the crane operation must suspend crane operations and lower the boom to its lowest point. If a load must be suspended and held in position during the lightning storm, the operator should stay in the cab, but not touch the controls (unless they are isolated) or unless and emergency situation exists, i.e. high winds which would swing the load uncontrollably and would endanger human life.

EXTREME HEAT
Excess heat can place an abnormal stress on a workers body. When body temperatures rises even a few degrees above normal (98.6°F) one can experience muscle cramps, become weak, disoriented and dangerously ill unless the body temperature cools down. If body temperature rises above 105°F, it could be fatal. The following guidelines will help keep a person cool in the heat and avoid the dangerous consequences of heat stress.

HOW HOT IS TOO HOT?
Do not work when the heat index is 130° or above. Shut the job down as working in that range could be dangerous to life. When the heat index (usually announced on the local radio or TV) is 90° - 130°, certain precautions should be taken.

TORNADO WARNINGS
If you hear the outdoor warning sirens sound and the weather is threatening, go to the closest building and follow the owners instructions or go to the nearest inside restroom. If there is no building or you are not close enough to make it, lie down in a depression or low area and cover your head.

WELDING & CUTTING

WELDING & CUTTING
All operators of welding and/or cutting equipment must be trained to operate the equipment they will use. Appropriate safety procedures must be reviewed and understood prior to use of this equipment.

Second stage of regulator must be closed before opening the cylinder valve.

Open valves 1/4 turn only on fuel gas cylinders (propane, acetylene, and natural gas). Open oxygen cylinder valve wide open. Keep valve wrench in place during use.

When using acetylene, do not exceed 15 psi on the torch side of the gauge.
Reverse flow check valves must be used at the regulator end on both fuel and oxygen hoses. It is strongly recommended that they also be used at the torch end of the lines. These valves are inexpensive and provide a great degree of insurance against the possibility of mixings gases in the hose and regulator, which could result in an explosion.

Remember that you never stand directly in front or in back of a regulator when opening the cylinder valve and always check for leaks on all threaded connections. If valve handles are missing and it is necessary to use a wrench to open the valves, the wrench must remain in place on the valve while the unit is in use.

- Never use oil or grease on any fittings or apparatus in contact with oxygen.
- Blow out the cylinder valves before attaching the regulators to the cylinders.
- Release the adjusting screw prior to opening the cylinder valves.

- Never stand directly in front or in back of a regulator when opening the cylinder valve; stand so that the cylinder valve is between you and the regulator.
- Always open the cylinder valve slowly. If a wrench is used, keep it on the valve.
- An acetylene cylinder should never be opened more than one full turn.
- Always purge the oxygen and fuel passages individually before lighting the torch.
- Follow the procedures as outlined. Do not take short cuts or use defective equipment.
- Never begin any welding or cutting without the proper permits.
- Always check to see that you have appropriate fire protection equipment immediately available before doing any welding or cutting.
- Welders must not wear flammable or disposable-type clothing.

PROTECTIVE CLOTHING

Welders must wear head and eye protection that is required in the area in which they are working. They must wear appropriate welding helmets, long sleeve shirts, leathers and welders gloves. If grinding, chipping buffing is done, a face shield must be worn. If respirators are required, these also must be used. As a minimum, fitters who are working with welders should wear long sleeve shirts, leathers and welders gloves, and appropriately tinted eye goggles or glasses with side shields.

Heli-arc, MIG (Metallurgical Inert Gas), and TIG (Tungsten Inert Gas) welding operations emit intense ultraviolet radiation which can result in third degree burns to exposed skin areas as well as painful flash burns to the eyes. Welding hoods must be checked periodically to insure they are light tight. Arc gouging generally produces a great deal of slag and hot metal sparks. Additional personal protective equipment such as boots, Nomex suits and mini goggles may be appropriate.

EQUIPMENT AND INSPECTION

Equipment must be industrial rated, in good condition, and conform to OSHA requirements governing application, installation, and operation of arc welding and cutting equipment. Some, but not all of the OSHA requirements are repeated in this standard for emphasis. Trained and qualified people should make a complete preventative maintenance inspection at least annually. The last inspection date should be stenciled on the equipment. Open circuit voltage measurements should also be made annually and stenciled and dated on the equipment.

Before each use, the following items must be inspected:

- All leads for broken or cut insulation.
- Electrode holders or broken insulator or worn holders.
- Oil and fuels on gas or diesel powered units.

Both power and return leads to ensure they are the same lengths so that the return lead can be attached as close as possible to the work

RECORDS

A hot Work Permit must be issued for specific areas prior to the start of any welding, burning, grinding or other hot work. The permit will be issued to the fire watch and will cover a one-shift period only.

APPENDIX

OSHA INSPECTION REPORT

Project _____

Address _____

_____

Compliance Officer (CSHO) Information

Name _____

Office _____

Address _____

_____

Phone Number _____

Time First Appearance _____

Date _____

First Person Contacted _____

Was the compliance officer asked to wait for the corporate safety director? ☐ YES ☐ NO

Present At Opening Conference ☐ Held ☐ Not Held

Name of Company

Reason For The Inspection

- ❑ Complaint
- ❑ Referral
- ❑ Accident
- ❑ General Schedule

Walk around Attendees

Names

_____

_____

_____

Employees Interviewed

Names

_____

_____

_____

Alleged Violations Noted For Possible Citation (Type and Location)

1. _____
_____
_____

Witnesses_____
_____

2. _____

_____
_____

Witnesses _____
_____

3. _____
_____
_____

Witnesses _____
_____

4. _____
_____
_____

Witnesses _____
_____

OSHA INSPECTION REPORT

Did the CSHO take photos?	☐ **Yes**	☐ **No**
Did you take photos?	☐ **Yes**	☐ **No**
Did the CSHO take videos?	☐ **Yes**	☐ **No**
Did you take videos of the alleged violations?	☐ **Yes**	☐ **No**
Did abatement take place before OSHA left?	☐ **Yes**	☐ **No**

Completed By:

_____ _____

Signature **Date**

Print Name and Job Title

_____

DRIVER AGREEMENT

Operating a company vehicle is a privilege. As a driver, I will be responsible and accountable to adhere to the driver and vehicle safety expectations set forth in this program. I agree to the following:

- I recognize that reaching a destination safely is more important that reaching it quickly.
- I will review this policy and driver training materials.
- I will obey all local, state, and federal traffic laws.
- I will utilize defensive driving techniques.
- I will yield to pedestrians.
- I will park the vehicle legally and in a manner that does not create a hazard to others.
- I will not operate the vehicle under the influence of alcohol, drugs, or medication that can impair my ability to operate the vehicle safely.
- I will wear my seat belt and insist that all passengers also wear seat belts.
- I will maintain my attention on the task of driving and not use a cell phone or other device that may distract while driving.
- I will only use fuel cards for the assigned vehicle *(as applicable).*
- I will not drive into or onto unsafe conditions.
- I will not allow unauthorized people to operate the vehicle.
- I will only use the vehicle for personal use with prior authorization as outlined in this program.
- I will tie down or secure all items transported in or on the vehicle. This includes anything being transported in pickup truck beds, cargo areas, or trailers.
- I will report all accidents, vehicle damage, property damage, or personal injury to HR regardless of severity.
- I will visually inspect my vehicle for safety before driving and never operate an unsafe vehicle.
- I will report vehicle mechanical issues so repairs can be made by authorized people.
- I will comply with vehicle maintenance service expectations.
- I will report any moving violations received on or off the job to HR.
- I will agree to provide my motor vehicle records upon becoming a driver and annually.
- I will report any changes to my driver licensure immediately.
- I will be responsible for any monetary violations charged to the company or me, including but not limited to moving violations, speed camera violations, red light camera violations, or toll violations.

I, _____, agree to abide by the provisions of this program. I understand that violation of company policies and procedures will result in disciplinary action up to and including termination of employment.

_____ _____

Driver Signature Date

Hot Work Permit

Supervisor: _____ **Date** _____ **Permit No.** _____

Description of Work: _____

Location of Work: _____

List Names of Persons Performing Work

_____ _____ _____ _____

_____ _____ _____ _____

_____ _____ _____ _____

"Fire Watch" Personnel _____ _____ _____

Check the Appropriate Boxes

Permits Required-List	Y	N	N A
Confined Space			
Excavation			
Hot Tapping			
Line Break			
Other			
Training Verified	Y	N	N A
Employees			
Fire Watch			
Confined Space Attendant			
Equipment Operators			
Fire Watch			
Other			
Drawings Reviewed	Y	N	N A
Flow Diagrams			
Underground Systems			
Electrical & Pneumatic			
Drains, Storage, Systems			
Other			

Equipment-Tools-Material	Y	N	NA
Scaffolds & Ladders			
Non Sparking Tools			
Fall Protection in place			
Temporary Platforms			
Airline Respiratory Systems			
Self Contained Breathing Units			
Monitoring Instruments			
Chemical, Acid, Thermal Suits			
Faceshields, Goggles, Hoods			
Fire Extinguishing Equipment			
Other			
Other			
Other			
Other			
Other			
Other			
Other			

Items Completed	Y	N	NA
Lines/ Vessels/Systems Purged			
Lines, Vessels, Systems Clean			
Mechanical Ventilation In Place			
Drains and Sewers Covered			
Valves Closed or Safe Position			
Energy Systems Locked Out			
Blinds Installed			
Systems De-energized, Isolated			
Checked for Benzene			
Checked for Lead			
Checked for Asbestos			
Checked for Combustibles			
Monitoring System in Place			
Other			
Other			
Other			
Other			
Other			

SAMPLING AND MONITORING RESULTS (This Section to be completed prior to work commencing)

Substance	Oxygen	Combustible	Other	Other	Other	Other	Other
% or LEL	%	LEL					
Date/Time							
Initials							

List Type of Sampling Equipment: _____ Calibrated Date: _____

Sampling Conducted by: _____ Date: _____ Time: _____

Special Instructions: _____

Reviewed by: Approved by: