

# **SAFETY PROGRAM**

**Commercial Industrial Builders, Inc.**

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It is our policy that every employee and all property are entitled to maximum protection from controllable hazards. CIB is totally committed to safety and loss control and it is our intention that each employee shall work under the safest conditions possible. We will maintain a safe workplace and equipment that is free from recognized hazards. We will provide you with appropriate information, training, supervision, and personal protective equipment so that you can perform your job in a safe and proper manner. CIB shall instruct each employee in the recognition and avoidance of unsafe conditions and the regulations applicable to his work environment to control or eliminate any hazards or other exposure to illness or injury.

We believe that most accidents can be avoided by using common sense and personal initiative. It is not our intention that you should perform any task that you believe is unsafe. Supervisors in charge of each operation have been instructed to teach and guide employees unfamiliar with safe operations and practices. Many accidents occur when employees take short cuts and ignore established safety rules and regulations. It is not our intention that any employee should ignore established safety rules when performing their assigned task. Established safety rules and regulations are to be followed at all times.

CIB is responsible to comply with all safety regulations implemented by federal, state, and local agencies. The information contained in this Safety Manual, set forth safety rules and procedures that are to be followed by all company employees. While this manual will help you recognize and avoid obvious hazards, it cannot cover all situations. When in doubt you should consult with your supervisor for guidance.

Each employee shall be responsible for their performance and adherence to our safety rules. Failure to do so can lead to disciplinary action or dismissal.

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## **DISCIPLINARY POLICY**

Commercial Industrial Builders, Inc. has developed a disciplinary policy that applies to the safety and health program of this company. The disciplinary policy will be a tool to ensure enforcement of the rules and procedures for a safe and healthy working environment. The disciplinary policy applies to all employees of this company.

### **Verbal Warnings**

Management or supervisors may issue verbal warnings to employees that commit minor infractions or violations of the safety rules or safe work practices. Continued violations or verbal warnings will lead to more stringent action.

### **Written Warnings**

Management or supervisors may issue written warnings for the following:

- Repeated minor violations of safety rules or procedures.
- Single serious violations of a rule or procedure that could have potentially resulted in injury to themselves or another employee or could have caused property damage.
- Activities that could potentially resulted in injury or property damage.

### **Disciplinary**

Supervisors may recommend and management may institute disciplinary leave for the above reasons and the following:

- A single serious violation of a rule or procedure that results in injury to an employee or property damage.
- Repeated violations, non-conformance to safety rules or procedures.

### **Termination**

Supervisors may recommend and management may concur in the termination of any employee for repeated serious violations of the above circumstances.

### **Documentation**

The Office Manager will establish employee files. Violations of company rules and/or safety rules, regulations or procedures will be documented by filling out a report on the employee. The report will state the type of violation and corrective action taken. The employee must read and sign the report acknowledging that they understand the seriousness of the violation.

## **Duties and Responsibilities**

The success of any safety program depends upon a number of factors. The company, upper management, safety director, supervisors, and employees must assume a degree of responsibility for the success of the program. Each segment of the company has the responsibility of assuring the success of the program. The attitude of all parties is very important to the success of the program.

### **Company**

CIB has the duty and responsibility to provide a safe place to work that is free of recognized hazards. CIB has the duty to provide the tools, training, and enforcement of established safety rules and recommendations.

### **Upper Management**

Upper management has the duty and responsibility of supporting the company's safety and loss control program and the company Safety Director. This should be accomplished by active support of the safety program, active support of those individuals responsible for safety, and by example. Job Superintendents must create a positive safety attitude at their locations.

### **Safety Director**

The appointed company Safety Director has the duty and responsibility to oversee CIB's corporate safety program, to make certain that each location has needed safety material, and that corporate safety policy is followed. To accomplish this task the Safety Director should review all accident reports, provide training to the Crew Foreman, and periodically visit each of the company's locations.

### **Crew Foreman**

The Crew Foreman has the duty and responsibility of being aware of corporate safety rules and regulations, of actively supervising those employees working, and seeing to it that employees perform their assigned tasks in a safe and proper manner. The Crew Foreman has the responsibility to make certain that their employees have needed personal protective safety equipment and that such equipment is used by employees when required. The Crew Foreman is responsible to see that any injured employee receives prompt first aid and that such injuries are reported to management. The Crew Foreman has the responsibility to investigate all employee accidents. The Crew Foreman has the duty and responsibility to make certain that employees are properly trained in their assigned work task, that the employee is aware of hazards associated with the task, and that unsafe conditions and acts are not allowed to exist or continue.

### **Employees**

Each employee has the duty and responsibility of following established safety rules and regulation. Employees shall perform their tasks in a safe and proper manner, immediately report all unsafe conditions to their Crew Foreman, use required personal protective equipment, and seek guidance when in doubt. If injured on the job, the employee must inform their Crew Foreman.

## Corporate Drug Policy

The use of illegal drugs, excessive use of alcohol, and the misuse of prescription drugs has been the cause of many accidents in the workplace. This misuse of drugs not only places the employee at risk, but also places the employee's co-workers at risk. It is the policy of this company to provide a drug free work environment.

### **Duties of Management**

(1) Management shall require all prospective employees to submit to a drug test as a condition of employment. This requirement shall only be waived when specifically prohibited by the prospective employee's union contract.

(2) No prospective employee shall be denied employment based upon the positive results of an initial drug test. When a prospective employee's drug test indicates a positive result, the prospective employee shall be informed of the results and be given the opportunity of retaking the drug test. Should the second drug test also prove positive the prospective employee shall be denied for employment.

(3) Should it come to the attention of management that an employee has a substance abuse problem the employee shall be given the opportunity of entering into a substance abuse rehabilitation program. Refusal to enter into such a program by the employee shall be grounds for dismissal. A second incident of substance abuse, involving the same employee, shall be considered grounds for immediate dismissal. This requirement shall only be waived when specifically prohibited by the employee's union contract.

### **Duties of the Employee**

(1) The employee acknowledges that the use of illegal drugs, alcohol, and the misuse of prescription drugs is prohibited while on the job and that illegal drugs and alcohol are not permitted on the company's premises at anytime. Such substances are also not permitted in any company vehicle or on any jobsite.

(2) Those employees that have a substance abuse problem, or who become chemically dependent, are encouraged to seek medical assistance.

(3) Any employee who uses, brings upon, or attempts to sell illegal substances or alcoholic beverages in or around company premises, at any jobsite, or from any company vehicle is subject to immediate dismissal.

**Please see Alcohol, Drug and Contraband Policy with consent and authorization forms.**

## General Safety Rules

CIB has developed these safety rules patterned after the Federal OSHA requirements. Read and become familiar with these rules, and other safety rules that apply to your job.

- (1) Horseplay is prohibited at all times.
- (2) If you do not have current First Aid Training do not move or treat an injured person unless there is an immediate peril, such as profuse bleeding or stoppage of breathing.
- (3) Appropriate clothing and footwear must be worn on the job at all times.
- (4) Where there exists the hazard of falling objects, an approved hard hat must be worn.
- (5) You should not perform any task unless you are trained to do so and are aware of the hazards associated with that task.
- (6) You will be assigned certain personal protective safety equipment. This equipment should be available for use on the job, be maintained in good condition, and worn when required.
- (7) The riding of a hoist hook, or on other equipment not designed for such purposes, is prohibited at all times.
- (8) Never remove or by-pass safety devices.
- (9) Do not approach operating machinery from the blind side, let the operator see you.
- (10) Do not use tools or equipment that is damaged, not working properly or has had the safety guards removed.
- (11) Learn where fire extinguishers and first aid kits are located.
- (12) Maintain a general condition of good house keeping in all work areas at all times. Frequent and regular inspections of the shop area, job sites, materials, and equipment will be made by the crew foreman or a job superintendent.
- (13) Obey all traffic regulations when operating vehicles on public highways.
- (14) When operating or riding in company vehicles, or using your personal vehicle for business purposes, the vehicles seatbelt shall be worn.
- (15) Obey safety signs and tags.
- (16) Always perform your assigned task in a safe and proper manner, do not take shortcuts. The taking of shortcuts and the ignoring of established safety rules is a leading cause of employee injury.

# New Employee Safety Orientation

Employee Name: \_\_\_\_\_

Job Title: \_\_\_\_\_ SSN: \_\_\_\_\_

OSHA regulations require that employers properly train employees to perform their assigned tasks in a safe manner. The employer has the responsibility of instructing the employee how to perform their task, showing the employee how to perform the task, informing the employee of the hazards associated with the task to be performed, and instructing the employee how to avoid the hazards of the job.

**1. Reporting Emergencies**

Tell and show the new employee(s) the police, medical, and fire emergency reporting number(s) for their work area.

<i>General</i>	<i>Police - Medical - Fire</i>	<i>911</i>
<i>Medical</i>	<i>Police - Medical</i>	<i>911</i>

**2. Emergency Evacuation**

Walk new employees through the appropriate emergency evacuation route for their work area. Also point out the secondary emergency evacuation route to be used if the primary route is blocked. Show them where to assemble after evacuation. Discuss special evacuation needs and plans with disabled employees.

**3. Portable Fire Extinguishers**

Show the employee(s) where portable fire extinguishers are located. Tell them to use a portable fire extinguisher only if:

- they have been trained to use them,
- the fire is small (waste basket size), and
- they have a clear evacuation route.

**4. Reporting Procedures**

Tell your new employee(s) to immediately report accidents, incidents, near misses, motor vehicle accidents and any unsafe conditions or acts to:

Name: Gilbert Muro or the closest Supervisor	Phone: 806-376-6295
Location: In the offices	Room:

*(Usually their supervisor )*

**a. Reporting Accidents and Incidents**

Explain that after they immediately report on-the-job accidents, they have to fill out an accident/incident report form. Explain the form and tell them where the forms are located (with the office manager). All accidents or near accidents (incidents) must be reported on this form even if no personal injury was sustained. Reporting all accidents and incidents helps initiate effective safety programs and accident prevention measures.

- **b. Reporting Motor Vehicle Accidents**

All automobile accidents must also be reported immediately, whether or not there appears to be personal injury or property damage.
- **c. Reporting Unsafe Conditions and Acts**

Immediately report unsafe conditions and acts to your supervisors or the person noted above. Explain that employees should take responsibility for correcting unsafe conditions when feasible, e.g., wiping up small, nontoxic spills and removing tripping hazards. No employee is to be allowed to perform any task which cannot be made safe and which places the employee in danger of injury.
- **5. Workers' Compensation and Industrial Insurance**

Tell employees that work-related injuries or illnesses resulting in medical expenses or time loss are covered by State Workers' Compensation. To establish a Workers' Compensation claim, employees must fill out a DWC-1 Employer's First Report of Injury or Illness. Explain, also, that prompt reporting of accidents to their supervisor, will make the claims process easier and may allow them modified work during their recovery.
- **6. First Aid**

Tell new employees where first aid kits are located. If your department is required to have first aid certified employee on staff, tell new employees who they are and how to contact them. Explain what actions employees should take if they or others are injured. If safety showers or eye wash stations are located in your department, show new employees where they are and instruct them in their use.
- **7. Hazard Communication (Chemical Safety) (Worker Right-to-Know, Haz-Com)**
  - **a. General** (all employees)
    - Tell new employees where hazardous materials are used or stored in their work area.
    - Explain the labeling system for these materials.
    - Show employees where material safety data sheets (MSDSs) are located or explain how they can obtain an MSDS.
    - If new employees will be working with hazardous materials, tell them they will receive training in the safe handling of these materials or conduct the training at this time, if appropriate. *Hazard Communication training is conducted by supervisors or a designated trainer.*
    - Inform new employees that hazardous materials emergencies, such as spills or releases too big for them to clean up, are to be reported to: the Crew Forman or Supervisor
    - Explain the hazardous materials waste disposal procedures that apply in your area.
- **8. Worksite Warning Signs and Labels**

Explain to all new employees the meaning of warning signs, tags, and labels used in their work area.

**9. Personal Protective Equipment (PPE)**

Check the personal protective equipment needed for this job.

Gloves	Hard Hats
Safety Glasses, Goggles, Face Shields	Hearing Protectors
Personal Protective Clothing	Fall Protection
Orange Safety Vest	Safety Shoes
Respirator	

Explain precisely the use, care, cleaning, and storage of any personal protective equipment the new employee will be required to use on the job. Stress the need for strict adherence to policy on the use of PPE.

**10. Employee Safety and Health Training**

Use the following list to indicate the safety and health training classes the new employee will be required to take for their job. Recommended classes could also be marked but priority must be given to arranging the required health and safety training classes.

<b>Employee Safety and Health Training Check List</b>			
Mark training the employee needs to take. Retain documents verifying that the training requirements have been met.			
Course	Provided by	Course	Provided by
<b>ALL NEW DEPARTMENT EMPLOYEES</b>			
General Orientation		Departmental/Supervisor New Employee Orientation	
New Employee Orientation		Hazard Communication (Worker Right to Know)	
New Employee Benefits Orientation			
<b>AS REQUIRED BY JOB</b>			
Blood borne Pathogen Exposure Control		Lifting Training - Back Protection Program	
Motorized/Powered Personnel Lifts		Lockout Safety - (Energy Control)	
Compressed Gas Safety		First Aid / CPR	
Fire Extinguisher Training		Hearing (Protection)	
Forklift Operator Safety Certification		Scaffolds	
<b>OTHER DEPARTMENTAL REQUIRED / RECOMMENDED COURSES</b>			

□ 11. **Safety Bulletin Board**

Point out the safety bulletin board and tell them what items can be found on the board.

*The bulletin board must display the following posters:-*

- *Haz-Com Poster*
- *State Labor and Industries Posters*
  - "Job Safety and Health Protection"*
  - "Notice to Employees"*
  - "Your Rights as a Worker"*
- *Other safety notices, newsletters, safety and health committee minutes, etc. should be posted here also.*

□ 12. **Departmental/Worksite Safety Practices and Rules**

New employees should be shown how to perform their job in a safe manner. Initially they should be actively supervised by either Gilbert Muro, or an experienced employee, to make certain that they can perform the assigned task safely. Observations provide direct, measurable information on employees' work practices identifying both safe and unsafe behaviors. No employee is to be assigned to any task that the employee is not qualified to perform, until that employee is properly trained and is made aware of the hazards associated with the assigned task.

Employees should understand that supervisors will provide job safety instruction and inspection on a continuing basis. Review safety rules for your department (e.g., non-smoking areas, working alone, safe use of equipment, etc).

### **Safety Meetings**

(1) Training records known as "Tool Box Safety Meetings" shall include the following information:

- (a) The dates of the training sessions;
- (b) The contents or a summary of the training sessions;
- (c) The name and qualifications of person conducting the training
- (d) The names of all persons attending the training sessions.
- (e) Training records shall be maintained for 3 years from the date on which the training occurred.

(2) To promote locations safety, tool box type safety meetings should be held with all employees on a regular basis. The minimum frequency of holding safety meetings with employees is every other week. Those locations which are experiencing a worse than average loss experience should hold safety meetings with employees on a weekly basis.

(3) Besides discussing safety in general, a specific relevant topic should be chosen and discussed. The selection of the specific topic is the responsibility of the safety director. The topic chosen should be relevant to past accidents, loss prevention efforts, current activities, etc.

(4) Tool Box Safety meetings should be led by the Crew Foreman. All employees should attend and their active participation should be encouraged.

(5) A record of each Tool Box Safety meeting should be retained. The "Tool Box Safety Meeting Form", should be used for this purpose and placed in the Tool Box Safety Binder.

(6) Items brought up during tool box meetings, that require corrective action, should be documented on a "Tool Box Safety Meeting Form". A procedure should be established to make certain that any required corrective action is carried out.

# Emergency Action Plan

Commercial Industrial Builders, Inc. has written this emergency action plan; which will be kept in the workplace, and available to employees for review

## I. The preferred means of reporting a fire or other emergencies

### A. Report to your supervisor immediately:

Fire  
Explosion  
Tornado/Weather  
Chemical Spill/Leak  
Violence  
Medical  
Other

### B. Alarm System

Alarm systems for notifying all employees in case of an emergency are:

- Public address system announcement
- Verbal announcement

## II. EMERGENCY ROUTES & ACCOUNTABILITY

### A. Emergency Escape Procedures and Routes

Emergency escape procedures and route assignments have been posted in each work area as to the evacuation route.

- In the case of a fire, everyone is to exit the building according to the escape route and exit signs and report across the street at the school in the grassy area South of CIB.
- Portable fire extinguishers are provided in the workplace for employee use. In the event of fire, any employee may use extinguishers to attempt to extinguish the fire before evacuating.
- In the case of a tornado everyone is to report to the long hallway in the center of the office building.
- All employees will be trained by their supervisor in the correct procedures to follow. New employees are trained when assigned to a work area.

### B. Procedure for Employees Who Remain to Operate Critical Operations Before They Evacuate

- Critical operations shutdown procedures are not required, because no employees are authorized to delay evacuation for this purpose.

### C. Employee Accountability Procedures After Evacuations

- Each supervisor is responsible for accounting for all assigned employees, by having all such employees report across the street at the school in the grassy area South of CIB and then conduct a head count. Each employee must be accounted for by name on paper. All supervisors are required to report their head count (by name) to the Emergency Evacuation Coordinator, Cheri McMasters.

## III TRAINING, RESCUE & MEDICAL DUTIES

### A. Training

The following employees are to perform rescue or medical duties during an emergency: Gilbert Muro, Crew Foreman, Paul Gilbert and Cheri McMasters, Office Personal.

Training is provided for employees when:

1. New employees are hired or transferred
2. Responsibilities change
3. Or when the plan changes

**B. Rescue and Medical Duties**

Specific rescue and medical duties have been assigned to designated individuals. These personnel have received special training and instructions for properly carrying out these assignments. A list of the individuals assigned and a summary of their training are attached (in Appendix C) for review.

**IV. ADDITIONAL REQUIRED INFORMATION**

For further assistance with emergency evacuation procedures, the following individuals may be contacted:

- Cheri McMasters, Office Manager
- Greg Billington, President

SAMPLE

## **Medical Management & First Aid**

### **Purpose**

Occupational health concerns receive high priority. It is essential that each location be able to adequately respond to first-aid events and resolve all other occupational health problems quickly. The health and wellness of each CIB employee is a key segment of the overall safety environment of our company.

### **Responsibilities**

#### **Management**

- Ensure that first-aid and health programs are adequate
- Develop and implement an effective medical records program
- Develop and implement a modified duty or Return to Work Program
- Ensure that adequate first-aid supplies are made available to employees
- Ensure that in the absence of an infirmary, clinic, or hospital in near proximity to the workplace there is a sufficient number of qualified first-aid providers

#### **Supervision**

- Ensure first-aid supplies are adequate
- Ensure that a truck will be available on each job sight for prompt transportation of the injured person to a physician or hospital, or a communication system for contacting necessary ambulance service, shall be provided. In areas where 911 are not available, the telephone numbers of the physicians, hospitals, or ambulances shall be conspicuously posted.
- Ensure that any injured employee obtains prompt medical attention
- Notify management of any employee injuries or occupational exposures with except to minor cuts, nicks, etc.
- Investigate all injuries and occupational exposures, including near misses, that occur in assigned work area
- Identify modified duty opportunities within work area, and work with injured employee, management and medical provider, as applicable, to return the employee to work as quickly as medically feasible
- Be knowledgeable of all company first-aid and health programs

#### **Employee**

- Follow all company health and safety rules and procedures
- Report all injuries, including minor and near misses, to supervision immediately

#### **Records**

- CIB's Office Manager shall maintain an OSHA 300 A log as required by the OSHA act. The log should be maintained in accordance with recording requirements. The log should be posted on the safety bulletin board during the month of February for the previous year.
- Upon an employee's first entering into employment, and at least annually thereafter, information must be given to current employees of the existence, location, availability and the person

responsible for maintaining and providing access to records and each employee's rights of access to these records. A file should be maintained on each employee. This record shall include the name and social security number of the employee. Whenever an employee or designated representative requests access to a record, CIB's Office Manager shall assure that access is provided in a reasonable time, place, and manner. If access to records cannot reasonably be provided within fifteen (15) working days, the employer shall within the fifteen (15) working days apprise the employee or designated representative requesting the record of the reason for the delay and the earliest date when the record can be made available. Any information in an employee file may be available and or transferred, upon an employee's written consent. Whenever an employee or designated representative requests a copy of a record, that record must be provided at no cost. Whenever an employer is ceasing to do business, the employer shall transfer all records subject to this section to the successor employer. Whenever an employer either is ceasing to do business and there is no successor employer to receive and maintain the records, or intends to dispose of any records required to be preserved for at least thirty (30) years, the employer shall transfer the records to the Director of the National Institute for Occupational Safety and Health (NIOSH) if so required by a specific occupational safety and health standard

- Employee medical records means a record concerning the health status of an employee which is made or maintained by a physician, nurse, or other health care personnel, or technician. Medical records shall be maintained for at least the duration of employment plus 30 years. Whenever access is requested to an analysis which reports the contents of employee medical records by either direct identifier (name, address, social security number, payroll number, etc.) or by information which could reasonably be used under the circumstances indirectly to identify specific employees (exact age, height, weight, race, sex, date of initial employment, job title, etc.), personal identifiers must be removed before access is provided.
- Besides other information contained in the employees file the following records and forms should be maintained:
  - (a) CIB shall establish and maintain an accurate record for each employee with any occupational exposure.
  - (b) The "Acknowledgment of Fundamental Safety Rules Review" form.
  - (c) In the case of employees hired since the implementation of this safety program, the employee's file should indicate that a drug test was conducted unless prohibited by the employee's union contract. Under no circumstances should the results of any drug test be in the employees file. This is to maintain confidentiality.
- (3) Attached to the states First Report of Injury form should be the Crew Foreman's Accident Investigation form that is properly filled out.
- (4) A binder should be maintained which contains the "Tool Box Safety Meeting" forms. These records should be retained for at least 18 months. Safety Director should review these forms to determine the quality of the meetings being held and that recommendations are followed-up for compliance.
- Employee exposure records include Environmental (workplace) monitoring or measuring of a toxic substance or harmful physical agent, including personal, area, grab, wipe, or other form of sampling, as well as related collection and analytical methodologies, calculations, and other background data relevant to interpretation of the results obtained;
  - \* Biological monitoring results which directly assess the absorption of a toxic substance or harmful physical agent by body systems (e.g., the level of a chemical in the blood, urine, breath, hair, fingernails, etc.) but not including results which assess the biological effect of a substance or agent or which assess an employee's use of alcohol or drugs;
  - \* Material safety data sheets indicating that the material may pose a hazard to human health; or in the absence, a chemical inventory or any other record which reveals where and when used and the identity (e.g., chemical, common, or trade name) of a toxic substance or harmful physical agent.Employee exposure records shall be retained for 30 years.

**Treatment Records** are permanent records and will be filled out for any of the following: All accidents that result in any injury, all Occupational Illnesses, and prior to referral to any medical provider

**Modified Duty Assignment** forms shall be completed by supervision for any employee who has a condition that prevents them from conducting their normal duties. This form shall be used to notify management of the limitations of the employee. Management will assign tasks consistent with any limitations. Questions concerning the limitations are to be directed to the President or Vice-President. The Office Manager shall maintain a file for original forms. Copies shall be provided to the employee, the employee's Supervisor and Manager.

**Confidentiality:** Records of all first-aid and medical events shall be kept in each individual's medical file. All medical record information is confidential and shall not be released to third parties without written authorization by the employee involved or as authorized by law.

**First Aid Kits,** Well stocked First-Aid kit(s) for employee use will be maintained.

- The basic inventory of each first aid kit must be approved by the crew foreman.
- Each location, and each crew vehicle, should be equipped with a first aid kit. These kits will be located so as to allow easy and quick access. First-aid kits shall be checked by the Crew Foreman before being sent out on each job and at least weekly on each job to ensure that the expended items are replaced. Kits are to have a hand sanitizer liquid for when water and soap are not available.
- The contents of the first aid kit shall be placed in a weatherproof container, all items which must be kept sterile must be individually wrapped and sealed. Items such as scissors, tweezers, tubes of ointments with caps, or rolls of adhesive tape, need not be individually wrapped, sealed, or disposed of after a single use or application.

#### **Post Accident Substance Abuse Evaluations**

For all accidents that result in injuries or property damage or that require off-site medical attention and/or evaluation, a DOT Drug and Alcohol screening will be conducted. This screening is part of the company Drug Free Workplace Program.

#### **Minor Care**

Comfort providing systems such as wraps, balms, and other non-invasive, non-medical procedures may be employed to provide comfort to the employee experiencing minor work related physiological stresses.

#### **Modified Duty**

When an employee has been identified by proper medical authority as having a condition that would limit them in their normal job function, the crew foreman shall initiate a *Modified Duty Assignment Sheet*. This sheet will list the limitations and advise management of the need for assignment to duties that will not exceed the limitations. Management will assign limited duties in writing on the *Modified Duty Assignment Sheet*. The original shall remain in a Pending & Review file, held by Office Manager, to prompt periodic monitoring of the employees condition. Copies shall be provided to the employee, the employee's supervisor and manager.

#### **Return to Duty**

When conditions have changed, such that the employee no longer has limitations, The President of CIB shall initiate Return To Duty actions by filling out the reverse side of the *Modified Duty Assignment* sheet. The President of CIB shall consult with the employee's supervisor to provide guidance for any appropriate reconditioning program based on the employee's normal job functions. Examples of elements that would be considered are normal job functions, length of time away from normal job, type of limitation, etc. If the limitation was caused by physiological stress factors, The Crew Foreman will provided the employee information to be used to minimize the chance of reoccurrence of the same or similar stress limitation. The original form shall be filed in the employee's Medical Record and copies provided to the employee, supervisor and manager.

# Incident Investigation and Reporting

## Purpose

Accident prevention and control of hazards is the result of a well designed and executed safety and health program. One of the keys to a successful program includes unbiased, prompt and accurate accident investigations. The basic purpose of these investigations is to determine measures that can be taken to prevent similar accidents in the future.

## Policy

It is the policy of CIB that investigation of all work related accidents, injuries and illnesses are to be conducted in a professional manner to identify probable causes and are used to develop specific management actions for the prevention of future accidents. While all incidents should be investigated, the extent of such investigation shall reflect the seriousness of the incident utilizing a root cause analysis process or other similar method. Incidents must be reported to your CIB supervisor as soon as possible and the supervisor will report it to the owner client as soon as possible, or in a timely manner (within 24 hours of incident). Management will report required incidents to OSHA within 8 hours of their discovery.

**Responsibilities:** prior to an incident the following individual responsibilities for reporting and investigating are listed below

### Management

- Conduct accident prevention and investigation training for supervisors
- Ensure all accidents and injuries are properly investigated
- Ensure immediate and long term corrective actions are taken to prevent reoccurrence
- Maintain Accident Reports permanently on file
- Ensure proper entries are made on the OSHA 300 Log and First Report of Injury
- Provide all necessary medical care for injured workers

### Supervisors

- Conduct immediate initial accident investigations
- Report all accidents to management as soon after the event as possible
- Collect and preserve all evidence that may be useful in an investigation
- Conduct interviews of witnesses in a polite professional manner
- Do not attempt to find or assign blame for accidents
- Take action to protect people and property from secondary effects of accidents

### Employees

- Immediately report all accidents & injuries to their supervisor
- Assist as requested in all accident investigations
- Report all hazardous conditions and near-misses to supervisors

## Hazard Control

**Engineering Controls** - There are numerous engineered safeguards throughout the facility used to protect employees and prevent exposure to hazards. Examples of engineering controls are machine guards, safety controls, and isolation of hazardous areas,

**Administrative Controls** - These controls involve the use of procedures, assessments, inspection, records to monitor and ensure safe practices and environments are maintained. Other administrative controls are in place to identify new hazards and implement corrective action. Examples of administrative controls are periodic inspections, equipment operating and maintenance procedures, hazard analysis, selection and assignment of personal protective equipment, etc.

**Training Controls** - This aspect of hazard control is used to ensure employees are fully and adequately trained to safely perform all tasks to which they are assigned. No employee is to attempt any task without proper training in the equipment used, required personal protective equipment, specific hazards and now their roles and responsibilities for incident response and incident investigation techniques. Training shall cover awareness of your surroundings, first responder, emergency procedures and investigation control. Examples of training controls are initial new hire safety orientation, job specific safety training and monthly tool box meeting refresher training.

## **Supervisor Involvement**

In most cases, the immediate area supervisor will conduct the initial phase of an accident investigation. This initial activity is primarily a recording of facts involved in the accident, list of affected employees and witnesses. Direct supervisors are familiar with employee's work environment & assigned tasks. Supervisors must take the accident situation under control and immediately eliminate or control hazards to others.

### **Immediate Steps**

1. Provide First Aid for any injured persons.
2. Eliminate or control hazards
3. Document accident scene information to determine the cause.
4. Interview witnesses immediately.

## **Accident Prevention**

Most accidents are preventable by eliminating one or more causes. Accident investigations determine not only what happened, but also how and why. The information gained from these investigations can prevent recurrence of similar or perhaps more disastrous accidents. Accident investigators are interested in each event as well as in the sequence of events that led to an accident. The accident type is also important to the investigator. The recurrence of accidents of a particular type or those with common causes shows areas needing special accident prevention emphasis.

### **Initial Investigation Procedures**

1. Prevent further possible injury and property damage
2. Collect facts about the accident
3. Collect and preserve evidence

#### **Steps**

- a. Secure the area. Do not disturb the scene unless a hazard exists.
- b. For documenting an accident and help in preserving, and securing evidence, you should take notes, photographs, get witness statements, flag the area, and impound any necessary documents and or equipment. Use the following necessary equipment; writing equipment such as pens/paper, measurement equipment such as tape measures and rulers, cameras, small tools, audio recorder, PPE, marking devices such as flags, equipment manuals. Prepare the necessary sketches and photographs. Label each carefully and keep accurate records.

c. Document initial identification of evidence immediately following the incident this might include a listing of people, equipment, and materials involved and a recording of environmental factors such as weather, illumination, temperature, noise, ventilation, and physical factors such as fatigue, age, and medical conditions.

d. Interview each victim and witness. Also interview those who were present before the accident and those who arrived at the site shortly after the accident. Locating witnesses, ensuring unbiased testimony, obtaining appropriate interview locations, and use of trained interviewers should be detailed. The need for follow-up interviews should also be addressed. Keep accurate records of each interview. Use a tape recorder if desired and if approved.

#### **Determine**

- a. What was not normal before the accident.
- b. Where the abnormality occurred.
- c. When it was first noted.
- d. How it occurred.

#### **Follow-up Accident Investigation**

The follow-up investigation is used to analyze data and determine the causes and corrective actions necessary to prevent reoccurrence.

#### **Steps**

- a. Analyze the data obtained in the initial investigation
- b. Repeat any of the prior steps, if necessary.
- c. Determine
  1. Why the accident occurred.
  2. A likely sequence of events and probable causes
- d.. Determine the most likely causes.
- e.. Conduct a post-investigation briefing.
- f.. Prepare a summary report, including the recommended actions to prevent a recurrence.

An investigation is not complete until all data are analyzed and a final report is completed. In practice, the investigative work, data analysis, and report preparation proceed simultaneously over much of the time spent on the investigation.

#### **Conducting Interviews**

In general, experienced personnel should conduct interviews. All interviews should be conducted in a quiet and private location. It is essential to get preliminary statements as soon as possible from all witnesses. Investigators should not provide any facts to the witness - only ask non-leading questions.

- a. Explain the purpose of the investigation (accident prevention) and put each witness at ease.
- b. Listen, let each witness speak freely, and be professional, courteous and considerate.
- c. Take notes without distracting the witness. Use a tape recorder only with consent of the witness.
- d. Use sketches and diagrams to help the witness.

- e. Emphasize areas of direct observation. Label hearsay accordingly.
- f.. Do not argue with the witness.
- g. Record the exact words used by the witness to describe each observation.
- h.. Identify each witness (name, address, occupation, years of experience, etc.).

### **Possible Causes**

Obvious accident causes are most probably symptoms of a "root cause" problem. Some examples of Unsafe Acts and Unsafe Conditions which may lead to accidents are:

#### **Unsafe Acts**

- Unauthorized operation of equipment
- Running - Horse Play Not following procedures By-passing safety devices
- Not using protective equipment
- Under influence of drugs or alcohol

#### **Unsafe Conditions**

- Ergonomic Hazards
- Environmental hazards
- Inadequate housekeeping
- Blocked walkways
- Improper or damaged PPE
- Inadequate machine guarding

### **Recommendations**

As a result of the finding you need to determine where there is a need to make changes:

Employee training

Work Stations Design

Policies or procedures

Incident investigations should result in corrective actions. Lessons learned should be reviewed and communicated. Changes to processes must be placed into effect to prevent reoccurrence or similar events.

### **Investigation Report**

An accident investigation is not complete until a report is prepared and submitted to management. To be an effective tool, an incident report should be clear and concise. The purpose of the investigation is to prevent future accidents. Written incident reports should be prepared and include an incident report form and a detailed narrative statement concerning the events. The format of the narrative report may include an introduction, methodology, summary of the incident, investigation board member names, narrative of the event, findings and recommendations. Photographs, witness statements, drawings, etc. should be included. All accident reports will be maintained on file permanently. They shall receive timely review by upper management to ensure proper corrective actions have been taken.

## Eye Protection

Within the workplace there exist hazards that could cause an injury to the eye. In certain instances, the resulting injury could result in blindness.

- (1) Employees should use eye protection when required to do so and where eye hazards are encountered.
- (2) The correct type of eye protection should be used for the conditions encountered. The safety glasses, goggles, and face shields should be properly worn, fit properly, not distort or limit vision, be cleaned on a regular basis, and be constructed of tempered, impact-resistant glass or plastic
- (3) When required to wear eye protection because of exposure of chemicals, the employee should only wear contact lenses when the eyes are protected by a full face shield or goggles. The employee is further advised that contact lenses should be removed if the eyes must be flushed out because of chemical contamination. The contact lenses should be removed during the flushing process and not before beginning the flushing process.
- (4) The employee should not be exposed to chemical hazards unless an approved eye wash station is available.
- (5) Employees should be trained in the proper use of eye wash stations and emergency showers.

SAMPLE

## **Hearing Conservation**

Commercial Industrial Builders, Inc. has determined that at no time is there any employee working where noise exposure is above 85 dB(A) on an 8 hour basis. However, to reduce occupational hearing loss, all employees are provided ear plugs and annual training. It is the employee's responsibility to request new hearing protection when needed.

### **(1) Training**

At time of hire and annually thereafter, all employees must attend Hearing Conservation Training. The initial training is conducted as part of the New Hire Orientation Program. This program consists of:

- (a) Rules and procedures
- (b) Where hearing protection is required
- (c) How to use and care for hearing protectors
- (d) How noise affects hearing and hearing loss

(2) When new equipment or machinery is evaluated for purchase, the Safety Manager should be consulted to conduct an evaluation from a safety and health standpoint. One criteria of the evaluation should include the amount of noise the equipment will produce and how it will affect the overall noise exposure.

(3) CIB shall administer a continuing, effective hearing conservation program, whenever employee noise exposures equal or exceed an 8-hour time-weighted average sound level (TWA) of 85 decibels. When information indicates that any employee's exposure may equal or exceed an 8-hour time-weighted average of 85 decibels, CIB shall develop and implement a monitoring program to be included in the hearing conservation program.

(4) CIB shall establish and maintain an audiometric testing program as provided by making audiometric testing available to all employees whose exposures equal or exceed an 8-hour time-weighted average of 85 decibels. Within 6 months of an employee's first exposure at or above the action level, CIB shall establish a valid baseline audiogram against which subsequent audiograms can be compared.

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

(6) At least annually after obtaining the baseline audiogram, CIB shall obtain a new audiogram for each employee exposed at or above an 8-hour time-weighted average of 85 decibels. Each employee's annual audiogram shall be compared to that employee's baseline audiogram to determine if the audiogram is valid and if a standard threshold shift has occurred. If a comparison of the annual audiogram to the baseline audiogram indicates a standard threshold shift, the employee shall be informed of this fact in writing, within 21 days of the determination.

(7) Use of hearing protection shall be re-evaluated and/or refitted and if necessary a medical evaluation may be required. The employer shall evaluate hearing protector for the specific noise environments in which the protector will be used.

(8) CIB shall make hearing protectors available to all employees at no cost to the employees. Hearing protectors shall be replaced as necessary. CIB shall ensure that hearing protectors are worn. Employees shall be properly trained in the use, care and fitting of protectors.

(9) CIB shall maintain an accurate record of all employee exposure measurements and that all records are maintained as required by the regulation.

## **Blood-Borne Pathogen Control Universal Precautions**

**Exposure Determination:** Commercial Industrial Builders, Inc. and its Divisions and Subsidiaries will not perform invasive medical treatment or provide intravenous medication. Trained personnel in First Aid are expected to provide help deemed necessary until emergency care personnel arrive. Therefore, the exposure to Blood-Borne Pathogens, as defined in item #2-b below, is determined to be from routine and emergency first aid treatment of common workplace injuries. The exposure determination shall be made without regards to the use of personal protective equipment.

CIB shall ensure that all employees with occupational exposure participate in a training program which must be provided at no cost to the employee and during working hours. Work practice controls shall be used to eliminate or minimize employee exposure. Where occupational exposure remains after institution of these controls, personal protective equipment shall also be used.

(1) Training shall be provided as follows:

- (a) At the time of initial assignment to tasks where occupational exposure may take place.
- (b) Annual training for all employees shall be provided within one year of their previous training.
- (c) CIB shall provide additional training when changes such as modification of tasks or procedures or institution of new tasks or procedures affect the employee's occupational exposure. The additional training may be limited to addressing the new exposures created.
- (d) Material appropriate in content and language of the employees shall be used.

**Always:** Treat blood and body fluids as if they were infected. Accidents can happen anytime and anywhere, in any field of work; causing minor to major injuries. Listed are a few examples of transmission: Accidentally cutting your self with a sharp object that is contaminated with infected blood and body fluids. Getting infected blood or body fluids on your skin, especially when your skin has open sores, nicks or cuts. Getting contaminated blood or body fluids in the mucous membranes of your eyes, nose or mouth.

(2) Universal Precautions and General Safety Rules should be followed:

- (a) Protect yourself with latex gloves, eye protection and pocket masks (for CPR). Bandage cuts, scrapes and broken skin. Before and immediately after providing patient care, wash exposed areas (hands, arms, etc.) When provision of hand washing facilities is not feasible, CIB shall provide either an appropriate antiseptic hand cleanser in conjunction with clean cloth/paper towels or antiseptic towelettes. When antiseptic hand cleansers or towelettes are used, hands shall be washed with antibacterial soap and running water as soon as feasible.
- (b) Treat all human body fluids and items soiled with human body fluids (blood, blood products, semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, peritoneal fluid, pericardial fluid, amniotic fluid, concentrated HIV/HAV/HBV, and saliva (in dental settings) as if contaminated with HIV/HAV/HBV. (Note: Feces, urine, nasal secretions, sputum, sweat, tears, or vomit need not be treated as contaminated unless they contain visible blood)
- (c) All clothing contaminated with human body fluid will be presoaked (sprayed on the affected areas) with the antibacterial/viral solution before being sent to the laundry. (Note: Gloves and eye protection should be worn when handling contaminated clothing until presoaked for 10 minutes)
- (d) Cleaning any spills of body fluid should be handled with the following precautions: Restrict access to the area. Use disposable towels to soak up most of the blood or body fluid. Put all contaminated towels and waste in a sealed leak-proof container and dispose of it as regulated waste. Presoak the affected area with antibacterial/viral solution for 10 minutes before cleaning. Also disinfect contaminated cleaning equipment or dispose of safely. (Note: Gloves and eye protection should be worn when handling spills of body fluids)
- (e) Any suspected exposure to HIV/HAV/HBV by human body fluid contact (via broken skin, human bites, etc.) should be reported to your Supervisor immediately.

## Personal Protective Safety Equipment

When there is occupational exposure, CIB shall provide, at no cost to the employee, appropriate personal protective equipment such as, but not limited to, gloves, gowns, face shields or masks, eye protection, pocket masks, or other ventilation devices. These PPE are to protect body parts, prevent inhalation and or absorption of chemicals. CIB shall ensure that the employee uses appropriate PPE unless the employer shows that CIB temporarily and briefly declined to use PPE under rare circumstances.

Proper training shall include the following: when and what PPE is necessary; how to properly adjust, and wear PPE; the limitations; and, the proper care, maintenance, useful life and disposal of the PPE. Retraining of the employee is required when the workplace changes, making the earlier training obsolete; the type of PPE changes, or when the employee demonstrates lack of use, improper use, or insufficient skill or understanding. The training shall include a certification that will have the employee's name, dates of training and the PPE that was covered.

The hazard assessment must indicate a determination if hazards are present or are likely to be present, which necessitate the use of PPE. Certifier's name, signature, date(s) & identification of assessment documents

Selection, and reasons for selection should be given to the employee. **Select, and have each affected employee use, the types of PPE that will protect the affected employee from the hazards identified in the hazard assessment;**

- (1) **Appropriate clothing and footwear should be worn on the job.**
- (2) **Personal protective safety equipment in the appropriate sizes will be assigned and fitted to each employee and should be maintained in good condition and used as required.**
- (3) **Employees who find that they lack, have defective or damaged PPE should immediately contact their Crew Foreman to obtain new equipment.**
- (4) **Clean and or laundered personal protective equipment will be provided at no cost to the employee.**
- (5) **In high noise areas approved hearing protection provided by the company must be worn.**
- (6) **Approved eye protection should be worn when working with welding, grinding, or exposed to flying objects.**
- (7) **A respirator should be worn in dusty conditions or when exposed to excessive concentrations of gases and fumes. The correct type of respirator should be worn for the exposure encountered.**
- (8) **Supervisors have the responsibility to make certain that employees use personal protective equipment when conditions warrant or are required by regulations.**
- (9) **To remind employees to use personal protective safety equipment, appropriate signs and posters should be posted in those areas requiring such use.**
- (10) **CIB will repair or replace personal protective equipment as needed to maintain its effectiveness, at no cost to the employee.**

## Electrical Hazards

Safety-related work practices shall be used to prevent electric shock or other injuries resulting from either direct or indirect electrical contacts, when work is performed near or on equipment or circuits that are or may be energized.

Only qualified persons (those who have training in avoiding the electrical hazards of working on or near exposed-energized parts) may work on electric circuit parts or equipment that has not been deenergized. Such persons shall be capable of working safely on energized circuits and shall be familiar with the proper use of special precautionary techniques, personal protective equipment, insulating and shielding materials, and insulated tools.

Unqualified persons (those with little or no such training) who face a risk of electric shock but who are not qualified persons shall be trained and familiar with electrically related safety practices that pertain to their respective job assignments. All new employees will be training in electrical safety precautions and all employees will routinely review this information in Tool Box Safety Meetings and before any related job. The following rules are laid out to help keep the employee safe.

CIB shall establish and implement an assured equipment grounding conductor program on construction sites covering all cord sets, receptacles which are not a part of the building or structure, and equipment connected by cord and plug which are available for use or used by employees. This program shall comply with the following minimum requirements:

(a) A written description of the program, including the specific procedures adopted by CIB, shall be available at the jobsite for inspection and copying by any affected employee.

(b) CIB shall designate Gilbert Muro, crew foreman to implement the program.

- (1) Do not make electrical repairs, connections, or installations unless you are qualified to do so.
- (2) Know whether circuit (wires) are energized before beginning work near any exposed electrical wiring or components.
- (3) When working in confined or enclosed spaces protective shields, protective barriers, or insulating materials shall be used to protect each employee from shock, burns, or other electrically related injuries while that employee is working near exposed energized (live parts of wiring or equipment) or de-energized parts which might be accidentally contacted or where dangerous electric heating or arcing might occur.
- (4) Employees may not enter spaces containing exposed energized parts, unless illumination is provided that enables the employees to perform the work safely. Where lack of illumination or an obstruction precludes observation of the work to be performed, employees may not perform tasks near exposed energized parts. Employees may not reach blindly into areas that may contain energized parts.
- (5) When handling long conductive materials or equipment (such as pipes or beams) that may be exposed to contacting energized conductors or circuit parts an employee must minimize the hazard by the use of insulation, guarding, material handling techniques and the use of a spotter. Employees shall not work on, or near (within 12 feet) of 600 volt (plus) overhead lines. This 12-foot barrier includes any conductive object in that space.
- (6) If work is to be performed near overhead lines, the lines shall be deenergized and grounded, or other protective measures shall be provided before work is started. If the lines are to be deenergized, arrangements shall be made with the person or organization that operates or controls the electric circuits involved to deenergize and ground them. If protective measures, such as guarding, isolating, or insulating, are provided, these precautions shall prevent employees from contacting such lines directly with any part of their body or indirectly through conductive materials, tools, or equipment. When an unqualified person is working in an elevated position near overhead lines, the location shall be such that the person and the longest conductive object he or she may contact cannot come closer to any unguarded, energized overhead line than the following distances applies For voltages to ground 50kV or below - 10 feet (305 cm); For voltages to ground over 50kV - 10 feet (305 cm) plus 4 inches (10 cm) for every 10kV over 50kV.

- (7) Any vehicle or mechanical equipment capable of having part of its structure elevated near energized overhead lines shall be operated so that a clearance of 10 ft. (305 cm) is maintained. If the voltage is higher than 50kV, the clearance shall be increased 4 in. (10 cm) for every 10kV over that voltage.
- (8) Do not wear conductive articles of jewelry and clothing (such as bracelets, rings, key chains, necklaces, body piercing, clothes with conductive thread or metal headgear) if working around energized equipment or wiring.
- (9) Employees shall wear non-conductive head protection (hard hats) wherever there is a danger of head injury from electric shock or bumps.
- (10) Portable ladders shall be of the non-conductive type (wood or Fiberglass) if they are used where the employee or the ladder could contact exposed energized parts.
- (11) Each cord set, attachment cap, plug and receptacle of cord sets, and any equipment connected by cord and plug, except cord sets and receptacles which are fixed and not exposed to damage, shall be visually inspected before each day's use for external defects, such as deformed or missing pins or insulation damage, and for indications of possible internal damage. Equipment found damaged or defective shall not be used until repaired. Employees using extension cords (drop cords) to power tools and/or equipment for the performance of construction, maintenance or repair shall follow the following rules:
- (a) All extension cords must be grounding type, made with U L listed parts, and be in good physical condition and should only be used with GFCI protection inside and outside.
  - (b) Extension cords may not be lengthened.
  - (c) No more than one power outlet strip may be connected to a single extension cord.
  - (d) An extension cord should not be run across high traffic areas to prevent a trip hazard or used in applications where potential damage to the cord might occur, (run-over, sharp corners and pinched between items)
  - (e) Do not use any electrical power tools that are not properly grounded or double insulated. Do not use any electrical power tool that has the electrical cord plug ground prong missing.
- (12) Only qualified persons may perform testing work on electric circuits or equipment. The following tests shall be performed on all cord sets, receptacles which are not a part of the permanent wiring of the building or structure, and cord- and plug-connected equipment required to be grounded:
- (a) All equipment grounding conductors shall be tested for continuity and shall be electrically continuous.
  - (b) Each receptacle and attachment cap or plug shall be tested for correct attachment of the equipment grounding conductor. The equipment grounding conductor shall be connected to its proper terminal.
  - (c) All required tests shall be performed:
    - (i) Before first use
    - (ii) Before equipment is returned to service following any repairs
    - (iii) Before equipment is used after any incident which can be reasonably suspected to have caused damage (for example, when a cord set is run over); and at intervals not to exceed 3 months, except that cord sets and receptacles which are fixed and not exposed to damage shall be tested at intervals not exceeding 6 months.
  - (d) Tests performed as required in this paragraph shall be recorded. This test record shall identify each receptacle, cord set, and cord- and plug-connected equipment that passed the test and shall indicate the last date it was tested or the interval for which it was tested. This record shall be kept by means of logs, color coding, or other effective means and shall be maintained until replaced by a more current record. The record shall be made available on the jobsite for inspection by the Assistant Secretary and any affected employee.
  - (e) CIB shall not make available or permit the use by employees of any equipment which has not met the requirements of this program.
- (13) Employees shall take all safety precautions when there is work on exposed deenergized parts or near enough to them to expose themselves to any electrical hazard they present. Conductors and parts of electric equipment that have been deenergized but have not been locked out or tagged shall be treated as energized parts.

# Lockout Tagout

## Purpose

Control of Hazardous energy is the purpose of the Lockout- Tag out Program. This program establishes the requirements for isolation of both kinetic and potential electrical, chemical, thermal, steam, hydraulic and pneumatic, tension and gravitational energy prior to equipment repair, adjustment or removal. Reference: OSHA Standard 29 CFR 1910. 147, the control of hazardous energy.

**Hazards** - Improper or failure to use Lockout – Tag out procedures may result in:

- Electrical shock
- Chemical exposure
- Skin burns
- Lacerations & amputation
- Fires & explosions
- Chemical releases
- Eye injury
- Death

## Definitions

**Authorized (Qualified) Employees** are the only ones certified to lock and tag out equipment or machinery. Whether an employee is considered to be qualified will depend upon various circumstances in the workplace. It is likely for an individual to be considered "qualified" with regard to certain equipment in the workplace, but "unqualified" as to other equipment. An employee who is undergoing on-the-job training and who, in the course of such training, has demonstrated an ability to perform duties safely at his or her level of training and who is under the direct supervision of a qualified person, is considered to be "qualified" for the performance of those duties.

**Affected Employees** are those employees who operate machinery or equipment upon which lockout or tagging out is required under this program. Training of these individuals will be less stringent in that it will include the purpose and use of the lockout procedures.

**Other Employees** are identified as those that do not fall into the authorized, affected or qualified employee category. Essentially, it will include all other employees. These employees will be provided instruction in what the program is and not to touch any machine or equipment when they see that it has been locked or tagged out.

## Training

### **Authorized Employees Training**

All Maintenance Employees, and Department Supervisors will be trained to use the Lock and Tag Out Procedures. The training will be conducted by the Maintenance Supervisor at time of initial hire. Retraining shall be held at least annually. Retraining is required when there is a change in job assignments, in machines, a change in the energy control procedures, or a new hazard is introduced.

A periodic inspection is to be conducted & documented at least annually to ensure procedures and requirements are being followed. This will be performed by a Department Supervisor. This certified review of the inspection will include the date, the equipment, employees name and the inspector name shall be documented. All training and/or retraining must be documented, signed and certified.

### ***Affected Employee Training***

1. Only trained and authorized Employees will repair, replace or adjust machinery, equipment or processes
2. Affected Employees may not remove Locks, locking devices or tags from machinery, equipment or circuits.
3. Purpose and use of the lockout procedures.

### ***Other Employee Training***

1. Only trained and authorized Employees will repair, replace or adjust machinery or Equipment.
2. Other Employees may not remove Locks, locking devices or tags from machinery, equipment or circuits

### **Preparation for Lock and Tag Out Procedures**

The established procedures for the application of energy control shall be covered in the following sections.

Before an authorized or affected employee turns off a machine or equipment, the authorized employee shall have knowledge of the type & magnitude of the energy, the hazards of the energy to be controlled, & the methods or means to control the energy.

A Lockout – Tag out survey has been conducted to locate and identify all energy sources to verify which switches or valves supply energy to machinery and equipment. Dual or redundant controls have been removed.

A Tag out Schedule has been developed for each piece of equipment and machinery. This schedule describes the energy sources, location of disconnects, type of disconnect, special hazards and special safety procedures. The schedule will be reviewed each time to ensure employees properly lock and tag out equipment and machinery. If a Tag out Schedule does not exist for a particular piece of equipment, machinery and process, one must be developed prior to conducting a Lockout – Tag out. As repairs and/or renovations of existing electrical systems are made, standardized controls will be used.

### **Routine Maintenance & Machine Adjustments**

Lock and Tag Out procedures are not required if equipment must be operating for proper adjustment. This rare exception may be used only by trained and authorized Employees when specific procedures have been developed to safely avoid hazards with proper training. All consideration shall be made to prevent the need for an employee to break the plane of a normally guarded area of the equipment by use of tools and other devices.

### **Locks, Hasps and Tags**

If an energy source can be locked out this method shall be utilized. **LOCKOUT DEVICE:** A device that utilizes a lock, either key or combination to hold an energy isolating device in a safe position. If an energy source cannot be locked out a tag out system shall be utilized. **TAGOUT DEVICE:** A warning tag (weather & chemical resistant) standardized in size, color, with wording warning of hazardous energy (Do Not Start) (Do Not Open) (Do Not Close) (Do Not Energize) (Do Not Operate). All Qualified Maintenance Personnel will be assigned a lock with one key, hasp and tag. All locks will be keyed differently, except when a specific individual issues a series of locks for complex lockout-tag out tasks. In some cases, more than one lock, hasp and tag are needed to completely de-energize equipment and machinery. Additional locks may be checked out from the Department or Maintenance Supervisor on a shift-by-shift basis.

All locks and hasps shall be uniquely identifiable to a specific employee. Devices shall indicate the identity of the employee applying the device.

## **SOP: General Lock and Tag out Procedures**

Before working on, repairing, adjusting or replacing machinery and equipment, the following procedures will be utilized to place the machinery and equipment in a neutral or zero mechanical state.

***Preparation for Shutdown.*** Before authorized or affected employees turn off a machine or piece of equipment, the authorized employee will have knowledge of the type and magnitude of the energy, the hazards of the energy to be controlled, and the means to control the energy. Notify all affected Employees that the machinery, equipment or process will be out of service

***Machine or Equipment Shutdown.*** The machine or equipment will be turned or shut down using the specific procedures for that specific machine. An orderly shutdown will be utilized to avoid any additional or increased hazards to employees as a result of equipment de-energization.

If the machinery, equipment or process is in operation, follow normal stopping procedures (depress stop button, open toggle switch, etc.).

Move switch or panel arms to "Off" or "Open" positions and close all valves or other energy isolating devices so that the energy source(s) is disconnected or isolated from the machinery or equipment.

***Machine or Equipment Isolation.*** All energy control devices that are needed to control the energy to the machine or equipment will be physically located and operated in such a manner as to isolate the machine or equipment from the energy source.

***Lockout or Tag out Device Application.*** Lockout or tag out devices will be affixed to energy isolating devices by authorized employees. Lockout devices will be affixed in a manner that will hold the energy isolating devices from the "safe" or "off" position.

Where tag out devices are used with energy they will be affixed in such a manner that will clearly state that the operation or the movement of energy isolating devices from the "safe" or "off" positions is prohibited.

Where tag out devices are used with energy isolating devices designed with the capability of being locked, the tag out devices will be attached to the same point a lock would be attached. If the tag cannot be affixed at that point, the tag will be located as close as possible to the device in a position that will be immediately obvious to anyone attempting to operate the device.

Lock and tag out all energy devices by use of hasps, chains and valve covers with an assigned individual locks.

### ***Stored Energy***

Following the application of the lockout or tag out devices to the energy isolating devices, all potential or residual energy will be relieved, disconnected, restrained, and otherwise rendered safe.

Where the re-accumulation of stored energy to a hazardous energy level is possible, verification of isolation will be continued until the maintenance or servicing is complete or until the possibility of such accumulation no longer exists.

Release stored energy (capacitors, springs, elevated members, rotating fly wheels, and hydraulic/air/gas/steam systems) must be relieved or restrained by grounding, repositioning, blocking and/or bleeding the system.

### ***Verification of Isolation***

Prior to starting work on machines or equipment that have been locked or tagged out, the authorized employees will verify that isolation or de-energization of the machine or equipment have been accomplished.

After assuring that no Employee will be placed in danger, test all lock and tag outs by following the normal start up procedures (depress start button, etc.).

### ***Extended Lockout – Tag out***

Should the shift change before the machinery or equipment can be restored to service, the lock and tag out must remain. If the task is reassigned to the next shift, those Employees must lock and tag out before the previous shift may remove their lock and tag.

### **SOP: Release from LOCKOUT/TAG OUT**

Before lockout or tag out devices are removed and the energy restored to the machine or equipment, the following actions will be taken:

1. The work area will be thoroughly inspected to ensure that nonessential items have been removed (clear away tools) and that machine or equipment components are operational.
2. The work area will be checked to ensure that all employees have been safely positioned or removed. Before the lockout or tag out devices are removed, the affected employees will be notified that the lockout or tag out devices are being removed.
3. Each lockout or tag out device will be removed from each energy isolating device by the employee who applied the device.
4. Energize & proceed with testing; de-energize & reapply control measures. This procedure should be documented (i.e., who performs & verifies).

### **SOP: LOCKOUT/TAG OUT Procedure for Electrical Plug-Type Equipment**

This procedure covers all Electrical Plug-Type Equipment such as Battery Chargers, some Product Pumps, Office Equipment, Powered Hand Tools, Powered Bench Tools, Lathes, Fans, etc.

When working on, repairing, or adjusting the above equipment, the following procedures must be utilized to prevent accidental or sudden startup:

1. Unplug Electrical Equipment from wall socket or in-line socket.
2. Attach "Do Not Operate" Tag and Plug Box & Lock on end of power cord.

An exception is granted to not lock & tag the plug if the cord & plug remain in the exclusive control of the Employee working on, adjusting or inspecting the equipment.

3. Test Equipment to assure power source has been removed by depressing the "Start" or "On" Switch.
4. Perform required operations.
5. Replace all guards removed.
6. Remove Lock & Plug Box and Tag.
7. Inspect power cord and socket before plugging equipment into power source. Any defects must be repaired before placing the equipment back in service.

**NOTE:** Occasionally used equipment may be unplugged from power source when not in use.

### **SOP: LOCKOUT/TAG OUT Procedures Involving More Than One Employee**

In the preceding SOPs, if more than one Employee is assigned to a task requiring a lock and tag out, each must also place his or her own lock and tag on the energy isolating device(s).

### **SOP: Management's Removal of Lock and Tag Out**

Only the Employee that locks and tags out machinery, equipment or processes may remove his/her lock and tag. However, should the Employee leave the facility before removing his/her lock and tag, the Maintenance Manager may remove the lock and tag. The Maintenance Manager must be assured that all tools have been removed, all guards have been replaced and all Employees are free from any hazard before the lock and tag are removed and the machinery, equipment or process are returned to service. Notification of the employee who placed the lock is required prior to lock removal.

### **Contractors**

Contractors, working on company property and equipment must use this Lockout – Tag out procedure while servicing or maintaining equipment, machinery or processes.

SAMPLE

## Fire Protection and Prevention

Where portable fire extinguishers have been provided for employee use in the workplace, CIB shall provide an educational program to familiarize employees with the general principles of fire extinguisher use and the hazards involved with incipient stage fire fighting. Training will be provided upon initial employment and at least annually thereafter.

- (1) Portable extinguishers should be located so that they are mounted and visible and checked annually by a certified company.
- (2) Portable fire extinguishers should be inspected annually. An inspection tag should be attached to each extinguisher that indicates extinguishers inspection. Besides an annual inspection of portable extinguishers by a qualified individual, each extinguisher should be inspected monthly to make certain that it is at its assigned location and that it is fully charged.
- (3) Employees should be trained in the different types of fires, different types of extinguishers, and the proper use of the extinguisher in putting out a fire. This will be done during Tool Box Meetings annually.
- (4) Employees are to obey all "No Smoking" signs.
- (5) Use only approved containers for the storage of flammable liquids.
- (6) Wash parts only in approved solvents, never use gasoline.
- (7) Do not store flammable liquids in areas used as passageways or stairways.
- (8) All combustible materials (wood, paper, liquids) should be kept at least 10 feet away from gas fired heaters.

## **Fleet Safety**

Commercial Industrial Builders, Inc.'s reputation rides with each driver of a vehicle used for company business. Therefore, all company vehicles will be operated and maintained in a safe manner. Common sense, good judgment and road courtesy, as well as proper vehicle maintenance, are the responsibilities of all drivers. Preventing vehicle accidents, property damage and personal injury demand the same interest and concern as our business procedures relating to quality, volume and cost of operations.

### **Administration of the Program**

The administration of the company's Fleet Safety Program is an integral part of the company's overall safety and loss control program. The responsibility of administering the company's fleet safety program is the responsibility of the Safety Director.

### **Personnel MVR Selection**

Driving records and capability must be considered with other job requirements in the selection of company personnel who may be required to operate a vehicle on company business.

### **Drivers License**

Each individual who will operate a vehicle on company business should have a proper valid driver's license. A check should be made to insure the employee has a valid driver's license. Each driver's license expiration date should be recorded and the driver's license should be checked at the expiration date to make certain the license has been renewed.

### **Driver MVR Requirements performed by insurance**

(1) As a condition of employment, a Driver Motor Vehicle Record (MVR) should be obtained and reviewed. If the employee is hired and put to work prior to obtaining the new employee's MVR, then their hiring should be conditional. Those employees who were hired prior to the implementation of this Fleet Safety program and who operate vehicles on company business will also have an MVR review conducted.

(2) An MVR review should be conducted periodically on all drivers who operate vehicles on company business. An MVR review should be conducted annually for all drivers subject to Department of Transportation (DOT) regulations or who are long haul drivers. Other drivers should have an MVR review conducted at least every 24 months.

(3) A number of factors should be considered in evaluating MVR's. Frequency is of more concern than severity. A person who drives for several years without an accident or conviction before his or her first serious conviction may be preferable to someone with the same driving history but whom, during the last three years, has had one minor accident plus four speeding convictions.

Also, recent history is more important than past history. The driver/salesman who had two or three convictions three years ago but has had no recent incident is generally a better risk than the driver/salesman who has had convictions within the last twelve months

The extent of driving involved must also be considered. Obviously, someone driving 50,000 miles a year has a greater probability of being involved in a traffic accident than someone who's driving is limited.

Based upon the MVR review the following guidelines should be used:

Not hiring any applicant for a driving position whose record shows a capital or major violation for five or more incidents with three years.

Relieving or placing on probation any in-service driver/salesman whose record shows a capital or major violation or five or more incidents within three years.

### **Drivers Subject to DOT Regulations**

- (1) When a driver is subject to DOT regulations, a driver file should be maintained on the driver in accordance with DOT regulations. Applicable forms, tests, and file review comments, etc. should be currently maintained in the drivers file.
- (2) An approved driver's log should be maintained by the driver and reviewed by management for accuracy and compliance with DOT regulations

### **Driver Training**

- (1) No employee should be permitted to operate a company vehicle, other than passenger cars and pickups, until that employee has been checked out on the vehicle they will operate.
- (2) Drivers should be trained in all driving related tasks, in the same manner that any employee is trained to perform their assigned task. Drivers should be taught and checked out on vehicle operation, shifting, tractor-trailer hookup, vehicle brake and tire inspection, backing, loading, and unloading, etc.

### **Vehicle Ins.**

- (1) Each operator of a company vehicle should inspect their vehicle at the beginning of the day. The inspection should be oriented towards safety and should include all safety related equipment on the vehicle.
- (2) Any deficiencies found during the daily vehicle inspection should be promptly repaired.

### **Vehicle Maintenance**

All company vehicles should be properly maintained per the manufacturer's specifications and recommendations. A file should be established on vehicle and other road equipment. Each piece of equipment should be inspected and maintained on a regularly scheduled basis.

### **Accident Reporting**

- (1) Employees should immediately report any vehicle accident, involving a company vehicle or the employee's vehicle on company business, to their supervisor.
- (2) At the time of the vehicle accident, providing the vehicle driver has not been injured, information will be exchanged with the driver of the other vehicle, if another vehicle was involved.

### **Personal Vehicle Use**

- (1) Before granting an employee permission to use their personal vehicle for company business on a regular basis, a MVR must be obtained and reviewed. If the employee has a history of violations, permission to use a personal car for business purposes may still be granted, depending upon the circumstances of the violations and the time period involved. In any case, the employee must be advised that this permission is granted subject to their safe operation of a motor vehicle.
- (2) Employees who operate their own vehicle on company business should be required to carry adequate limits of collision liability insurance. The minimum limits of coverage should be \$500,000. When possible, the company should be a "Named Insured" on the vehicle owner's policy.
- (3) Employee's must use the vehicle's seatbelt when operating their vehicle on company business.

## Hand and Power Tools

- (1) Whether furnished by the employer or the employee, the tools shall be maintained in a safe condition. Inspect all tools before using. Do not use defective tools.
- (2) Use tools only for their designed application.
- (3) Do not use tools with mushroomed heads, sloppy connections, split or broken handles, or that have other defects. Such tools shall either be identified as unsafe by tagging or locking the controls to render them inoperable or shall be physically removed from its place of operation. Take these tools to your supervisor for replacement if possible
- (4) Make sure electrical tools are grounded, are double insulated, or have an operable ground fault interrupter in the circuit.
- (5) Disconnect tools and machines from their power source before making adjustments or attachment changes.
- (6) Air powered tools must have safety clips or retainers on all connectors.
- (7) "Powder Actuated" tools are to be used ONLY by trained, certified employees,
- (8) When using woodworking machines or saws use guards or push sticks when possible. The employee should not place their fingers closer than 3 inches to any rotating blade.
- (9) Do not remove guards or safety devices, or use power tools which have such devices defective or missing. Guards shall be in place and operable at all times while the tool is in use. The guard may not be manipulated in such way that will compromise its integrity or compromise the protection in which intended.
- (10) Inspect abrasive wheels for cracks, chips or other defects before mounting.
- (11) Employees should not use any power tool that they have not been checked out on and are not qualified to use.
- (12) Employees using hand and power tools and exposed to the hazard of falling, flying, abrasive, and splashing objects, or exposed to harmful dust, fumes, mists vapors, or gases shall be provided with particular PPE necessary to protect them from the hazard.

# Aerial & Scissors Lift Safety Program

## Purpose

The purpose of this section is to outline policies and procedures for the safe operations of scissors lift and aerial lifts operated by CIB employees. It applies to all operations, programs and locations that require employees to access elevated locations and/or use aerial work platforms; in particular steel erection and inspection.

## Definitions

Aerial Lift – A piece of equipment, extendable and/or articulating, designed to position personnel and/or materials in elevated locations.

ANSI – American National Standards Institute.

Lanyard – ANSI approved line designed for supporting one person, with one end connected to a safety harness and the other end attached to a suitable anchorage able to support 5,400 pounds of force. The anchorage can be a structural steel member, an approved lifeline, or other approved anchorage points.

Full Body Harness – ANSI approved body device designed for fall protection, which by reason of it's attachment to a lanyard and safety line or an approved anchorage point, which will limit a fall to six (6) feet or less.

## Fall Protection

Full body harnesses and lanyards shall only be used, as intended by the manufacturer, for employee fall protection and attached to the boom or basket. Appropriate devices shall be used to provide 100% fall protection. The "D" ring on the body harness shall be positioned in the back up between the shoulder blades to minimize impact forces of the body in the event of a fall.

All fall protection equipment shall be carefully inspected prior to each use and periodically throughout the day. Safety equipment showing any signs of mildew, torn or frayed fabric or fiber, burns, excessive wear, or other damage or deterioration which could cause failure shall be permanently removed from service. All fall protection equipment shall be properly maintained and stored when not in use. This includes keeping dry and out of sunlight, away from caustics, corrosives or other materials that could cause defects.

Hard hats and safety harnesses shall be worn by employees in the bucket or platform of any aerial lift device. Other safety personal protective items may be required by either company or client safety policies. High visibility clothing is NOT required for employees, but it is recommended while working in the air.

## Equipment

Aerial lifts acquired for use on or after January 22, 1973 shall be designed and constructed in conformance with the applicable requirements of ANSI applicable to the type of equipment being used – bucket truck, under-bridge inspection vehicle, portable and/or self-propelled personnel lift. Aerial lift devices shall only be used for the purpose(s) intended by the manufacturer. All manufacturer and maintenance department recommendations and warnings regarding operation, capacity and safety precautions shall be strictly followed. Permanent labeling must be conspicuously posted to indicate lifting capacity and travel height. Boom and basket load limits specified by the manufacturer shall not be exceeded.

Only devices approved for lifting personnel shall be used as aerial lifts. Loaders, forklifts or other material lift devices shall NOT be used to transport employees to elevated locations nor as work platforms. Forklifts and cranes may ONLY be used as a last resort, and then only with approved personnel baskets.

Modifications shall not be made to any aerial lift device without the expressed written authorization from the manufacturer. Buckets and bucket liners shall not be drilled, cut, welded on, etc.

When backing up the equipment should have a reverse signal alarm audible above the surrounding noise level if not the equipment is to be backed up only when an observer signals that it is safe to do so.

## **Procedures**

Lift equipment shall be inspected upon delivery to the jobsite, and daily prior to use. The daily inspection will include testing the controls prior to use, and all inspections shall be documented on the Aerial Lift Daily Inspection form.

Before extending or raising the boom or platform, outriggers (if so equipped), shall be positioned properly and the lift will be level. Outriggers shall be placed on mud mats or other SOLID surface, and shall not be used to level the vehicle. If the lift is on unlevelled ground, the wheels shall be chocked and the parking brake set. Sufficient clearance shall be checked before raising the lift. For under-bridge units, adequate clearance beneath the boom shall be assured.

Employees shall keep both feet on the floor of the bucket or platform at all times and shall not sit or climb on the edge of the basket or use planks, ladders, or other devices for a work position. When the lift has to be moved, it shall only be moved when the bucket or platform is at the lowered position. For scissorslifts, this is lowered all the way down, and for aerial lifts, this is lowered to the lowest point that the operator can safely see to drive the vehicle.

Employees are required to wear full body safety harnesses with lanyards. The lanyards shall be attached to an engineered anchorage point inside the lift. Do Not wrap the lanyard around a rail and tie back onto itself. Employees are Not to anchor on structural members outside of the lift, unless exiting the lift to get on the structural members.

Platform lifts (scissorslifts) shall have a top and mid rail and a kick plate (toe board), along with an engineered anchorage point to tie off. Employees shall not climb nor stand on the mid or top rails, keeping both feet on the floor of the platform.

Tools, parts or any materials shall not be dropped or thrown from the bucket or platform. When using welding or heating equipment from the bucket or platform, the vehicle shall be protected from sparks and slag and special care shall be taken to remove flammable objects away from the lifts.

## **Electrical Safety**

When working near electrical lines or equipment, avoid direct or indirect contact. Direct contact is body contact. Indirect contact is when the body touches or is in dangerous proximity to any object that is in contact with energized systems. Always assume lines are "live" and carry high voltage. Electrical lines can only be considered "dead" when verified by licensed electricians from the utilities department, and proper lockout and tagout has been performed.

Employees shall not position any aerial lifts closer than ten (10) feet to a power line that carries up to fifty (50) kilovolts. For each kilovolt over 50, add four (4) inches.

Employees are to be trained concerning the hazards and precautions of working near power lines.

Ensure posted warning placards are in place concerning electrical lines.

If the operator is unable to assess the clearances while operating the aerial lift, then a "spotter" must be used to observe the clearances and warn the operator.

## **Training**

Only trained and certified aerial lift operators shall use the various lifts on the jobsites.

Training may be obtained from the rental companies supplying the lifts. If not available from the rental companies, contact the Safety Director for training options.

All employees operating lifts shall be issued a CIJB operator's card, to be carried at all times on their person, when working on a CIB jobsite. Retraining shall be accomplished annually or when an employee shows a lack of understanding of aerial lift safe operating procedures.

## Forklift Safety

Forklifts are commonly used to move materials in industrial settings. To use a forklift, you must be certified as being trained and authorized to operate the equipment. Operation of forklifts by untrained workers and misuse by trained workers frequently results in accidents. OSHA requires that forklift drivers be trained. Training must include classroom presentation and hands-on. Workers must receive hands-on with each type of forklift they are expected to operate. Refresher training must be provided if the company determines you are not operating the forklift safely. The company must re-evaluate your ability to operate a forklift at least every three years for re-certification. All forklift training, evaluations and certifications for new employees and previous employees will be performed by Gilbert Muro, Crew Foreman with over 15 years experience.

### 1. Forklifts Characteristics

#### a. Automobile vs. Forklift

- i. Many accidents result from drivers treating forklifts as though they handle the same as cars
- ii. The operating characteristics of a forklift are very different from those of a car
  - (1) Steering
    - (a) Forklifts turn much more tightly than cars
    - (b) Cutting the wheel sharply can cause a forklift to turn over, particular when this is done with an elevated load
    - (c) Forklifts steer from the rear
    - (d) When turning, the rear of a forklift tends to swing wide
  - (2) Weight
    - (a) Though usually smaller than cars, forklifts are heavier than cars
    - (b) The additional weight reduces acceleration and increases braking distance
    - (c) The weight of forklifts varies tremendously, depending upon the load
    - (d) Changing weight effects acceleration and braking
  - (3) Stability
    - (a) Forklifts are not as stable as a car because they use a three point suspension
    - (b) For safe operation, the center of gravity and center of force must stay within the stability three angle
  - (4) Centers of Gravity and Force
    - (a) The center of gravity changes on a forklift depending upon the weight of the load and the position of the forks
    - (b) The heavier the load the further forward the CG moves
    - (c) The further the forks are tilted forward, the further forward the CG moves
    - (d) The higher a load is carried, the higher the CG moves
    - (e) The center of gravity is fixed when the forklift is stationary or moving without changing speed or direction
    - (f) The center of gravity moves as the forklift changes speed and direction - it becomes the center of force
  - (5) Visibility
    - (a) Forklifts have poor forward visibility
    - (b) The mast and load obstruct the forward view

#### b. Forklift Controls, Gauges, and Indicators

- i. Pedals
  - (1) Brake
  - (2) Clutch
  - (3) Accelerator
- ii. Steering wheel
- iii. Levers
  - (1) Tilt
  - (2) Elevate / Lower
  - (3) Left / Right
  - (4) Forward / Reverse
  - (5) High / Low Gear
- iv. Gauges and Indicators
  - (1) Temperature
  - (2) Oil Pressure

- (3) Voltmeter
  - c. Indoor Use
    - i. When gasoline or diesel powered forklifts are used indoors, there is a potential for Carbon Monoxide
      - (1) CO is created by incomplete combustion of fuel
      - (2) CO is invisible and deadly
    - ii. Ventilation maybe necessary
    - iii. Propane and electric powered forklift are less likely to release toxic gas
  - d. Classifications
    - i. Forklifts are divided into several classes
    - ii. OSHA Classifications
      - (1) D - diesel powered
      - (2) DS - diesel unit with additional fire protection to exhaust, fuel, and electrical systems
      - (3) DY - DS plus temperature limitation features and no electrical powered components
      - (4) E - electric
      - (5) ES - additional safeguards to prevent sparks and limit surface temperatures
      - (6) EE - ES plus enclosed completely enclosed electrical equipment
      - (7) EX - specifically designed for atmospheres that may contain flammable dust and vapors
      - (8) G – gasoline
      - (9) GS - safeguard to the exhaust, fuel, and electrical system
      - (10) LP - LPG powered
    - iii. Road gear configuration
      - (1) Solid tires are for smooth, hard, and level surfaces
        - (a) Solid tires tend to lose traction on unpaved surfaces
      - (2) Pneumatic tires are for rough and uneven surfaces
        - (a) Must be properly inflated for load chart to be valid
2. Pre-operation Inspection
- a. Forklifts must be inspected at the beginning of each shift
  - b. Fluid Levels
    - i. Many components of the forklift are dependent on proper fluids
    - ii. Check levels in all fluids systems
    - iii. Fuel
    - iv. Coolant
    - v. Brakes
    - vi. Hydraulics
  - c. Leaks
    - i. Leaks of any kind, in any amount are unacceptable
    - ii. Leaks can damage equipment and cause control problems
    - iii. Leaks can create a slipping hazard
    - iv. Check all fluid systems for leaks
      - (1) Fuel
      - (2) Coolant
      - (3) Brakes
      - (4) Hydraulics
        - (a) Hoses
        - (b) Cylinders
  - d. Steering Wheel
    - i. Freely turns with no grabbing or sticking
    - ii. Wheel smooth and undamaged
  - e. Seat / engine cover
    - i. Seatbelt and shoulder restraints in place (shoulder restraints are not provided on some forklifts)
    - ii. Seat securely fastened to engine cover
    - iii. Engine cover latches functional and secured

- f. Brakes
    - i. Always pump the brake pedal before putting the forklift in gear to make sure there is brake pressure
    - ii. Check the brakes immediately after putting the forklift in gear
    - iii. If there are any problems with the brakes, do not use the forklift
  - g. Tires
    - i. Tires must have good tread
    - ii. Tires must be inflated to the proper pressure
    - iii. Wheels must not be damaged
    - iv. All lug nuts must be tight and in place (missing lug nuts is a common problem)
  - h. Hoses
    - i. No leaks
    - ii. No excessive wear
  - i. Labels, charts, and signs
    - i. All must be present
    - ii. All must be legible
  - j. Horns/Alarms
    - i. Horn must be functional
    - ii. Backup alarm must be functional
  - k. Mast/ Forks
    - i. Lubrication
    - ii. Components and hardware tight
    - iii. No holes drilled or cut in forks
    - iv. Forks not bent
    - v. No after factory welding
  - l. Gauges
    - i. Present
    - ii. Functional
  - m. Controls
    - i. Labels legible
    - ii. Knobs in place and not cracked
    - iii. Friction surfaces on pedals not excessively worn
  - n. Rollover Protection
    - i. Must be present
    - ii. No after factory welds
    - iii. No cracked welds
    - iv. No missing hardware
  - o. Modifications
    - i. Nothing can be removed without factory authorization
    - ii. Nothing can be added without factory authorization
    - iii. Nothing can be changed in anyway without factory authorization
3. Load charts
- a. Forklifts are equipped with a load chart that identifies their load capacities at various distances on the fork
  - b. Learn how to read a load chart
4. Operation
- a. Reasonable Speed
    - i. Forklifts must be operated at a speed appropriate to the work environment
    - ii. Always slow down when turning and approaching blind intersections
  - b. Horseplay
    - i. Forklifts are not go carts and should not be operated casually
    - ii. No stunt driving
  - c. Operator position
    - i. Seatbelts must be worn at all times
    - ii. Seatbelts keep the driver from getting pinned under the forklift if it rolls over - you will not be able to jump clear of a roll over
    - iii. Keep arms and legs inside the roll cage

- d. Working Around Personnel
  - i. No one must be allowed to walk or stand under an elevated load
  - ii. Forklifts must not be drive up to a person standing in front of a fixed object
  - iii. Passengers are not allowed unless the forklift is specifically designed to accommodate them
- e. Entering trailers
  - i. Before entering the trailer must be chocked or otherwise secured
  - ii. Fixed jacks may be necessary if the trailer in not attached to a tractor
  - iii. The floor of the trailer should be inspected
  - iv. Determine the weight capacity of the floor and do not exceed it
- f. Picking up a Load
  - i. Make sure that the load is within the capacity of the forklift
  - ii. Try to approach the load so that the heavy side will be closest to the mast guard
  - iii. Center the load on the forks
  - iv. Slide under the load until it touches the mast guard
  - v. Secure the load to the forks if necessary
  - vi. Slowly raise the forks until they are fully in contact with the bottom of the load
  - vii. Tilt the load back and elevate to the minimum height necessary to handle the load
  - viii. High tiered loads
    - (1) Slowly back out with the load
    - (2) Stop when it clears the rack
    - (3) Lower the load to the floor
  - ix. Do not lower high tiered loads while moving!
- g. Traveling With a Load
  - i. Secure the load to the forks if materials might roll
  - ii. Keep forks as low as possible when travel - ideally 4 - 6 inches
  - iii. Do not run over loose materials
  - iv. If you notice that the forklift is seesawing as you drive or the steering is unusually light, put the load down immediately
  - v. If you can not see over your load, get a ground guide or drive the forklift in reverse
  - vi. Yield to pedestrians
  - vii. Ramps
    - (1) When driving up a ramp, the load should be up ramp
    - (2) When driving down a ramp, the load should be up ramp
- h. Placing a load
  - i. Slowly approach the area in which the load is to be placed and stop
  - ii. Lower the load to the floor
  - iii. Tilt the load forward and withdraw
  - iv. High tiering
    - (1) Determine if the weight of the load is suitable for the rack
    - (2) Do not stack too high and create an unstable rack
    - (3) Move as close to the rack as possible
    - (4) Elevate the load to clear the rack
    - (5) Move the load over the rack
    - (6) Tilt the load forward
    - (7) Lower the load to the rack and withdraw
  - v. Do not lower the load while moving!
- i. Lifting Personnel
  - i. Forklift can only be used as work platforms if certain precautions are taken
  - ii. The work platform must incorporate handrails
  - iii. The work platform must designed to guard against accidentally contact with the moving part in the mast
  - iv. The work platform must be securely attached to the forks
  - v. The work platform must incorporate and emergency shutdown for the forklift
  - vi. Pallets are not acceptable work platforms!
- j. Operation near Railroads
  - i. Forklifts must be parked at least 8' away from railroad tracks to provide adequate clearance for trains

- ii. Railroad tracks should be crossed at an angle to minimized jarring
- k. Leaving a Forklift Unattended
  - i. If an operator is further than 25' away from a forklift it is considered unattended
  - ii. Unattended forklifts must be shutdown, with the brakes set, and the forks lowered to the ground

## 5. Fueling

### a. Diesel / Gasoline

- i. Always be aware of how much fuel is in the tank - don't run the forklift until the tank is empty
- ii. Make sure you are putting correct fuel in the tank
- iii. Remove or extinguish open flames and other potential sources of ignition within 50' of the forklift before refueling
- iv. Do not leave the fuel nozzle unattended
- v. Clean up fuel spills immediately

### b. Propane

- i. Used propane cylinders must be stored in a well ventilated, covered area
- ii. Remove or extinguish any open flames and other potential source of ignition within 50' of the forklift before changing cylinders
- iii. Visual inspect cylinders, hoses, and fittings before connecting
- iv. Secure the cylinder in the retaining bracket
- v. Check for propane leaks - do not touch leaking liquid propane because it is very cold

### c. Batteries

- i. As batteries are charging, they give off hydrogen and oxygen creating a potential fire hazard
- ii. The recharging / changing area must not have any potential sources of ignition within 50'
- iii. Do not smoke while changing batteries
- iv. Batteries contain strong acid
  - (1) Always wear splash goggles and rubber gloves, as a minimum, when working with batteries
  - (2) If you need to mix acid for the batteries, always add the acid to the water - this prevents boiling and spattering
  - (3) Clean up acid spills immediately

## Housekeeping and Maintenance

- (1) All work areas, job sites and or the shop should be kept free of objects on the ground or floor to reduce the hazard of injury. These work areas will continually be monitored by the Job Superintendent and Crew Foreman.
- (2) Oil and grease should not be allowed to remain on walking surfaces but should be immediately cleaned up.
- (3) Oily rags should be placed in closed metal containers until disposed of
- (4) Work areas, exits, aisle spaces, passageways, ramps, and stairways should not be used for storage areas and should be kept clear at all times.
- (5) Electrical cords should not run across walkways.
- (6) Specific storage areas should be established and all materials should be stored using proper and safe storage methods.
- (7) Worn or frayed carpet, open seams, and curled edges should not be permitted.
- (8) There should be no loose floor tiles or mats.
- (9) Walking surfaces should be kept clear of debris, lint, dust, oil, paint or spray residue, granular materials, sand, mud, ice, and other slippery, traction-robbing materials.
- (10) Standing water should not be permitted on any walking surface.
- (11) Adequate lighting should be provided so that employees can perform their assigned task in safety.
- (12) Adequate ventilation should be provided to prevent any accumulation of obnoxious fumes or flammable vapors.
- (13) Trash should be removed from the building on a regular basis and stored away from the building until picked up and disposed of
- (14) Accumulation of ice and snow should be removed from parking lot areas and sidewalks on a timely basis to prevent slips and falls.
- (15) Exterior sidewalks and parking areas should be provided with adequate illumination.
- (16) Building exits should be properly marked and a means of emergency lighting should be provided within the building.
- (17) Boiler rooms, utility rooms, and other similar type rooms should not be used for the storage of combustible materials. Combustible materials could fall or be tipped over and come into contact with a water heater or boiler flame.

## **Ladders, Scaffolds and Platforms**

### **Ladders**

- (1) Before each use ladders shall be inspected by a competent person for visible defects on a periodic basis and after any occurrence that could affect their safe use. All ladders should be inspected for damaged rungs, split or cracked side rails. Faulty ladders should be tagged and taken out of service. All ladders should meet all ANSI & ASTM requirements.
- (2) Ladder rungs, cleats, and steps shall be parallel, level, and uniformly spaced, when the ladder is in position for use.
- (3) Ladders placed in doorways, walkways or other congested areas should be barricaded or guarded. Ladders are to be placed on stable, level surface. Employees are not to stand on the top two rungs, or top of step ladders. Employees are not to carry anything in their hands that could cause injury in case of fall. When ascending or descending a ladder, the employee should face the ladder.
- (4) The ladder side rails shall extend at least 3 feet (.9m) above the upper landing surface. When ladders are not able to be extended then the ladder shall be secured at its top to a rigid support that will not deflect. If the ladder is a special hanging type unit then this requirement is waived. All extension ladders are to be placed at a 4:1 ratio.
- (5) If employees work from special hanging ladders, the employee should be protected from falling. A safety line, safety belt and lanyard, or safety harness should be used.
- (6) Ladders shall not be loaded beyond the maximum intended load for which they were built, nor beyond the manufacturer's rated capacity.
- (7) Metal ladders are not to be used where there is a possibility of electrical contact. Only ladders with non-conductive side rails are permitted.
- (8) Ladders shall be used only for the purpose for which they were designed.

### **Scaffold and Platforms**

A Crew Foreman must have the ability to identify existing and predictable hazards and have the authority to make necessary corrections. In most cases, the Crew Foreman is someone with a combination of on-the-job experience and training. The Crew Foreman must be familiar with the manufacturer's specifications and instructions for safe use. The Crew Foreman must actually supervise the work.

Employees, who assemble, maintain, disassembly or work with or on scaffolds will be properly trained upon initial assignment and at least annually thereafter. CIB shall have each employee who performs work while on a scaffold trained by a qualified competent person in the subject matter to recognize the hazards associated with the type of scaffold being used and to understand the procedures to control or minimize those hazards both prior to and during use. The training shall include the following areas, as applicable:

- (a) The nature of any electrical hazards, fall hazards and falling object hazards in the work area;
- (b) The correct procedures for dealing with electrical hazards and for erecting, maintaining, and disassembling the fall protection systems and falling object protection systems being used;
- (c) The proper use of the scaffold, and the proper handling of materials on the scaffold;
- (d) The maximum intended load and the load-carrying capacities of the scaffolds used

The appropriate personal protective equipment shall be worn by all workers and extra safety gear will also be worn according to the work situation. Safe work practices are everyone's responsibility, so you need to know and follow safe scaffold work rules and procedures.

(1) Before assembly begins, all components must be inspected and any defects or damage should be reported to the crew superintendent. After assembly and periodically the scaffold will be checked by the crew superintendent for any hazards and for all employees' safety. Unsafe equipment or conditions must have accident prevention tags attached by a competent person and shall be used as a temporary means of warning employees of an existing hazard.

(2) When scaffold are erected on soft or frozen ground, base plates with mud sills are required.

(3) Never place a scaffold on boxes, loose bricks or any material that could be crushed or could move under scaffold weight.

(4) Scaffold poles, legs, post, frames and uprights should be braced to prevent swaying.

(5) Work platforms must be planked or decked as fully as possible. Gaps between planks may not exceed one inch and must be at least 18 inches wide.

(6) Once scaffold is in place, inspect the entire structure for visible defects and to ensure all connections are secure.

(7) Top rails should be in place before employees are allowed to work from any scaffold over 6 feet in height. Where there exists the danger of objects falling from the scaffold and striking individuals below, toe boards are also to be used.

(8) Never use cross-bracing as a means of climbing the scaffold.

(9) Do not move between scaffolds unless both platforms are level and properly joined.

(10) Snow or ice on scaffold decks should be removed or sanded.

(11) When wind speed is strong enough to displace the scaffold, workers and materials must be removed.

(12) No employee should remain on a wheeled scaffold while the scaffold is being moved. After the scaffold has been moved, the wheels should be secured to prevent movement.

(13) Fall protection must be used when working 10 feet off the ground. Your Crew Foreman will provide the necessary harness equipment and instructions on the use of it.

(14) Overhead electrical wires are an additional hazard for scaffold workers. A minimum distance of 10 feet shall be maintained between energized lines and scaffold assemblies.

(15) Public access to all construction sites should be controlled through gates and fencing.

(16) The dismantling of the scaffold is just as important as the assembly. Protect scaffold equipment; do not drop any parts over the side of the structure since damage affects future load carrying ability and workers safety.

Rely on the Crew Foreman on your jobsite to identify and correct scaffold hazards, but understand yourself how scaffolds are assembled and how to work on them safely. Know how to inspect scaffolds before assembly and before each shift. Use safe work practices and wear fall protection when required.

The only time fall protection gear is not required it when there is a controlled access zone. A controlled access zone is a work area designated and clearly marked in which certain types of work (such as overhand bricklaying) may take place without the use of conventional fall protection systems, guardrail, personal arrest or safety net to protect the employees working in the zone. Controlled access zones are used to keep out workers other than those authorized to enter work areas from which guardrails have been removed. Controlled access zones, must be defined by a control line or by any other means that restrict access.

## Fall Protection

CIB shall provide a training program for each employee who might be exposed to fall hazards. The program shall enable each employee to recognize the hazards of falling and shall train each employee in the procedures to be followed in order to minimize these hazards.

- (1) CIB shall have a written certification record showing the following:
  - (a) The name of the employee trained
  - (b) The date(s) of the training
  - (c) The signature of the person who conducted the training
  - (d) The date CIB determined the training was adequate
- (2) CIB shall provide retraining when the following are noted:
  - (a) Changes in the workplace render previous training obsolete
  - (b) Changes in the types of fall protection systems or equipment to be used render previous training obsolete
  - (c) Inadequacies in an affected employee's knowledge or use of fall protection systems or equipment indicate that the employee has not retained the understanding or skill.
- (3) Fall protection is required whenever employees are potentially exposed to falls from heights of six feet or greater to lower levels. This includes work near and around excavations. Use of guard rails, safety net, personal or fall arrest systems should be used. When the standard methods of protection are not feasible or a greater hazard would be created. The fall protection plan shall be prepared by a qualified person and developed specifically for the work site.
- (4) The fall protection plan shall identify each location where conventional fall protection methods cannot be used. These locations shall then be classified as controlled access zones.
- (5) Where no other alternative measure has been implemented, CIB shall implement a safety monitoring system.
- (6) CIB shall designate a competent person to monitor the safety of other employees and CIB shall ensure that the safety monitor complies with the following requirements:
  - (a) Be competent to recognize fall hazards
  - (b) Warn the employee when it appears that the employee is unaware of a fall hazard or is acting in an unsafe manner
  - (c) Be on the same walking/working surface and within visual sighting distance of the employee being monitored;
  - (d) Be close enough to communicate orally with the employee; and
  - (e) Not have other responsibilities which could take the monitor's attention from the monitoring function.
- (7) When purchasing equipment and raw materials for use in fall protection systems applicable ANSI & ASTM requirements should be met.
- (8) CIB shall provide for prompt rescue of employees in the event of a fall or shall assure that employees are able to rescue themselves.

## Excavation & Trenching

Commercial Industrial Builders, Inc. does not perform excavating and trenching, but this section outlines procedures and guidelines for the protection of employees working around excavations and trenches. It is the responsibility of each Crew Foreman and job supervisor to implement and maintain the procedures and steps set forth in this section. During excavation & trenching there are numerous potential hazardous that may be encountered or created. Hazards include:

- (a) Electrocution
- (b) Gas Explosion
- (c) Struck by equipment

(1) Before any excavation, underground installations must be determined. This can be accomplished by either contacting the local utility companies or the local "one-call" center for the area. All underground utility locations must be documented on the proper forms. All overhead hazards (surface encumbrances) that create a hazard to employees must be removed or supported to eliminate the hazard.

(2) The Crew Foreman must be capable of identifying existing and predictable hazards in the surroundings, or working conditions which are unsanitary, hazardous, or dangerous to employees, and have authorization to take prompt corrective measures to eliminate them and, if necessary, to stop the work.

(3) CIB, Inc. does not do any of the excavating and or trenching and therefore employees should not be around digging equipment. Employees should not be around or try and cross any open trenches either; because of the danger of the falling in or the trench collapsing.

(4) It is company policy to wear a hard hat, safety glasses, and work boots on all jobsites, whether there is excavation and trenching or not.

## **Machine Guarding**

- (1) Only equipment that is OSHA approved and that has all required guards should be purchased and used in the workplace.
- (2) Employees should be instructed to use provided machine guards and not remove them.
- (3) Fixed machine guards for moving parts and point-of-operation protection devices should be inspected on a regular schedule.
- (4) Any machine which has a guard removed or is not in safe operating condition should be taken out of service until repaired or the missing guards are replaced.
- (5) No employee should be allowed to operate any machine until the employee has been instructed in the machine's safe operation with all required guards in place.

## **Materials Handling**

- (1) Stack materials so it will not slide, roll, fall or collapse.
- (2) Always allow good access to stored materials.
- (3) Store flammable materials apart from other materials.
- (4) Never store excess amounts of materials on scaffolds or platforms.
- (5) Remove or bend over all projecting nails from lumber before stacking or discarding.
- (6) Always block cylinder shaped materials to prevent rolling.
- (7) Wire rope is never secured by knots tied in the rope.
- (8) Wire rope will be spliced only in accordance with applicable OSHA safety regulations and accepted industry standards.
- (9) Install all cable clamps (clips) with the "U" bolt on the dead or short end of the cable. Never alternate clamps and use a minimum of three clips in all cases.

## Welding and Cutting

The performing of welding and cutting operations exposes the employee to certain hazards. Cutters or welders and their supervisors must be suitably trained in the safe operation of their equipment and the safe use of the process. Workmen assigned to operate arc welding equipment must be properly instructed and qualified to operate such equipment. Workmen in charge of oxygen or fuel-gas supply equipment, including generators, and oxygen or fuel-gas distribution piping systems must be instructed and judged competent for such work before being left in charge. When performing welding and cutting operations; follow these safety rules:

- (1) Before cutting or welding is permitted, the area shall be inspected by the Crew Foreman responsible for authorizing cutting and welding operations. He shall designate precautions to be followed in granting authorization to proceed preferably in the form of a written permit.
- (2) Take steps to control or eliminate all hazards before you begin. Do not weld or cut in or near flammable materials, especially paints, dusts, gases or vapors. Check coated metals for lead base, zinc, cadmium, mercury, beryllium or other exotic metals or paints to see if you need to have proper ventilation or wear a respirator. If the object to be welded or cut cannot readily be moved, all movable fire hazards in the vicinity shall be taken to a safe place.
- (3) Anyone not performing the work must either wear personal protective equipment or leave the area.
- (4) Be sure to have adequate ventilation and exhaust to keep heat and fumes from creating hazards to you and your co-workers. Also make sure you have a fire extinguisher on your welding unit and know where others are located.
- (5) Depending on the job being performed personal protective equipment such as: protective clothing, respiratory protection, eye, face and head protection and hearing protection may be needed.
- (6) Inspect connections and the unit prior to each use. Inspect for leaks, damage, faulty valves or regulator problems before beginning. Operators of equipment should report faulty or defective equipment or safety hazards and discontinue use of equipment until its safety has been assured. Repairs shall be made only by qualified personnel.
- (7) Pay attention to cylinder markings and labels. Cap cylinders and protect them from being dropped, struck, damaged or turned upside down. Chain cylinders while in use and in storage. Always use a welding cart to move cylinders and never roll them on their sides. Oxygen cylinders shall be stored in an upright secured position 20 feet from any flammable gases or petroleum products. Store cylinders away from flammable materials.
- (8) Do not interchange hose connections between fuel gas and oxygen.
- (9) To prevent back flash; back flash preventors should be installed between the torch and the gas cylinders. Some newer gas cylinder regulators have built-in back flash preventors.
- (10) Do not use matches or hot work to light torches
- (11) Always store oxygen away from acetylene.
- (12) Welding in confined spaces consumes oxygen and fumes will collect, therefore, the following is required:
  - (a) Ventilation is a prerequisite to work in confined spaces.
  - (b) Securing cylinders and machinery. When welding or cutting is being performed in any confined spaces the gas cylinders and welding machines shall be left on the outside. Before operations are started, heavy portable equipment mounted on wheels shall be securely blocked to prevent accidental movement

(c) Lifelines. Where a welder must enter a confined space through a manhole or other small opening, means shall be provided for quickly removing him in case of emergency. When safety belts and lifelines are used for this purpose they shall be so attached to the welder's body that his body cannot be jammed in a small exit opening. An attendant with a preplanned rescue procedure shall be stationed outside to observe the welder at all times and be capable of putting rescue operations into effect.

(d) Electrode removal. When arc welding is to be suspended for any substantial period of time, such as during lunch or overnight, all electrodes shall be removed from the holders and the holders carefully located so that accidental contact cannot occur and the machine disconnected from the power source.

(e) Gas cylinder shutoff. In order to eliminate the possibility of gas escaping through leaks of improperly closed valves, when gas welding or cutting, the torch valves shall be closed and the fuel-gas and oxygen supply to the torch positively shut off at some point outside the confined area whenever the torch is not to be used for a substantial period of time, such as during lunch hour or overnight. Where practicable the torch and hose shall also be removed from the confined space.

(f) Warning sign. After welding operations are completed, the welder shall mark the hot metal or provide some other means of warning other workers.

(13) Before welding or cutting, the area must have all combustible and flammable materials removed for 35 feet in all directions. If the object to be welded or cut cannot be moved and if all the fire hazards cannot be removed, then guards shall be used to confine the heat, sparks, and slag, and to protect the immovable fire hazards.

(14) Fire watchers shall have fire extinguishing equipment readily available and be trained in its use. They shall be familiar with facilities for sounding an alarm in the event of a fire. They shall watch for fires in all exposed areas, try to extinguish them only when obviously within the capacity of the equipment available, or otherwise sound the alarm. A fire watch shall be maintained for at least a half hour after completion of welding or cutting operations to detect and extinguish possible smoldering fires. Fire watchers shall be required whenever welding or cutting is performed in locations where other than a minor fire might develop, or any of the following conditions exist:

(a) Appreciable combustible material, in building construction or contents, closer than 35 feet (10.7 m) to the point of operation.

(b) Appreciable combustibles are more than 35 feet (10.7 m) away but are easily ignited by sparks.

(c) Wall or floor openings within a 35-foot (10.7 m) radius expose combustible material in adjacent areas including concealed spaces in walls or floors.

(d) Combustible materials are adjacent to the opposite side of metal partitions, walls, ceilings, or roofs

(15) Keep welding equipment, cables and hoses away from ladders and stairways to prevent tripping hazards.

(16) Never weld or cut a drum, pipe or vessel unless it is absolutely clean of hazardous materials.

(17) Use required fall protection when working above ground and secure your equipment so it won't fall.

(18) Restrictions. If the requirements stated in #2 and #13 of this section cannot be followed then welding and cutting shall not be performed.

## Hazard Communication Program

As part of Commercial Industrial Builders, Inc. overall safety and health program, a chemical hazard communication program has been established. The Hazard Communication Program is designed to comply with the Occupational Safety and Health Administration (OSHA) Hazard Communication Standard.

The objective of the Hazard Communication Program is to prevent occupational injuries and illnesses related to chemical exposure by educating employees about workplace chemical hazards.

The Hazard Communication Program applies to all work areas where hazardous chemicals are known to be present both under normal conditions and in a foreseeable emergency. Safety Director has the responsibility for the coordination, administration and implementing of the Hazard Communication Program.

CIB shall develop, implement, and maintain at each workplace, a written hazard communication program which at least describes how labels and other forms of warning, material safety data sheets, and employee information and training will be met.

The Hazard Communication Program has four major components:

- Container labeling and other forms of warning;
- Material Safety Data Sheets (MSDSs);
- Employee education and training;
- Written program and chemical inventory

### (1) HAZARDOUS CHEMICALS

The definition of "hazardous chemicals" as given by OSHA is "any chemical which is a physical hazard or health hazard".

Chemical physical hazard characteristics include substances which are:

- (a) combustible
- (b) compressed gases
- (c) explosive
- (d) flammable
- (e) organic peroxides
- (f) oxidizers
- (h) unstable (reactive) or water reactive

Chemical health hazard includes substances which are:

- (1) toxic or highly toxic
- (2) irritants
- (3) sensitizers
- (4) carcinogens
- (5) target organ effect

### (2) HAZARD COMMUNICATION PROGRAM

This written Hazard Communication Program outlines and describes how the following information will be organized and transmitted:

- A. List of hazardous chemicals known to be present in the workplace.
- B. Information on precautionary labels and other forms of warning for known hazardous chemicals in the workplace.
- C. Material Safety Data Sheets (MSDSs) for known hazardous chemicals in the workplace.
- D. Methods used to provide employee information and training.
- E. Methods used to inform employees of hazards of non-routine work.

- F. Methods used to inform contractor employers of any hazardous chemicals to which contractor employees may be exposed.

The Hazard Communication Program is available for review by all employees upon request to their supervisor.

### **(3) CHEMICAL INVENTORY LIST**

The Safety Director has the responsibility to maintain an inventory list of known chemicals in the workplace.

The chemical inventory list is available to employees during work and is located in their work area. Refer to Material Safety Data Sheet section for specific location(s).

Employees who have questions about the chemical inventory list should contact their immediate supervisor.

### **(4) PRECAUTIONARY LABELING**

#### **A. Containers in the Workplace**

The Safety Director has the responsibility to insure all known hazardous chemicals present in the plant display, in English, a precautionary label stating:

- Identity of the hazardous chemical(s)
- Appropriate hazard warning(s)

In the event of an improperly labeled hazardous chemical container, a proper label will be requested, by telephone and letter from the chemical supplier. Failure of a supplier to correct labeling deficiencies within 60 days will result in suspension of use of the affected product.

All labels on incoming chemicals must not be defaced in any way. Observation or other detection of defaced labels must be immediately reported to supervision so appropriate labels can be applied.

#### **B. Portable Containers**

All portable containers of hazardous chemicals require labeling. The exception to this policy is that portable containers of hazardous chemicals do not have to be labeled if they contain chemicals transferred from a labeled container, and are intended only for the immediate use by and remain the constant control of the employee who performs the transfer. All other portable containers and usage will require labeling. Employees who have questions about portable container labeling should contact their immediate supervisor. The employee who uses the portable container is responsible for placing the label on the container.

### **(5) MATERIAL SAFETY DATA SHEETS (MSDSs)**

#### **A. MSDS Format**

MSDSs are written or printed material concerning product hazard determination, which are prepared and distributed with chemicals by chemical manufacturers and distributors. MSDSs are written in English and contain the following information:

- Identity of the chemical as provided on the container label;
- Physical and chemical characteristics of the material;
- Physical hazards of the material;
- Health hazards of the material;
- Primary route(s) of entry;

- Exposure limits, Threshold Limit Value (TLV), OSHA Permissible Exposure Limit (PEL), or supplier recommended limits;
- Whether or not the material or components have been found to be a potential carcinogen by the International Agency for Research on Cancer (IARC), National Toxicology Program (NTP), or by OSHA;
- Applicable precautions for safe handling and use;
- Applicable control measures;
- Emergency and first-aid procedures;
- Date of preparation or date of last change;
- Name, address and telephone number of the chemical manufacturer, importer, employer or other responsible party, who can provide additional information.

#### B. Obtaining MSDSs

The Safety Director is responsible for obtaining MSDSs for the company. A MSDS should be available for every hazardous chemical listed on the inventory list.

In the event a MSDS is not available, following procedures to obtain MSDSs:

1. The supplier will be contacted by telephone and letter, and all correspondence and communication documented as proof of effort to comply.
2. If a supplier should not satisfy the first written request within 30 days, a second written request for a MSDS should be sent to the supplier and the Department of Labor will be contacted if MSDS is not received within 15 days.
3. All requests to suppliers and the Department of Labor including letters and telephone calls must be documented and maintained on file.

#### C. Review of MSDSs

The Safety Director is responsible for reviewing all incoming data sheets for new and significant health/safety information. Any new information will be transmitted to supervisors so appropriate measures can be taken to inform affected employees.

If deficiencies exist or additional information is needed concerning MSDSs, the chemical manufacturer or supplier will be contacted to obtain necessary information.

#### D. MSDS Maintenance

The MSDSs for chemicals and the chemical inventory list are maintained by the Safety Director in a notebook titled "Hazard Communication Program". These are accessible to employees during work. Notebook locations can be found in Safety Director's office and Gilbert Muro's desk.

If MSDSs are not available or new chemicals in use do not have MSDSs, employees should contact their immediate supervisor.

#### E. Hazard Determination

Commercial Industrial Builders, Inc. relies upon the hazard determination and Material Safety Data Sheet supplied by the chemical manufacturer or distributor to determine the hazards of all chemicals bought, used or stored in the facility.

Employees who have questions about Material Safety Data Sheets should contact their immediate supervisor.

## **(6) EMPLOYEE TRAINING AND EDUCATION**

CIB shall provide employees with effective information and training on hazardous chemicals in their work area at the time of their initial assignment, and whenever a new physical or health hazard that the employees have not previously been trained about is introduced into their work area. Employees shall be informed of the requirements of the following:

### A. Program Outline

- 1) General Information Training
  - (a) Explanation of the Hazard Communication Standard;
  - (b) Location and availability of written hazard communication program;
  - (c) Operations in the work area where hazardous chemicals are present;
  - (d) General introduction of chemical hazards, labeling and Material Safety Data Sheet (MSDSs);
  - (e) Each employee will receive information describing how they can work safely with chemical hazards.
- 2) Specific Hazard Training
  - (a) Location of hazardous chemicals in the work area;
  - (b) Discussion of methods and means of determining/detecting the presence/ release of hazardous chemicals in the work area;
  - (c) The chemical physical and health hazards in the work area;
  - (d) Explanation of internal labeling system;
  - (e) Protection measures to be utilized to prevent exposure, appropriate work practices, personal protective equipment and emergency procedures to be used;
  - (f) Access to safety and health information;
  - (g) Work area list of hazardous chemicals and Material Safety Data Sheets;
  - (h) How to obtain additional information.

All employees who receive general information and specific hazard training sign a training sheet as documentation.

### B. New Hires

Whenever a person is hired for employment, hazard communication training and education will be provided at the time of their initial assignment.

New Employee training will be provided by the Gilbert Muro as part of new employee orientation at the time of initial employment and prior to handling hazardous chemicals. Gilbert covers this information in English and Spanish. This information will be used both at the CIB work shop and at any jobsite CIB works on.

New hires will sign an Employee Orientation Sheet.

## **(7) NON-ROUTINE WORK**

Occasionally employees will be asked to perform non-routine work, which can be defined as work not normally performed by an employee during the normal course of job duties. Example of non-routine work could be, but not limited to:

- Building and structural repair;
- Welding and cutting operations;
- Intensive maintenance activities during plant shutdowns;
- Using internal combustion engines in enclosed areas.

The following procedures will be used when employees perform non-routine work. The Crew Foreman will train the employees performing the non-routine work of the hazards associated with the work and of procedures/permits to follow. The training should be given each time prior to employees performing non-routine work.

Employees share in the responsibility by ensuring their immediate supervisor knows that non-routine work will be performed.

**(8) Multi-Employer job sites and/or multi work sites**

CIB shall have specific methods for providing others information concerning hazardous chemicals at job sites, methods of providing MSDS sheets, methods of precautionary measures to be taken & methods of providing information on labeling systems. The program shall be made available, upon request, to employees, their designated representatives, the Assistant Secretary & the Director in accordance with requirements. Where employees must travel between work places during a work shift (multi job sites), the written program maybe kept at a primary job site. If there is no primary, then the program should be sent with employees.

SAMPLE

## Hoisting and Rigging

**Hoisting and rigging (H&R)** refers to the lifting and moving of loads using mechanical devices. The objectives of the hoisting and rigging program is to protect personnel from injury, the environment from harm, and equipment and property from damage; specifically, to protect load operators and others in the work area, and the hoisting and rigging equipment itself.

Improper design, or improper maintenance of lifting devices, and rigging accessories can cause equipment to fail or a load to drop from the lifting system, resulting in personnel injury, death, damage to the environment or significant property loss. Therefore, the following rules shall be followed to ensure the safety of everyone involved.

- Rigging equipment shall be inspected to ensure it is safe. Rigging equipment for material handling shall be inspected prior to use on each shift and as necessary during its use to ensure that it is safe.
- Defective equipment shall not be used and removed from service immediately.
- Rigging equipment shall not be loaded beyond its recommended safe working load and load identification shall be attached to the rigging.
- Rigging equipment not in use shall be removed from the immediate work area so as not to present a hazard to employees.
- Tag lines shall be used unless their use creates an unsafe condition.
- Hooks on overhaul ball assemblies, lower load blocks, or other attachment assemblies shall be of a type that can be closed and locked, eliminating the hook throat opening. Alternatively, an alloy anchor type shackle with a bolt, nut and retaining pin may be used.
- All employees shall be kept clear of loads about to be lifted and of suspended loads.

## Acknowledgement of Fundamental Safety Rules Review

Please return this form to your supervisor after the reading and understanding of the rules.

I have read (or had read to me) the company's safety rules and regulations contained in the companies General Safety Rules. I acknowledge that I understand these rules and that I agree to follow them. When in doubt concerning job performance I will speak to my immediate supervisor.

Employee's Name: \_\_\_\_\_

Signature (or mark): \_\_\_\_\_

Date: \_\_\_\_\_

Witness to Signature (or mark): \_\_\_\_\_

I have instructed the above employee in the company's General Safety Rules as well as safety rules and practices applying specifically to employee's job.

The following items of protective equipment have been issued to the above employee for the employee's use while in the company's employment.

Hard Hat ( )

Eye Protection ( )

Hearing Protection ( )

Boots ( )

Gloves ( )

Other \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

Complete and return this form to the office during the first week of employment.