Protect your Business

Developing a Contractor Safety Program

GRINNELL MUTUAL REINSURANCE SINCE 1909

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Section I – Introduction

One of the most valuable assets any company has is its employees. This is true if the company is a small business, a large corporation, or government agency. Therefore, it follows that investing in a workplace injury and illness prevention program is one way of protecting your assets, both physical and human.

It is well known that the direct costs of work injuries are substantial. Also, there are many indirect or hidden costs of injuries, which are often three-to-four times greater than the direct costs. Many of these costs are associated with – productive time lost by an injured employee – productive time lost by employees and supervisors attending the accident victim – time and cost to start up operations interrupted by the accident – time and cost to hire or retrain other individuals to replace the injured worker until his/her return to work – time and cost for repair or replacement of any damaged equipment or materials – cost of continuing all or part of the employee's wages, in addition to the incurred medical costs – reduced morale among your employees and perhaps lower efficiency – increased insurance premiums – administrative costs generated by the incidents – overtime costs – adverse publicity. By developing a Safety Program, it will enable you to avoid possible losses in the future.

A formal safety program will also assist your company in complying with Federal and State safety, health, and environmental laws. Lack of compliance with these laws can result in citations, fines, unfavorable publicity and, in some cases, civil suits.

Establishing a quality safety program at your place of business will take some time and involve some resources. However, you should be pleasantly surprised with the results. You will have happier employees, as they will know you are committed to safety on the job. The reward you receive will surely exceed the cost of your investment in safety protection.

The objectives of any safety program is to reduce the frequency and severity of accidents, to comply with State and Federal OSHA regulations, and to provide a safe and healthful workplace.

SAFETY POLICY STATEMENT

A company that attempts to prevent accidents without a definite guiding policy, one that is planned, publicized, and promoted, will find it difficult to prevent accidents. If Management wants acceptable safe performance, it must first write a safety policy statement. This policy statement should be brief, to the point, and define Management’s attitude.

In order for your safety policy statement to be effective, you must clearly communicate it to all your employees by both explanation and by example.

Your policy statement should be typed and displayed within your place of business at a prominent location for employees and the general public to observe.

The company policy statement should be reviewed with all employees, and they should sign a document indicating they have read and understand the company safety policy statement.

See Section II and Appendix A on Model Safety Policy Statement development.

SAFETY PROGRAM FOR THE ORGANIZATION

The safety policy statement is a beginning, but certainly not a complete program. A comprehensive **Safety Program** should be developed for your organization. Also, irregularly executed inspections or safety meetings and brief spurts of executive interest are no substitute for pro-active, consistent, and visible management support and leadership for a well planned and executed safety program.

Top management needs to lead and set a positive example. If the safety program is a "low priority" for the CEO, it will likely be a "low priority" for employees. Low priority will mean inadequate attention, and that will sooner or later result in an accident, or accidents that can disable, maim, or kill.

OSHA's "General Industry Digest" notes that management commitment and employee involvement are "complimentary and form the core" of any safety program. The book provides several recommendations for achieving these two goals. Recommended actions that bear directly on drafting the safety policy include:

- Stating the worksite policies on safety and health clearly.
- Establishing and communicating safety goals and defining objectives to meet that goal.

- Assigning and communicating responsibility for all aspects of the program.
- Reviewing program operations at least once a year so that deficiencies can be identified and revised as necessary.

Make sure your program assigns responsibility and accountability to all employees in your organization. A good safety program makes it clear that every employee from you through the supervisory level to the line worker is responsible for his or her part in the program. You should make their safety and health duties clear and each of them should be held accountable for his or her safety and health related duties. Accountability should be built into job descriptions, performance reviews, and daily interaction in the workplace.

Management at all levels should accept responsibility for the organization's injury rate and should provide pro-active, visible leadership on safety management. They should also provide the resources required to design and implement a safety program that meets at least the legal requirements at the state and federal level.

- For employees, accountability should include adherence to safety rules and procedures, and prompt reporting of any hazard.

Employees must be involved in all aspects of the program from the beginning. They are the people most in contact with the potential and actual safety hazards at the worksite. They will have constructive input into the development of your safety program. The ultimate success will depend upon their support - support that will be more forthcoming for a program which they have had meaningful input.

Your safety policy should be tailored to fit your organization’s corporate philosophy, needs, and culture.

See Section II for Development of Safety Program.

SAFETY DIRECTOR

Management is ultimately responsible for ensuring that a safety program is implemented and maintained. Management needs to provide the commitment, leadership, and resources. However, it is common and practical to delegate some implementation duty to an appointed safety director, while maintaining overall control and monitoring the performance of the safety program.

The safety director or designee should meet the following criteria.

- conceptually committed to safety and health in the workplace
- has or is given the time to develop and implement the program
- has or is given sufficient authority to develop and implement the program
- is supported by adequate resources to develop and implement the program
- sincerely cares about employee welfare
- has a high degree of credibility with the employees

In some situations, the safety director function can be added to an existing position. In larger companies or companies with high accident frequencies or severities or inherently hazardous processes, a full-time person is often required.

The success of your program hinges on the success of the individual you choose, and he or she cannot succeed without your full cooperation and support. Remember, that when you appoint someone as your safety director and delegate the authority to manage the program, the ultimate responsibility for safety in your workplace rests with you.

See Section II – C.2. for Safety Director Program Responsibilities.

EMPLOYEE TRAINING

As an Owner or Manager you must ensure that all employees know about the material and equipment they work with, what known hazards are in the operation, and how you are controlling the hazards.

Each employee needs to know the following:

- No employee is expected to undertake a job until he or she has received job instructions on how to do it properly and has been authorized to perform that job.
- No employee should undertake a job that appears unsafe.

Combine safety training with other training, the result you want is everyone knowing what they need to know to keep themselves and fellow workers safe and healthy.

During employee orientation, they should be given a copy of the company's Safety Policy Statement, and the company's Safety Program should be discussed with them.

After the initial employee orientation, and for existing employees, your safety program can be communicated by a variety of techniques and methods. Regular meetings could be scheduled during which safety is openly discussed. Attendance should be required for all employees. If properly planned, effective safety meetings can be held in a 15-20 minute time frame. Other methods could be posters on bulletin boards, safety and health booklets, safety signs, newsletters, safety banners, safety films/videos, etc. See Appendix D for a list of safety films/videos.

As changes are made to your safety program, keep your employees informed. The more you do to keep them informed of the changes and improvements you are making, the greater are the chances for your success.

All safety training meetings should be documented. The date of the meeting, name of the instructor, subject discussed, and the names of the employees attending the meeting should be documented on an attendance form.

See Section III for an example of a New Employee Safety Checklist.

EMERGENCY ACTION PLANNING

Planning and training for an emergency is essential in order to minimize the harmful consequences of an emergency incident. If personnel are not thoroughly trained for emergencies so their response is immediate and precise, they may expose themselves and others to greater danger, rather than reduce their exposure. The types of emergencies that may arise at your work site depend on the nature of your operation and its geographical location. They could include fire, severe weather, chemical spills, earthquakes and bomb threats. The extent to which training and drills are needed will depend upon the potential severity and complexity of the emergency. You should have an emergency procedure for handling injuries, transporting ill or injured workers, and notifying medical facilities, with a minimum of confusion. The procedures for reporting injuries and illnesses should be understood by all employees.

Emergency phone numbers should be posted. They should include at least the fire department, hospital emergency room, ambulance, and law enforcement.

See Section IV – A for additional information on Emergency and Evacuation Procedures and see Appendix B for Planning for Emergencies Sample Checklist.

ACCIDENT INVESTIGATION

Management can gain valuable information from a thorough investigation of accidents, occupational health problems and near-miss incidents. Variances from or defects in present operating procedures, unsafe work practices, and even environmental hazards may be determined.

Determining the causes of accidents – and doing something about them – will reduce accident incidence, lower workers' compensation costs, and enhance employee morale, because workers will feel they are working with a management and company that cares and wants to correct hazards and unsafe work procedures.

REMEMBER, AN ACCIDENT INVESTIGATION IS NOT DESIGNED TO FIND FAULT OR BLAME, IT IS AN ANALYSIS TO DETERMINE CAUSES THAT CAN BE CONTROLLED OR ELIMINATED.

See Section V for assistance in developing an Accident Investigation Program and sample accident investigation forms.

SELF INSPECTION/HAZARD IDENTIFICATION

The assessment of your workplace should be conducted by the person responsible for the safety program and/or a professional safety and health consultant.

Conduct a comprehensive safety and health survey of your entire facility that is designed to identify any existing or potential safety and health hazards. This initial survey should focus on evaluating workplace conditions with respect to safety and health regulations and generally recognized safe and healthful work practices. It should include checking on the use of any hazardous materials, observing employee work habits and practices, and discussing safety and health problems with employees.

Create the systems and procedures necessary to **Prevent and Control the Hazards** that have been identified through your worksite analysis. These control procedures will be your basic means for preventing accidents. The OSHA standards that have been promulgated can be of great assistance to you since they address controls in order of effectiveness and preference. Where no standard exists, creative problem solving and consultant resources should help you create effective controls. The basic formula OSHA follows is, in order of preference:

1. **Eliminating the hazard** from the machine, the method, the material or the plant structure.
2. **Abating the hazard** by limiting exposure or controlling it at its source.
3. **Training personnel** to be aware of the hazard and to follow safe work procedures to avoid it.
4. Prescribing **personal protective equipment** for protecting employees against the hazard.

See Appendix C for Contractor's Jobsite Checklist, to help you get a good start on creating this initial survey.

Section II – Safety Foundation

A. Company Safety Policy Statement

(Company Name) is dedicated to providing a safe and healthy work environment for all of our employees and customers. The Company shall follow operating practices that will safeguard employees, the public, and Company operations. **We believe all accidents are preventable.** Therefore, we will make every effort to prevent accidents and comply with all established safety and health laws and regulations. ***(For additional sample Safety Policy Statements, see Appendix A)***

B. Management Commitment to Safety

Management is concerned about employee and guest safety. Accidents, unsafe working conditions, and unsafe acts jeopardize employees, customers, and Company resources. Injuries and illnesses result in discomfort, inconvenience and possibly reduced income for the employee. Costs to the Company include direct expenses (workers' compensation premiums, damaged equipment or materials, and medical care) and indirect expenses (loss of production, reduced efficiency, employee morale problems, etc.). These indirect costs are reported to cost 4-10 times more than the insured costs of an accident. Accordingly, Management will provide sufficient staffing, funds, time, and equipment so that employees can work safely and efficiently.

C. Assignment of Responsibilities

Safety is everyone's responsibility. Everyone should have a safe attitude and practice safe behavior at all times. To best administer and monitor our safety policies, the following responsibilities are delegated. This list should not be construed as all-inclusive and is subject to change as needed.

1. (Corporate President, Owner, or Manager) will:

- **a.** Provide sufficient staffing, funds, time, and equipment so that employees can work safely and efficiently.
- **b.** Demand safe performance from each employee and express this demand periodically and whenever the opportunity presents itself.
- **c.** Delegate the responsibility for a safe performance to the Manager, Supervisors, and employees, as appropriate.
- **d.** Hold every employee accountable for safety and evaluate performance accordingly.
- **e.** Periodically review the Safety Program effectiveness and results.

2. (Safety Director) will:

- **a.** Provide the resources, direction, and audits to integrate safety into the management system.
- **b.** Establish and maintain a safety education and training program.
- **c.** Periodically conduct safety surveys, meetings, and inspections.
- **d.** Advise Supervisors and employees on safety policies and procedures.
- **e.** Assure that all newly hired employees have been given a thorough orientation concerning the Company's Safety Program.
- **f.** Prepare and maintain safety records, analysis, evaluations, and reports to improve the Company's safety performance and comply with all government agencies, insurance carriers, and internal procedures.
- **g.** Work with management, supervisors and employees to maintain and implement new and ongoing safety programs and comply with recommendations provided by outside consultants, OSHA inspectors, and insurance companies.
- **h.** Make available all necessary personal protective equipment, job safety material, and first-aid equipment.
- **i.** Review all accidents with Management, Supervisors, and/or employees and ensure that corrective action is taken immediately.
- **j.** File all workers' compensation claims immediately and work with the workers' compensation carrier to ensure proper medical treatment is provided to injured workers and they are returned to work as quickly as medically possible.

3. Supervisors

Each employee who is in charge of a specific work area, supervises the work of others, or to whom an employee is assigned for a specific task or project, is responsible and accountable for their safety. Supervisors will:

a. Establish and maintain safe working conditions, practices, and processes through:

(1) Safety Meetings

(2) Safety Training

b. Observe work activities to detect and correct unsafe actions.

c. Ensure that all injuries are reported promptly and cared for properly. Make available first aid treatment.

d. Investigate all accidents promptly. Complete an accident report and provide it to the Manager or Supervisor the same day the accident occurs. Review all accidents with the employees and correct the causes immediately.

e. Assist in the review of employment applications and personnel files to determine physical qualifications for specified job classifications.

f. Consistently enforce safety rules/regulations, programs, and protective measures (i.e. use of personal protective equipment, machine guarding, proper clothing, etc.).

g. Post signs, notices, and instructions as needed or required.

h. Brief employees of any new hazards before they start work and weekly and/or monthly host brief safety meetings to discuss safety practices related to job hazards and general safe work behavior.

i. Work with top management and employees to maintain and implement new and ongoing safety programs and comply with recommendations provided by outside consultants, OSHA inspectors, and insurance companies.

4. Employees

Each employee is responsible for his/her own safety. No task should be completed unless it can be completed safely. Employees will:

a. Comply with all company safety programs, rules, regulations, procedures, and instructions that are applicable to his/her position with this organization.

b. Refrain from any unsafe act that might endanger him/her self or fellow workers.

c. Use all safety devices and personal protective equipment provided for his/her protection.

d. Report all hazards, incidents, and near-miss occurrences to their Manager or Supervisor, regardless of whether or not injury or property damage was involved.

e. Promptly report all injuries and suspected work related illnesses, however slight, to his/her immediate Supervisor or Manager.

f. Participate in safety meetings, training sessions, and surveys as requested and provide input into how to improve safety.

g. Notify the Manager or Supervisor immediately of any change in physical or mental condition or use of prescription drugs that would affect the employee's job performance or the safety of him/her self or others.

h. Notify the Human Resources Manager or General Manager within five days of any serious driving, drug/alcohol, or criminal convictions.

i. Be a safe worker on (and off) the job. Help coworkers do their job safely. Come to work everyday with a safe attitude.

D. Accountability for Safety

Everyone is accountable for safety. The Corporate President/Owner will establish safety objectives and develop and direct accident prevention activities. All employees should strive to reach those objectives and will be evaluated accordingly. All Managers and Supervisors annual appraisals will include safety (results to objectives in their area and companywide) as well as an audit of their performance of their safety responsibilities. All employee salary reviews will be affected by the company's safety performance record. Appraisals, which include safety records, will also be performed on all employees seeking a promotion.

E. Opinion Survey

The Company requests ongoing comments and feedback from all employees. In addition, annually, the company may request all employees' opinions and input on the company's safety program through an opinion survey. Be honest. You know your job better than anyone else does. Therefore, you can provide valuable input into performing the job safely. Changes to existing safety programs, rules, procedures, etc. may be influenced by your responses. Full cooperation of all employees is expected.

F. Employee Suggestions

Safety suggestions from employees are welcomed and encouraged. To make a safety suggestion, complete the employee safety suggestion form on the following page and provide it to your immediate superior. The suggestion(s) will be reviewed by management personnel at the next Manager's meeting. Responses to suggestions will be discussed with the individual and posted where applicable on the company's bulletin board.

EMPLOYEE SAFETY SUGGESTION FORM

Employee Name (optional): _____ Date: _____

Supervisor Name: _____

Current Practice Or Condition

_____

_____

Suggestion

_____

_____

Benefits Expected From Change

_____

_____

(FOR SAFETY COMMITTEE USE, If applicable)

Year:_____ Number:_____

Suggestion Implemented? ☐ Yes – as submitted ☐ Yes - with changes ☐ No

Implementation Date: _____

Comments/Changes Made/Reason for change or not implemented:

_____

_____

_____

_____

Section III – Safety Training

A. New Employee Safety

The Business Owner or Manager should provide safety training to all newly hired employees. Each new employee will be given a copy of the safety manual.

1. **General safety orientation** containing information common to all employees should be reviewed, ***before beginning their regular job duties.*** Recommendations include (at a minimum):
   - **a.** Review the Safety Manual, with extra time spent on: accident and hazard reporting procedures, emergency procedures, first aid, and special emphasis programs which are included within this program.
   - **b.** Encourage and motivate employee involvement in safety. Make each employee accountable for their safety and the safety of their coworkers.
   - **c.** Review any known workplace hazards.
   - **d.** Conduct training on any topics that are not scheduled to be addressed within a reasonable timeframe and are relevant to the employee's job.
2. **Job-specific training *provided before performing the task*** should include:
   - **a.** Specific safety rules, procedures, hazards, and special emphasis programs (Chemical Handling Procedures/Hazard Communication Program, Personal Protective Equipment, Smoking Policy, Violence Prevention Program, Lockout/Tagout, Confined Space Program, Fleet Safety) that will impact them as they complete their job with the organization.
   - **b.** Identify employee's and employer's responsibilities.

   Continual training should be provided to new hires. Each new hire should be assigned to work with an experienced employee for at least 6 months. The senior employee should act as a mentor and ensure that the new employee is working safely and exhibits a positive safe attitude.

   The Business Owner or Manager should complete the New Employee Safety Checklist for each new employee during their safety training.

B. Safety Meetings/Training

Supervisors should hold a minimum of ***(insert appropriate number here)*** safety meetings per month. Safety meetings will begin at ***(insert time and day of month)***.

1. All employees are required to attend safety training meetings if they are present at work the day of the meeting. Exceptions should be cleared in writing with your immediate Supervisor the first full workday preceding the day of the safety meeting. Employees and Supervisors should offer comments and safety suggestions at the safety meeting and regularly throughout the work week as needed.
2. Safety training will be conducted on a topic announced in advance of the meeting.
3. Supervisors should update employees on any changes in procedures, new equipment, and general safety issues.
4. Emergency procedures will be periodically reviewed.
5. Employees are reminded to put safety first and look out for their coworker.
6. Employees with outstanding safety records will be recognized during these meetings. Quizzes and surveys may be administered after safety training or meetings.
7. Supervisors should provide a summary of the safety issue(s) discussed and verbally review the information with all employees that may have been absent from that month's safety meeting.
8. The Safety Training Log should be completed following every safety meeting/training session and maintained by the Manager or the Department Supervisor.

NEW EMPLOYEE SAFETY CHECKLIST

Employee Name: _____ ID: _____

Date Employed: _____ Date Checklist Completed: _____

Checklist completed by: _____

Department Assigned: _____ Type of Work: _____

Summary of Work Experience: _____

Supervisor: _____

Ask Employee: Do you have any physical conditions or handicaps which might limit your ability to perform this job?

If so, what reasonable accommodation can be made by us? _____

Did the employee have a pre-employment drug test? ☐ Yes ☐ No Physical? ☐ Yes ☐ No

Any work restrictions indicated from the physical? _____

The Business Owner or Manager and new employee should review the following safety concerns. Check and discuss all that apply. Provide the employee with a copy of the Safety Manual.

☐ Company safety policies and programs _____

☐ Safety rules (general and specific to job) _____

☐ Safety rule enforcement _____

☐ Materials handling _____

☐ Accident and Hazard Reporting Procedures _____

☐ Housekeeping _____

☐ Special hazards of the job _____

Emergency Procedures _____

Employee Responsibilities/Accountability _____

Hazardous materials _____

☐ Location of First Aid Kits _____

☐ Where to go for medical treatment _____

☐ Other: _____

Employee shall receive additional training from: _____

Probationary period is from _____ to _____

Performance (including safety) will be reviewed formally on _____

Employee agrees to cooperate fully with the safety efforts of the employer, follow all safety rules, and use good judgment concerning safe work behavior. ☐ Yes ☐ No (Have employee sign for manual)

Comments: _____

_____

Signed: _____ Signed: _____

Trainer Employee

SAFETY TRAINING LOG

Company Name: _____

Date of Meeting: _____ **Instructor:** _____

Attending Employees

	Print Name	Signature
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		

Safety Topics Covered:

- Housekeeping
- Accident Reporting
- Injuries or Accidents Review
- Accident Investigation
- Emergency Procedures
- Materials Handling/Back Safety
- Fire Protection
- Other _____

Comments:

_____

_____

_____

_____

_____

_____

RESERVED FOR FUTURE USE

Section IV – General Safety

A. Emergency and Evacuation Procedures

Our goal is to provide prompt and immediate action in an emergency to protect life, property, and equipment.

1. Emergency Procedures

In case of emergency, the employee nearest the stricken person should call 911 (or the emergency phone number posted in your area) and direct a fellow employee to:

a. Notify the nearest Supervisor to come to the scene; and

b. Simultaneously dispatch available employees to quickly retrieve the first aid kit.

c. An individual trained in first-aid should apply emergency rescue procedures until medical assistance arrives.

The Manager or the Department Supervisor should be notified. The President, Manager or the Department Supervisor (in that order) or their designees will decide whether or not to evacuate, inspect or shut down a facility.

2. Evacuation Procedures

a. Each area will be assigned a primary and an alternate Evacuation Coordinator by the Manager or the Department Supervisor. They will be responsible for the effective evacuation of all persons. If neither is available, the Supervisor is then responsible for evacuation.

b. When alerted by alarm or by the Evacuation Coordinator(s) to evacuate, employees should:

1. Properly secure all classified materials in your possession and assure all classified containers and areas are properly locked.

2. Proceed to the nearest designated area of safety (i.e. fire – exit building, tornado – interior corridor – away from exterior windows and/or lowest level at the building) and assemble in the designated area.

3. Remain in the designated area, until instructions are provided.

See Appendix B for a Sample Checklist – Planning for Emergencies.

B. Safe Operating Procedures

All employees are responsible for safety. The following safe operating procedures apply to all employees working within this organization.

1. Rules/Regulations

a. Emergency telephone numbers should be posted on at least one telephone on each level within the building. Emergency phone numbers would include: ambulance service, local hospital/medical facility, fire, law enforcement, poison control center, etc.

b. Comply with all established safety rules, regulations, procedures, and instructions which are applicable to you as a member of this organization.

c. Promptly report all accidents, hazards, incidents, and near-miss occurrences to your immediate supervisor, regardless of whether or not injury or property damage was involved.

d. Do not visit, talk to, or distract another employee who is operating equipment, or who is engaged in a work activity where the possibility of injury exists.

e. Do not participate in horseplay, scuffling, pushing, fighting, throwing things, or practical jokes.

f. Observe all no-smoking signs and regulations.

g. Do not run on company premises.

h. Use handrails on steps, elevated platforms, scaffolds, or other elevations.

i. Assist others and ask for assistance in lifting and carrying heavy or awkward objects.

j. Firearms, ammunition, and explosives are prohibited on company premises.

k. Personal stereos with headphones are not to be worn in the workplace.

l. Alcohol and drug use and possession on company property of these substances are strictly prohibited.

m. Seat belts must be worn at all times while operating or riding in a company vehicle, or in a vehicle (employee owned or company owned) when on company property or when traveling within a vehicle (employee owned or company owned) on company business off company property.

2. Housekeeping

a. Practice good housekeeping by keeping the work area, aisles, walkways, stairways, roads, or other points of egress clean and clear of all hazards.

b. Store and/or return parts, materials, tools, and equipment so as not to create a tripping hazard.

c. Clean-up scrap materials, debris, and other excess materials. Place oil soaked rags, trash, and scrap in proper waste containers.

d. Keep work area floors clean, dry, and free of oils, grease and liquids. Clean up all spills immediately.

e. Store parts, materials, or equipment with protruding sharp ends or edges where personnel can not accidentally bump into them.

f. Materials and equipment are not to be stored in the aisles or near exits. Permission in writing from your immediate supervisor must be obtained for temporary or permanent storage of any materials or equipment in aisles or near exits.

3. Material Handling and Back Safety

a. Know the approximate weight of your load and make certain any material handling equipment you may operate to move materials is rated to handle the weight of the load. (Never exceed the manufacturer's recommended safe working load for any material handling equipment. Doing so increases the probability of equipment failure, dumping of the load, personal injuries and/or damage to materials, the facility, etc).

b. Lift heavy objects as instructed, with the leg muscles and not with the back. On average, do not manually lift over 50 pounds.

c. Call for assistance as needed for handling heavy or bulky objects or materials.

d. Use an appropriate, approved lifting device (i.e. special trucks, racks, hoists, and other devices) for lifting very heavy, bulky, large or unyielding objects.

e. All ropes, chains, cables, slings, etc., and other hoisting equipment must be inspected prior to each use.

f. A load should never be lifted and left unattended.

g. Wear safety gloves when handling materials that pose cutting exposures.

h. Properly stack and secure all materials prior to lifting or moving to prevent sliding, falling, or collapse.

i. Avoid moving or lifting loads by hand whenever possible.

Tips for manual lifting:

(1) Get a good footing.

(2) Place feet about shoulder width apart.

(3) Bend at the knees to grasp the weight.

(4) Keep back as straight as possible.

(5) Get a firm hold.

(6) Lift gradually by straightening the legs.

(7) Don't twist your back to turn. Move your feet.

(8) When the weight is too heavy or bulky for you to comfortably lift – GET HELP.

(9) When putting the load down, reverse the above steps.

Note: If lifting stacked materials, materials should be carefully piled and stable. Piles should not be stacked as to impair your vision or unbalance the load. Materials should not be stacked on any object (i.e. floor, shelving units, ladders, scaffolds, etc.) until the strength of the supporting members has been checked.

4. **Office Safety**

   a. Practice good housekeeping throughout the office area. Do not leave materials or position telephone or electrical cords in the aisles.

   b. Report or correct any obvious hazards as soon as they are discovered.

   c. Do not carry articles weighing more than 20 pounds when ascending or descending stairs that rise more than 5 feet.

   d. Close files and desk drawers. Arrange heavy or large files in the rear of file cabinet drawers to prevent tipping when draws are open. Always store heavy materials in the lower drawers and light objects on upper shelves. Do not open more than one drawer at a time, as tipping of the cabinet or desk may occur. Secure cabinets to each other and/or to building structural members to improve stability.

   e. Report damaged furniture and broken veneer surfaces immediately.

   f. Do not carry pointed or sharp objects in hand, pockets, or attached to clothing with points or blades exposed.

   g. Do not leave paper cutters with the blade in the open or upright position.

   h. Remove, secure, or arrange material on file cabinets and desks to prevent materials from falling from office furniture.

   i. Do not stand on chairs, desks, boxes, wastebaskets, or any other furniture or object. These items are not be used as substitutes for an approved step-stand or stepladder.

   j. Report slippery floor surfaces to your Supervisor immediately.

   k. Clean up spills on floors immediately.

   l. Position desks and files so that drawers do not extend into the aisle or walkway when open.

5. **Clothing**

   a. Clothing: Wear safe and practical working apparel. Be sure that any clothing you wear is not highly flammable. Neckties and loose, torn or ragged clothing should not be worn while operating machines with revolving spindles or cutting tools.

   b. Shoes: Low-heeled, closed-toe shoes, or proper work boots with sufficient heavy soles must be worn in areas where foot/toe injuries are likely to occur.

   c. Jewelry: Do not wear rings or any form of jewelry or ornamentation when working around machinery or exposed electrical equipment.

6. **Fire Prevention**

   a. Good housekeeping is the first rule of fire prevention. Oily rags, paper shavings, trim, and miscellaneous scrap materials should be cleaned up and placed in trash receptacles.

   b. All flammable liquids should be stored in an approved manner and dispensed from a UL Listed or Factory Mutual Approved portable flammable liquid safety containers.

   c. Liquefied Petroleum (LP) Gas presents special fire and explosion hazards. Only qualified persons are to handle LP gas. LP gas equipment should be inspected daily for leaks, etc.

   d. Open fires of any kind are not permitted.

   e. Combustible materials or equipment in combustible containers should be stored properly.

   f. Fire extinguishers should be located near an exit door.

   g. Fire extinguishers should be recharged and inspected regularly. A tag indicating the date the unit was recharged should be affixed to each extinguisher.

   h. Access to fire hydrants should be maintained at all times. Fire hydrants should never be blocked or obstructed in any way.

   i. All combustible waste materials, rubbish, and debris should be disposed of daily.

   j. Smoking is prohibited in any hazardous area and “No Smoking” signs should be posted in these areas.

   k. Compressed gas cylinders should be transported and stored in an upright position.

   l. Compressed gas fuel cylinders should be separated from oxygen cylinders by at least 20 feet or by a 5 foot high ½-hour fire rated wall.

   m. No material should be stored within 3 feet of an electrical panel, outlet, or fire suppression equipment.

7. Portable Tools/Equipment

a. Proper storage for tools should be provided at each jobsite.

b. Repair all damaged or worn tools promptly. Temporary and makeshift repairs are prohibited. Tools that can't be properly repaired should be discarded immediately. The Jobsite Superintendent, Supervisor, etc. reserves the right to require any employee or any hired subcontractor to stop work for using any defective or improperly used tool.

c. The company will supply all required tools unless otherwise specified. All equipment must conform to OSHA Safety and Health Regulations for Construction Part 1926.

d. Power tools should not be used if safety equipment has been removed.

e. Employees using tools that cause objects to be thrown should wear personal protective gear, including proper eye and hearing protection.

f. Gas powered tools should not be used in unventilated areas and gas should be dispensed from only U.L. Listed or Factory Mutual Approved portable flammable liquid safety cans only.

g. All gas-powered tools must be turned off before being refueled.

h. Portable grinders must have hood-type guards and side enclosures that cover the spindle and at least 50% of the wheel. All wheels should be inspected regularly for fractures, etc. Defects should be promptly reported to the Manager, Jobsite Supervisor, Superintendent, etc.

i. Bench grinders should have deflector shields and side cover guards. Tool rests should have a maximum clearance of 1/8" from the wheel.

j. Air-supply lines should be inspected regularly and maintained in good condition.

k. To prevent "whipping" in the event of hose separation or failure, air sources supplying hoses should be protected with an excess flow valve. Completely bleed all air from tools before disconnecting them.

l. For cleaning purposes, the pressure of compressed air used should be 30 psi or less and hose extensions should always be used.

m. Only trained employees are to use powder-actuated tools (i.e Hilti Guns, Ramset, etc.). All employees operating powder-actuated tools, and those working within the immediate area where such tools are being used, are required to wear appropriate PPE (i.e. hearing protection, safety glasses with sideshields, etc.).

n. Trained employees should inspect all powder-actuated tools on a daily basis. Any tool not found to be in proper working condition must immediately be removed from service.

o. Any area where a powder-actuated tool is used must have a warning sign posted.

p. All powder-actuated tools should be of the low velocity, cushioned pistol grip, piston type design.

q. Powder-actuated tools should not be used in areas where hazardous ignitable dust, gases, or liquids are present.

r. All maintenance work on powder-actuated tools must be performed according to manufacturer specifications and must be done by qualified persons only.

s. Do not raise or lower power tools by their electrical cord or pneumatic line.

t. Powder-actuated tools should be locked-up when not in use to prevent unauthorized persons from using them.

8. Machine Guarding

a. It is the responsibility of the Manager or the Department Supervisor to see that guards are installed on machines where needed.

b. Employees should report any malfunctions of the guards to the Manager or the Department Supervisor.

c. The Manager or the Department Supervisor should determine if the machine should be locked and tagged-out until the guard can be fixed or replaced.

d. The guards increase safety on the machine. Machinery with the guards removed shall not be used by any employee without permission from the Manager or the Department Supervisor.

9. Ladders

a. Inspect all ladders before use. Do not use any ladders with missing safety feet, missing or broken rungs, etc. Tag defective ladders with a “DO NOT USE” sign and report the defects immediately.

b. Portable ladders should be placed so that the base is away from the horizontal plane by one-fourth the ladder length (i.e. 12 ft ladder would be 3 ft from the wall).

c. Never climb a ladder that is unstable.

d. Never place a ladder in front of a door, unless the door is locked, guarded or otherwise blocked.

e. All ladders placed up against a stationary object must be tied off at the top to a secure point.

f. Ladders must extend at least three feet beyond the step off point.

g. Do not place a ladder close to live electrical wiring or against piping.

h. Beware of overhead wires when moving an extended ladder.

i. Do not use metal ladders near electrical power lines.

j. Portable ladders must be equipped with non-slip bases.

k. Face the ladder when ascending or descending.

l. Never stand on the top two rungs of any ladder.

m. Always use the correct ladder for the job (i.e. do not use a stepladder when the job calls for an extension ladder or use a 4 ft ladder when a 6 ft should be used, etc.).

10. Electrical

a. The Manager or the Department Supervisor is responsible for complying with the National Electrical Code and all Federal, State, and local codes. Any electrical work not in compliance should be brought to the Manager or the Department Supervisor’s attention immediately.

b. Only knowledgeable, certified electricians are to perform electrical work.

c. Employees should not work close to any unprotected electrical power circuit unless that circuit is de-energized and grounded.

d. All switches must be enclosed and grounded. Panel boards must have provisions for closing and locking the main switch and fuse box compartment.

e. Extension cords used with portable electric tools and appliances must be heavy duty (no less than 12 gauge conductors) of the three wire grounding type, and must conform to OSHA standards. NO FLAT ELECTRICAL CORDS ARE ALLOWED ON SITE.

f. Voltages must be clearly labeled on all electrical equipment and circuits. Circuits must also be clearly marked for the areas of service they provide.

g. Prior to performing any work, electricians must “lockout and tagout” the equipment or machinery.

h. Electrical cords and trailing cables should be covered, elevated or otherwise protected from damage. Any exposed wiring and cords with frayed or deteriorated insulation must be reported immediately.

i. The Manager or the Department Supervisor must oversee the performance of monthly Electrical Grounding Testing with trade contractors on all electrical cord and plug connected equipment.

j. Temporary lighting should be used in areas where there is not adequate natural or artificial lighting. Temporary lights must be equipped with guards to prevent accidental contact with bulbs.

k. Working spaces, walkways, and similar locations must be kept clear of cords.

l. Electrical tools and equipment must be appropriately protected when used in wet or damp areas by GFCI (Ground Fault Circuit Interrupters).

m. Subcontractors must obtain advanced approval from the Manager or the Department Supervisor before bringing any heavy equipment over 18 feet high on site. Any wide load over ten feet requires an escort. A power outage approval must also be obtained.

11. Floor and Wall Openings

a. Inspect all new locations to ensure that all floor openings are covered with grates or covers.

b. Guardrail systems and/or covers are not to be removed until other means of fall protection are in place. Employees installing or removing guardrails or covers should be protected by alternative fall protection.

c. Employees are prohibited in any area that could expose them to a fall unless proper fall protection procedures are in place.

d. Floor and roof openings should be covered or guarded by standard guardrails and toeboards.

(1) A standard railing consists of a top rail, intermediate (midrail) rail, and toeboards.

(2) The top rail should be approximately 38 to 42 inches from the upper surface of the rail to the floor, platform, or ramp level. The top rail should be ½" wire rope and should be capable of supporting a minimum of 200 lbs .

(3) The midrail should be halfway between the top rail and floor, runway, platform, or ramp. The midrail should be ½" wire rope and capable of supporting 150 lbs without failure.

(4) In areas where a vertical debris net can't be installed, a 12 inch Minimum height toeboard should be securely fastened in place and have no more than a ¼" gap between it and the floor.

e. Wall openings, from which there is a drop of more than six feet, should be guarded.

f. Any other type, size, or arrangement of guardrail system must be approved in writing by the Manager or Supervisor.

g. Stair railings should be constructed similar to a standard railing. All handrails should be provided with a minimum clearance of three inches between the hand rail and any other surface or object.

h. During construction, stairs should be provided on all structures that have two or more floors.

i. Stairways should be free of hazardous projections, debris, and other loose materials.

j. Permanent steel stairways having hollow pan treads and landings should have the pans filled with solid material up to the nosing level.

k. Temporary stairs should have a landing at least 30 inches wide.

l. Runways should be guarded by a standard railings at least 19 inches high on both sides of the runway. Whenever tools, machine parts, or materials are used on the runway, a toeboard should be provided on each exposed side.

n. Regardless of height, open-sided floors, walkways, platforms, or runways adjacent to dangerous equipment and similar hazards should be guarded with a standard railing and four inch high toeboards.

12. Scaffolding Rules and Regulations

a. Only qualified persons should design, build, or inspect scaffolds. Each application must be planned to ensure that the scaffolding conforms to all specified assembly requirements.

b. All scaffolds should be designed to carry four times the maximum intended load. At no time should the scaffold be overloaded.

c. Unstable objects such as barrels, boxes, and loose bricks should not be used to support scaffolds.

d. Ladders shall not be used on scaffolds to increase the working level height of employees.

e. The scaffolding competent person shall determine the feasibility and safety of providing fall protection for employees erecting or dismantling scaffolds. Unless fall protection is not feasible and creates a greater hazard, all employees are required to wear a personal fall arrest system when erecting or dismantling scaffolding at our company jobsites.

f. Scaffolds should be braced and tied both horizontally and vertically at intervals according to the following regulations.

(1) Guys, ties and braces should be installed according to the scaffold manufacturer's recommendations or at the closest horizontal member to the 4:1 height and be repeated vertically at locations of 20 feet for every scaffold with platforms 3 feet or less in width and every 26 feet for scaffolds with a platform greater than 3 feet.

(2) Guys, ties and braces should be installed at each end of the scaffolding at horizontal intervals not to exceed 30 feet.

g. Scaffolds and scaffold components shall be inspected for visible defects by a competent person prior to each shift and after each occurrence which could affect the scaffold's structural integrity.

h. Any part of a scaffold damaged or weakened shall be IMMEDIATELY repaired, replaced or removed from service.

i. Scaffolds SHALL NOT be moved horizontally while employees are standing on working platforms unless the scaffolding has been designed by a professional engineer specifically for such movement or, for mobile scaffolds, where the mobile scaffold manufacturer's recommendations for movement are strictly adhered to.

j. Lean-to scaffolds and makeshift platforms are prohibited.

k. Materials limited to the quantity needed for one shift or one day should be stored on scaffolds. All materials should be removed from the scaffold nightly.

l. Employees working on scaffolding platforms more than ten feet above adjacent ground level must be protected from falls by a standard guardrail system (including midrail and toeboards), a personal fall protection system (i.e. consists of an anchorage point, connectors, a body harness and may include a lanyard, deceleration device, lifeline or a combination of these) or a safety net.

m. The toprail of a guardrail system shall be located 38 to 45 inches above the platform surface. Guardrails should be capable of withstanding, without failure, a force applied in a downward or horizontal direction of at least 200 pounds.

n. The Midrails of a scaffolding guardrail system shall be installed at a height of approximately midway between the toprail and the platform surface. Midrails should be capable of withstanding, without failure, a force applied in a downward or horizontal direction of at least 150 pounds.

o. Toeboards should extend at least 3.5 inches high above the scaffolding platform surface. Toeboards should be capable of withstanding, without failure, a force applied in a downward or horizontal direction of at least 50 pounds

p. Scaffolding shall be located not less than 10 feet from overhead energized power lines. If it is not possible to avoid working on scaffolding less than 10 feet from overhead power lines, this work should be done only after the following requirements are met:

(1) the utility company or electrical system operator has been notified of the need to work closer than 10 feet from overhead power lines

(2) Utility company or electrical system operator have de-energized the lines, relocated the lines or installed protective coverings over the energized lines to prevent potential accident contact with the overhead power lines.

q. All employees shall be prohibited from working on scaffolds covered with snow, ice, or other slippery material except as necessary for removal of such materials.

r. Work on scaffolding is prohibited during storms or high winds unless the competent person has determined it is safe for employees to be on scaffolding and those employees are protected by a personal fall arrest system or wind screens. Wind screens shall not be used unless the scaffolding is tied off and secured against the anticipated wind forces imposed.

s. Scaffolding platforms and walkways must be a minimum of 18 inches wide.

t. Where scaffolds must be used in areas where platforms and walkways cannot be at least 18-inches wide, such platforms and walkways shall be as wide as feasible and employees working on these platforms/walkways shall be protected from fall hazards by a standard guardrail system or a personal fall arrest system.

u. Each ladder jack scaffold, top plate bracket scaffold, roof bracket scaffold, and pump jack scaffold shall be at least 12 inches wide.

v. Mobile scaffolds should be equipped with guardrails, midrails, toeboards, and outriggers.

w. All casters should be locked and guarded with standard railings. Mobile scaffolds should not be used if there is a change in the floor level elevation.

x. Ladders must be used to gain access to scaffolding platforms. Employees should never climb a scaffold's cross bracing. Both hands should be free of tools/materials when ascending or descending a scaffold.

13. Contractor's Motor Vehicles and Equipment

a. Employees are required to obey all state law, local, and company laws, rules and regulations while operating vehicles or equipment.

b. On-site construction vehicles and equipment should be inspected and tested. Proper documentation must be available for the Manager or Supervisor to review prior to bringing such equipment on site. The Manager or Supervisor must issue all vehicle passes.

c. All motor vehicles must be equipped with the following:

(1) Adequate braking system
(2) Two headlights and taillights
(3) Brake lights
(4) Horn
(5) Seat Belts
(6) Good tires
(7) Windshields and powered wipers
(8) Defrosters
(9) Rear-view mirror
(10) Fuel cap

d. Only authorized, licensed drivers are permitted to operate vehicles or equipment. Accidents must be reported to the Manager or Supervisor immediately.

e. Employees are required to inspect their assigned vehicles at the beginning of each shift to assure that the vehicle is in safe operating condition and free of any apparent danger. Any defects must be immediately reported to the Manager or Supervisor.

f. Rated load capacities, operating speeds, and special hazard warnings must be posted near the driver's seat on all equipment.

g. Employees should not use motor vehicles or equipment that have an obstructed rear view unless:

(1) The vehicle has a backup alarm audible above the surrounding noise level;

(2) The vehicle is backed up only when an observer signals that it is safe to do so.

h. No person should attempt to get on or off moving vehicles or equipment.

i. Heavy machinery and equipment which is suspended by slings, hoists, or jacks must be blocked before employees are permitted to work under or between them.

j. All hauling vehicles, where payload is loaded by crane, power shovel, loader, similar equipment must have a cab shield and/or canopy to protect the operator from shifting or falling materials. The operator of any vehicle should leave the cab and stand clear of the equipment while it is being loaded.

k. Engines must be shut off during all maintenance and fueling operations.

l. Trip handles of dump truck and heavy equipment tailgates must be positioned so that the operator will be clear of any danger during dumping procedures.

m. Employees are not permitted to ride with arms or legs outside the truck body.

n. No heavy equipment is to be driven at speeds greater than 15 MPH.

o. Only approved standard hand signals for crane, derrick, and boom equipment are to be used. These hand signals must be posted near the driver's seat of all equipment.

p. All manufacturer specifications and limitations concerning the operation of cranes and other hoisting equipment are to be followed.

q. A certified agency must inspect all hoisting machinery on an annual basis. Records of dates and inspection results for all equipment must be readily available for review.

r. Wire rope safety factors are to be in compliance with American National Standards Institute B30.5. The Manager or Supervisor shall maintain these standards.

s. All exposed belts, gears, shafts, pulleys, sprockets, spindles, drums, flywheels, chains, and other moving parts must be guarded.

t. The swing radius on the back of any crane must be barricaded so as to prevent employees, hired subcontractors or others from being struck or crushed by the crane.

u. Prior to any crane being moved, all swinging or hanging loads must be lowered and detached.

v. A fire extinguisher must be available in all cabs of equipment and vehicles.

w. Rollover protection (ROPS) as specified by OSHA is required for all applicable equipment operated on the project. Grandfather clauses are not acceptable.

x. Personal cars are not to be used for company business unless authorized by the appropriate supervisor. Passengers not employed by the company are also prohibited.

y. Any vehicle or piece of equipment with material extending four feet or more from the rear of the vehicle must have a red flag or cloth 12 inches square attached to the material.

14. Employee and Public Protection

a. Work is not to be performed in any area unless specifically permitted by the company's job contract.

b. Sidewalks, entrances to buildings, lobbies, corridors, aisles, doors or exits must be kept clear of obstructions at all times.

c. Appropriate warnings and instructional safety signs must be posted.

d. Sidewalks, sheds, canopies, catch platforms and appropriate fences should be used to maintain pedestrian traffic adjacent to any construction site.

e. A temporary fence should be built around the perimeter of aboveground operations that are adjacent to public areas. Perimeter fences must be at least six feet high and must consist of wood, metal, or wire mesh. When the fence is adjacent to a street intersection, the upper section of the fence must be open wire mesh above a point not over four feet above the sidewalk and extending at least 25 feet in both directions from the corner of the fence.

f. Guardrails must be provided on both sides of vehicular and pedestrian bridges, ramps, runways and platforms. Pedestrian walkways must be protected with guardrails.

g. Guardrails must be made of materials capable of withstanding a force at least 200 pounds applied any point in their structure.

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Section V – Accident Management

A. Accident and Near Miss Reporting Procedures

If you or a customer has a near-miss situation while working, notify your Supervisor immediately. The situation will be investigated and corrective action implemented to prevent future injury. Employees and witnesses must fully cooperate in the investigation.

If you are injured on the job:

1. Contact your Supervisor, or the nearest coworker (who should notify a Supervisor) if you are unable to contact your Supervisor due to the severity of your injury.
2. The designated employee who is trained in first-aid and/or CPR should be immediately notified to assist in the situation.
3. First aid kits, which are prominently displayed throughout the workplace, should be made available and medical supplies promptly refilled (by the Manager).
4. If needed, the Supervisor or his/her authorized representative should transport the injured worker to the company's designated medical facility to receive appropriate medical attention.
5. If rescue personnel are summoned, the Supervisor should delegate an individual to wait for the rescue team and escort them to the injured employee.
6. All witnesses to the accident should be available to speak with the Management and/or Supervisor and cooperate in all accident investigations.
7. The Manager or immediate Supervisor should immediately notify the insurance company of the accident and file a workers' compensation claim.

Every accident or near-miss situation should be reported immediately. Injured employees and witnesses to the accident will assist the Supervisor in completing an accident investigation. Injured employees must comply with the medical treatment provided by the treating physician and cooperate with the insurance company and its designees.

B. Accident Investigation

When an accident occurs, it is an indication that something has gone wrong. Accidents don't just happen, they are caused. The basic cause(s) of accidents are unsafe acts and/or conditions. The Supervisor must investigate every accident to determine the cause and to initiate corrective action to assure that similar type accidents will not reoccur from the same causes.

Supervisors should complete the Supervisors Accident Investigation Report and submit a copy to the *(Insert Appropriate top management title here such as Corporate President, Owner, Manager, General Manager)* for review. The *(insert title of person mentioned in prior sentence here)* should evaluate the corrective action(s) taken or suggested by the Supervisor and instruct if additional changes should be made.

Tips on accident investigations:

1. Every accident is caused. Carelessness is not a cause, but the result of some deficiency. Telling employees to be more careful will not eliminate the real accident cause.
2. An accident investigation is not a trial to find fault or to place blame. Its purpose is to find accident causes so that corrective measures may be taken to prevent future accidents.
3. Most accidents result from a combination of human error (unsafe behavior) and a physical hazard (unsafe condition). Do not overlook the possibility of multiple errors and hazards.
4. Don't stop at the obvious answer. For instance, a fall on greasy floor surface does not happen because someone slipped. The accident happened because the grease was allowed to remain on the floor and the worker walked onto it. Determine why the operator did this and why the grease was not cleaned up. Only by correcting both problems can you prevent future accidents.
5. The accident investigation should be conducted as soon after the accident as possible. Facts should be gathered while the accident is fresh in the minds of those involved. If possible, question every employee who was involved, or witnessed, the incident. Delay interviewing injured employees until after medical treatment has been received.
6. Other employees who did not witness the accident, but work in the area, may contribute information regarding the injured worker's activities prior to the accident and conditions at the time of the accident.

7. The accuracy and completeness of the information received from the injured worker(s) and witness(es) depends on how well the interview is conducted. Supervisors should:

a. Put employees at ease.

b. Ask what happened and how it happened.

c. Permit employees to answer without interruptions.

d. Show concern.

e. Remember, nothing is gained with criticism or ridicule.

f. Ask “why” questions, only to clarify the story.

g. Repeat the story, as you understand it.

h. Give the employee the chance to correct any misunderstandings that you may have.

i. Photographs of the conditions as they exist immediately following the accident, including photos of the damaged equipment, are very helpful.

j. Damaged equipment should be removed or secured for future testing and used as evidence.

k. Employees should not be permitted, under any circumstances, to operate machines or equipment that was damaged in an accident until all necessary repairs have been completed and all damaged parts have been repaired or replaced.

l. Take immediate action to correct any obvious unsafe conditions. Determine the basic accident causes and correct or recommend action to prevent reoccurrence.

SUPERVISOR'S ACCIDENT INVESTIGATION REPORT

(Completed by Supervisor of Injured Employee)

Company		**Address**	
Name of Injured Employee	**Dept**	**Position**	**How long in position?**
Date of Accident	**Time of Accident**	**Nature of Injury**	
Injury Resulted in: ☐ Injury ☐ Fatality ☐ Property Damage (specify)			
Medical Treatment ☐ None ☐ First Aid ☐ EMT or Paramedic ☐ Doctor or Clinic ☐ Hospital			**Days Lost Time?**
Drug Tested? ☐ Yes ☐ No **Alcohol Tested?** ☐ Yes ☐ No			
What was the injured employee doing at the time of the accident?			
How did the accident occur (brief description)?			
What environmental factors (unsafe conditions) contributed to the accident? (See next page for examples)			
What behavioral factors (unsafe acts) contributed to the accident? (See next page for examples)			
What corrective actions can be taken to prevent recurrence? (See next page for examples)			
What corrective actions have been taken to prevent recurrence?			
Names of Witnesses			
Supervisor	**Date**	**Reviewed by:**	**Date**

<u>Supplemental Information</u> for completing the Accident Investigation Report

Note: Each accident will involve <u>at least</u> one of the following conditions as a contributing factor.

Environmental Factors (Unsafe Conditions)		
Conditions	**Definition of Condition**	**Suggested Corrective Action**
Unsafe procedures	*Hazardous Process. Management failed to make adequate plans for safety.*	**A.** Formulation of safe working procedures
Improperly guarded	*Work areas, machines, or equipment that are unguarded or inadequately guarded.*	**A.** Inspection **B.** Checking plans, blueprints, purchase orders, contracts, and materials for safety **C.** Include guards in original design, order, and contract **D.** Provide guards for existing hazards
Defective through use	*Buildings, machines, or equipment that have become rough, slippery, sharp edged, worn, cracked, broken, or otherwise defective through use or abuse.*	**A.** Inspection **B.** Proper Maintenance
Defective through design	*Failure to provide for safety in the design, construction, and installation of buildings, machinery, and equipment. Too large, too small, not strong enough.*	**A.** Source of supply must be reliable **B.** Checking plans, blueprints, purchase orders, contracts, and materials for safety **C.** Correction of defects
Unsafe clothing or personal protective equipment	*Management's failure to provide or specify the use of goggles, respirators, safety shoes, hard hats, and other articles of safe dress or apparel.*	**A.** Provide safe apparel or personal protective equipment. **B.** Specify the use or non-use of certain apparel or protective equipment on certain jobs.
Unsafe housekeeping facilities	*Unsuitable layout or lack of equipment necessary for good housekeeping (i.e. shelves, boxes, bins, aisle markers, etc.)*	**A.** Provide suitable layout and equipment necessary for good housekeeping.
Improper ventilation	*Poorly or not ventilated area*	**A.** Improve ventilation
Improper illumination	*Poorly or not illuminated area*	**A.** Improve illumination

Behavioral Factors (Unsafe Acts)		
Factor	**Definition of Factor**	**Suggested Corrective Action**
Lack of knowledge or skill	*Unaware of safe practice; Unskilled. Not properly instructed or trained.*	**A.** Job training **B.** Improved hiring practices
Improper attitude	*Worker was properly trained and instructed, but failed to follow instructions.*	**A.** Supervision **B.** Discipline **C.** Improved hiring practices
Physical Deficiencies	*Worker has impaired eyesight or hearing, heart trouble, hernia, previous injuries, etc.*	**A.** Pre-employment physicals **B.** Periodic physicals **C.** Proper placement of workers **D.** Identification of workers with temporary physical deficiencies
Substance Abuse	*Worker was under the influence of (illegal or prescribed) drugs or alcohol while completing task*	**A.** Drug-Free Workplace Policy with drug/alcohol testing **B.** Discipline **C.** Rehabilitation

Section VI – Safety Violation

PRIOR TO IMPLEMENTING ANY EMPLOYEE DISCIPLINARY PROCEDURE, THE ENTIRE PROGRAM INCLUDING THE ACTIONS THAT WILL BE TAKEN SHOULD THE EMPLOYEE VIOLATE SAFETY RELATED POLICIES, SHOULD BE REVIEWED WITH YOUR COMPANY'S LEGAL COUNSEL.

Should any employee commit an unsafe act, intentional or not, this action should be addressed by the immediate Supervisor and reviewed by the Business Owner or Manager. The Company reserves the right to use disciplinary actions, depending upon the seriousness of the violation and the impact of the violation upon the conduct of Company business. It is not required to complete all steps of the disciplinary procedure in every case. Discipline may begin at any step appropriate to the situation. Discipline includes, but is not limited to:

1. **Verbal Reprimand**
2. **Written Reprimand**
3. **Suspension**
4. **Termination of Employment**

The ***"Safety Violation Notice"*** form should be completed for all written reprimands. A copy should be maintained in the employee's personnel file and submitted to the Manager, if corrective action(s) is required.

SAFETY VIOLATION NOTICE

Employee Name: _____

Department: _____ Violation Date: _____

A safety and health survey of your operation has revealed non-compliance of certain safety rules, procedures, programs, and/or local, state, or federal regulations. As a condition of the company's safety policy, you are required to maintain a safe work environment and to prevent unsafe actions of yourself, co-workers, and/or your employees.

This warning is for your protection and safety. The violation(s) noted and corrective action(s) are indicated below.

Rule Violated	Violation Description	Corrective Action Required*
1)		
2)		
3)		

Corrective Action Required*

1 = Cease operation until corrective action is complete

2 = Warn personnel and instruct them on proper safety procedures

3 = Provide proper personal protective equipment

4 = Change procedure/work method

5 = Initiate and complete corrective action (include date)

6 = Other (specify above)

Comments: _____

Disciplinary Action Imposed

Verbal Reprimand along with this notice

Written Reprimand with a last chance warning

Suspension (from _____ to_____)

Termination of Employment

Date: _____ Supervisor: _____

A. Chemical Handling Procedures/Hazard Communications Program

1. Purpose:

To ensure that information about the dangers of all chemicals/hazardous materials used by the Company are known by all affected employees. A secondary purpose is to comply with the requirements of the OSHA Hazard Communication Standard and corresponding state laws.

2. Responsibility:

All employees of the company will participate in the hazard communication program and comply with all provisions of this policy. The Business Owner or Manager is responsible for maintaining this program and ensuring compliance with all local, state, and federal laws.

3. Scope:

This program covers container labeling, material safety data sheets, employee training and information, hazardous non-routine tasks, list of hazardous chemicals (i.e. cleaning chemicals, re-fueling chemicals, lawncare chemicals, office chemicals, etc.), chemicals in unlabeled pipes and safety procedures.

4. Program:

a. Container Labeling

(1) The Business Owner or Manager will verify that all containers received for use will be clearly labeled with the following: 1) contents, 2) the appropriate hazard warning (i.e. flammable, toxic, etc.), and 3) the name and address of the manufacturer. Existing labels will not be removed or defaced on incoming containers.

(2) All materials on site are to be stored in their original container with the label attached.

(3) Any material with a label missing or illegible should be reported to the Supervisor immediately for proper labeling and/or disposal in accordance with the Material Safety Data Sheet.

(4) Stationary, secondary, or portable containers should be clearly labeled with either an extra copy of the original manufacturer's label or with generic labels which have a block for identification and blocks for the hazard warning.

(5) Signs, placards, or other written materials that convey specific hazard information may be used in place of individual container labels if there are a number of stationary process containers within a work area which store similar materials.

(6) Portable containers do not need to be labeled if the chemicals are transferred to labeled containers and used by the employee making the transfer during that shift. No unmarked containers of any size shall be left unattended in the work area.

b. Material Safety Data Sheets (MSDS)

(1) Any product having a hazardous warning on its label requires a MSDS.

(2) The manufacturer, distributor, or vendor shall provide the MSDS for the hazardous product.

(3) All MSDS's shall be forwarded to the Business Owner or Manager and reviewed by this individual and employees using the product to determine safe work practices and to determine what if any personal protective equipment may be needed. The MSDS's will be maintained and kept at the following location: _____ .

(4) The MSDS provides:

(a) chemical information

(b) hazardous ingredients

(c) physical data, such as the potential for fire, explosion, and reactivity

(d) health hazards

(e) spill or leak procedures

(f) special protection and precautions

(g) personal protective equipment needed

(h) name, address, and phone of MSDS preparer or distributor

b. Employee Training and Information

(1) The Business Owner or Manager will provide training to employees when hired, prior to handling chemicals for the first time within work area (i.e. due to chemical substitution, job reassignment) and routinely thereafter on the hazardous nature of chemical products. Training will include:

(a) The Hazard Communication Policy

(b) Chemicals present in workplace operations

(c) Physical and health effects of the hazardous chemicals

(d) Appropriate work practices and controls when using chemicals

(e) Emergency and first-aid procedures

(f) How to read labels and review an MSDS to obtain appropriate hazard information

(g) Location of the MSDS file and written hazard communications program

(2) After attending the training class, each employee will sign a form to verify that they attended the training, received the written materials, and understand the company's policies on Hazard Communication. See the Training Documentation for Chemical Handling Procedures/Hazard Communication Program.

c. Hazardous Non-Routine Tasks

(1) Periodically, employees are required to perform hazardous non-routine tasks.

(2) Prior to starting work on such projects, each affected employee will be given information by the Business Owner or Manager about the hazardous chemical he/she may encounter during such an activity. This information will include specific chemical hazards, protective safety measures the employee can use, and measures the company has taken to lessen the hazards including ventilation, respirators, presence of other employees, and emergency procedures.

d. Informing Contractors and Others

(1) The Business Owner or Manager shall advise contractors that may work at our facility and other clients of our Hazard Communication Program.

(2) Copies of the MSDS's for all materials brought onto the site will be made available upon request to each client, contractor or visitor to the facility by the Business Owner or Manager.

(3) The Business Owner or Manager will also obtain chemical information from contractors that may expose our employees to hazardous chemicals which they bring into our workplace.

e. List of Hazardous Chemicals

Attached is a list of all known hazardous substances presently being used (see sample form "List of Hazardous Chemicals"). Listed chemicals are denoted as **EX** for explosive, **HT** for highly toxic, **C-R** for corrosive or irritant, and **CAR** for proven or suspected carcinogen-mutagen in humans or animals. Further information on each chemical can be found by reviewing the MSDS sheet on that chemical.

f. Chemicals in Unlabeled Pipes

(1) Work activities are often performed by employees in areas where chemicals are transferred through unlabeled pipes.

(2) Prior to starting work in these areas, the employee shall contact the Business Owner or Manager for information regarding:

(a) The chemical in the pipes.

(b) Potential hazards.

(c) Safety precautions which should be taken.

g. Safety Procedures and Recommendations

(1) Work Habits

(a) Never work alone, eat, drink or use tobacco products within an area where chemicals are handled or within a chemical storage room. Do not store food or beverages in such an area.

(b) Wash hands before and after working within a chemical handling area, and after spill cleanups.

(c) Restrain loose clothing, long hair, and dangling jewelry.

(d) Never leave heat sources unattended.

(e) Never place reactive chemical containers near the edge of a table, bench, etc. where they may fall and break, thus releasing chemical vapors into the room and/or come into contact with other chemicals causing an unsafe reaction.

(f) Use a fume hood when working with volatile substances.

(g) Obtain and read the MSDS for each chemical before handling/dispensing any chemicals.

(h) Analyze new chemical handling procedures in advance to pinpoint hazardous areas.

(i) Analyze accidents to prevent repeat performances.

(j) Protection should be provided for not only the employees working within the chemical handling/ processing room, but also for any visitors to the area.

(k) Do not mix chemicals in the sink.

(l) Always inform co-workers of plans to carry out hazardous work.

(m) Carry out regular fire or emergency drills with critical reviews of the results.

(n) Have actions pre-planned in case of an emergency (i.e. gas shut-off location, escape routes posted, meeting places).

(2) Safety Wear

(a) ANSI approved eye or face protection should be worn at all times within those work areas where eye injuries could be expected if appropriate eye protection is not worn.

(b) Gloves, which will resist penetration by the chemical being handled and have been checked for pin holes, tears, or rips, should be worn.

(c) Footwear should cover feet completely; no open-toed shoes or sandals.

(3) Facilities and Equipment

(a) Have separate container for trash and broken glass.

(b) Never block any escape routes, and plan alternate escape routes.

(c) Never block a fire door open.

(d) Never store materials in storage aisles.

(e) All moving belts and pulleys should have safety guards.

(f) Ensure that eye-wash fountains will supply at least 15 minutes of water flow.

(g) Regularly inspect safety showers and eye-wash fountains and keep records of inspections.

(h) Keep up-to-date emergency phone numbers posted next to the phone.

(i) Place fire extinguishers near an escape route, not in a "dead end" corridor.

(j) Regularly maintain fire extinguishers, maintain records, and train personnel in the proper use of extinguishers.

(k) Acquaint personnel with the meaning of "Class A fire", "Class B fire", etc., and how they relate to fire extinguisher use.

(l) Secure all compressed gas cylinders when in use and transport them secured on a hand truck.

(m) Install chemical storage shelves with lips, and never use stacked boxes in lieu of shelves.

(n) Replace appropriate equipment and materials for spill control when they become dated.

(4) Chemical Storage

(a) Do not store materials on the floor.

(b) Separately store organic and inorganic chemicals.

(c) No above eye level chemical shelf storage should be permitted.

(d) Shelf assemblies should be firmly secured to walls.

(e) Store acids, poisons, and flammable liquids in separate dedicated cabinets.

(5) Purchasing, Use, and Disposal

(a) If possible, purchase chemicals in class-size quantities only. Label all chemicals accurately with date of receipt, or preparation, initialed by the person responsible, and pertinent precautionary information on handling.

(b) Follow all directions for disposing of residues and unused chemicals.

(c) Properly store flammable liquids in small quantities in containers with a provision for bonding to receiving vessels when the liquid is transferred.

(d) Have a Material Safety Data Sheet on hand before using a chemical.

(e) Prepare a complete list of chemicals of which you wish to dispose.

(f) Classify each of the chemicals on the disposal list into a hazardous or non-hazardous waste chemical. (Check with the local environmental agency office for details.)

(6) Substitutions

(a) Reduce risk by diluting substances instead of using concentrates.

(b) When conducting training involving chemical handling, use handouts, films, videotapes, and other methods rather than experiments involving hazardous substances.

(c) Undertake all substitutions with extreme caution.

TRAINING DOCUMENTATION FOR
CHEMICAL HANDLING PROCEDURES/HAZARD COMMUNICATION PROGRAM

I have received training and understand how to read the Materials Safety Data Sheets (MSDS) and container labels regarding hazardous products.

I have received general training on the hazardous chemicals in which I might be exposed.

I understand that I am required to review MSDS's for any material I am using for the first time.

I know where the MSDS's for my work area are kept and understand that they are available for my review.

I understand that I am required to follow the necessary precautions outlined in the Chemical Handling Procedures/Hazard Communication Program and MSDS's, including use of personal protective equipment and/or apparel.

I know the location of emergency phone numbers, the location and method of operating communications systems (i.e. cell phone, 2-way radio system, etc), the location of medical, fire, and other emergency supplies.

I am aware of my right to obtain copies of the Hazardous Chemical list, written Chemical Handling Procedures/Hazard Communication Program, and MSDS's at my request.

Employee Name: _____

Signature: _____ Date: _____

The following is a list of known hazardous chemicals used by our employees. Further information on each chemical can be found by reviewing the MSDS's.

LIST OF HAZARDOUS CHEMICALS

CHEMICAL NAME	EX (Explosive)	HT (Highly Toxic)	C-R (Corrosive/Irritant)	CAR (Proven/Suspected Carcinogen)	OTHER

B. Personal Protective Equipment

1. Purpose

To provide guidelines concerning the proper use of Personal Protective Equipment and to comply with OSHA standards outlined in Title 29, Code of Federal Regulations (CFR), parts 1900-1999.

2. Definition

PPE includes clothing and other accessories designed to create a barrier between the user and workplace hazards. It should be used in conjunction with engineering, work practice and/or administrative controls to provide maximum employee safety and health in the workplace.

3. Responsibility

All employees should use protective equipment described by local, state, federal, and company rules and regulations to control or eliminate any hazard or other exposure to illness or injury.

4. Training

Proper employee training on the correct usage of PPE will likely eliminate many accidents and injuries from occurring. Before performing any work that requires the use of PPE, the Business Owner or Manager, or his/her delegate, must train employees on the following:

a. When and what types of PPE are necessary;

b. How the PPE is to be used;

c. What the PPE's limitations are; and

d. How PPE should be handled, maintained and stored in accordance with the PPE manufacturer's recommendations.

In many cases, more than one type of PPE will provide adequate protection. In such cases, employees should have their choice of which type of protection they would like to use.

The company is required to document in writing that training has been performed and that employees understand all trained materials. Written certifications should contain the names of all employees trained, the date(s) of training, and the PPE requirements.

An example of Training Documentation for Personal Protective Equipment follows.

5. Types of Protection

a. Eye and Face Protection – Safety glasses with side shields should be provided by Manager or Supervisor and use of such equipment should be mandatory for all employees and visitors in those areas where eye injuries are likely to occur if appropriate eye protection is not worn.

(1) All construction areas require 100% eye protection at all times. Minimum eye protection includes approved safety glasses with side shields or mono-goggles meeting the standards specified in ANSI Z87.1-1968.

(2) Additional eye and face protection should be used by employees when:

(a) Welding, burning, or using cutting torches

(b) Using grinding equipment

(c) Operating saws, drills, cutting tools

(d) Working with any materials subject to scaling, flaking, or chipping

(e) Sanding or water blasting

(f) Working with compressed air or other gases

(g) Working with chemicals or other hazardous materials

(h) Working near any of the above named operations

(3) Selection

There are different types of eye and face protection designed for particular hazards. In selecting protection, consider type and degree of hazard. Where a choice of protection is given, worker comfort should be the deciding factor in selecting eye protection.

Employees who use corrective eye glasses should wear face shields, goggles, or spectacles of one of the following types:

(a) Spectacles with protective lenses providing optical correction;

(b) Goggles or face shields worn over corrective spectacles without disturbing the adjustment of the spectacles; or

(c) Goggles over contact lenses. (Exception: If handling chemicals and the Material Safety Data Sheet on the chemical indicates "contact lenses should not be worn when handling this chemical", employee should be required to follow (a) or (b) above).

(4) Fit

Skilled persons should fit all employees with goggles or safety spectacles. Prescription safety glasses should be fitted by qualified optical personnel.

(5) Inspection and Maintenance

Eye protection lenses should be kept clean at all times. Continuous vision through dirty lenses can cause eye strain. Daily inspection and cleaning of eye protection with hot, soapy water is also recommended. Pitted lenses should also be replaced immediately as they can be a source of reduced vision. Deeply scratched or excessively pitted lenses are also more likely to break. Employees are responsible for taking care of their eye protection. They are also responsible for turning in eye protection that is in poor shape to their immediate supervisor.

b. Respiratory Protection – Respiratory protection devices, approved by the U.S. Bureau of Mines, should be worn by employees exposed to hazardous concentrations of toxic or noxious dust, fumes or mists as required by OSHA. The Hazard Communications Program should include respiratory protection programs.

c. Foot and Leg Protection – Workshoes/boots are to be worn by all employees handling heavy materials which are likely to cause foot/toe injuries if dropped. Tennis shoes, sandals, docksiders, hush puppies, steel toed sneakers and bare feet are prohibited.

d. Glove and Hand Protection – Gloves provided by the Company should be worn when handling objects or substances that could cut, tear, burn, or otherwise injure the hand. Gloves should not be used when operating machinery.

e. Clothing – Wear safe and practical working apparel. Be sure that any clothing you wear is not highly flammable. Neckties and loose, torn or ragged clothing should not be worn while operating tools or equipment. Jewelry of any kind should not be worn when working around machinery or exposed electrical equipment.

f. Other Personal Protective Equipment – Other required equipment to be used under unusual circumstances such as high temperature work, handling corrosive liquids, etc., not specifically covered in this section should be reviewed by the Business Owner or Manager and furnished by the Company when required.

A sample Hazard Assessment Form to assist you in determining the PPE needed by your employees follows.

HAZARD ASSESSMENT FORM

Date: _____ Location: _____

Assessment Conducted By: _____

Specific Tasks Performed at this Location: _____

_____

Hazard Assessment and Selection of Personal Protective Equipment

I. Overhead Hazards –

Hazards to consider include:

- Suspended loads that could fall
- Overhead beams or loads that could be hit against
- Energized wires or equipment that could be hit against
- Employees work at elevated site who could drop objects on others below
- Sharp objects or corners at head level

Specific Hazards Identified at this location which require Head Protection: _____

_____

Head Protection

Hard Hat Needed: ☐ Yes ☐ No

If yes, type:

☐ **Type A** (impact and penetration resistance, plus low-voltage electrical insulation)
☐ **Type B** (impact and penetration resistance, plus high-voltage electrical insulation)
☐ **Type C** (impact and penetration resistance)

II. Eye and Face Hazards –

Hazards to consider include:

- Chemical splashes
- Dust
- Smoke and fumes
- Welding operations
- Lasers/optical radiation
- Bioaerosols
- Projectiles

Specific Hazards at this location identified which require eye and/or face protection: _____

_____

Eye Protection

Safety glasses or goggles needed? ☐ Yes ☐ No

Face shield needed? ☐ Yes ☐ No

III. Hand Hazards –

Hazards to consider include:

- Chemicals
- Sharp edges, splinters, etc.
- Temperature extremes
- Biological agents

Hazards to consider include: **(Cont'd)**

- Exposed electrical wires
- Sharp tools, machine parts, etc.
- Material handling

Specific hazards identified at this location which require Hand Protection: _____

_____

Hand Protection

Type of Gloves Needed? ☐ Yes ☐ No

☐ Chemical resistant
☐ Temperature resistant
☐ Abrasion resistant
☐ Other (Explain)_____

IV. Foot Hazards –

Hazards to consider include:

- Heavy materials handled by employees
- Sharp edges or points (puncture risk)
- Exposed electrical wires
- Unusually slippery conditions
- Wet conditions
- Construction/demolition

Specific hazards identified at this location which require foot protection:_____

_____

Foot Protection

Safety shoes ☐ Yes ☐ No

Type Needed based on Hazards Identified

☐ Toe protection
☐ Puncture resistant
☐ Electrical insulation
☐ Other (Explain)_____

V. Other Identified Safety and/or Health Hazards:

Hazard	**Recommended Protection**
_____	_____
_____	_____
_____	_____
_____	_____

I certify that the above inspection was performed to the best of my knowledge and ability, based on the hazards present on

_____ .

_____
(Signature)

TRAINING DOCUMENTATION FOR PERSONAL PROTECTIVE EQUIPMENT

I have received training on the details of my company's Personal Protective Equipment Program.

I understand that I am required to follow all necessary precautions outlined in the Personal Protective Equipment Program.

I know the location of emergency phone numbers and communications systems, and the location of medical, fire, and other emergency supplies.

Employee Name: _____

Signature: _____ Date: _____

C. Smoking Policy

1. Purpose

To establish guidelines whereby the company provides a smoke-free work environment for our employees and is in compliance with all federal and state Indoor Clean Air Acts.

2. Scope

This policy applies to all employees, vendors, visitors, and contractors.

3. Policy

a. Smoking is **prohibited throughout the building**, unless clearly posted as a "Smoking Permitted" area.

b. Employees will refrain from smoking in any company vehicle.

4. Discipline

All employees share in the responsibility for adhering to and enforcing the policy. In all cases, the right of the non-smoker to protect his/her health and comfort will take precedence over an employee's desire to smoke. Employees who violate this policy will be subject to the company's Disciplinary Action Program.

D. Violence Prevention Program

1. Purpose

To establish guidelines to protect employees against workplace violence.

2. Policy

Nothing is more important to the Management of this company than the safety and well being of our employees. Threats, threatening behavior, or acts of violence against employees, visitors, guests, or other individuals by anyone on company property will not be tolerated. Violations of this policy will lead to disciplinary action, which may include dismissal, arrest, and prosecution.

Any person who makes substantial threats, exhibits threatening behavior, engages in violent acts, or brings a weapon onto company property shall be removed from the premises as quickly as safety permits and shall remain off premises pending the outcome of an investigation. The company will initiate an appropriate response, including but not limited to suspension, reassignment of duties, termination of employment and/or business relationship, and/or criminal prosecution of the person(s) involved.

No existing policy, practice, or procedure should be interpreted to prohibit decisions designed to prevent a threat from being carried out, a violent act from occurring, or a life-threatening situation from developing.

All company personnel are responsible for notifying their supervisor or the management representative(s) designated below of any threats that they have witnessed, received, or have been told that another person has witnessed or received. Even without an actual threat, personnel should also report any behavior they have witnessed which they regard as threatening or violent, when that behavior is job related or might be carried out on company property. Employees are responsible for making this report regardless of the relationship between the individual initiating the threat or threatening behavior and the person(s) receiving the threat, including domestic problems which they fear may result in violent acts against them or a coworker.

All individuals who apply for or obtain a protective or restraining order which lists the company locations as protected areas must provide a copy of the petition used to obtain the order, as well as a copy of the protective or restraining order which was granted, to their immediate supervisor or the designated representative(s) listed below.

The company understands the sensitivity of the information requested and has developed confidentiality procedures that recognize and respect the privacy of the reporting employee(s).

The designated management representative(s):

Name: _____

Title: _____ Dept: _____

Location: _____ Telephone: _____

THIS IS A SAMPLE ONLY. YOUR LEGAL COUNSEL SHOULD REVIEW YOUR POLICY AND ACKNOWLEDGEMENT FORM PRIOR TO DISTRIBUTION.

E. Lockout/Tagout

1. Purpose

To establish a procedure to protect and prevent personnel from injury by 1) accidental activation of any powered or damaged equipment, and 2) the uncontrolled release of electrical energy. A secondary purpose is to remain in compliance with OSHA regulations, 29 CFR 1910.147.

2. Responsibility

The Manager is responsible for compliance. The Manager shall train Supervisors on proper lockout/tagout procedures, audit and/or oversee the application of the procedures, ensure corrective actions are taken when problems arise, and conduct an annual inspection/evaluation. Supervisors are responsible for training effected and authorized employees on the purpose and use of these procedures. The Manager should periodically monitor training activities and assist, as required, to ensure compliance with OSHA regulations and company goals. All effected and authorized employees involved in lockout/tagout procedures must receive annual training. A list of authorized, trained individuals will be maintained by the Manager. (See the attached List of Authorized Lockout/Tagout Individuals form.)

3. Scope

This procedure applies to all Company personnel and contract employees. Lockout/tagout procedures will be enforced during installation, cleaning, servicing, maintenance, or inspection work performed on any powered equipment. This procedure does not apply to adjustment or other activities, which require the equipment be operating at the time of service. Other protective measures must be in place to protect employees during adjustment or "inching" work.

4. Definitions

a. Lockout: *The application of a lock, chains, or other appropriate apparatus, and a danger identification tag to de-energize electrical equipment and/or process system to ensure that the equipment or system cannot be activated.* **Note:** OSHA regulations require that locks be used to secure equipment whenever possible. Chains can be wrapped around valve handles and then locked in such a way that the valve cannot be operated. Tags alone can be used when it is not possible to use a lock.

b. Tagout: *The application of a danger identification tag when a physical lockout or de-energizing is not feasible or a lock has already been applied. Tags should bear the name of the employee applying the tag, the date of application, and a brief description of the work needed.*

c. Energy Source: *The switch or valve through which energy is controlled to the unit (e.g. motor control center disconnect switches, circuit breaker panel switches, valves, locking pins, etc.). This energy may be: 1) electric power, 2) mechanical power, 3) hydraulic power, 4) pneumatic energy, 5) chemical system, or 6) thermal energy.*

d. Authorized Employees: *A person who locks out or tags out machines or equipment in order to perform servicing or maintenance on that machine or equipment.*

e. Effected Employees: *An employee whose job requires him/her to operate or use a machine or equipment on which servicing or maintenance is being performed under lockout or tagout, or whose job requires him/her to work in an area in which such servicing or maintenance is being performed. An effected employee becomes an authorized employee when the effected employees' duties include servicing or maintenance.*

5. Lockout/Tagout Procedures

a. Each piece of equipment or system must be evaluated to identify all energy sources to be locked or tagged out. The evaluation should be done periodically by a Supervisor or an authorized employee with familiarity with the equipment/system, using the attached Energy Source Determination Checklist.

b. If the machine is determined by OSHA that formal lockout/tagout procedures are required, this should be done by an authorized employee and logged on the attached form List of Lockout/Tagout Procedures. These procedures should then be followed. If no specific procedures are required, or provided by the equipment manufacturer, complete the following tasks:

(1) Deactivate (turn off) and secure the equipment/system at the energy source. Relieve pressure, release stored energy from all systems, and restrain or block them. (Operators must tag the appropriate switches or controls inside the control room as part of this step).

(2) Attach a lock to each isolation device and a tag to the lock. Sign and date the tag, along with providing pertinent information.

(3) Check to ensure that no personnel are exposed to the equipment/system, then attempt to activate the normal operating controls to ensure proper lockout/tagout. A voltmeter can be used to check the switch.

CAUTION: Always return the operating control to the "neutral" or "off" position after completing this test. The equipment/system is now locked and tagged out.

6. Lockout/Tagout Removal Procedures

a. After installation, servicing, maintenance, inspection, or cleaning is complete, verify that all tools have been removed, all guards have been reinstalled, the area is clean and orderly, and the equipment is safe to operate.

b. Ensure that employees are not exposed to the equipment and all employees are aware of the removal of the lock and tag.

c. The locks and tags should be removed only by the employee who applied them, the Supervisor, or the Manager. Locks and tags may be removed by the Supervisor or Manager only after receiving approval from the employee who locked out/tagged out, and/or confirmation that the necessary repair has been completed. The tags should be signed and dated and submitted to the Manager.

d. Activate energy source as required.

7. Procedures Involving More Than One Person

If more than one individual is required to lockout or tagout equipment, each shall use his/her own assigned lockout/tagout device on the energy source. When the energy source cannot accept multiple locks or tags, a multiple lockout/tagout device (hasp) should be used. A single key should be used to lockout the equipment/system, with the key being placed in a lockout box or cabinet. This cabinet or lockout box must allow multiple locks to secure it. Each employee will then use his/her own lock to secure the box or cabinet. As each person no longer needs to maintain the lockout protection, that person will remove his/her lock from the cabinet. Proper removal procedures should be followed.

8. Annual Inspection/Evaluation of Lockout/Tagout Program

The Lockout/Tagout Program should be reviewed on an annual basis to determine if changes in the program are needed. These changes may be due to additions of machinery/equipment, revisions in the way specific machines are locked out or tagged out, machinery has been removed from the premises, etc. The attached Lockout/Tagout Annual Inspection/Evaluation Report form may be of assistance in completing this very important procedure.

9. Training Documentation

All lockout/tagout training should be properly documented. Documentation forms should be kept on file within each Manager or Supervisor's office. Updated training should be provided when lockout/tagout procedure changes occur. Training documentation forms should be updated following each lockout/tagout training class. The attached Training Documentation for Lockout/Tagout Program form should assist you in maintaining proper documentation of your training procedures.

LIST OF AUTHORIZED LOCKOUT/TAGOUT INDIVIDUALS

Work Center	Lock Number	Name	Mechanical (yes/no)	Electrical (yes/no)

LOCKOUT/TAGOUT ANNUAL INSPECTION/EVALUATION REPORT

Date of Evaluation:_____

Evaluation was made by: _____

Policy has been reviewed: ☐ Yes ☐ No

Comments on policy: _____

_____

_____

_____

The following procedures have been reviewed: _____

_____

_____

_____

The following procedures were modified: _____

_____

_____

_____

The following procedures were added: _____

_____

_____

_____

A review of the OSHA log 300, associated accident reports, and OSHA Form 301 were conducted? ☐ Yes ☐ No

The following injuries resulted from lockout/tagout:

Injury	Procedure Number for Applicable Equipment	Process or Machinery

Comments: _____

_____

_____

_____

_____

_____

_____ _____

Signature Date

ENERGY SOURCE DETERMINATION CHECKLIST

Date: _____ Company Name: _____

Instructions: In order to determine all energy sources for each piece of equipment, all questions must be answered. If the question does not apply, write N/A.

Location: _____ Work Center: _____

Equipment Name: _____ Equipment #: _____

Serial: _____ Lockout/Tagout Procedure #: _____

1. Does this equipment have:

   a. **Electric power** (including battery)? ☐ Yes ☐ No ☐ N/A

      If yes, Motor Control Center (MCC) or power panel and breaker number: _____

      _____

      Does it have a lockout device? ☐ Yes ☐ No ☐ N/A

      Battery location: _____

      Battery disconnect location: _____

   b. **Mechanical power**? ☐ Yes ☐ No ☐ N/A

      Mark each type of energy source that applies:

      (1) Engine driven? ☐ Yes ☐ No ☐ N/A

      If yes, switch or key location: _____

      _____

      Is lockout device installed? ☐ Yes ☐ No ☐ N/A

      If no, method of preventing operation: _____

      _____

      (2) Spring loaded? ☐ Yes ☐ No ☐ N/A

      If yes, is there a method of preventing spring activation? ☐ Yes ☐ No

      If no, how can spring tension be safely released or secured? _____

      _____

      (3) Counter weight(s)? ☐ Yes ☐ No ☐ N/A

      If yes, is there a method of preventing movement? ☐ Yes ☐ No

      If yes, can it be locked? ☐ Yes ☐ No

      If no, how can it be safely secured? _____

      _____

      (4) Flywheel? ☐ Yes ☐ No ☐ N/A

      If yes, is there a method of preventing movement? ☐ Yes ☐ No

      If yes, can it be locked? ☐ Yes ☐ No

      If no, how can it be safely secured? _____

      _____

ENERGY SOURCE DETERMINATION CHECKLIST *(Page 2)*

1. Does this equipment have: (continued)

   c. **Hydraulic Power**? ☐ Yes ☐ No ☐ N/A

   If yes, location of main control/shut-off valve: _____

   _____

   Can control/shut-off valve be locked in the "OFF" position? ☐ Yes ☐ No

   If no, location of closest manual shut-off valve: _____

   _____

   Does manual shut-off valve have a lockout device? ☐ Yes ☐ No

   If no, what is needed to lock valve closed? _____

   _____

   Is there a bleed or drain valve to reduce pressure to zero? ☐ Yes ☐ No

   If no, what will be required to bleed off pressure? _____

   _____

   d. **Pneumatic Energy**? ☐ Yes ☐ No ☐ N/A

   If yes, location of main control/shut-off valve: _____

   _____

   Can control/shut-off valve be locked in the "OFF" position? ☐ Yes ☐ No

   If no, location of closest manual shut-off valve: _____

   _____

   Does manual shut-off valve have a lockout device? ☐ Yes ☐ No

   If no, what is needed to lock valve closed? _____

   _____

   Is there a bleed or drain valve to reduce pressure to zero? ☐ Yes ☐ No

   If no, what will be required to bleed off pressure? _____

   _____

   e. **Chemical System**? ☐ Yes ☐ No ☐ N/A

   If yes, location of main control/shut-off valve: _____

   _____

   Can control/shut-off valve be locked in the "OFF" or closed position? ☐ Yes ☐ No

   If no, location of closest manual shut-off valve: _____

   _____

   Is there a bleed or drain valve to safely reduce system pressure and drain system of chemicals? ☐ Yes ☐ No

   If no, how can the system be drained and neutralized?_____

   _____

   What personal protective clothing or equipment is needed for this equipment? _____

   _____

ENERGY SOURCE DETERMINATION CHECKLIST *(Page 3)*

f. **Thermal Energy**? ☐ Yes ☐ No ☐ N/A

If yes, location of main control/shut-off valve: _____

Can control/shut-off valve be locked in the "OFF" or closed position? ☐ Yes ☐ No

If no, location of closest manual shut-off valve: _____

_____

Does manual shut-off valve have a lock valve? ☐ Yes ☐ No

Is there a bleed or drain valve to safely reduce system pressure and temperature and drain system chemicals? ☐ Yes ☐ No

If no, how can the system be drained and neutralized?_____

_____

What personal protective clothing or equipment is needed for this equipment? _____

_____

Special precautions not noted above (i.e. fire hazards, chemical reactions, required cool down periods, etc.): _____

_____

_____

_____

_____

_____

_____

Recommendations or Comments: _____

_____

_____

_____

_____

_____

_____

Completed by: _____

Reviewed by: _____

Approved by: _____

LIST OF LOCKOUT/TAGOUT PROCEDURES

PROCEDURE NUMBER	EQUIPMENT, MACHINERY OR PROCESS

TRAINING DOCUMENTATION FOR LOCKOUT/TAGOUT PROGRAM

I have received training and understand all rules and regulations regarding the lockout/tagout program.

I understand that I am required to follow the necessary precautions outlined in the lockout/tagout program.

I know the location of emergency phone numbers and communications systems, and the location of medical, fire, and other emergency supplies.

Employee Name: _____

Signature: _____ Date: _____

Department _____

F. Confined Space Entry

1. Purpose

To establish a procedure to protect personnel and prevent injury when entering and working in any confined space. Another purpose is to remain in compliance with OSHA regulations, 1910.146.

2. Responsibility

The Company is responsible for ensuring adherence to the elements of this procedure where confined space entry may be required. These elements should include the following:

a. Identification of tasks which may involve worker entry into a confined space, and insures all proper permits are obtained as contained with this procedure.

b. Assurance that a current classification file of all confined spaces, which may be potentially occupied throughout the course of the project, are maintained.

3. Manager or the Department Supervisor

The Manager or the Department Supervisor is responsible for overseeing the technical aspects of this procedure. These technical aspects include the following:

a. Classifying each confined space relative to the need for an entry permit.

b. Training supervisors and competent persons relative to their responsibilities and duties in connection with the confined space entry program.

c. Reviewing and approving the selection of all personal protective equipment and instrumentation.

d. Audit confined space entry program execution to confirm that the procedures listed within this program are properly instituted.

4. Competent Person

A competent person is one who is capable of identifying existing and predictable hazards in a working space. The responsibilities assumed by the competent person are those related to the actual execution of the task. As such, this individual's principal duties include the following:

a. Prior to entry, evaluate each confined space for existing and potential hazards.

b. Monitor the atmosphere of the confined space with an acceptable analyzer. Ensure that instruments are properly maintained and calibrated.

c. Notify Manager or the Department Supervisor of any tasks to be performed within a confined space which could create a hazardous atmosphere.

d. Obtain an entry permit.

e. Prior to entry, review provisions of the entry permit with employees entering the confined space.

f. Instruct employees and direct the execution of the confined space entry according to established procedures.

g. Assure that proper personal protective equipment is provided and used, as required.

h. Designate a trained attendant for each confined space.

i. Train all personnel involved in confined space entry and emergency rescue.

j. When the entry has been completed, verify that all personnel and equipment have been removed from the confined space and signify that the space can be prepared for return to service.

5. Attendant

An attendant is a person assigned to remain immediately outside the entrance of the confined space during the time the space is occupied. The attendant is to maintain visual and/or voice contact with persons in the confined space at all times. The attendant must also have an immediate and direct means of communication by which rescue or other emergency assistance may be summoned. The attendant is not to enter the confined space unless appropriately trained and another qualified attendant is present. The attendant's responsibilities include:

a. Ensuring that the confined space is never entered without proper authorization.

b. Ensuring that all safety and personal protective equipment is used in accordance with the provided training.

6. Definitions

a. Confined Space – A confined space is any enclosure that is not designed for normal occupancy by humans, contains an actual or potential safety and/or health hazard, and restricts egress to such an extent that personnel would have difficulty escaping in the event of an emergency. Examples of spaces fitting this description include: animal confinement pits, storage tanks and bins, air handling units, piping, boilers, ducts, vaults, trenches, and manholes.

No authorization is to be given for entry into confined spaces that are considered immediately dangerous to life and health or where the potential exists for the generation of such. Examples of a confined space include:

(1) An area where there is potential of a non-respiratory atmosphere.

(2) An area where there is potential of an engulfment by loose particles or liquids.

(3) An area where there is potential of an explosive, flammable or toxic atmosphere.

(4) An area where an entrance and/or exit is restricted (limited access or egress).

(5) An area where welding, cutting, burning, painting, chemical handling, or any type of work which would create a toxin or non-respiratory atmosphere constitutes a confined space.

b. Entry Permit – The confined space entry permit provides a checklist of pre-entry precautions that must be taken. Documentation of monitoring and authorization of entry should be provided by the Manager or the Department Supervisor. A copy of the permit should be conspicuously posted at the site of entry. The permit should contain a record of the date of entry, monitoring requirements, relative location of entry and a description of the work to be performed. Permits are issued for 8-hour shifts only and must be reevaluated before each new shift begins working.

c. Site Contact Person – The superintendent, foreman, or other assigned employee who is the main contact person on the site and who is responsible for the compliance with these rules.

7. Operating Procedures

a. Determine any unusual conditions which may require special procedures unique to the area or task to be conducted (i.e., welding).

b. Purge, drain and/or evacuate process materials, chemicals and air.

c. Isolate the confined space from all external piping, process systems, affluent systems, utilities, and ducts that could cause materials to enter the confined space. This can be accomplished by inserting blanks and skillets, disconnection and capping of lines, double blocking and bleeding valves and/or physical disconnection of equipment.

d. Immobilize all mechanical services such as agitators, mixer paddles, fan blades, etc., through recognized lockout procedures and/or through physical disconnection of the drive mechanism from the power source.

e. If an assessment (testing) of the atmosphere indicates contamination is present, the cause/source of the contamination must be determined. Furthermore, it must be determined if contamination will increase during entry. Testing should include:

(1) Oxygen Atmosphere Testing: Testing should be done with a calibrated direct-reading oxygen indicator. The oxygen should contain at least 19.5% but less than 23.5% oxygen by volume. Measurements should be taken at the top and bottom of the space. Measurements should be taken every 15 minutes by the attendant. Tests must be repeated after a stoppage exceeding 30 minutes. Results should be documented in the permit. Entry is not permitted if the oxygen level is less than 19.5% or greater than 23.5%.

(2) Lower Explosive Level (LEL): Potentially explosive vapors and dust should be at 10% below the LEL or LFL (Lower Flammability Limit) before personnel may enter the proposed work area, ensuring the appropriate PPE is being worn.

(3) Toxic Atmosphere Testing: If it is determined that any of the following toxins: Tolulene, Solvent, Isopropyl Alcohol, Hydrogen Sulfide, Formaldehyde, or any toxic material were present within the space, atmospheric testing should be conducted prior to an employee entering the space. Atmospheric testing may be conducted with color detection tubes (i.e. Dragger Tubes), a Chlorine Detector or a Bio-Systems Detector. If atmospheric contamination is within 10% of the PEL (Permissible Exposure Level), the space should be ventilated until the level is below 10%. The Manager or the Department Supervisor should be contacted if the contamination is IDLH (Immediately Dangerous to Life or Health). Entry is not permitted, except for emergency procedures approved by the Manager or the Department Supervisor, if toxic gases at an IDLH level exist. Measurements should be taken every 15 minutes by the attendant.

(4) Flammable Atmosphere Testing: If the space previously contained or currently contains flammable vapors, testing with a combustible gas indicator to determine the concentration of flammable gases and vapors must be conducted. If the concentration of flammable gas or vapor exceeds 5% of the lower flammability limit, the space should be ventilated until the concentration is below 5%. Entry is not permitted if the concentration exceeds 5%. Measurements should be taken every 15 minutes by the attendant.

f. The following safety equipment is needed during confined space entry:

(1) Body harness with attached connections for chain or rope hoist.

(2) Self Contained Breathing Apparatus (SCBA), two units minimum.

(3) 20 LB ABC fire extinguisher when flammable materials are involved.

(4) Emergency escape breathing apparatus. Requirements for use should be determined on a case-by-case basis.

(5) Equipment (hoist, hand lines, etc.) for removing an incapacitated individual during an emergency.

(6) Access ladder.

(7) Atmospheric monitoring instrumentation.

g. When the use of special protective equipment (respirators, gloves, clothing, eye protection, etc.) is required, their use should be specified in the entry permit and all associated training requirements should be met.

8. Entry Procedures

a. No person should enter a confined space until all preparations for entry have been completed, the permit has been approved, all conditions of this Entry Procedure have been met, and the entry is authorized.

b. No person should enter a confined space unless an attendant is on duty. The attendant must maintain visual and/or voice contact at all times with personnel in the confined space.

c. All personnel entering confined spaces and all attendants for entry should receive annual confined space entry and emergency rescue training.

d. Personnel using monitoring equipment should be trained in its use and calibration.

e. All electrical shock hazards should be protected by use of low voltage systems and/or ground fault protector.

f. Explosion-proof electrical equipment is required for entry into spaces where potential fire and/or explosion exists.

g. If conditions in the confined space change, personnel should be removed, the changes investigated, lock-outs re-verified, and the area re-monitored.

h. If confined space work continues past the initial shift, the Site Contact Person should sign the permit, re-verify the lock-outs, re-monitor the atmosphere and record the data on the permit, verify that all other requirements of this procedure have been met, and inherit all of the responsibilities associated with the entry. This process should be repeated at the beginning of each subsequent shift.

i. When the job has been completed, the competent person should verify that all personnel and equipment have been removed from the confined space by signing the permit. This completed permit should then be retained by the Site Contact Person for the duration of the job.

j. No one should enter confined spaces without a permit. Violations are grounds for dismissal. The Manager or the Department Supervisor should identify all confined spaces by sign, placard or other appropriate means. He should also identify the "permitter." Only authorized permitters can issue a permit. The permitter should personally inspect, examine and evaluate the confined space and should assure that all hazards have been identified before allowing entry.

(1) The permitter should discuss the following with all personnel:

(a) Emergency procedures.

(b) What the emergency – standby person must do.

(c) All permits are null and void in case of an emergency.

(d) How to request a re-check of the permit.

(e) What the permit does and does not authorize.

(f) The duration of the permit – one shift (or the duration of the entry, whichever is shorter).

(g) Permit postings. The permitter should post the permit as follows:

(i) The original - at the point of entry.

(ii) The second copy – Site Contact Person's office.

(iii) The third copy – in the Manager or Department Supervisor's office.

(h) The following work rules are unconditionally and automatically the requirements for confined space entry procedures:

(i) Ventilation should be of adequate volume to safely maintain the airflow within the confined space. (It is the responsibility of the Company to prove the calculations of the airflow volume).

(ii) It is the responsibility of the Site Contact Person to immediately report unsafe conditions.

(iii) A flashlight should be carried by each person entering a confined space.

(iv) Lighting used must be explosion proof, 12 volt system or flashlight.

(v) Welding, cutting, brazing, and purging operations require specific requirements – consult with the permitter.

(vi) Chemicals used or transported inside the confined space require specific requirements – consult with the permitter.

10. Rescue Equipment and Procedures

a. Equipment: The Manager or the Department Supervisor should require the following equipment to be on hand prior to confined space entry:

(1) Lifelines

(2) Safety belts

(3) Self-contained breathing apparatus

(4) Airline respirators

(5) Rescue harness and ropes

(6) Tripod

(7) Ropes, pulleys, and other rescue equipment

(8) Horns, whistles, telephones, radios, etc. for communication

(9) Fire fighting equipment

(10) Explosion proof lighting and electrical equipment

(11) 12" wide confined space or rope ladder

b. Rescue Procedures

(1) Procedures outlined above are followed, (i.e. Atmospheric tests should be performed prior to and during entry and documented on the permit, etc.).

(2) The attendant is equipped with an alarm horn prior to entry.

(3) Any entrant into a vertical exit confined space must wear a parachute type harness. Horizontal exit confined space requires a life line be worn in addition to the harness.

(4) Life lines must be attached to a fixed object outside of the confined space.

(5) All confined spaces with vertical exits should be equipped with means to attach a lifting winch (i.e. crank with handle, hoist, hauling apparatus with a rope, etc.) for victim rescue where tripod is impossible.

10. Training

Employees who perform tasks covered by the confined space entry policy (e.g. enter into confined spaces, measure atmospheric conditions in confined spaces, or perform rescue in a confined space) should be trained annually on site procedures and the use of permits and equipment.

CONFINED SPACE EVALUATION FORM

Date of Survey	**Confined Space #**	**Permit Required** ☐ Yes ☐ No If yes, space must be labeled.
Location of Space		
Description of Space		
Possible atmospheric hazards		
Possible content hazards		
Configuration of space		
Unusual hazards		
1. Space can be bodily entered? ☐ Yes ☐ No **2. Limited or restricted entry?** ☐ Yes ☐ No **3. Not designed for continuous human occupancy?** ☐ Yes ☐ No		**4. Hazardous atmosphere?** ☐ Yes ☐ No **5. Potential for engulfment?** ☐ Yes ☐ No **6. Internal configuration hazard?** ☐ Yes ☐ No **7. Other serious safety hazards?** ☐ Yes ☐ No
Reasons for entering space and typical activities		
Who usually enters space		
Frequency of entry		
Number of entry points		
External connections to space		
Survey completed by: (print and sign)		

CONFINED SPACE ENTRY PERMIT

Confined Space #	Permit Expires	Date/Time Began	Date/Time Finished

Location	Job Description
Entrants	Attendants
Supervisor	Safety Approval by:

Atmospheric Testing and Monitoring

	Limits	Time/Results	Time/Results	Time/Results
Oxygen (19.5% – 23.5%)				
Flammables (< 10%)				
Explosive Gases (< LEL)				
Chemicals (list) (< PEL)				

Instrument:	Calibration:

Hazards in Space

Contents:
☐ Flammable ☐ Irritant ☐ Corrosive ☐ Toxic ☐ Dust ☐ Asbestos ☐ Solid ☐ Liquid ☐ Gas

Configuration:
☐ Slippery or ☐ sharp surfaces ☐ vertical drop ☐ low overhead ☐ High or ☐ Low temperature ☐ Sloped

Nature of Work:
☐ Welding ☐ Cutting ☐ Grinding ☐ Chipping ☐ Scraping ☐ Spray cleaning

Previous Content:

Other:

Isolation of Space

Electrical: ☐ Lockout ☐ Tagout	**Mechanical:** ☐ Block linkage ☐ Disconnect
Piping: ☐ Lockout ☐ Tagout ☐ Blank ☐ Block and Bleed	**Other:**
Hydraulic: ☐ Lockout ☐ Tagout ☐ Disconnect Lines ☐ Lock Pump and Bleed	**Pneumatic:** ☐ Lockout ☐ Tagout ☐ Disconnect Lines ☐ Lock Comp and Bleed

Equipment Required

Respiratory Protection: ☐ SCBA ☐ Sup. Air. ☐ ABA ☐ Pow. Air ☐ Cartridge resp: ☐ Full ☐ Half	**Cartridge:** ☐ Organic vapor ☐ Acid Gas ☐ Ammonia ☐ Organic vapor/acid gas ☐ HEPA ☐ Dust/Mist

PPE: ☐ Coveralls ☐ Hard-hat ☐ Safety goggles ☐ Safety shoes ☐ Leather gloves ☐ Ear plugs/muffs ☐ Welding hood ☐ Welding jacket ☐ Splash suit ☐ Chemical gloves ☐ Faceshield

Lighting: ☐ Flashlight ☐ Handlight ☐ Light sticks ☐ Cord lights ☐ Cords ☐ Portable lights ☐ Generator

Ventilation: ☐ Ventilator ☐ 10' sections of duct ☐ 20' sections of duct ☐ Saddlevent ☐ CFM Required

For Entry: ☐ Body Harness ☐ Retrieval device ☐ Tripod ☐ Anchor point ☐ Access ladder ☐ Emergency Signal ☐ Communications ☐ Personal alert device

For Rescue: ☐ Body Harness ☐ Retrieval device ☐ Tripod ☐ Anchor point ☐ Access ladder ☐ Alarm horn ☐ Emergency signal ☐ Communications ☐ Personal alert device ☐ SCBA ☐ ABA ☐ Rescue harness ☐ Escape mask ☐ Wristlets

Other:

Supervisor Signature:

TRAINING DOCUMENTATION FOR CONFINED SPACE

I have received training and understand all details concerning the confined space requirements.

I understand that I am required to follow the necessary precautions outlined in the confined space program.

I know the location of emergency phone numbers and communications systems, and the location of medical fire, and other emergency supplies.

Employee Name: _____

Signature:_____Date: _____

Address of Location where confined space exists:_____

_____

G. Excavation and Trenching

1. The design of the supporting system should be considered carefully by the jobsite "Competent Person," based on the following:
   - **a.** depth of cut
   - **b.** soil type (i.e. Type A, Type B, Type C)
   - **c.** anticipated changes in the soil due to climatic changes (i.e. wind, rain, etc. expected in the area during the time the excavation is open)
   - **d.** ground movement caused by blasting, and earth pressures
   - **e.** vibration due to motor vehicle traffic or equipment operation in the area
   - **f.** prior use of the ground where excavation is to be performed (i.e. former landfill area, farm, previously excavated soil, etc.)
   - **g.** adjacent structures which may require underpinning in the area of the open excavation
   - **h.** other
2. Any trench or excavation 5 feet or more in depth must be sloped, shored, benched, or braced. If soil conditions are unstable, excavations less than 5 feet must also be sloped, supported, or shored.
3. Contractors should use OSHA specified trench boxes.
4. Shoring systems should be installed from the top down. Cross beams should be placed in a horizontal position and spaced vertically at appropriate intervals. Braces must also be secured to prevent sliding, falling, or kick-outs.
5. All materials used for shoring should be in good condition and free of defects.
6. Timbers with large or loose knots should not be used.
7. Installation of shoring should closely follow the excavation work.
8. Diversion dikes or ditches should be constructed to prevent surface water from entering an excavation and to provide adequate drainage of the area adjacent to the excavation.
9. Water should not accumulate in a trench or excavation as it causes erosion and soil softening.
10. Excavations greater than four feet deep should be inspected daily for oxygen deficiencies and hazardous gases, etc. If hazardous conditions exist, Confined Space Entry Procedures should be followed.
11. Exit ladders, stairs or ramps must be present within all open excavations 4 feet or more in depth. The ladder, stair or ramp should be located within the open excavation/trench such that no employee would be required to travel beyond 25 feet to reach an exit.
12. Locations of all underground utilities should be identified before excavation begins.
13. Trenches should be inspected daily for cracks, slides, and wall fractures. Inspections should also be made after rain storms or any other weather change to determine if any damage to the excavation sidewalls has occurred. If any dangers are detected, all work must stop until the problem is corrected.
14. As soon as all work is completed and the shoring is dismantled, backfilling should begin. If the soil is unstable, ropes must be used to pull out the jacks or braces from above.
15. The entire area should be inspected for hazards before beginning any drilling/boring operations. Stay clear of any augers or drill stems that are in motion.
16. When not in use, drill steel, spare parts, and tools must be stored in racks or receptacles on the drilling rig.
17. Employees should have a secure footing when drilling.
18. Vehicles and equipment should be parked as far as practical, but not less than, ten feet from the edge of the excavation.
19. All dirt from the trench (i.e. spoil pile) should be piled at least two feet from the excavation sidewalls.

H. Forklift and Heavy Equipment Safety

The following are the minimum safety practices for the operation of forklifts and heavy equipment (bulldozers, backhoes, etc.):

1. Only trained and authorized operators are permitted to operate a forklift or heavy equipment. All operators will be trained by their Supervisors or the Manager. Every operator must participate in, at a minimum, an annual forklift training meeting.
2. Prior to operating the forklift or equipment, an inspection should be made of the equipment. The operator must test:
   - **a.** the brakes
   - **b.** steering controls
   - **c.** tire pressure
   - **d.** warning lights
   - **e.** clutch
   - **f.** horn
   - **g.** fluid levels
   - **h.** equipment safety controls
   - **i.** other devices for safe and proper operation.
3. Never check the engine while it is running.
4. Document your inspection results and equipment defects using the attached Forklift Inspection Checklist Form.
5. Report defects to your Supervisor immediately.
6. No defective equipment shall be used.
7. Adjustments and repairs should be made by authorized personnel only.
8. Wash the equipment whenever necessary. The equipment must be kept clean and free of oil and grease.
9. Employees should operate the equipment/forklift at a safe speed and within rated load capacity.
10. Drive to the right.
11. Do not exceed 10 miles per hour, or posted authorized speeds, on plant roads.
12. Passengers are not permitted on forklifts or heavy equipment if the equipment was not designed to transport passengers.
13. Mobile equipment should never be left unattended without first shutting off power, neutralizing controls, setting brakes, and lowering forks or bucket.
14. Do not park on an incline but if unavoidable, chock and/or block wheels and apply the Emergency Brake, if present, prior to exiting the machine.
15. All mobile equipment must have a functional fire extinguisher on board mounted in a visible and easily accessible location and the extinguisher should be serviced on an annual basis by an outside fire extinguisher service contractor.
16. Sound horn at exits, corners, cross aisles, intersections, and when approaching pedestrians. Do not use horn needlessly or at undue length.
17. Always look in the direction equipment is traveling. Even if only traveling for a very short distance.
18. Keep a clear view of the path.
19. When forward vision is obstructed, drive in reverse.
20. When traveling, with or without a load, keep forks or bucket as low as possible.
21. Avoid following pedestrians or other vehicles too closely, especially when operating on inclines or in noisy areas.
22. Ascend/descend all ramps and inclines slowly.
23. Wait for passengers to exit the ramp before attempting to ascend/descend.
24. When descending, always use low gear and the slowest speed control.
25. Do not descend ramps with the load at the front of the forklift.
26. Never ascend in reverse.
27. When ascending, loaded forklifts should be driven with the load upgrade.
28. Personal protective equipment should be used as instructed during refueling, if overhead hazards exist, etc.
29. If the forklift is equipped with a seatbelt, the belt must be worn at all times.

FORKLIFT INSPECTION CHECKLIST

Distribution: ☐ Copy to Manager or the Department Supervisor

☐ Copy To: _____

Date:_____ **Inspector:** _____ **Title:** _____

GRADE: **1 =** Satisfactory **2 =** Needs Some Attention **3 =** Needs Immediate Action		
ITEM	**GRADE**	**COMMENTS**
OPERATOR TRAINING		
Personnel operating the forklift properly trained		
CONDITION OF FORKLIFT		
Brakes		
Steering controls		
Warning lights		
Horn		
Clutch		
Engine		
Overhead guard		
Capacity sign posted		
FIRE PREVENTION		
Fire extinguisher on board and functional		
FLUIDS		
Levels adequate		
Fueling done to avoid spilling		
If spillage occurs, is fuel washed away completely from forklift and area; and are measures taken to control vapors before re-starting engine?		
PERSONAL PROTECTIVE EQUIPMENT		
Hard hats provided and worn where danger of falling objects exist		
General PPE rules on proper clothing and footwear followed		
ADDITIONAL OSHA REQUIREMENTS		
Driving paths marked, in good condition, and clear		
Repairs are conducted in designated areas		
Operating rules posted and enforced		
Batteries charged in properly vented rooms (no smoking)		
Are dust and fume exposures generated by the forklift through operation, fueling, or repair controlled?		
Seatbelt in forklift and worn while operating the forklift		
Other:		

Action Taken:

☐ Repairs/Corrections must be completed by: (date) _____

☐ Repairs/Corrections mentioned above have been done

Supervisor: _____ Date: _____

I. Personnel Lifting Equipment

**** Note:*** *The term basket, cage or platform are synonymous within these procedures.*

1. Front-end loaders, farm tractors, forklifts and similar pieces of equipment shall not be used for elevating personnel aboveground unless the equipment has been specifically approved by the equipment manufacturer AND the Management of this company to be used in this manner. If the owner's manual for the equipment is silent on this issue, the equipment should not be used to lift employees at any time aboveground.
2. The *basket/cage or platform within which the employee is standing should be an accessory purchased from the original heavy equipment manufacturer or the basket/cage or platform should be approved in writing by the heavy equipment manufacturer to be attached to their equipment and used to lift employees aboveground. Under no circumstance should a "Job made," "home made" basket, pallet, etc. be used to lift employees aboveground unless the management of our organization has written approval of the device by the heavy equipment operator on file within the office. Any "field modification" of the basket, aerial lift, personnel lift, etc. is not permitted, under any circumstance, unless the change has been certified in writing by the equipment manufacturer.
3. The basket should be equipped with Guardrail, midrail and toeboard around the entire perimeter of the platform. The top of the guardrail should be located 38 to 45 inches above the platform and the guardrail should withstand a force applied in any downward or horizontal direction of at least 200 lbs without failure. A removable chain, which will withstand 200 lbs of pressure in a downward and horizontal direction, may be present near employee basket entrance access points to permit employees to safely climb in and out of the basket. The chain should be secured in place to provide fall protection once the employee has entered the cage/basket.
4. Aerial lifts, articulating boom equipment, etc. shall have both platform (upper) and lower level controls (i.e. on the base of the equipment at ground level). Controls shall be plainly marked as to their function. Lower level controls SHOULD NOT be operated at any time unless permission has been obtained from the employee elevated aboveground within the basket. EXCEPTION: In an emergency situation when unable to communicate with the person aboveground the lower level controls may be operated without prior approval from the employee within the elevated basket.
5. Lift controls shall be tested each day prior to use to determine that they are in safe working condition.
6. Employees are required to always stand firmly on the floor of the basket. No employees shall be permitted to sit on or stand on midrails, guardrails, makeshift devices (i.e. boxes, barrels, etc.) and ladders shall not be used within the personnel lift basket to increase the working height of the personnel lift.
7. Employees are required to wear a personal fall arrest system (i.e. full body harness) and the employee should be tied off to the boom or basket to prevent potential falls and/or injuries. Employees should not be permitted at any time to tie off to a beam, pole, or other fixed structural member (outside the basket) in the work area aboveground.
8. The base unit (that portion of the equipment in contact with the ground) of the aerial lifts, articulating boom equipment, etc. SHOULD NOT be moved when the basket is elevated and an employee is within the basket unless the equipment was specifically designed by the manufacturer to be operated in this manner.
9. Only those employees authorized by the Department Manager or Supervisor of our company shall be allowed to operate the personnel lifting equipment.
10. All employees shall receive training on operating or working from personnel lift equipment prior to working on or with such equipment for the first time and on an annual basis thereafter. This training should cover the specific type of machine(s) that the employees will operate. Generic training on personnel lifts is not acceptable safety training. This training will be conducted by a qualified person, selected by the Manager or Supervisor within your department. This training will include, but not be limited to, the following:
    a. Recognize the hazards associated with the type of equipment being used
    b. Understand the procedures to control or minimize those hazards
    c. Hazards given special attention should include: electrical, fall hazards and overhead hazards which may require canopies, nets, hardhats, etc. to reduce potential injury from falling objects to employees on personnel lifts and/or to employees working on ground near personnel lifts.
11. Gasoline powered equipment (i.e. masonry quickie saws, chain saws, etc.) shall not be operated on personnel lifts at any time.

12. Employees shall be required to maintain the following clearances from overhead electrical power lines to personnel lift equipment:
    - **a.** 3 feet to insulated power lines less than 300 volts
    - **b.** 10 feet to insulated power lines 300 volts to 50 kv
    - **c.** 10 feet plus .4 inches for each 1 kv over 50 kv for personnel lifts to insulated power lines
    - **d.** 10 feet to un-insulated power lines less than 50 kv
    - **e.** 10 feet plus .4 inches to un-insulated power lines for each 1 kv over 50 kv
13. Electrically insulated personnel lift equipment shall not be altered in any manner that might reduce its insulating value.
14. Employees shall be prohibited from working on personnel lift platforms covered with snow, ice or slippery materials.
15. If the equipment is provided with outriggers, stabilizers or similar equipment to prevent tipping, this equipment should be properly set on pads or a solid surface prior to elevating personnel within the basket.
16. Wheels on the personnel lift should be chocked or blocked to prevent movement, before the equipment is used on an incline.
17. Prior to preparing an aerial lift for travel, the booms shall be inspected to confirm they are properly cradled and outriggers are in the stowed position.
18. Maintenance on the critical components (i.e. hydraulic and pneumatic component parts) of the lifting equipment should be performed only by qualified individuals, in accordance with the manufacturer's recommendations and replacement parts should be only those approved for use by the equipment owner's manual or approved in writing by the equipment manufacturer or his/her authorized representative.
19. It is the policy of our company that personnel lifting equipment will not be loaned, leased or used by other contractors or their employees unless approved in writing by the Manager or Supervisor of your Department. If approved, an equipment operator employed by our company, must be present at the jobsite supervising the operation of the equipment. The following conditions should also be met:
20. A hold harmless agreement should be signed by the contractor borrowing or leasing the equipment.
21. Certificates of GL and WC Insurance (with limits equal to those carried by our company) should be obtained from the contractor borrowing or leasing the equipment.
22. All equipment not in use at the jobsite should be properly secured to prevent potential unauthorized use by others.

J. Fall Protection

1. Purpose

To establish guidelines to prevent employees from sustaining serious injury if they fall from heights at jobsites.

2. Policy

OSHA's construction industry safety standards for fall protection requirements have been developed to help reduce employee injuries resulting from falling off, onto, or through working levels and to protect them from being struck by falling objects. These policies cover all construction workers except those inspecting, investigating, or assessing workplace conditions prior to the actual start of work or after all work has been completed.

These policies identify areas where fall protection is needed. These areas include ramps, runways, walkways, excavations, hoist areas, holes, formwork, leading edge work, unprotected sides and edges, overhand bricklaying, roofing, pre-cast concrete erection, wall openings, and residential construction. These policies set a uniform threshold height of 6 feet, thereby providing consistent protection. This means that the company must protect employees from fall hazards and falling objects whenever our employees are 6 feet or more above a lower level.

Under these standards, management will have the flexibility to select fall protection measures compatible with the type of work being performed. Fall protection generally can be provided through the use of conventional fall protection systems (i.e. guardrail system, safety nets or personal fall arrest system). EXCEPTION: When it is infeasible or creates a greater hazard to use these conventional fall protection systems, the supervisor shall develop and implement a fall protection plan which meets the requirements of paragraph (k) of OSHA Standard 1926.502. There is a Presumption by OSHA that it is feasible and will not create a greater hazard to implement at least one of the above-listed conventional fall protection systems. The supervisor has the burden of establishing that it is appropriate to implement a fall protection plan which complies with 1926.502(k) for a specific job, in lieu of implementing any of the conventional fall protection systems.

3. Duty to Have Fall Protection

The Company is required to assess all new jobsites prior to any work being performed to determine if the walking/working surfaces have the strength to safely support workers. Employees are not permitted to work on any new surfaces until those surfaces are determined to be safe. Once the Manager or the Department Supervisor determines that the surface is safe, they must select one of the options previously listed for the work operation if a fall hazard is present (guardrails, safety nets or personal fall protection system).

4. Controlled Access Zones

A controlled access zone is a work area designated and clearly marked in which certain types of work may take place without the use of conventional fall protection systems to protect the employees working in the zone. These are used to keep out workers other than those authorized to enter work areas from which guardrails have been removed. Where there are no guardrails, masons are the only workers allowed in controlled access zones. Controlled access zones, when created, limit entrance to areas where leading edge work and other operations are taking place, must be defined by a control line or by any other means that restricts access. Control lines should consist of ropes, wires, tapes, or equivalent materials, and supporting stanchions. Each must be:

a. Flagged or clearly marked at not more than 6 foot intervals with high-visibility material;

b. Supported so that the lowest point is not less than 39 inches from the walking/working surface and the highest point is not more than 45 inches from the walking/working surface;

c. Strong enough to sustain stress of at least 200 pounds. Control lines should extend along the entire length of the unprotected or leading edge and should be parallel to this edge; and

d. Control lines also must be connected on each side to a guardrail system or wall.

When control lines are used, they should be erected not less than 6 feet nor more than 25 feet from the unprotected or leading edge, except when pre-cast concrete members are being erected. With pre-cast concrete member erection, the control line should be at least 6 feet but less than 60 feet from the leading edge.

Controlled access zones, when used to determine access to areas where overhead bricklaying and related work are taking place, are to be defined by a control line erected at least 10 feet but not more than 15 feet from the working edge. Additional control lines must be erected at each end to enclose the controlled access zone. Only employees engaged in overhand bricklaying or related work are permitted in the controlled access zones.

On floors and roofs where guardrail systems are not in place prior to the beginning of overhand bricklaying operations, controlled access zones will be enlarged as necessary to enclose all points of access, material handling areas, and storage areas. On floors and roofs where guardrail systems are in place, but need to be removed to allow overhand bricklaying work or leading edge work to take place, only that portion of the guardrail necessary to accomplish that day's work should be removed.

5. Excavations

Each employee at the edge of excavation 6 feet or more deep should be protected from falling by a guardrail system, fence, barricade, or cover. Where walkways are provided to permit employees to cross over excavations, guardrails are required on the walkway if it is 6 feet or more above the excavation.

6. Hoist Areas

Each employee in a hoist area should be protected from falling 6 feet or more by guardrail systems or personal fall arrest systems. If guardrail systems must be removed to facilitate hoisting operations, as during the landing of materials, and a worker must lean through the access opening or out over the edge of the access opening to receive or guide equipment and materials, that employee must be protected by a personal fall arrest system.

7. Leading Edges

Employees constructing a leading edge 6 feet or more above lower levels should be protected by guardrail systems, safety net systems, or personal fall arrest systems. If the Manager or the Department Supervisor can demonstrate that it is infeasible or creates a greater hazard to implement these systems, he or she must develop and implement a fall protection plan that meets the requirements of 29 CFR 1926.502(k).

8. Roofing

Definition of a Low-Sloped Roof – roof having a slope less than or equal to 4 in 12 (vertical to Horizontal).

Definition of a Steep Roof – a roof having a slope great than 4 in 12 (vertical to Horizontal).

a. Low-Slope Roofs

Employees engaged in roofing activities on low-slope roofs with unprotected sides and edges 6 feet or more above lower levels should be protected from falling by guardrail systems, safety net systems, personal fall arrest systems or a combination of a warning line system and guardrail system, warning line system and safety net system, warning line system and personal fall arrest system, or warning line system and safety monitoring system. On roofs 50 feet or less in width, the use of a safety monitoring system without a warning line system is permitted.

b. Steep Roofs

Employees on a steep roof with unprotected sides and edges 6 feet or more above lower levels should be protected by a guardrail system with toeboards, safety net systems, or personal fall arrest systems.

9. Fall Protection Systems Criteria and Practices

a. Guardrail Systems must meet the following criteria:

(1) Toprails and midrails must be at least one-quarter inch thick to prevent cuts and lacerations.

(2) If wire rope is used for toprails, it must be flagged at not more than 6 foot intervals with high visibility materials.

(3) Steel or plastic binding cannot be used as toprails or midrails.

(4) The top edge height of toprails or guardrails must be 42 inches plus or minus 3 inches above the walking/working level.

(5) When workers are using stilts, the top edge height of the toprail, or equivalent member, must be increased by an amount equal to the height of the stilts.

(6) Screens, midrails, mesh, intermediate vertical members, or equivalent intermediate structural members must be installed between the top edge of the guardrail system and the walking/working surface when there are no walls at least 21 inches high.

(7) When midrails are used, they must be installed at a height midway between the top edge of the guardrail system and the walking/working level.

(8) When screens and mesh are used, they must extend from the top rail to the walking/working level and along the entire opening between top rail supports.

(9) Other structural members should be installed so that there are no openings in the guardrail system more than 19 inches.

(10) The guardrail system must be capable of withstanding a force of at least 200 pounds applied in any outward or downward direction.

(11) Midrails, screens, mesh, intermediate vertical members, solid panels, and equivalent structural members should be capable of withstanding a force at least 150 pounds applied in any downward or outward direction at any point along the midrail or other member.

(12) Guardrail systems should be surfaced to protect workers from punctures or lacerations and to prevent clothing from snagging.

(13) The ends of toprails and midrails must not overhang terminal posts, except where such overhang does not constitute a projection hazard.

(14) When guardrail systems are used at hoisting areas, a chain or gate must be placed across the access opening between guardrail sections when hoisting operations are not taking place.

b. Personal Fall Arrest Systems

(1) These consist of an anchorage, connectors, and a body harness and may include a decelerator device, lifeline or suitable combinations. If a personal fall arrest system is used for fall protection, it must do the following:

(a) Limit maximum arresting force on an employee to 1800 pounds when used with a body harness;

(b) Be rigged so that an employee can not free fall more than 6 feet or contact any lower level;

(c) Bring an employee to a complete stop and limit maximum deceleration distance an employee travels to 3.5 feet;

(d) Have sufficient strength to withstand twice the potential impact energy of an employee free falling a distance 6 feet or the free fall distance permitted by the system, whichever is less.

(2) Effective January 1, 1998, the use of a body belt for fall arrest is prohibited and the following precautions must be taken:

(a) Personal fall arrest systems must be inspected prior to each use for wear damage and other deterioration. Defective components must be removed from service. Dee-rings and snap hooks must have a minimum tensile strength of 5,000 pounds. Dee-rings and snap hooks should be proof-tested to a minimum tensile load of 3,600 pounds without cracking, breaking, or suffering permanent deformation.

(b) Snap hooks should be sized to be compatible with its connecting member or should be of a locking configuration. Unless the snap hook is a locking type and designed for the following connections, they shall not be engaged (1) directly to webbing, rope or wire rope; (2) to each other; (3) to a dee-ring to which another snap hook or other connector is attached; (4) to a horizontal lifeline; or (5) to any object incompatible in shape or dimension relative to the snap hook, thereby causing the connected object to depress the snap hook keeper and release unintentionally.

(c) On suspended scaffolds or similar work platforms with horizontal lifelines that may become vertical lifelines, the devices used to connect to a horizontal lifeline should be capable of locking in both directions on the lifeline. Horizontal lifelines should be designed, installed, and used under the supervision of a qualified person, as part of a complete personal fall arrest system that maintains a safety factor of at least two. Lifelines should be protected against being cut or abraded.

(d) Self-retracting lifelines and lanyards that automatically limit free fall distance to 2 feet or less shall be capable of sustaining a minimum tensile load of 3,000 pounds applied to the device with the lifeline or lanyard in the fully extended position. Self-retracting lifelines and lanyards that don't limit free fall distance to 2 feet or less, ripstitch lanyards, and tearing and deforming lanyards should be capable of sustaining a minimum tensile load of 5,000 pounds applied to the device with the lifeline or lanyard in the fully extended position. Ropes and straps used in lanyards, lifelines, and strength components of body belts and body harnesses should be made of synthetic fibers.

(e) Anchorages should be designed, installed, and used under the supervision of a qualified person, as part of a complete personal fall arrest system that maintains a safety factor of at least two. Anchorages used to attach personal fall arrest systems should be independent of any anchorage being used to support or suspend platforms and must be capable of supporting at least 5,000 pounds per person attached. Lanyards and vertical lifelines must have a minimum breaking strength of 5,000 pounds.

c. Safety Monitoring Systems

When no other alternative fall protection has been implemented, the Manager or the Department Supervisor should implement a safety monitoring system. The Manager must appoint a competent person to monitor the safety of workers and he/she must ensure that the Safety Monitor:

(1) Is competent in the recognition of fall hazards;

(2) Is capable of warning workers of fall hazard dangers and in detecting unsafe work practices;

(3) Is operating on the same walking/working surfaces of the workers and can see them; and

(4) Is close enough to communicate with workers and has no other duties to distract from the monitoring function.

d. Safety Net Systems

The following precautions must be taken when using a safety net system:

(1) Safety nets must be installed as close as possible under the walking/working surface on which employees are working and never more than 30 feet below such levels.

(2) Safety nets should be inspected at least once a week for wear, damage, and other deterioration.

(3) The maximum size of each safety net mesh opening should not exceed 36 square inches or be longer than 6 inches on any side.

(4) The openings, measured center-to-center, should not exceed 6 inches.

(5) All mesh crossings should be secured to prevent enlargement of the mesh opening. Each safety net or section should have a border rope for webbing with a minimum breaking strength of 5,000 pounds.

(6) Connections between safety net panels should be as strong as integral net components and be spaced no more than 6 inches apart.

(7) Safety nets should be installed with sufficient clearance underneath to prevent contact with the surface or structure below.

(8) When nets are used on bridges, the potential fall area from the walking/working surface to the net should be unobstructed.

(9) Items that have fallen into safety nets must be removed as soon as possible or before the next work shift.

(10) Safety nets should extend outward from the outermost projection of the work surface as follows:

Vertical distance from working level to horizontal plane of net	Minimum required horizontal distance of outer edge of net from the edge of working surface
Up to 5 feet	8 feet
More than 5 and up to 10 feet	10 feet
More than 10 feet	13 feet

e. Warning Line Systems

Warning line systems consist of ropes, wires, or chains, and should be set up as follows:

(1) Flagged at no more than 6-foot intervals with high-visibility material;

(2) Rigged and supported so that the lowest point (including sag) is no less than 34 inches from the walking/working surface and its highest point and is no more than 39 inches from the walking/working surface;

(3) The rope, wire, or chain should have a minimum tensile strength of 500 pounds and after being attached to the stanchions must support the load applied to the stanchions (upright post or support);

(4) Should be attached to each stanchion in such a way that pulling on one section of the line between stanchions will not result in slack being taken up in the adjacent section before the stanchion tips over.

Warning lines should be erected around all sides of roof work areas. When mechanical equipment is being used, the warning line should be erected no less than 6 feet from the roof edge parallel to the direction of mechanical equipment operation, and no less than 10 feet from the edge perpendicular to the direction of mechanical equipment operation. When mechanical equipment is not being used, the warning line must be erected no less than 6 feet from the roof edge.

f. Toeboards

The following precautions and procedures must be followed when using toeboards:

(1) When toeboards are used as protection from falling objects, they must be erected along the edges of the overhead walking/working surface for a distance sufficient to protect persons working below.

(2) Toeboards should be capable of withstanding a force of at least 50 pounds applied in any downward or outward direction at any point along the toeboard.

(3) Toeboards should be a minimum of 3.5 inches tall from their top edge to the level of the walking/working surface, have no more than .25 inches clearance above the walking/working surface, and be solid or have openings no large than one inch in size.

(4) If tools, equipment, or materials are piled higher than the top edge of a toeboard, paneling or screening must be erected from the walking/working surface or toeboard to the top of a guardrail system's toprail or midrail for a distance sufficient to protect employees below.

K. Fleet Safety Rule/Regulations

The following Sample Fleet Safety Rules/Regulations may not all apply to your operation. Please add any formal or informal motor vehicle rules/regulations your organization may have in place to this list and delete those that do not apply to your operations. Developing a Fleet Safety Program unique to your organizations operations should be much more effective in helping you to control frequent/severe motor vehicle losses.

1. Safety Rules

All employees who drive a company car or delivery vehicle must abide by the following safety rules:

a. Employees are required to inspect their assigned vehicle (before taking it on the road) to ensure that it is in safe working condition. This includes properly working brakes, horns, and back-up alarms. The attached inspection form should be used.

b. Any defects in the company vehicle should be reported promptly.

c. Employees are required to obey all state, local, and company traffic regulations.

d. Engines are to be stopped and ignition keys removed when parking, refueling, or leaving the company vehicles.

e. Employees are not permitted to use personal cars or motorcycles for company business, unless specifically authorized by the supervisor. If personal vehicles are driven on company business, proof of personal auto coverage (i.e. copy of personal auto Declarations Page or copy of the Insurance Card from the vehicle) will be requested on an annual unannounced basis from all employees that operate their own vehicles on company business. Those unable to supply proof of insurance within 24 hours of the time requested, will not be permitted to drive their own vehicle on company business in the future.

f. Passengers not employed by the company are not permitted unless authorized by the supervisor.

g. Employees should drive safely. Defensive driving must be practiced by all employees.

h. Seat belts and shoulder harnesses are to be worn at all times.

i. Vehicles must be locked when unattended to avoid criminal misconduct.

j. Vehicles must be parked in legal spaces and must not obstruct traffic.

k. Employees should park their vehicles in well-lighted areas at or near entrances to avoid criminal misconduct.

l. Employees should keep their headlights on at all times when driving a vehicle.

m. A vehicle when loaded with any material extending 4 feet or more beyond its rear shall have a red flag or cloth 12 inches square attached by day, or a red light visible for 300 feet by night, on the extreme end of the load.

n. Articles, tools, equipment, etc. placed in cars or truck cabs are to be hung or stored in such a manner as not to impair vision or in any way interfere with proper operation of the vehicle.

o. When you can not see behind your vehicle (truck), the driver should walk behind the truck prior to backing.

p. Personal use of company vehicles is not permitted without written approval from the management of this organization. Family members of employees that are provided with a company vehicle are prohibited from driving a company vehicles at any time unless prior written approval has been obtained from the manager of your department. (Exception: in case of an emergency where the employee is not able to operate the company vehicle, no prior written approval is required). Violation of this policy may result in disciplinary action which may include termination of employment.

q. Operating a company vehicle while under the influence of alcohol and other drugs is prohibited. Violators are subject to termination of employment.

r. Every accident should be reported to ***<insert title of individual within the company that monitors motor vehicle accidents such as the Manager, Human Resources Manager, Supervisor, Fleet Manager or Safety Director>***. The ***<individual listed in prior sentence>*** should investigate all accidents and review them with the Supervisor and employees.

s. All subcontractor personal vehicles must be parked in areas designated as contractor parking.

t. When operating vehicles within company parking areas or at job sites, speeds must not exceed 5 M.P.H.

2. Accident Reporting

a. Driver Conduct at the Scene of the Accident

(1) Take immediate action to prevent further damage or injury.

(a) Pull onto the shoulder or side of the road.

(b) Activate hazard lights (flashers) and place warning signs promptly.

(c) Assist any injured person, but don't move them unless they are in danger of further injury.

(2) Call the Police.

(a) If someone is injured, request medical assistance.

(b) If you are near a phone, write a note giving the location and seriousness of the accident and give it to a "reliable" motorist and ask him/her to contact the police.

(3) The vehicle should not be left unattended, except in an extreme emergency.

(4) Exchange identifying information with the other driver. **Make no comments about assuming responsibility.**

(5) Secure names, addresses, and phone numbers of all witnesses, or the first person on the scene if no one witnessed the accident.

(6) Call the company immediately and report the accident to the Safety Director.

b. Complete the Vehicle Accident Report Form

Complete the Vehicle Accident Report Form, a copy can be obtained from the ***<insert title of person responsible for fleet safety within your organization here such as Manager, Supervisor, Fleet Manager or Safety Director, Human Resources Manager, etc.>*** and provide it to the ***<insert title of person listed that should receive completed Accident Report Form here>***. Write legibly. Answer all questions completely or mark "not known." Use additional sheets of paper as needed to provide pertinent information.

3. Inspection Records and Preventative Maintenance

All drivers must regularly inspect, repair, and maintain their company vehicle. All vehicle parts and accessories must be in a safe and proper working order at all times. The following apply:

a. All truck drivers must complete the vehicle inspection report at the end of each day. Drivers of company cars should complete the vehicle inspection report semi-annually. Notify the ***<insert title of individual that monitors fleet maintenance program here>*** of any unsafe conditions or defective parts immediately.

b. Before the vehicle is driven again, any safety defects must be repaired.

c. A copy of the last vehicle inspection report must be kept in the vehicle for at least 3 months.

d. Quarterly preventative maintenance must be conducted on each vehicle.

e. Maintenance and inspection records must be0 kept at the company for 1 year or for 6 months after the vehicle leaves the company's ownership.

f. All vehicles are subject to a search at any time.

VEHICLE INSPECTION REPORT

(Use your safety belt)

Date: _____

Company _____ Location (City, State) _____ Vehicle Number _____

Driver Name _____ Driver Signature _____

Instructions: Drivers will perform necessary inspections. A (√) indicates satisfactory condition. An (X) indicates unsafe or improper conditions. An (O) indicates condition does not apply. Corrected deficiencies should be circled by management certifier.

INSIDE

- ☐ Parking brake (apply)
- ☐ Release trailer emergency brakes
- ☐ Apply service brake (air loss should not exceed 3 psi/min on single vehicles, 4 psi/min on combinations)

START ENGINE

- ☐ Oil Pressure (light or gauge)
- ☐ Air Pressure or Vacuum (gauge)
- ☐ Low air or vacuum warning device (air pressure below 40 psi check on pressure build-up. Air pressure above 60 psi deplete air until warning device works. Vacuum below 8 inches Hg, check on build-up. Above 8 inches Hg. Deplete vacuum until device works.
- ☐ Instrument panel (telltale lights, buzzer, gauges)
- ☐ Horn
- ☐ Windshield Wiper and Washer
- ☐ Heater-defroster
- ☐ Mirrors
- ☐ Steering wheel (excess play)
- ☐ Apply trailer brakes in EMERGENCY
- ☐ Turn on all lights including 4-way flasher
- ☐ Starts properly

EMERGENCY EQUIPMENT

- ☐ Fire extinguishers
- ☐ Flags, standards, warning lights
- ☐ Spare fuses
- ☐ Spare bulbs
- ☐ Chains in season
- ☐ First-aid kit

FRONT

- ☐ Headlights
- ☐ Clearance lights
- ☐ Identification lights
- ☐ Turn signals and 4-way flasher
- ☐ Tires and wheels-lugs and serviceability

SIDE

(Left)	(Right)	
☐	☐	Fuel Tank and Cap
☐	☐	Sidemarker lights
☐	☐	Reflectors
☐	☐	Tires and wheels-lugs and serviceability
☐	☐	Cargo tie-downs or doors

REAR

- ☐ Tail lights
- ☐ Stop light
- ☐ Turn signals and 4-way flasher
- ☐ Clearance lights
- ☐ Identification lights
- ☐ Reflectors
- ☐ Tires and wheels, lugs and serviceability
- ☐ Rear end protection (bumper)
- ☐ Cargo tie-downs/doors

MECHANICAL OPERATION

- ☐ Engine knocks, misses, overheats, etc.
- ☐ Clutch skips, grabs, other
- ☐ Transmission noisy, hard shifting, jumps out of gear, other:
- ☐ Axles – noisy, other:
- ☐ Steering loose, shimmy, hard, other:
- ☐ Air, oil, water, leaks
- ☐ Springs broken, other:
- ☐ Brakes noisy, pulls soft, other:
- ☐ Speedometer, tachometer
- ☐ Tachograph, speed control devices

ON COMBINATIONS

- ☐ Hoses, connections
- ☐ Couplings (fifth wheel, tow bar, safety chains, locking devices)

OTHER

_____

_____

- ☐ Equipment inspection enroute (☐ yes ☐ no)
- ☐ Cargo securing devices (☐ yes ☐ no)

Start time: _____ Mileage: _____ End time: _____ Mileage: _____

Remarks/Other Defects:

Defects corrected (initial)
☐ Yes ☐ No

Defect correction unnecessary (initial)

Certified by: _____ Date _____

PREVENTATIVE MAINTENANCE REPORT

Date/Time _____ Company _____ Location _____

Inspected by: _____ Employee I.D. Number _____

Vehicle License _____ Vehicle Number _____

	Satisfactory	Needs Attention
Brakes:		
Brake adjustment: ☐ Left ☐ Right		
Brake hoses		
Brake drums		
Brake shoes		
Parking brake		
Brake pedal travel		
Steering		
Steering suspension		
Change in steering action		
Steering components		
Tires		
Wear/Defect		
Overloading		
Groove depth 2/32” minimum		
Wheels		
Cracks		
Loose Nuts		
Rims		
Windows		
Windows and Windshields		
Wipers and Washers		
Lights		
Headlights		
Taillights		
Turn signals		
Reflectors		
Mirrors		
Horn		
Instruments/Gauges		
Seat belts		
Battery		
Radiator and Hoses		
Exhaust system		
Suspension		
Fuel system		
Oil/Water leaks		
Oil level		
Water level		
Transmission		
Engine performance		
General condition of body and interior		

Comments:

VEHICLE ACCIDENT SUMMARY REPORT

DRIVER'S NAME	DATE OF ACCIDENT																Totals
ACCIDENT TYPES																	
Collision with a Moving Vehicle																	
Collision with a Fixed Object																	
Collision with a Stopped or																	
Collision with a Bike Rider or																	
Upset or Jackknife																	
Ran Off Road																	
Fire, Theft or Glass Breakage																	
Other – Provide Attachment																	
ACCIDENT CAUSES (Check all that apply)																	
Following Too Closely																	
Driving Too Fast for Conditions																	
Exceeding the Speed Limit																	
Failure to Observe Clearances																	
Failure to Obey Stop Signal or																	
Failure to Observe Warning Signs																	
Improper Turns																	
Improperly Parked																	
Improperly Passing on																	
Passing on Curve or Hill																	
Failure to Yield Right of Way																	
Improper Backing																	
Defective or Missing Equipment																	
Failure to Secure Load																	
Improper Inspection by Driver																	
Improper Inspection by Mechanic																	
Driver Fatigue																	
Lack of Driving Skill																	
Lack of Driving Knowledge																	
Influence of Alcohol/Drugs																	
Attitude																	
Lack of Security																	
ACCIDENT LOCATION																	
On Straight Road																	
On Grade																	
At Curb																	
Driveway, Alley or Parking Lot																	
On Curve																	
Off the Highway																	
Intersection																	
Preventable – Yes/No																	
Driver Cited – Yes/No																	

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SUPERVISOR'S MOTOR VEHICLE ACCIDENT INVESTIGATION REPORT

DRIVER	VEHICLE	DATE OF ACCIDENT
LOCATION OF ACCIDENT		TIME OF ACCIDENT
DESCRIPTION OF ACCIDENT: (What happened?)		
SEAT BELT WORN?		
CAUSES OF ACCIDENT: (Why did it happen?)		
RECOMMENDATIONS FOR PREVENTION OF A RECURRENCE: (What should be done?)		
FOLLOW UP: (What actions were taken? Were they effective?)		

– INDICATE WITH DIAGRAM WHAT HAPPENED – SHOW POSITION OF VEHICLES – INDICATE DIRECTION (NORTH, SOUTH, EAST, WEST) WITH ARROWS	**CLASSIFICATION OF ACCIDENT REVIEW** ☐ PREVENTABLE ☐ NON-PREVENTABLE
	ACCIDENTS USUALLY PREVENTABLE Intersection — Cut In or Out Backing — Pulled from Curb Hit Other in Rear — Hit Stationary Object Skidded — Hit Pedestrian
	ACCIDENTS USUALLY NON-PREVENTABLE Hit in Rear — Hit When Properly Parked

_____ Investigating Supervisor's Signature

_____ Manager's Signature

_____ Date Of Report

_____

_____ Reviewed By Manager

_____ Date

Section VIII – Inspections

Periodic inspections will be conducted to identify hazardous conditions and unsafe behavior. The Manager or Supervisor within each department will conduct inspections and may request employees to participate. The inspector should look for unsafe practices and conditions that can cause an accident and take corrective action immediately. Other individuals, not employed by our company, such as OSHA representatives, insurance companies, local fire department representative, etc. may decide to make an inspection of our facility. All employees of our company are asked to treat these onsite visitors with the same courtesy, cooperation, and respect as you would any visitor to our company.

Every month, a facility inspection should be completed on the office, shop, and/or yard location. A Facility Inspection Checklist form can be used to conduct this inspection. The completed form should be provided to the ***<insert Manager/Supervisor or appropriate title of person within your company>***. The <***title of person mentioned in previous sentence should be inserted here***> will review the form, take any corrective action needed, and maintain a file of completed inspections to monitor recurring hazardous conditions. An example of a Facility Inspection Checklist form can be found on the following page.

Periodically top management, supervisors and/or designated employees will complete inspections on a safety-sensitive or non-routine job to ensure compliance with safety procedures. If unsafe acts or unsafe conditions are detected within an area of the organization, additional training may be provided, as needed.

On a weekly basis a Jobsite Checklist should be conducted at each job where our employees or subcontractors hired by our organization are working. Conducting Jobsite Checklists on a frequent basis should help us to identify hazards and develop corrective actions prior to these hazards resulting in injuries to personnel and/or property damage to company owned or customer owned property.

Examples of a Contractor's Jobsite Checklist can be found in Appendix C.

RESERVED FOR FUTURE USE

FACILITY INSPECTION CHECKLIST

Distribution: ☐ Copy to Manager or the Department Supervisor

☐ Copy To: _____

Date: _____ **Inspector:** _____ **Title:** _____

GRADE: **1 =** Satisfactory **2 =** Needs Some Attention **3 =** Needs Immediate Action		
ITEM	**GRADE**	**COMMENTS**
HOUSEKEEPING		
General neatness of work area.		
Adequate and proper storage space for tools and materials		
Adequate sanitary and disposal facilities provided		
Waste material containers emptied regularly		
All spills immediately wiped up		
Storage and equipment rooms neat and orderly		
FIRE PREVENTION		
Fire extinguisher checked and available		
No smoking signs posted and enforced		
Proper storage, use and handling of flammable and combustible materials		
Ventilation adequate		
TOOLS, MACHINERY, and EQUIPMENT		
Electrical tools properly grounded		
Electrical dangers posted		
Concealed electrical lines located and marked		
Machines guards in place		
Regular inspection and maintenance of tools		
Regular inspection and maintenance of machinery		
Lights, brakes, and warning signals operative		
CUTTING and WELDING		
Proper goggles, glasses, gloves and clothing worn		
Fire hazards removed and flammable materials protected		
Gas cylinders chained and upright		
Gas lines in good condition		
Gauges and anti-flashback devices operable		
Cylinders stored properly with caps used		
Welding shields used when necessary		
Hot works permit posted and enforced		

FACILITY INSPECTION CHECKLIST *(Page 2)*

GRADE: **1 =** Satisfactory **2 =** Needs Some Attention **3 =** Needs Immediate Action		
ITEM	**GRADE**	**COMMENTS**
LADDERS		
Ladders inspected and in good condition		
Properly secured to prevent slipping and falling		
Ladder side rail extends 3 feet above landing area		
Metal ladders not used around electrical hazards		
Step ladders fully open when in use		
MATERIAL HANDLING		
Materials properly stored and stacked		
Stacks on firm footings and not too high		
Passageways provided and not blocked		
Personnel lifting loads proper		
Proper lifting techniques used		
FLAMMABLE GASES and LIQUIDS		
All flammable waste disposed of properly		
Proper storage containers/cans used		
Fire hazards checked		
Proper type of fire extinguishers provided		
Instruction on proper use and handling on materials posted		
PERSONAL PROTECTIVE EQUIPMENT		
Proper eye, ear, face, head, and hand protection used		
Respirators and masks used when necessary		
Proper clothing worn		
OTHER		

Action Taken:

☐ Repairs/Corrections must be completed by: (date) _____
☐ Repairs/Corrections mentioned above have been done

Supervisor: _____ Date: _____

SECTION IX – OSHA (Occupational Safety and Health Administration)

A. OSHA Records Requirements

Copies of required accident investigations and certification of employee safety training shall be maintained by the Manager. A written report will be maintained on each accident, injury, or on-the-job illness requiring medical treatment. A record of each such injury or illness is recorded on OSHA Log and Summary of Occupational Injuries Form 300 according to instructions provided in the web site shown below. Supplemental records of each injury are maintained on OSHA Form 301. Every year, a summary of all reported injuries or illnesses is posted no later than February 1, for two months, until April 1, on OSHA Form 300. These records are maintained for five years from the date of preparation.

A copy of the OSHA 300 Log, the OSHA 300A Summary Form, and the OSHA 301 Injury and Illness Report Forms, and instructions on how to complete these forms, can be obtained by double clicking on:

http://www.osha.gov/recordkeeping/new-osha300form1-1-04.pdf

B. OSHA Inspection: What you can expect during an OSHA inspection

1. Arrival of the Compliance Officer (OSHA Inspector)

a. Request to see credentials.

b. Record his name, identification number, the name of his/her supervisor, and office location.

c. Notify the Manager or your immediate Supervisor. If neither individual is available, ask the OSHA Compliance Officer to wait until the Manager or Supervisor arrive. If he/she cannot wait, the lead person at the property should accompany the Compliance Officer on his/her inspection.

d. Do not volunteer any information, only answer questions.

2. Opening Conference

a. The scope of the inspection will be discussed.

b. The Officer will explain the reason for the inspection (i.e. employee complaint, scheduled inspection, etc.)

c. If the reason for the inspection is an employee complaint, request a copy of the complaint.

d. Take comprehensive notes and request to record the meeting and walk-around.

3. The Walk-Around (inspection)

a. The Company representative should accompany the Compliance Officer throughout the inspection.

b. The Officer may ask to interview employees. Employees should cooperate. The Company representative should attempt to participate in the interview.

c. The Company representative should be prepared to show the Officer: 1) the Safety Manual, 2) Hazard Communication Program, 3) OSHA poster, 4) OSHA 300 Log

d. If at all possible, correct any violations immediately as the Compliance Officer points them out.

e. Take photographs of the same items or areas that are photographed by the Compliance Officer.

f. Take notes. Write down every possible violation, standards cited, corrective action needed, and a deadline date.

4. Closing Conference

a. The Compliance Officer will review any violations discovered during the inspection. Compare these to the notes you took during the inspection. Point out any discrepancies and areas already corrected.

b. Be polite. Do not argue or get defensive with the Compliance Officer.

c. If you are not clear on something, ask questions.

d. This is a good opportunity to produce records of compliance efforts and other safety practices.

5. Citations and Penalties

a. Our goal is to provide a safe and healthy work environment. If the company is cited for OSHA violations, corrective action will be completed before the deadline provided by OSHA and as quickly as possible. It will be Management's decision to appeal any citations.

Section X – Acknowledgment Form

The rules, programs, and procedures stated within the Company's Safety Program are not intended to cover all the possible situations you will be faced with on the job. The Company encourages you to act in a safe and responsible manner at all times, both on and off the job.

I have read the Company's Safety Program, understand it, and agree to abide by it. I understand that violation of these rules may lead to dismissal.

Print Name: _____

Signature: _____

Date _____

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APPENDIX A – Sample Safety Policy Statements

****

"The Occupational Safety and Health Act of 1970 clearly states our common goal of safe and healthful working conditions. The safety and health of our employees continues to be the first consideration in the operation of this business."

****

"Safety and health in our business must be a part of every operation. Without question it is every employee's responsibility at all levels."

****

"It is the intent of this company to comply with all laws. To do this we must constantly be aware of conditions in all work areas that can produce injuries. No employee is required to work at a job he or she knows is not safe or healthful. Your cooperation in detecting hazards and, in turn, controlling them is a condition of your employment. Inform your supervisor immediately of any situation beyond your ability or authority to correct."

****

"The personal safety and health of each employee of this company is of primary importance. The prevention of occupationally-induced injuries and illnesses is of such consequence that it will be given precedence over operating productivity whenever necessary. To the greatest degree possible, management will provide all mechanical and physical facilities required for personal safety and health in keeping with the highest standards."

****

"We will maintain a safety and health program conforming to the best practices of organizations of this type. To be successful, such a program must embody the proper attitudes toward injury and illness prevention on the part of management and employees. It also requires cooperation in all safety and health matters, not only between supervisor and employee, but also between each employee and his or her co-workers. Only through such a cooperative effort can a safety program in the best interest of all be established and preserved."

****

"Our objective is a safety and health program that will reduce the number of injuries and illnesses to an absolute minimum, not merely in keeping with, but surpassing, the best experience of operations similar to ours. Our goal is zero accidents and injuries."

****

"Our safety and health program will include:

- Providing mechanical and physical safeguards to the maximum extent possible.
- Conducting a program of safety and health inspections to find and eliminate unsafe working conditions or practices, to control health hazards, and to comply fully with the safety and health standards for every job.
- Training all employees in good safety and health practices.
- Providing necessary personal protective equipment and instructions for its use and care.
- Developing and enforcing safety and health rules and requiring that employees cooperate with these rules as a condition of employment.
- Investigating, promptly and thoroughly, every accident to find out what caused it and to correct the problem so that it won't happen again.
- Setting up a system of recognition and awards for outstanding safety service or performance."

****

"We recognize that the responsibilities for safety and health are shared:

- The employer accepts the responsibility for leadership of the safety and health program, for its effectiveness and improvement, and for providing the safeguards required to ensure safe conditions.
- Supervisors are responsible for developing the proper attitudes toward safety and health in themselves and in those they supervise, and for ensuring that all operations are performed with the utmost regard for the safety and health of all personnel involved, including themselves.
- Employees are responsible for "wholehearted, genuine cooperation with all aspects of the safety and health program, including compliance with all rules and regulations and for continuously practicing safety while performing their duties".

****

****

"It is the policy of this company that every employee is entitled to a safe and healthful place in which to work. To this end, every reasonable effort will be made in the interest of accident prevention, fire protection, and health preservation."

****

"The safety of our employees is a major consideration in the operation of our organization. Management and supervisory personnel will be accountable for the safety of the employees working under their supervision and will be expected to conduct operations in a safe manner at all times. Management will also be responsible for establishing safe working conditions and promoting the health and safety of employees."

****

"It is the desire of ***(company name)*** to comply with state and federal laws and to provide a safe working environment for its employees. The Company, however, recognizes that the responsibilities for safety and health are shared:

- The Company accepts the responsibility for leadership of the safety and health program, for its effectiveness and improvement, and for providing the safeguards required to ensure safe conditions.
- Supervisors are responsible for developing the proper attitude toward safety and health in themselves and in those they supervise. They are also responsible for ensuring that all operations are performed with the utmost regard for safety and health of all personnel involved, including themselves. When safety practices are necessary, the supervisor shall communicate them to the employee on his/her first day of employment. If safety procedures are not being followed, disciplinary action will be taken. This action might include, but is not limited to, reprimand, suspension, or dismissal of the employee. Periodic review of this policy with employees will be done by the supervisor.
- Employees are responsible for wholehearted cooperation in all aspects of the safety and health program including compliance with all rules and regulations – and for continuously practicing safety while performing their job functions."

****

STATEMENT OF SAFETY POLICY

It is the policy of _____ to strive for the highest safety standards for its employees. Safety does not occur by chance. It is the result of careful attention to our work by all those involved. Managers, supervisors, and employees share the responsibility of maintaining a safe workplace.

This safety program has been developed to assure compliance with all State and Federal OSHA regulations. Regard for the safety of all employees, the general public, and subcontractors in our facilities is of great importance to _____ company. Accidents can be prevented and the safety of all is the goal we want to achieve.

Providing a safe place to work, the proper protective equipment and a work environment conducive to safe work practices and policies is a primary and a major concern for the management of this company.

_____

President

Appendix B –
Sample Checklist – Planning for Emergencies

1. Has a contingency analysis been conducted to determine what emergencies might arise?
2. Have emergency plans and procedures been developed for potentially catastrophic events such as:
   - **a.** Fires
   - **b.** Explosions
   - **c.** Leaks and spills
   - **d.** Severe weather
   - **e.** Floods
   - **f.** Earthquakes
   - **g.** Bomb threats
   - **h.** Employee Violence
   - **i.** Theft/Robbery Attempts
   - **j.** Other
3. Do these plans provide for procedures for extinguishing different types of fires which might occur?
4. Do these plans have adequate evacuation and recovery procedures for each type of emergency?
5. Have responsibilities been assigned in the plan to specific personnel to direct operations and to respond to emergencies? Are these persons aware of their responsibilities? Are they qualified to lead in the necessary actions which might be required?
6. Are emergency crews qualified, designated and on site?
7. Are different communications channels assigned to support emergency operations?
8. Are there plans to evacuate personnel from each work site in the event of emergencies?
9. Are evacuation route and warning signals information posted in each work area? Are the evacuation routes and exits marked?
10. Can egress routes from work areas be followed by personnel in the dark or in smoke?
11. Are the emergency plans and procedures posted in prominent areas?
12. Have personnel received training in emergency procedures?
    - **a.** Workers
    - **b.** Supervisory personnel
    - **c.** Firefighters
    - **d.** Medical personnel
    - **e** Communications personnel
13. Are there drills on simulated emergencies being conducted periodically for personnel?
14. Is there a procedure to ensure that all personnel have been alerted to the emergency and those who will not combat it have been evacuated?
15. Are the egress provisions adequate (i.e., doors, stairways, elevators) for the evacuation in the event of an emergency?
16. Do all doors open in the proper direction to facilitate egress of personnel in emergencies?
17. Are there procedures to preclude obstructions to personnel or equipment in critical evacuation or emergency equipment access routes or areas?
18. Is the emergency equipment called for in the emergency procedures available at the facility, and is it operational? Can the equipment be reached easily if an emergency occurs?
19. Are warning systems installed (sirens, loudspeakers, etc.) and are they tested periodically? Are all personnel familiar with the meanings of warning signals and required action to be taken?
20. Is there a fire detection system at each facility? Are fire extinguishers sized, located, and of the types required by standards, and are they suitable for the types of fires which might occur?
21. Is there fire-fighting equipment located near flammables or hazardous areas?
22. Are emergency telephone numbers posted for the fire department, ambulance, hospital emergency room, law enforcement, and others?

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Appendix C – Contractor's Jobsite Checklist

Project Name:	Project Location:
Inspected by:	Date of Inspection:

MANUAL MATERIAL HANDLING	Yes	No
Are mechanical devices being used in place of manual handling of material?	☐	☐
Are ropes, slings, chains, hook, cables, and chokers in good condition?	☐	☐
Proper staging of materials to minimize lifting and carrying?	☐	☐
Rigging equipment inspected regularly and in good condition?	☐	☐
Is the handling of bagged material limited to 50 lbs?	☐	☐
Are carrying handles being used when a single worker is carrying sheeted materials?	☐	☐

HOUSEKEEPING: SLIPS, TRIPS AND FALLS	Yes	No
Are walking and working surfaces clear and free of debris?	☐	☐
Are waste and trash containers provided, and used?	☐	☐
Is there regular removal of waste and trash from the containers?	☐	☐
Does each trade clean up after themselves?	☐	☐
Is adequate temporary lighting provided?	☐	☐
Is temporary storage of materials and supplies done in an organized fashion?	☐	☐

FIRE PROTECTION AND PREVENTION	Yes	No
Are all flammable liquid containers clearly identified?	☐	☐
Are all flammable liquid containers UL or FM listed?	☐	☐
Have proper storage practices for flammables been observed?	☐	☐
Are extinguishers readily accessible and serviced regularly?	☐	☐
Are hydrants clear and accessible for fire department personnel?	☐	☐
Have gas cylinders been chained upright with valve caps securely fastened?	☐	☐
Has there been proper segregation between flammable gases?	☐	☐
Proper labeling of full and empty cylinders?	☐	☐
Are temporary heaters located at a safe distance from combustibles?	☐	☐
Is ventilation adequate for temporary heaters?	☐	☐

ELECTRICAL	Yes	No
Are all switch gear, panels, and devices that are energized marked and/or guarded?	☐	☐
Lockout devices available/used on circuits that could become energized while being worked?	☐	☐
Are all temporary circuits properly guarded and grounded?	☐	☐
Are extension cords in continuous lengths without splice?	☐	☐
Are GFCI's and/or Assured Equipment Grounding Conductor Program being used?	☐	☐
If temporary lighting is provided, are bulbs protected against accidental breakage?	☐	☐
Are working surfaces clear of cords so as not to create a tripping hazard?	☐	☐
Is there a sufficient number of temporary outlets on the job site?	☐	☐
Any visual signs of outlet overloading?	☐	☐

HAZARD COMMUNICATION – Does the Program include:	Yes	No
A list of hazardous chemicals.	☐	☐
Container labeling.	☐	☐
Material Safety Data Sheets (MSDS)	☐	☐
Employee training.	☐	☐
Informing other contractors.	☐	☐
Posting.	☐	☐

Appendix C – Contractor's Jobsite Checklist *(Cont'd.)*

EXCAVATION/TRENCHING	Yes	No
Have utility companies been notified of proposed excavation work?	☐	☐
Are all tools, equipment, and shoring materials readily available prior to job start up?	☐	☐
Are overhead utility lines noted and precautions taken to avoid contact with equipment?	☐	☐
Is the spoil pile at least two feet from the edge of the excavation?	☐	☐
Is the excavation inspected daily or more frequently when conditions could affect the soil?	☐	☐
If needed, are barricades, stop logs, properly placed?	☐	☐
Has soil classification been made by a competent person?	☐	☐
Are excavations five feet or deeper correctly sloped, benched, shored or is a trench box used?	☐	☐
Is a ladder or other means of egress provided in trenches or excavations four feet or deeper?	☐	☐
When ladders are used, do they extend three feet above the surface and are they secured?	☐	☐
Are shoring and shielding systems inspected daily by a competent person?	☐	☐
Is the trench backfilled as soon a work is completed?	☐	☐

BARRICADING	Yes	No
Are floor openings planked and secured or barricaded?	☐	☐
Are direction signs used to inform the public of upcoming construction work?	☐	☐
Is the sidewalk protection effective?	☐	☐
Is a flag person provided to direct traffic when needed?	☐	☐
Has the person been trained on how to direct traffic and the public?	☐	☐
Are open excavation, road drop offs, manholes, uneven surfaces barricaded?	☐	☐

LADDERS	Yes	No
Is the proper ladder for the job being used?	☐	☐
Are ladders in good condition (no missing or broken rungs)?	☐	☐
Are there safety shoes/cleats on the bottom of ladders? Are they needed?	☐	☐
Are non-conductive ladders available for use around live wiring?	☐	☐
Are ladders tied-off at top or otherwise secured?	☐	☐
Do side rails extend 36 inches above top of landing?	☐	☐
Rungs or cleats uniformly spaced 10 - 14 inches apart?	☐	☐
Are step ladders fully open when in use?	☐	☐

SCAFFOLDING	Yes	No
Are scaffold components visibly free of any physical damage? (no bent supports or bracing)	☐	☐
Is scaffold properly erected with all pins and braces in place and locked?	☐	☐
Are rolling scaffolds equipped with locking wheels?	☐	☐
Are wheels locked when scaffold is in use?	☐	☐
Is scaffold erected on a firm and substantial surface?	☐	☐
Is planking of a scaffold grade?	☐	☐
Planking in good condition and properly installed?	☐	☐
Are toe boards and guardrails in place on scaffolds over 10 feet?	☐	☐
Are workers on scaffolding protected from falling objects if overhead hazards exist?	☐	☐
Ladder provided for access to scaffold work platform?	☐	☐

PERSONAL PROTECTIVE EQUIPMENT	Yes	No
Is hearing protection available for personnel that may be exposed to noisy conditions?	☐	☐
Is respiratory protection available to personnel and being used when conditions require them?	☐	☐
Are safety harnesses, lifelines and shock absorbing lanyards available and being used?	☐	☐
Are personnel using gloves when handling sharp or rough material?	☐	☐
Where required, rubber gloves with protectors-insulators being used	☐	☐
Is life saving equipment available for work over or near water?	☐	☐

MEDICAL	Yes	No
Are first-aid kits available and properly stocked?	☐	☐
Are all emergency phone numbers posted?	☐	☐
Are employees aware of the address of the site/ capable of giving directions to emergency crew?	☐	☐
Is anyone trained in first aid and CPR?	☐	☐

TOOLS: HAND AND POWER	Yes	No
Are tools free of any obvious physical damage?	☐	☐
Are tools inspected for frayed or damaged cords?	☐	☐
Are tools and cords properly grounded (ground pins are in good condition?	☐	☐
Are double insulated tools in use and in good condition?	☐	☐
Are the handles on all tools in good condition (not bent, splintered or broken)?	☐	☐
Are all hoses on air or hydraulic tools in good condition?	☐	☐
Are all shields and guards in place on the tools and in good condition?	☐	☐
Operator qualified and instructed to use powder actuated tools?	☐	☐

WELDING AND CUTTING	Yes	No
Are non-combustible enclosures, (screens/shields) provided and used when welding?	☐	☐
Welding goggles, gloves, and clothing being used by welder?	☐	☐
Inspection for fire hazards after welding stops?	☐	☐
Are gas cylinder, hoses, regulators, torches, torch tips and welding carts, in good condition?	☐	☐

HOIST, CRANES AND DERRICKS	Yes	No
Are cables and sheaves checked?	☐	☐
Are slings, hooks, eyelets, chokes inspected?	☐	☐
Are load capacities posted in cab?	☐	☐
Are power lines at a safe distance?	☐	☐
Do cranes have proper barricades around swing radius?	☐	☐
Are crane inspection logs with crane?	☐	☐

FLOOR, WALL OPENINGS, STAIRWAYS	Yes	No
Floor and roof openings guarded by guardrails and toe boards or a secured cover.	☐	☐
Open-sided floors/platforms six feet or higher guarded with railing, toe boards or equivalent.	☐	☐
Are stairs with four or more risers equipped with standard hand rail protection.	☐	☐
Runways six feet or more above ground properly guarded.	☐	☐
Anchor posts and framing capable of withstanding 200-lb load in any direction.	☐	☐

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Appendix D – Safety And Health Audio Visuals

Agricultural Safety

A Search for Agricultural Safety, **#30-18** (12 min. video) – *Using a model farm, the contents of this video highlight farm safety.*

Driveline Safety…and You (The Agricultural Driveline Manufacturers Association, 20 min. video) – *Discusses the prevention of driveline (PTQ) accidents, and the proper shielding, use, maintenance and safety checks of drivelines.*

Electrical Safety on the Farm (Agricultural Extension Service, University of Minnesota, slide set/cassette, 23 min. film) – *Describes the seriousness of exposure to shock.*

Electrical Wiring for Livestock and Poultry Structures (National Food and Energy Council, 16 min. video) – *Describes the type of electrical wiring materials for use in livestock and poultry buildings.*

Farm and Ranch Electrical Safety (University of Idaho, 19 min. video) – *The dangers of working near power lines and with electrical equipment.*

Farm Safety Training Program Volume 1 – (Agricultural Extension Service, University of Minnesota) *Each has an instructor's guide and slide/tape presentation.*

Farm Accidents – Reducing the Odds (14 ½ min., 80 color slides)

Dangers in the Air When Handling Livestock (14 min., 63 color slides)

Noise – The Invisible Agricultural Hazard (18 ½ min., 58 color slides)

Farm Survey, The, #30-8 (NAMIC less than 20 min. video) – *What hazards to look for when surveying a farm.*

John Deere Safety Programs – *Seven video programs to improve safety operating practices.*

A Positive Safety Attitude (10 min., 30 sec.)

A Mowing Safety Lesson (11 min. film)

Split Seconds, Split Lives (23 min. film)

Accidents Last Forever (5 min. film)

Target: You! Combines Safety (10 min., 30 sec.)

Target: You! Tractor Safety (10 min. film, 30 sec.)

Loss Control in Livestock and Poultry Structures – *Discusses items to consider when building or remodeling a livestock or poultry building to reduce or eliminate fires.*

Electrical – Part I, #33-10 (15 min. video)

Construction – Part II, #33-13 (12 min. video)

Heating – Part III, #33-14 (10 min. video)

Making the Right Choices, (National Safety Council, 23 min. video) – *To help parents become more aware of their children's capabilities on the farm and provide guidance in assigning age appropriate tasks.*

Safe Harvest-Combine, #30-28 (25 min. video) – *Stresses the importance of maintenance before and during harvest.*

Safe Use of Wiring Devices, (The National Safety Council, 12 min. slides/tape set) – *Describes electrical power as a source of energy.*

Safety Orientation for Agricultural Workers – Part 1, (U of AZ, 20 min. video) – *Background information on the agricultural accident and injury problem. Workers are taken on a fast-paced tour of common agricultural situation likely to cause accidents. Tractors, machinery, hazardous materials, livestock, electricity, fire, tools, sun and heat stroke and lifting are covered.*

Safety Orientation for Agricultural Workers – Part 2, (U of AZ, 25 min. video) – *This video covers manufacturer's safety signs and symbols, using hand signals, operating tractors and machinery, handling hazardous materials, using personal protective equipment, working with livestock, operating power tools, preventing heat stress and proper lifting procedures.*

Skid-Steer Loader Safety (Equipment Manufacturers Institute, 10 min. video) – *Describes the basic safety rules and operation of a Skid-Steer Loader.*

Driving Safety

Animal Awareness Driving, #30-29 (15 min. video) – *Learn the proper driving techniques for various road, traffic, and weather conditions.*

Don't Let Up! (Anti-Lock Braking System), #30-26 (8 min. video) – *Contains footage of high school driver education students using ABS for the first time.*

Driving Drunk: Your Choice?, #30-20 (20 min. video*)* – *Focuses on four real-life situations where someone made the decision to drive drunk and show the long-term effects of those choices. Great video for teenagers.*

Highway Driving Tactics, #30-35 (18 min. video) – *This video gives practical, easy-to-remember and easy-to-use rules, with on-the-road demonstrations, that help make highway driving safer.*

Motor Mania, #30-17 (8 min. video) – *Humorous depiction of the personality changes that can take place behind the wheel. From Disney Educational Productions.*

Safe Driving Tactics, #30-19 (19 min. video) – *This comprehensive program advises viewers on how to react to and avoid dangerous situations involving hydroplaning, rollovers, head-on collisions, highway hypnosis and wind waves caused by passing semi-trucks.*

The National Driving Test – Volume 1, #30-12 (48 min. film) – *Hosted by Christopher Reeves; addresses 25 questions that could save your life while driving your vehicle.*

The National Driving Test – Volume 2, #30-13 (48 min. film) – *Hosted by Robert Ulrich, this video will test your knowledge of the road. The viewer is asked to answer multiple choice questions regarding traffic safety.*

Vehicle Safety: Driving on the Road, #30-25 (17 min. video) – Covers rules of the road, preparation, parking, vehicle inspection and much more.

Fire Safety

All About Fire, #31-4 (10 min. video) – *Murphy the cat alerts viewers to home fire hazards.*

Be Cool About Fire Safety, #31-8 (15 min. video) – *Viewers learn the basics about fire hazards and safety precautions.*

Fire Extinguisher Training: Using the P.A.S.S. Technique, #31-10 (15 min. video) – *Using the wrong extinguisher could spread a fire. This program explains basic fire safety, the different classes and which extinguisher to use.*

Fire in the Kitchen, #31-5 (16 min. video) – *Focuses on the risks and potential hazards of this very active household area.*

Fire Power, #31-1 (17 min. video) – *A powerful video documenting what happens as fire develops and spreads throughout a house.*

Fire Safety: Fire Extinguishers, #31-7 (15 min. video) – *Teaches use of right kind of fire extinguishers in the right way on the right kind of fire.*

Home Fire Detectors: It's Your Life (National Fire Protection Association, slide set and cassette tape) – *Fire detectors.*

Insuring Property with a Woodburning Appliance, #33-2 (30 min. video) – *Gives agents, loss control specialists, underwriters and even insureds the security they need to properly inspect and insure dwellings that have woodburning appliances.*

Propane Safety Update, #30-37 (10 min. video) – *Viewers can be informed of proper refilling methods of tanks and cylinders, while learning the properties of propane, escape hazards and protective measures.*

Smush the Fire Out, #31-3 (11 min. video) – *A documentary about children participating in a fire survival program, this film uses original music and the voices of other children to teach the basics of fire survival.*

Teaching Children About Fire (National Fire Protection Association, slide set) – *Training guide for teachers on how to teach children about the dangers of fire.*

Think Safe: Fire, #31-9 (14 min. video) – *Educates on fireplace safety, kitchen fire hazards such as grease fires, miscellaneous hazards such as smoking in bed and space heaters. Also shows the need for smoke detectors and family emergency plans.*

General Safety

Deadly Dust II, #30-7 (30 min. video) – *Demonstrates how primary and secondary dust explosions can occur and stresses the major causes and prevention methods.*

Deadly Dust III, #30-22 (22 min. video) – *Features 2 employees who survived major dust explosions.*

Don't Give a Thief a Free Ride, #33-6 (13 min. video) – *Step-by-step demonstration by crime prevention experts of what car owners can do to help prevent the theft of a vehicle or personal property left inside.*

I'm No Fool With a Bicycle, #30-14 (film) – *Viewers learn the fundamentals of bicycle safety the fun way as Jiminy Cricket introduces this new edition of the popular safety film.*

Lightening: The Silent Destroyer, #33-5 (23 min. video) – *Designed to help agents, adjusters, and loss control staff manage this costly problem.*

Safety and Home: Electricity, #30-32 (20 min. video) – *Learn common electrical dangers within the home and how to protect yourself and your loved ones.*

Surviving the Cold, #30-16 (20 min. film) – *Dramatic re-enactment's of real life cold weather emergencies proved the focus for winter after instruction in this life-saving film that teaches basic winter safety rules and heightens awareness of winter's dangers.*

Think Safe: Accidents, #30-34 (17 min. video) – *Heightens awareness of electrical and fire hazards, chemical storage and safety, trip hazards on stairs, carpet and cords, using fire extinguishers and first aid.*

Think Safe: Home Security, #30-31 (17 min. video) – *Shows how to prevent burglars from knowing you are away, outdoor security such as bushes, lighting and sensors and break-ins when you are home.*

Tornado Warning!, #34-2 (60 min. video) – *Dramatic tornado footage is featured in this video. Also featured is a violent hail storm and severe weather. A brief presentation of severe weather and tornado safety is also included.*

Tornado Warning! 3, #34-4 (60 min. video) – *Footage in this video includes a rare tornado "family" captured as several tornadoes spin around each other.*

Water Safety: The Basics, #30-15 (Film) – *Viewers are instructed in a variety of water safety procedures that can save their lives.*

You Make the Difference: Preventing Home Burglary, #33-8 (20 min. video) – *A step-by-step demonstration on home burglary prevention techniques. Includes an interview with a convicted burglar, who describes how he picked places to rob.*

Health

Basic First Aid, #30-24 (14 min. video) – *Features basic first aid techniques.*

CPR: The Way to Save Lives, #30-23 (72 min. video) – *Informs general public how to perform CPR.*

Fitness & Wellness, #35-1 – *Addresses common health risks & strategies of smoking, stress and blood pressure, nutrition and weight control, alcohol and drug use and exercise.*

Heat Stress, #35-2 (12 min. video) – *Teaches how to protect yourself by means of heat regulation in your body, eating, drinking, dressing to manage heat; and first aid for heat stress and smoke.*

Occupational Exposures to Pesticides (Utah State University, 100 slides and a script) – *Illustrates hazards with the use of pesticides.*

Signs and Symptoms of Pesticide Poisoning (University of Nebraska, 21 min. slide-tape set) – *Hazards of pesticides*.

Personal Safety

Back Care and Safety, #264 (13 min. video) – *Avoiding back injuries.*

Back Injury Prevention, #B111 (5 min. video) – *How to properly lift.*

Construction – Safe Work Practices, #314 (12 min. video) – *Outlines basic safety responsibilities on the job.*

Ergonomics, #B120 (5 min. video) – *The importance of ergonomics in the work place.*

Eye Care and Safety, #265 (12 min. video) – *Education video on safeguarding eyes using the correct protective gear for workplace hazards.*

Eye Protection, #B104 (6 min. video) – *Protecting your eyes in the workplace.*

Forklift Safety, #B106 (6 min. video) – *Forklift operating requirements and safety tips to prevent accidents.*

Forklift Safety, #131 (13 min. video) – *Explains OSHA operating requirements and stresses the value of safety.*

Framer Safety, #342 (12 min. video) – *Meets requirements for training employees in the "general hazards" to which they are exposed. Specifically for orientation or review of framers in their specific safety responsibilities.*

Ground Fault Circuit Interrupters & Electrical Safety, #309 (12 min. video) – *Brief overview of the principles of avoiding electric shock and the two approved methods for protecting users of power tools on a construction site.*

Hand & Power Tool Safety, #270 (12 min. video) – *General safety with cutting, striking, and power tools and tool groups.*

Hand & Power Tool Safety, #B107 (6 min. video) – *General safety in using hand and power tools.*

Hand & Wrist Injuries, #B117 (6 min. video) – *Preventing hand, finger, and wrist injuries.*

Hazard Communication, #B108 (5 min. video) – *Handling hazardous material such as chemicals.*

Hazard Communication – Right to Know (25 min. video) – *A discussion of OSHA's Workers Right to Know Program for employees working with ordinary chemicals in the workplace and how they can read and understand a Material Safety Data Sheet for those chemicals.*

Hearing Conservation, #206 (12 min. video) – *Awareness of noise as a hazards.*

Hearing Conservation, #B131 (6 min. video) – *Preventing hearing loss through a hearing protection program.*

Housekeeping and Accidental Prevention, #272 (12 min. video) – *General safety and hazardous substance labels.*

Housekeeping on the Job Site, #332 (10 min. video) – *Stresses each individual's obligation for job site housekeeping, team work and responsibility.*

Housekeeping Responsibilities in Manufacturing, #B118 (5 min. video) – *Maintaining an orderly, clean and safe workplace.*

How to Use Compressed Gas Cylinders, #B116 (7 min. video) – *Using gas cylinders in a safe manner.*

Human Behavior – Unsafe Acts, #B109 (6 min. video) – *Reducing unsafe acts y changing human behavior.*

Human Behavior – Reducing Unsafe Acts, #149 (10 min. video) – *Motivational video on following rules and procedures, exercising good judgment and associate potential hazards to the job.*

Job Safety Hazards, #B121 (5 min. video) – *Safety hazards in the workplace.*

Ladder Safety, #B112 (5 min. video) – *The safe use of ladders.*

Ladder Safety in Construction, #290 (9 min. video) – *Encourages employees to pick the right ladder for the job and use it safely and as intended.*

Ladder Safety in Construction, #B139 (5 min. video) – *Choosing the correct ladder.*

Ladders (9 min. slide set w/audio cassette) – *A discussion of ladder safety based upon the Occupational Safety and Health Administration rules, regulations and standards.*

Lock-Out/Tag-Out, #B115 (7 min. video) – *Lock-out/Tag-out procedures.*

Machine Guarding, #B132 (6 min. video) – *Machine guarding for safety.*

Machine Guarding Responsibility, #252 (9 min. video) – *Emphasis on individual responsibility on or around machines and equipment.*

Motor Fleet Maintenance Safety, #335 (12 min. video) – *Motivate your fleet repair personnel to see safety as part of their job as a professional! This video reviews the basic safety tips and also covers industry-specific safety items.*

Personal Protective Equipment, #207 (16 min. video) – *This video discusses the full spectrum of hazards and protective wear.*

Personal Protective Equipment, #B110 (6 min. video) – *Using appropriate protective wear.*

Powder Actuated Tools, #317 (12 min. video) – *Reminds employees of the rules for safe storage, handling and use of powder actuated tools.*

Respirators and How to Use Them, #204 (12 min. video) – *If your employees are exposed to breathing hazards, train them about the respirator protection they must use. This video explains the basics of respiratory system functioning and exposure effects.*

Respirator Protection, #B102 (7 min. video) – *The use of appropriate respirators.*

Safe Handling of Compressed Gas Cylinders, #B133 (6 min. video) – *Handling gas cylinders safely.*

Scaffold Safety, #288 (30 min. CD) – *Train workers – in English or Spanish – on how to safely build, use, and dismantle the most common types of scaffolding. This video highlights OSHA's general requirements for scaffolding and identifies the key safe work practices that address the most common scaffold hazards.*

Scaffold Safety, #289 (9 min. video) – *Increases safety awareness while covering the basic safety procedures.*

Slips, Trips and Falls, #266 (11 min. video) – *Being aware of common hazards in the workplace and understanding the physical forces behind slips and falls.*

Stanbo – Crusader For Safety (15 min. video) – *How to safely use a pneumatic nail gun. The video was developed by manufacturer, Stanley-Bostitch.*

Walking and Working Surfaces (12 min. slide set with audio cassette) – *Common dangers encountered in the workplace. It reviews the safety principles for floors, stairways, and other walking and working surfaces.*

Recreation Safety

McGruff on Gun Safety, #30-30 (15 min. video) – *Children learn the dangers of guns and what to do if they see a child with a gun.*

Tractor Safety

Agricultural Tractor Safety (Converted to video by Breaking New Ground, Purdue University, West Lafayette, IN).

♦ ♦ ♦ ♦ ♦ ♦ ♦

If you would like to use any of the audio visuals, please contact:

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Grinnell Mutual Reinsurance Company
4215 Highway 146
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Phone: (800) 362-2041

Audiovisuals are available on a free loan basis.

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8013 Douglas Avenue
Urbandale, IA 50322-4724
(515) 276-4724
www.iisc.org

Construction Safety Council of Illinois
4100 Madison St.
Hillside, IL 60162
(708) 544-2082
www.buildsafe.org

Professor & Extension Safety Specialist
Dr. Robert Aherin
University of Illinois Chicago
Agricultural Engineering Sciences Building
360R AESB, MC-644
1304 W. Pennsylvania Avenue
Urbana, IL 61801
Ph: (217) 333-9417
Fax:(217) 244-0323
http://abe.illinois.edu/faculty/R_Aherin

Illinois Dept. of Commerce & Economic Opportunity
Industrial Services Division
100 West Randolph St. – Suite 3-400
Chicago, IL 60601
(312) 814-2337
(**Provides free OSHA safety & health consultation)**
www.illinoisosha.com
(Click on "Resources)

Illinois Manufacturers' Association Headquarters
1301 W 22nd St, Suite 610
Oak Brook, IL 60523
(630) 368-5300
(800) 482-0462
(Regulatory & Compliance Information)
www.ima-net.org

Illinois Network for Agriculture Safety & Health
Chip Petrea
University of Illinois
Agr & Bio Engineering
1304 W Pennsylvania Ave.
Urbana, IL 61801
(217) 333-5035
http://web.extension.uiuc.edu/agsafety/inash/

Illinois Occupational & Environmental Health & Safety Education & Research Center
The University of Illinois at Chicago
2121 W. Taylor
Chicago, IL 60612
(312) 996-7887
www.uic.edu/sph/glakes/ce

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www.nsc.org

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1600 167th Street – Suite 12
Calumet, IL 60409
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OSHA – Chicago Area Office
701 Lee Street – Suite 950
Des Plaines, IL 60016
(847) 803-4800

OSHA – North Aurora Area Office
365 SMOKE TREE PLAZA
North Aurora, IL 60542
(630) 896-8700

OSHA – Peoria Area Office
2918 West Willow Knolls Rd.
Peoria, IL 61614-1223
(309) 671-7033

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Agricultural Safety and Health Program
Purdue University
Department of Agricultural & Biological Engineering
225 South University Street
West Lafayette, IN 47907-2093
Phone: (765) 494-1191
Fax: (765) 496-1356
http://pasture.ecn.purdue.edu/~agsafety/ASH/index.html

Indiana Division of Labor
Bureau of Safety, Education, and Training (INSafe)
402 West Washington
Room W195
Indianapolis, IN 46204-2287
(317) 232-2688
(**Provides free OSHA safety & health consultation)**
www.in.gov/labor/insafe/index.html

Indiana Rural Safety & Health Council
Purdue University
Agricultural Engineering Department
1146 ABE Building
W. Lafayette, IN 47907-1146
(765) 494-1191
www.farmsafety.org
(Go to safetylinks.html)

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Indianapolis Area Office
46 East Ohio Street, Room 423
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3176 Richmond Rd, Suite 236
Lexington, KY 40509
(859) 294-4242
www.nsc.org

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www.chicago.nsc.org

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(800) 621-7619
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RESOURCES FOR SAFETY AND HEALTH INFORMATION

Iowa State University
College of Agriculture
138 Curtiss Hall
Ames, IA 50011-1051
(515)294-4111
www.abe.iastate.edu/safety

I-CASH
100 Oakdale Campus,
124 IREH
Iowa City, IA 52242-5000
Phone: 319-335-4438
www.public-health.uiowa.edu/ICASH/index.html

Iowa AgrAbility
92 LeBaron Hall
Iowa State University
Ames, IA 50014
515-294-8520
www.extension.iastate.edu/agrability/

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Associate Professor
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214 D Davidson Hall
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(515) 294-4131
www.abe.iastate.edu/safety

Iowa Workforce Development
Steve Slater, Program Manager
Bureau of Consultation and Education
100 E. Grand Avenue
Des Moines, IA 50319
(515) 281-7629
(**Provides free OSHA safety & health consultation)**
www.iowaworkforce.org/labor/iosh/consultation

Iowa-Illinois Safety Council
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Phone: (515) 276-4724
www.iisc.org

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(630) 285-1121
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1100 Main Street, Suite 800
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(816) 426-5861

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210 Walnut Street, Room 815
Des Moines, IA 50309
(515) 284-4794

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St Paul Area Office
443 Lafayette Road North
St. Paul, MN 55155-4307
(651) 284-5050
(877) 470-6742

Duluth Area Office
5 North 3rd Ave. West, Suite 402
Duluth, MN 55802-1611
(218) 733-7830

Mankato Area Office
Nichols Office Center, Suite 520
410 Jackson Street
Mankato, MN 56001
(507) 389-6507

Minnesota Department of Labor and Industry
Occupational Safety & Health Division
443 Lafayette Road North
St. Paul, MN 55155-4307
(651) 284-5060
(800) 657-3776
http://www.doli.state.mn.us/mnosha.html

Minnesota Safety Council, Inc.
474 Concordia Avenue
St. Paul, MN 55103-2430
(651) 291-9150
(800) 444-9150
www.mnsafetycouncil.org

Minnesota Department of Labor and Industry
James Collins, Program Director
Consultation Division
443 Lafayette Road North
St. Paul, MN 55155
(651) 284-5060
(**Provides free OSHA safety & health consultation)**
www.doli.state.mn.us/wsc.html

University of Minnesota Duluth
Environmental Health & Safety Office
31-32 Durland Admin. Building
1049 University Drive
Duluth, MN 55812
(218) 726-7273 or (218) 726-7139
www.d.umn.edu

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University of Minnesota
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St. Paul, MN 55108
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Missouri Department of Labor & Industrial Relations
3315 W. Truman Boulevard, Room 213
Jefferson City, Missouri 65102
(573) 751-4091
www.dolir.mo.gov

Missouri On Site Consultation Program
Robert Simmons, Program Mgr. –
Department of Labor & Standards
P.O. Box 449
Jefferson City, MO 65102
(573) 751-3403
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St. Louis, MO 63101
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Safety & Health Council of Western Missouri & Kansas
5829 Troost Ave.
Kansas City, MO 64110
(816) 842-5223
www.safetycouncilmoks.com

Safety Council of the Ozarks
1111 South Glenstone
Springfield, MO 65804
(417) 869-2121
WWW.NSCOZARKS.ORG

St. Joseph Safety Council
118 S. 5th, Lower Level
St. Joseph, MO 64501
(816) 233-3330

Safety Council of Greater St. Louis
1015 Locust Street, Suite 902
St. Louis, MO 63101
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www.stlsafety.org

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Environmental Health & Safety
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http://ehs.unl.edu

OSHA 21(d) Consultation Program
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301 Centennial Mall South
Lincoln, NE 68509
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Staff also available in Omaha
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Lincoln, NE 68501
(402) 483-2581
www.nesafetycouncil.org

National Safety Council, Greater Omaha Chapter
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Omaha, NE 68137-2231
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www.safenebraska.org

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6910 Pacific Street, Room 100
Omaha, Nebraska 68106
(402) 221-3182
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(800) 642-8963

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204 L.W. Chase Hall
Lincoln, NE 68583
(402) 472-6714

NORTH DAKOTA

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Safety & Environmental Health
University of North Dakota
3851 Campus Road
Auxiliary Services Bldg
Grand Forks, ND 58202
(701) 777-3341

Workforce Safety & Insurance
1600 E. Century Avenue, Suite 1
Bismarck, ND 58506
(701) 328-3800
(800) 777-5033
www.WorkforceSafety.com

North Dakota Department of Health
Injury Prevention & Control
2nd Floor – Judicial Wing
600 E. Blvd. Avenue, Dept 301
Bismarck, ND 58505-02200
(701) 328-4536

North Dakota Safety Council
111 North 6th Street
Bismarck, ND 58501
(701) 223-6372
(800) 932-8890
www.ndsc.org

North Dakota Occupational Safety & Health
Albert Koch
Consultation – Bismarck State College
Corporate & Continuing Education
1815 Shater St.
Bismarck, ND 58501
(701) 224-5778
(**Provides free OSHA safety & health consultation)**
www.bismarckstate.edu/ndsafety/

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Federal Office Building
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Bismarck, ND 58501
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Dr. Tom Bean, Director
Great Lakes Center for Agricultural Safety & Health
590 Woody Hayes Drive
(614) 292-9455
http://www.ag.ohio-state.edu/~agsafety/glc

Ohio State University Extension Center at Lima
1219 West Main Cross Street
Findlay, OH 45840
Phone: (419) 422-6106
www.limacenter.osu.edu

Ohio State University Extension Center at Piketon
1864 Shyville Road
Piketon, OH 45661-9749
Phone: (740) 289-2071
Columbus Number: (614) 292-4900
www.southcenters.osu.edu

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Wooster, OH 44691-4096
Phone: (330) 263-3799
Voice Mail: (330) 202-3555
www.woostercenter.osu.edu

Public Employment Risk Reduction Program (PERRP) OSHA On-Site Consultation Program
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The customer contact center is open from
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Toll-free: 1-800-OHIOBWC (1-800-644-6292)
TTY: 1-800-BWC-4-TDD (1-800-292-4833)
Fax: 1-877-520-OHIO (6446)
Mailing address: BWC 30 W. Spring St.
Columbus, OH 43215-2256
http://www.ohiobwc.com/employer/programs/safety/SandHOSHAandPERRP.asp

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Food, Ag & Biological Engineering Department
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Columbus, OH 43210
(614) 292-9455

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(800) 621-7619
www.nsc.org

National Safety Council, Central OH Chapter
919 Old Henderson Rd.
Columbus, OH 43220
(614) 324-5934
www.nsc-centralohio.org

National Safety Council, Northern OH Chapter
Ohio One Building – Room 338
25 East Boardman St.
Youngstown, OH 44503
(330) 747-8657
(800) 715-0358
www.nscnohio.org

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Cleveland, Ohio 44199
(216) 522-3818

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Federal Office Building
200 North High Street, Room 620
Columbus, Ohio 43215 (614) 469-5582

Toledo Area Office
Ohio Building
420 Madison Avenue, Suite 600
Toledo, Ohio 43604
(419) 259-7542

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1108 NW Avenue
Sioux Falls, SD 57104
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www.southdakotasafetycouncil.org

South Dakota Division of Labor & Management
Kneip Building
700 Governors Drive
Pierre, SD 57501-2291
(605) 773-3681

South Dakota State University
Engineering Extension
James Manning, Department Head
West Hull 118, Box 510
907 Harvey Dunn St.
Brookings, SD 57007
(605) 688-4101
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NO Area office in South Dakota
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WISCONSIN

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Center for Agricultural Safety & Health
Dept. of Biological Systems Engineering
Cheryl Sdjolaas
Sr. Outreach Specialist
460 Henry Mall
Madison, WI 53706
(608) 262-6330
www.wiscash.uwex.edu

Wisconsin Council of Safety
501 E. Washington Avenue
Madison, WI 53703-2944
(608) 258-3400
(800) 236-3400
www.wmc.org

Wisconsin OSHA Consultation Program (Health)
University of WI State Laboratory of Hygiene
Environmental Health Division
2601 Agricultural Drive
Madison, WI 53707
(608) 226-5240
(**Provides free OSHA safety & health consultation)**
www.slh.wisc.edu

Wisconsin Department of Commerce (Safety)
Division of Marketing, Advocacy & Tech Development
144 NW Barstow Street
Waukesha, WI 53188
(262) 512-5198 or (800) 947-0553
(**Provides free OSHA safety & health consultation)**
www.commerce.state.wi.us

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Eau Claire, WI 54701
(715) 832-9019

Madison Area Office
4802 E. Broadway
Madison, WI 53716
(608)441-5388

Milwaukee Area Office
Henry S. Reuss Building, Suite 1180
310 West Wisconsin Avenue
Milwaukee, WI 53203
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For more information, contact:

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