

# ACCIDENT PREVENTION & SAFETY PROGRAM



Updated March 7, 2011

# Accident Prevention & Safety Program

## Table of Contents

| <b>TOPIC</b>                                | <b>PAGE</b> |
|---|-------------|
| Safety Policy Statement .....               | 3           |
| Responsibilities / Accountabilities .....   | 4           |
| Safety Committee .....                      | 7           |
| Safety Orientation .....                    | 8           |
| RSCI Stretch Program.....                   | 10          |
| RSCI Modified Work Program .....            | 11          |
| RSCI Safety Incentive Program .....         | 12          |
| Safety Violation .....                      | 12          |
| Site Inspections .....                      | 13          |
| Subcontractors Responsibilities.....        | 13          |
| Accident Reporting / Investigation .....    | 14          |
| Safety Training / Education .....           | 16          |
| Recordkeeping .....                         | 17          |
| Safety Bulletin Board .....                 | 17          |
| Emergency Procedures .....                  | 18          |
| Chemical Hazard Communication Program ..... | 19          |
| OSHA Inspection Policy .....                | 20          |
| Technical Safety Requirements .....         | 21          |
| Respiratory Program .....                   | 36          |
| Hearing Conservation Program .....          | 44          |
| Hazard Communication Written Program .....  | 49          |
| Leading Written Program .....               | 51          |
| Blood Borne Pathogen Exposure .....         | 56          |
| Lock-out / Tag-out Program .....            | 65          |
| <b>APPENDIX</b>                             |             |
| 1 Job Hazard Analysis .....                 | 74          |
| 2 Site Safety Inspection Report .....       | 75          |
| 3 Monthly Safety Committee Report .....     | 76          |
| 4 Job Orientation Checklist .....           | 77          |
| 5 Emergency Procedures .....                | 81          |
| 6 Accident Investigation and Reports .....  | 82          |
| 7 Safety Violation .....                    | 87          |
| 8 Sample MSDS Request Letter .....          | 88          |
| 9 Training Acknowledgement .....            | 89          |
| 10 OSHA Inspection Form .....               | 90          |
| 11 OSHA Notice of Protest .....             | 93          |
| 12 Hot Work Plan .....                      | 94          |
| 13 Scaffolding Inspection .....             | 95          |
| 14 Excavation/Shoring Plan .....            | 96          |
| 15 Daily Excavation Inspection Report ..... | 97          |
| 16 Stop Work Order .....                    | 98          |
| 17 List of Hazardous Chemicals Report ..... | 99          |
| 18 Employee Warning Report .....            | 100         |
| 19 Preplanning Construction Checklist ..... | 101         |
| 20 Monthly Jobsite Audit Checklist .....    | 104         |

# RSCI

## SAFETY POLICY STATEMENT

It is our policy to vigorously pursue the elimination of accidents through the involvement of all employees in effective and aggressive safety programs. Supervisors and management will be responsible and accountable for the success of these programs in reducing accidents.

Supervisory personnel at all levels are responsible for demonstrating safety leadership. Safety and production go hand in hand and no job is so important or urgent that care cannot be taken to perform work in a safe manner. This attitude of safety shall be demonstrated by management at all times.

It is the responsibility of each employee to work in a safe manner, to correct unsafe conditions and acts performed by you and other employees. Failure to adhere to this policy may result in disciplinary proceedings.

Safety is your responsibility,

---

Zeke Johnson  
President  
RSCI

## **SUPERVISING FOR SAFETY**

To supervise is to "oversee, direct and control". It includes provisions for insuring the adequacy, efficiency and safety of physical conditions, methods, and manner of performing work.

Responsibility for safety follows the chain of command in the line organization: President of the Company, Safety Director of the Company, Area Managers for the areas, Project Managers for jobs, Superintendent for the jobs, and Foreman of the crews. Unqualified commitment and acceptance of this responsibility is essential.

## **PURPOSE/SCOPE**

1. To assign responsibilities and accountabilities for managing the Accident Prevention Program.
2. To assign individual accountability to corporate staff, project managers, supervisors and employees.
3. To set forth the Company policy on safety and the standard procedures this will be practiced by all employees.

These procedures shall be directed toward the common goal of preventing personal injury as well as equipment / property damage in a total effort to reduce physical harm to our employees and overall losses to the Company.

## **RESPONSIBILITY AND ACCOUNTABILITY**

### **A. Corporate Management's Responsibility**

RSCI is obligated to protect the life and health of persons exposed to operations and to safeguard property and equipment from loss or destruction as a result of fires, or from other accidental causes in compliance with the operating methods and applicable provisions of the Safety and Health Requirements Manual, EM 385-1-1, safety measures included in the Special Provisions and Technical Specifications and other Safety Codes and standards as they are applicable to the work at hand.

In order to achieve the objective of maintaining a safe workplace for all employees, corporate staff must participate by initiating the Accident Prevention Program and giving its full support to the Program. Corporate management will support the corporate Accident Prevention Program as follows:

1. Ensure all Company operations are complying with the Accident Prevention Programs through monitoring and accountability of project managers and superintendents.
2. Assist in communicating the importance of adherence to the Accident Prevention Program through consistent support and monitoring of the projects.
3. Corporate management shall, at all times, actively demonstrate their commitment towards the safety and health of all employees and shall express support for the Accident Prevention Program. This shall be accomplished by the adherence to the Accident Prevention Program.
4. Corporate management shall ensure superintendents are provided with the necessary resources, training, budget, and other proven loss control tools to effectively administer a pro-active Accident Prevention Program. Corporate management shall determine these resources.

### **B. Superintendent Responsibilities**

The primary responsibility for the program and results on a project level are that of the superintendent. Their responsibilities are to ensure all policies contained within the Accident Prevention Program are carried out operationally. These policies shall be implemented through direct managerial support.

Superintendents shall be accountable for the following:

1. Ensure all employees follow the policies of the Accident Prevention Program. Employees violating **ANY** safety policy or procedures shall be subject to discipline.
2. Provide guidance and resources to supervisors for the implementation and maintenance of a pro-active Accident Prevention Program.
3. Ensure that the supervisor fulfills his/her responsibilities for accident prevention outlined in C below.
4. Review Safety Committee minutes and Accident Investigation reports and provide written feedback to the Safety Committee on recommendations and action taken as needed.
5. Ensure, through proper planning and execution, all projects are given a hazard analysis before the project begins. Results of the hazard analysis shall be made known to all corporate management for input on how to mitigate the hazards. All agreed to mitigation techniques shall be implemented. **(See Appendix 1)**
6. All hazard analysis training will be documented as to content and those in attendance. Copies shall be kept on site and at the corporate office.
7. Ensure supervisors are provided with the necessary resources, training, and other loss control tools to effectively administer a pro-active Accident Prevention Program. This shall be accomplished by utilizing corporate safety resources, outside resource, seminars as well as other pro-active safety training.
8. Superintendents shall, at all times, actively demonstrate their commitment towards the safety and health of all employees and shall express support for the Accident Prevention Program. This shall be accomplished by demonstrating follow through and feed back to the employees on all safety issues brought to their attention.

**C. Supervisor and Foreman responsibilities**

1. Ensure their employees follow the Company safety policies and procedures. Employees violating any safety policy or procedure shall be disciplined and / or discharged depending on circumstances.
2. Provide all new employees with a thorough, documentable orientation utilizing a standard orientation checklist. Follow-up orientation must be also completed at 30, 60 and 90 days.
3. Investigate all accidents, complete accident investigation reports and ensure proper corrective action has been taken within the shift the accident occurred. Forward all Accident Investigation Reports to Corporate Safety Director within 24 hrs.
4. Observe employee work procedures and correct unsafe practices when found. Corrective action shall be documented and kept in the employees work file.
5. Instruct employees in proper job safety procedures and document this training, and include it in the employee's work file.
6. Ensure identified unsafe conditions are corrected by completion of a weekly inspection checklist. All known unsafe conditions shall be corrected immediately and actions shall be documented.
7. Participation, by at least one operations supervisor, in the monthly Safety Committee Meeting. Attendance shall be documented in the Safety Committee minutes.
8. Conduct and document toolbox safety meetings every month with all operations employees.
9. Stimulate and motivate employees to work in a safe manner through aggressive, documentable training and re-training on safe work practices.

## **D. Employee Responsibilities**

Employees shall accept the established Accident Prevention Program as part of their responsibility to help reduce and eliminate accidents. They should utilize all loss control measures, such as observing safe work practices, use of proper safety devices, use of personal protective equipment as required and make prompt reports to their immediate supervisor of each industrial injury or occupational illness.

Employees also have a responsibility to encourage fellow workers to work safely and to report existing or potential hazards as they arise. Employees shall be accountable to their supervisors for accidents or unsafe work practices.

### **General Safety Rules For All Employees**

1. Practical jokes, horseplay, scuffling or any other conduct which would subject any employee to risk is prohibited.
2. Only safe, approved work methods and procedures shall be used. Employees will not take unnecessary risks while performing work activities. This will include no use of Personal Electronic Devices, such as cell phones, iPods, MP3 players and smart phones.
3. Injuries, no matter how minor, shall be reported as soon as it is possible.
4. All ladders shall be tied off when in use.
5. Do not use the two top steps for standing on any step ladder.
6. Containers of solvents, sealers, paint thinners or adhesives shall be labeled, properly covered and stored in approved areas.
7. Compressed gases shall be identified and properly stored in upright positions and shall be separated as required.
8. Traffic lanes, aisles, stairways, exits and fire doors shall be kept free of slippery substances and kept clear of parts, materials, equipment and rubbish at all times.
9. Ladders must extend 36" above the landing or step off point.
10. Ladders shall be certified and shall be free of defects.
11. Stairways, aisles, walkways, breaker panels, fire fighting equipment and material storage areas shall be kept clear and free from obstruction or debris.
12. Work locations shall be kept clean and orderly at all times.
13. Combustible waste, such as oil-soaked rags and waste material, shall be disposed of in approved metal containers, with tight-fitting metal lids when inside of buildings. Containers shall be emptied daily.
14. Flammable liquids, such as gasoline, naphtha, lacquer, thinner, etc., shall not be used for general purpose cleaning.
15. Protective gloves, aprons, face shields or glasses should be worn when pouring or handling acids or corrosive solutions.
16. All employees shall dress in a manner appropriate to their occupation and the hazards of their job. In the operations area, employees must abide by established uniform codes. Safety steel-toed shoe (not safety tennis shoes) are strongly recommended to be worn by those employees working on jobsites.

17. **ANSI Z87.1** Eye protection shall be worn 100% by all employees while on a project. Specific eye protection shall be used by all employees performing specialized work that creates hazardous conditions for their eyes. Employees shall wear chemical goggles when working with chemicals that may be splashed into the eyes.
18. Welding safety gear shall be worn at all times. Leathers, shields, burning goggles are required.
19. There shall be no consumption of alcoholic beverages or other intoxicants on owned Company property or in Company vehicles. The use of alcoholic beverages, narcotics or other intoxicants shall not be allowed to interfere with an employee's work. Further clarification of the RSCI Drug & Alcohol Policy can be found in the Employee Handout entitled "Drug Free Workplace".
20. One hundred percent tie off fall protection shall be used at all times over 6 feet. Failure to do so will lead in dismissal pending an investigation into the circumstances surrounding the incident.
21. No domesticated animals are allowed on jobsites.

## **SAFETY COMMITTEES**

**Purpose:** To assist in the detection and elimination of unsafe conditions and work procedures. A safety and health committee will be established with representation from employee and management.

### **A. Responsibilities**

1. Implement and monitor company safety programs and effectiveness.
2. Review the safety performance of all operations of the respective departments, operations, and projects.
3. Identify safety deficiencies and establish procedures to control them including site-inspection programs. (**See Appendix 2 & Appendix 20**)
4. Review and make recommendations to management regarding safety suggestions and/or recommendations from individual employees.
5. Review accidents and make recommendations for future prevention and control of hazards.
6. Analyze accident reports to determine:
  - Trends in frequency or severity of accidents, which indicate, need for added safety education.
  - Problem areas or operations that need attention.
  - Accident repeat offenders who may need additional training and supervision.
7. Evaluate accident investigations to determine if unsafe conditions and acts have been identified and corrected.
8. Meet monthly to discuss the business described above. Safety meeting minutes shall be posted on the Safety Bulletin Board and copies sent to committee members, supervisors and to corporate management staff.
9. Coordinate emergency response and evacuation procedures.
10. Accept and evaluate employee suggestions.
11. Promote and publicize safety.

### **B. Safety Committee Meeting**

1. The safety committee shall be composed of at least as many employee-elected members as management representatives.
2. A delegate from each current job will be required to attend. Should the specified delegate not be available to attend then a substitute will be sent.
3. Safety committee will be notified of the delegates from each job. If the designated delegate can not attend a substitute is required.

**C. Safety Committee Guidelines**

1. Determine meeting time, place and posting location so that employees as well as members shall be informed.
2. Maintain and post a current list of safety committee members by name and job representing.

**D. Documentation**

All Safety Committee activities shall be documented and available for review by employees and regulatory agencies. Minutes of safety committee meetings shall be posted for employee review (**See Appendix 3**).

## **EMPLOYEE SAFETY ORIENTATION**

Federal and State laws require employers to provide each employee the information and training necessary to safely complete his/her job assignment. As part of the new employee orientation it is the responsibility of the Supervisor to see that a safety checklist is completed for each new employee. The employee and respective manager will initial and date all items as described below.

## **TRAINING PROGRAM**

The RSCI Training Program is designed to create employee awareness of potential hazards and abatement methods on the project.

In the construction Industry the majority of your training will be hands on, on-the-job training. In the past many workers learned about safety only after seeing an injury occur on the job or by suffering a personal injury. At RSCI we want to avoid that type of experience. Our goal is to prevent incidents and injuries before they occur. If a safety problem or near miss occurs on the job then it is your responsibility to make sure it is corrected immediately. But don't stop there; talk about it at the safety meetings. Unsafe conditions, unsafe work practices and near miss situations lead to incidents and injuries. Correct those before this can happen.

Safety Training will be designed and coordinated by the Safety Director. It will be implemented by the Safety Director and used by superintendents and Foreman on the projects to train employees under their control.

The program will have as its base the RSCI Accident prevention and Safety program Manual. This will be available on the project. It will be used as a field-training guide for safe work procedures and practices. Superintendents and Foreman will use this manual to provide individual training to employees.

Regular scheduled training programs will be designed and conducted by the Safety Director. Special emphasis programs will be available to all RSCI supervisors and foremen. Certain special emphasis programs will be made available to employees involved in specific types of work. Examples include Fall Protection, Cranes and Rigging, Ladder use, Scaffolding, Forklift, Aerial Lifts and First Aid/CPR. This will be documented on the employee-training log.

It will be the responsibility of the project superintendent to conduct initial orientation and general project safety meetings. This will provide an initial awareness of RSCI's Safety Procedures and Project Specific Hazards and Abatement Methods. This orientation will be run through with each new-hire 30 days after the employees initial orientation and then again at 60 days. Notification of reorientation will be sent to the job by the personnel department.



It will be the responsibility of the project Foreman to conduct weekly and daily crew safety meetings and provide individual employee training for workers involved in any unusually hazardous work requiring specific knowledge of tools or procedures for reducing hazard exposures. This individual training must be completed before the individual begins work. The RSCI Accident Prevention and Safety Program Procedures Manual will be a primary reference source for this training. This will be documented on the foremen's daily report.

Employees who are new to our company (first 30 days) will be assigned to work under the direct control and supervision of a foreman and/or an experienced leadman. This is to provide special one-on-one training of employees and their introduction to the RSCI Accident Prevention and Safety Program.

The Safety Director will be available as a reference to provide safety training and to assist superintendents and foremen.

The Safety Director makes routine project safety surveys. During these surveys, he/she will be observing work practices and procedures. He/she will be available at that time to point out any unsafe conditions or procedures. During these project visits you will be able to ask him/her any questions you have about safety.

Individual contractors are responsible for providing training for their employees, as required by OSHA standards. This training must be provided prior to allowing employees to work on a RSCI project.

## **Company Safety Rules**

All new employees will receive a copy of the company safety rules on their first date of employment.

## **Project Orientation**

A project tour will be given in order to identify areas of danger, hazardous materials and location of exits, fire extinguishers and first aid facilities.

## **Emergency Procedures (see appendix 5)**

Instruction will be given on specific actions to take in the event of an emergency. This will include where to go and what to do.

## **First Aid/Medical Treatment Procedures**

The new employee will be instructed to notify his/her immediate supervisor when an accident occurs and to contact the emergency unit by calling the appropriate posted number. Employees will be briefed on each job site as to the appropriate emergency number.

## **Reporting Injury, Illness, Unsafe Act or Condition**

Instruction will be given on how, where and when to report injuries and unsafe conditions or practices. (**See Appendix 6**)

## **Personal Protective Equipment**

If personal protective equipment is required for the new employee's job assignment, it will be issued to the employee by the supervisor or department manager and specific training will be given to its use and care.

## **Job Safety Procedures**

The supervisor will instruct the new employee in correct job safety procedures. This training shall be consistent with the Standard Operating Procedures (SOP's) for the specific task.

Operations supervisors will emphasize the need for greater safety awareness and provide timely safety training, holding safety meetings with their employees and distribute safety related information.

## Personal Electronic Devices

As of August 2007, the RSCI safety program stipulates that all projects and work areas will not allow employees to use cell phones unless they are specifically issued by RSCI. No Personal Electronic Devices (PED) such as iPods, MP3 Players, Smart Phones, or any other distractive electronic devices will be allowed during work hours on RSCI jobsites. Construction is an inherently dangerous profession and being distracted, or not being 100% attentive while on a jobsite, is a potential cause of a serious injury. Therefore, the following requirements will be enforced:

1. Cell phones and PED's cannot be used during work hours on RSCI jobsites, unless the cell phone is specifically issued by RSCI.
2. Employees may use their personal cell phones or other PED's during lunch break.
3. Cell phones and PED's should not be used while operating equipment.
4. All personal cell phones and PED's must be kept off person while working on an RSCI jobsite.

A list of RSCI contact numbers is available in case of a family emergency. The RSCI main office, a jobsite office, or the project superintendent may be contacted to relay emergency messages.

Personal cell phone usage on the jobsite will only be allowed under the following circumstances:

Medical emergencies.

Child care.

Other significant issues that warrant such as determined by your Supervisor.

Employees who do not follow this policy will be violating the RSCI safety program, may be issued a "SAFETY VIOLATION", and could be terminated if problems persist.

## RSCI Stretch Program

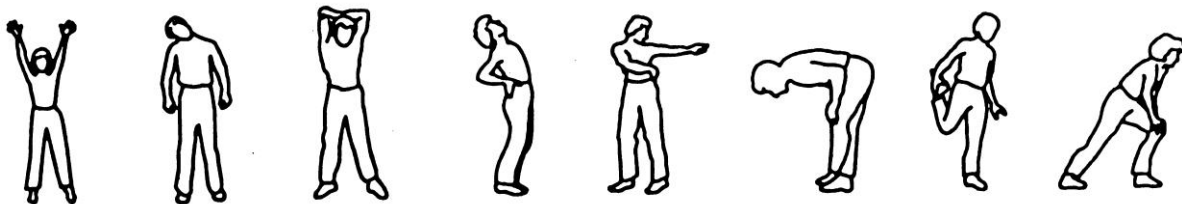
RSCI performs a stretching program prior to work starting each morning. All RSCI employees gather at a central location and perform a series of muscle loosening exercises prior to starting their scheduled work. During this period specific tasks are discussed and the days work activities outlined. This program is not forced upon the subcontractors but highly encouraged.

To be exempt from this morning exercise, you must submit a doctor's excuse.

RSCI recognizes the following 8 stretches shown:

### Basic 8 Stretches to Warm-up

- High Reach
- Neck Stretch
- Shoulder Stretch
- Upper Trunk
- Trunk Rotation
- Leg (Hamstring)
- Leg (Quadriceps)
- Leg (Calf)



## **RSCI MODIFIED WORK PROGRAM**

The purpose of the RSCI Modified Work Program is to minimize the results if an injury for both the employee and the company.

"Modified work," means temporarily placing the employee in a working environment that would not cause a further aggravation of an injury or previously existing condition. Modified work is accomplished by working directly with the employee, their supervisor and treating physician. Employees and treating physicians must understand our modified work program. This is the responsibility of the project superintendent and the RSCI Insurance Coordinator.

The employee must notify his direct supervisor and project superintendent immediately of any injury or condition that would place him or her in jeopardy during normal work assignments. Failure to report any such condition may be grounds for termination of employment and denial of workers compensation benefits.

If the employee is under a doctor's care then the employee must report this to his or her direct supervisor and the project superintendent immediately. A copy of the treating physician's report listing specific restrictions must be presented to the project superintendent. The superintendent will then work with the employee and his direct supervisor to place the employee in a temporary modified work position that will not violate any restrictions listed by the treating physician.

Employees placed in a modified work assignment must inform their supervisor of any required doctor's visits that may occur during normal working hours. Otherwise they will be required to be on the project during normal working hours. Efforts will be made to keep the employee working on the project where the injury may have occurred. However, this may not be feasible in all cases. The employee may be required to report to another work location where a more suitable work environment can be developed.

Any employee placed on a modified work assignment will be evaluated on a weekly basis to monitor his or her recovery and ability to return to a regular work assignment. This will be the responsibility of the project superintendent, working in conjunction with the employee, treating physician, foreman, and the RSCI Safety Director.

Subcontractors who have employees injured or placed in a modified work assignment as a result of an incident that may have occurred on a RSCI Construction Project are required to provide weekly medical updates on the employee's condition to the project superintendent and the RSCI Safety Director.

## RSCI SAFETY INCENTIVE PROGRAM - EFFECTIVE SEPTEMBER-2007

Employee will receive an incentive for a twelve-month period upon successfully completing the safety incentive program unless restrictions addressed below occur. The incentive will be determined by the safety committee and announced by the committee at the annual summer company meeting.

### **A. Restrictions**

An injured employee with a lost time accident will forfeit the entire safety incentive for the current period. This employee will not be eligible to participate until the next period starts.

An injured employee who is released for light duty will not suffer e any repercussion or lose any of the safety incentive for the time he/she is on light duty.

Any employee involved in an incident or accident that deliberately fails to report the incident/accident to his/her superior could face disciplinary actions up to and including termination or forfeiting his/her safety incentive for the current period.

Any employee that knowingly allows another employee to place himself in danger and does not report the activity to his/her superior could face disciplinary actions up to and including termination or forfeiting his/her safety incentive for the current period.

Any employee who fails to notify the office or his/her supervisor prior to the start of work that he/she will not be able to make it to work will forfeit their safety incentive.

Any employee that is responsible for an OSHA citation will forfeit the entire safety incentive and not be eligible until a new period starts.

## **SAFETY VIOLATION INSTRUCTIONS**

1. The Safety Violation form is to be filled out with simple and clear definitions of the items that are not being done or are not in compliance according to the safety policy. (**Appendix 7**)
2. A copy of this form is to be given to the employee, which is responsible for the safety violation. If person in violation is an employee of a subcontractor a copy must be forwarded to the subcontractors corporate office.
3. A copy is to be forwarded to the RSCI Corporate Office.
4. The severity or willful actions of exposing one's self or others to immediate danger to life and health could result in the violator's removal from the jobsite or possible termination of employment.
5. Supervisory personnel using the "Safety Violation" form for reasons determined inappropriate will be subject to disciplinary action.
6. All safety violations will be investigated by the Safety Director or a member of the Safety Committee and reviewed at the next safety committee meeting.
7. A protest of the safety violation may be made in writing and forwarded to the Safety Director or one of the Safety Committee members. The safety Committee will review all documentation and testimony submitted before a decision is made.
8. Safety Director or corporate management will review safety violation to determine level of discipline.

## **PROJECT SAFETY MEETINGS / DISCUSSIONS**

Supervisors will emphasize the need for greater safety awareness and provide timely safety training by holding safety meetings with all employees including subcontractor employees on site and distributing safety related information whenever it is reasonably achievable.

Safety meetings will be held for operations employees at least weekly and a relevant safety subject will be discussed. These meetings shall be a minimum of ten minutes and shall allow for questions / answers. The meetings shall present the opportunity for all members to address safety problems and issues. Documentation of attendees for each meeting shall be kept on file for three years.

These meetings shall also contain information on any new hazards or processes introduced into the project that have the potential to effect safety and health of the employees.

## **SITE-INSPECTION (Appendix 2 & Appendix 20)**

Each project must be inspected by the Project Superintendent or his representative daily to ensure a safe environment and to maintain compliance with current local, State and Federal laws. A recap of deficiencies found and corrections made will be forwarded to the Corporate Safety Director on a weekly basis for budget and training considerations. In addition a monthly inspection will take place by a member of the safety committee at the project. These will be reviewed at the monthly safety committee meeting for further preventative maintenance and corrections. The results of these inspections shall be documented and shall be placed in the project file weekly.

During the course of the inspection, an unsafe act or condition may be recognized. If so, action is immediately taken to eliminate the hazard

## **SUB CONTRACTORS RESPONSIBILITY**

### **A. The Subcontractor is required to:**

Adhere to and comply with their own safety policies and RSCI policies and procedures, state and local regulations, and applicable provisions of CFR 29 Chapter XVII- Occupational Safety and Health Administration part 1926 "Safety and Health Regulations for Construction (Federal OSHA), US Army Corps of Engineers Safety and Health Requirements EM-385-1-1 (current version), and state and local regulations as are essential to satisfactory performance of safety project management. The most stringent rules/regulations from these standards and policies are to be the one's followed.

1. The sub-contractor is required to instruct each employee in the recognition and avoidance of unsafe conditions and the regulations applicable to his/her work environment, as well as control or eliminate any hazards or other exposure to illness or injury.
2. The following violations are grounds for IMMEDIATE REMOVAL of subcontractor's personnel from a job site.
  - Disregard of safety and health rules and regulations, repeated violations or refusal to follow safety and health regulations.
  - Fighting (physical contact), horseplay or gambling.
  - Theft
  - Drugs or alcohol (possession or under the influence)
  - Willful destruction of property
  - Possession of firearms or explosives
  - Any act or omission that could inflict or result in bodily harm or death.
3. The subcontractor shall conduct a weekly safety meeting with its personnel. A copy of the written minutes and attendance of each meeting shall be given to RSCI's representative.
4. Certain jobs that are inherently more dangerous require a job hazard analysis. When this is the case, the subcontractor completes the hazard analysis form and returns it to the project superintendent prior to commencing that portion of work. **(See Appendix 1)**

When required by RSCI and /or CFR 29, 1926, a copy of any certification, designed by an engineer, proof of certification, or proof of competent person shall be submitted to the RSCI representative.

### **B. Sub-Contractors Pre-Construction Meeting**

A pre-construction safety meeting will be held before a subcontractor and its lower tier subcontractor begins work. This meeting will be held with RSCI project representative and the contractors key site representative(s), such as the job superintendent and job foreman. Discussion will center on the project safety manual and requirements. It is at this time that the subcontractor shall present:

1. Copy of the company written hazardous communication program.
2. Name of the contractors on site safety coordinator.

3. Name of the competent person when required by federal and state regulations, i.e. excavations and scaffolding.
4. Copy of crane annual inspection.(if applicable)
5. Copy of MSDS for all materials that will be used on the project.
6. Proof of qualification for operators, i.e. dozers, cranes, and as required by federal; state and /or local laws.
7. Any additional items as required by contract documents.
8. Job hazard analysis that states the job to be performed, the possible hazards involved and the sub-contractors plan to eliminate those hazards.
9. Copy of certified drawings ,i.e. scaffolding and excavation shoring.(If applicable)
10. Equipment and safety certifications.

### **C. Sub-Contractor Safety Violation Notification (Appendix 7)**

If an RSCI representative notifies the subcontractor or its lower tier subcontractor of any non-compliance with the provisions of these safety regulations, the subcontractor shall immediately correct the deficient conditions. If the contractor fails to comply promptly with the directive, then RSCI's representative may stop all or any part of the subcontractor's work. In this event when the subcontractor takes satisfactory corrective action, the RSCI representative will issue a start work order (**See Appendix 15**). No part of the time lost due to any safety violation is subject to claim of extension of time or for excess costs or damage by the subcontractor or its lower tier subcontractor.

For serious or repeat violations not corrected within 2 working days, RSCI can perform or cause to be performed the necessary work and backcharge the subcontractor who is non-compliance.

Contractors are required to discipline and/or remove from the work site employees who violate established rules and regulations.

## **SITE SAFETY INSPECTION**

An RSCI representative (Superintendent, or designated person) will conduct regular inspections of the job-site. Each subcontractor will also conduct frequent and regular inspection of his/her work area to assure that safety requirements and practices are being enforced.

This inspection includes, as minimum:

1. Site conditions
2. Tools
3. Materials.
4. Equipment.
5. Any other areas that may compromise the safety of individuals or property.

Discussion of all safety deficiencies and corrective action will be noted at the site safety and coordination meeting.

## **ACCIDENT REPORTING (Appendix 6)**

RSCI's superintendent shall be notified immediately when an accident has occurred. The first responsibility is to insure that first aid and medical treatment have been administered.

All accidents shall be investigated. Pictures of the accident site must be taken as soon as possible. RSCI's superintendent or designated person shall be advised of the initial results of the investigation within 24 hours.

In addition, all subcontractors and lower tier subcontractors shall forward to RSCI's representative a copy of the State's first notice of injury or RSCI's subcontractor injury report form.

All accidents involving personal injury or property damage will be reported to the Safety Committee after the occurrence. The following mishaps shall be reported immediately by the most expeditious means to the Safety Officer or Representative:

1. Fatality

2. When three or more persons are hospitalized
3. Property or equipment damage exceeds \$50,000.

## **ACCIDENT REPORT PROCEDURES (See Appendix 6)**

### **A. Industrial Injury Illness**

1. An employee involved in a work-related injury or illness should report it immediately to his/her supervisor.
2. On notification of the injury or illness, the employee and supervisor will complete an incident report and submit it to the corporate office within 24 hours.
3. If the injured worker requires medical treatment, the appropriate accident report form should be completely filled out.
4. The supervisor shall complete an accident investigation and fax this, along with signed copies of the appropriate form to the Claims Administrator at the Corporate Office. Original copies of the completed and signed Accident Investigation report shall be sent to the Corporate Office.
5. An OSHA 300 Log, supplied by Corporate Management Staff, will be posted by each project superintendent at their jobsite for February, March, and April per OSHA regulations. A daily record of recordable first aid or medical treatments will be maintained on the OSHA 300 form and available for review at the corporate office. Daily records of all first aid treatments not otherwise reportable shall be maintained on the prescribed forms by the US Army Corps of Engineers and furnished to the Contracting Officer Representative on a monthly basis.

### **B. Vehicular Accidents**

1. An employee involved in a vehicular accident in the course of his/her employment must report the incident to his/her supervisor immediately.
2. On notification of the accident, the employee's supervisor should conduct a complete investigation immediately.
3. The employee should complete a written statement describing the accident and the appropriate accident report form, if any injury or property damage was incurred.
4. The supervisor will complete his/her portion of the accident report and return it within the day to the Superintendent.
5. If the incident is a vehicular injury accident, the supervisor must take the employee to a medical department for treatment.
6. All vehicular accidents must be reported to the Corporate Office immediately.
7. All DUI's must be reported to the Corporate Office immediately. Driving privileges will be reviewed by Corporate Management and may be subject to discipline or suspension of driving privileges of a company vehicle.

## **ACCIDENT INVESTIGATION (See Appendix 6)**

The purpose of an accident investigation is to discover and correct hazardous conditions and practices in order to provide a safe and productive work environment.

### **A. Procedure**

When a vehicular and/or industrial accident occurs, the following information must be obtained.

1. Who was involved?

2. Exact location of the accident.
3. The exact date and time of the accident.
4. The sequence of events leading up to and involved in the accident.
5. Nature and extent of the injury.
6. What conditions, if any, attributed to the accident.
7. What unsafe act(s) or unsafe condition(s) contributed to the accident?
8. What the underlying cause or causes of the accident were.

## **B. Accident and Investigation Reports**

All vehicular and/or industrial accidents must be investigated and the proper reports must be completed and forwarded to the Corporate Office. A supervisory investigation report must accompany all vehicular and/or industrial injury reports that are turned in.

## **C. Property Accidents**

Accidents involving any vehicle, building and/or equipment must be investigated at the scene of the accident by the appropriate supervisor as soon as possible. All accidents must be reported to the Corporate Office immediately.

## **D. Employee's Responsibility**

The employee is responsible to immediately report an accident to his/her supervisor and to fill out the employee portion of the industrial accident claim form(s) as soon as possible. The completed form(s) must be examined and verified by the appropriate supervisor and forwarded to the Superintendent.

# **SAFETY TRAINING/EDUCATION PROGRAMS**

## **A. Company's Responsibility**

In order to provide a safe work environment, RSCI is committed to providing adequate and appropriate safety training and education to its employees. RSCI provides a Safety Orientation Program and ongoing safety education programs for all employees in an effort to increase awareness of accident cause factors: to improve team spirit by demonstrating management's concern for the individual worker; to promote acceptance of safety rules by presenting accident prevention as a positive, desirable and integral part of all activities. The safety training programs mainly emphasize accident/injury prevention in various phases of operation.

Safety training and education programs include fire extinguisher use, first aid & CPR training, hazardous materials (where applicable), fall protection, confined space entry (where applicable), personal protective equipment, and Lock out Tag out.

In addition, the Corporate Management staff will provide resources as necessary for use by the supervisors in the management of their respective safety challenges.

## **B. Supervisor's Responsibility**

The supervisor is responsible to provide a safety orientation to each new employee on how to perform each work task in a safe and efficient manner. The orientation will include the use and care of personal protective equipment, emergency procedures, location of first aid equipment, location of material safety data sheets, and the proper use of hazardous materials (where applicable). This program will provide on-the-job training in his/her work area and will familiarize each person with Company safety requirements.



### **C. Types of Training**

Specific training will be provided for certain jobs and kinds of equipment. First-Aid training and certification will be required for all supervisors in order to assure that all employees can be afforded quick effective first aid in the event that an injury occurs on the job.

### **RECORD KEEPING**

In accordance with applicable requirement of the OSHA standards, Corporate Management will ensure the appropriate records are kept as follows:

1. Log of Occupational Injuries and Illnesses (OSHA 300).
2. All Accident Reports:
  - Industrial injury
  - Incident reports
  - Vehicle accidents

Management will maintain a master file containing the following:

1. Company policy and procedures covering safety, loss control, accident prevention and a safe, healthy work environment.
2. Minutes of all safety committee meetings will be kept on file three years.
3. Inspection reports will be kept on file for three years.

Corporate Management will assure that each recordable injury and illness on log is entered as early as practical, but no later than six working days after receiving the information that a recordable case has occurred. The Safety Director and Superintendent of the project will be responsible for ensuring proper posting of the OSHA 300 logs.

### **SAFETY BULLETIN BOARD**

In addition to the methods heretofore defined, the bulletin board is another method to increase employee's awareness of safety and health and communicate management's safety message.

#### **A. Procedure:**

The following consideration should be made for bulletin board effectiveness:

1. Placed in a spot where there is the greatest employee exposure (lunchroom, break room, job trailer, near the time clock, etc).
2. Posting should be neatly arranged.
3. Posters, Safety Committee minutes and other information that becomes dated or worn should be changed periodically.
4. A specific safety bulletin board or portion of an existing board should be designated and that spot reserved EXCLUSIVELY for safety material.
5. A Safety Committee member will be designated to maintain the bulletin board as recommended above.

#### **B. The following items are required to be posted:**

1. Employer/ Employee notifications.
2. Safety Bulletins and posters.
3. Emergency telephone numbers.
4. Evacuation layout drawing.
5. Minutes of the last Safety Committee meetings.

6. Changes in operations (processes/hazards) as applicable.
7. Names of employees First Aid trained and certified.
8. Any inspection reports by OSHA/State Compliance officers.
9. State Workman's Compensation Compliance poster.
10. OSHA 300 log (February).

## **EMERGENCY PROCEDURES (SEE APPENDIX 5)**

In case of fire:

1. The first employee to notice a fire should activate the nearest alarm to alert all other people in the building, proceed to the nearest telephone and call the appropriate emergency number and, if possible, notify the nearest supervisor about the location of the fire.
2. All employees should immediately evacuate the building according to the emergency plan located on the safety bulletin boards and proceed to a designated area so that all personnel may be accounted for. All employees should stay within their assigned area until informed to return to the building or to do otherwise.
3. If appropriate, supervisors should turn off equipment and close all windows.

Facilities should be checked during self-inspections for hazards that will restrict quick responses to emergency situations. This checklist shall include:

- Pathways to exits shall remain unobstructed.
- No permanent locking of the exit doors except from the outside.
- Doors resembling exiting doors shall be marked "NOT AN EXIT".
- Alarms shall be checked for physical damage and operating condition.
- Illumination within the department and individual exiting lights shall be bright enough to identify all exit pathways and doors.

## **FIRST AID, TRAINING, KITS AND SIGNS**

1. All operations supervisors will be trained in first aid and in CPR. If their duties require absence from the job-site then other persons will be designated for first aid.
2. Other persons may be trained as designated by management to surpass or augment the standard requirements.
3. Valid first aid certificates are recognized as ones, which are less than three years old. NOTE: Cardiopulmonary Resuscitation (CPR) is required in addition to the regular first aid training, if a first aid course does not combine the two subjects.
4. First aid kits will be in accordance with the requirements of the General Safety and Health Standards. These units will be properly maintained and stocked.
5. Signs listing emergency numbers, procedures, etc., will be strategically located, such as on the first aid kit, beside the telephone, safety board, and etc.

## CHEMICAL HAZARD COMMUNICATION PROGRAM

### A. Company Policy

To ensure that information about the dangers of all hazardous chemicals used by RSCI are known by all affected employees, the following Hazard Communication Training Program has been established:

All departments of the company will participate in the Hazard Communication Program. This written program will be available in the operations office for review by any interested employee.

### B. Container Labeling

The Superintendent will designate supervisors to verify that all containers received for company use will be clearly labeled as to the contents, note the appropriate hazard warning and list the name and address of the manufacturer. A letter (**Appendix 8**) will be sent to all suppliers of hazardous chemicals used, requesting proper labeling and copies of MSDS (Material Safety Data Sheet) for all chemicals received without the proper documentation. A copy of this letter will be kept on file.

### C. Material Safety Data Sheets (MSDS)

The Superintendent is responsible for establishing and monitoring the Company MSDS program. They or their designee will make sure procedures are developed to obtain the necessary MSDS and will review incoming MSDS for new or significant health and safety information. They will see that any new information is passed on to affected employees.

Copies of MSDS for all hazardous chemicals in use will be kept in the operations office. MSDS will be available in a convenient location to all employees during each work shift. If an MSDS is not available, immediately contact the Supervisor.

### D. Employee Training and Information

The Supervisor is responsible for the company employee safety-training program. They will ensure that all program elements specified below are carried out.

Prior to starting work, each new employee of RSCI will attend a health and safety orientation containing the following information and training:

- An overview of the requirements contained in the Hazard Communication Standard.
- Types of hazardous chemicals present in the workplace.
- Physical and health risks of the hazardous chemical.
- The symptoms of overexposure.
- How to determine the presence or release of hazardous chemicals in the work area.
- How to reduce or prevent exposure to hazardous chemicals through use of control procedures, work practices and personal protective equipment.
- Steps the company has taken to reduce or prevent exposure to hazardous chemicals.
- Procedures to follow if employees are overexposed to hazardous chemicals.
- How to read labels and reviews MSDS to obtain hazard information.
- Location of the MSDS file and written hazard communication program.

### E. Hazardous Non-routine Tasks

Periodically, employees are required to perform hazardous non-routine tasks. Some examples of non-routine tasks are confined space entry in a trailer where there has been a large spill.

Prior to starting work on such projects, each affected employee will be given information by the Supervisor or designee about the hazardous chemicals he or she may encounter during such activity.

This information will include specific chemical hazards, protective and safety measures the employee can use, and steps the company is using to reduce the hazards, including ventilation, respirators, presence of another employee and emergency procedures.

After completion of the training each employee will sign a training acknowledgment receipt documenting the information received.

(see appendix 11)

## **F. Multi-employer workplaces**

It is the responsibility of the Superintendent to provide employers of any other employees at the work site copies of MSDS (or make them available at a central location) for any hazardous chemicals that the other employer(s)' employee may be exposed to while working in conjunction with RSCI. The Superintendent will also inform other employers of any precautionary measures that need to be taken to protect employees during normal operating conditions or in foreseeable emergencies and provide other employers with an explanation of the labeling system that is used at the work site.

## **G. List of Hazardous Chemicals**

The MSDS book shall contain a list of all known hazardous chemicals used on an individual job-site. Further information on each chemical may be obtained by reviewing MSDS sheets located in the MSDS Book at the jobsite office. (See Appendix 17)

This list must be updated whenever new hazardous chemicals are introduced into the workplace. A complete review by a member of management should be conducted once a year.

## **OSHA INSPECTION POLICY (Appendix 10)**

1. Ask for his/her credentials. If the inspector does not object, make a copy of his/her identification card. If a copy cannot be made, write down the inspector's I.D. number and name.
2. Ask the reason for the inspection.
3. Ask if there is a complaint. If the answer includes an employee complaint, request a copy.
4. Tell the inspector that you are not denying entry, but it is the company policy that you contact the company's authorized representative prior to allowing entry.
5. **Do not ask the inspector for a warrant.** The issue of a warrant will be discussed during the telephone conversation with the company representative. If it is determined that a warrant is needed, the following steps are followed:
  - Ask for a copy of the warrant
  - Examine the warrant carefully to determine that the scope and objects are clear.
  - The job superintendent states that RSCI is allowing the inspection under protest must present a letter of protest to the inspector.  
(See Appendix 11)
  - If the warrant is complex or if the inspector gives you any problem, contact the RSCI office to receive directions.
  - The escort will see that the inspector does not stray from the specified area covered in the warrant.
  - Never attempt to stop an OSHA inspector physically. If you have told him/her not to inspect an area because it is not specified in the warrant, and he/she continues anyway, tell the inspector that anything he/she sees is under protest and not within the scope of the warrant.

6. An RSCI designated person will escort the inspector all the time the inspector is on the job-site. Notes should be taken on everything the inspector notes or says. Photos should be taken of everything the inspector photographs, plus 2 photos from different angles. The escort will be the same person during the entire inspection, opening conference and closing conference.
7. Never give the inspector permission to wander away from the specific area of the warrant or specified inspection area.
8. Do not answer any general "Fishing" type questions as to number of employees on the job. Tell the inspector that the company policy is to give no information other than that pertinent to the inspection. If this makes you uncomfortable, tell the inspector that you can only answer questions if he/she gives you a signed statement that no information you supply will be used as the basis for a citation.
9. The inspector has the right to interview any employee in private. Do not attempt to stop the interview, however the escort should ask the employee if the employee has any objection to the escort being present and listening to the interview. If the employee has no objections, the escort should attend the interview, listen and take notes.

When the inspector has left the job-site, notify the main office and complete the OSHA INSPECTION FORM. Be specific. The more information the better. (See Appendix 10)

## TECHNICAL SAFETY REQUIREMENTS

### A. General Safety and Health

1. General Safety and Health shall be as outlined in Sub Part C of CFR 1926.
2. A fire protection and prevention plan shall be developed and maintained for the duration of the project. (1926.24)
3. First-aid and medical care will be established prior to project start-up. (1926.23)
4. Environment Controls.
5. Emergency telephone numbers for physicians, hospitals, ambulance and fire department will post in each jobsite office and on the Safety Board.
6. Toilets shall be furnished to meet or exceed the requirements of Table D1 of 1926.51.
7. An adequate supply of potable water shall be provided in all places of employment. Single service cups and trash receptacle in which to place the used cups will be provided.
8. Hearing protection is to be used in areas where the noise exposure can be anticipated to meet or exceed the DBA in TABLE D2 of 1926.52.
9. Only qualified and trained employees with proof of qualification will be allowed to operate laser equipment.
10. If asbestos is encountered, the following steps shall be taken:
  - Evacuate all employees from the area containing asbestos.
  - Contact your Area Manager and Corporate Safety Director.
  - DO NOT attempt to remove any asbestos.
  - DO NOT enter asbestos contamination area until a licensed contractor has removed the asbestos and air-sampling results have been obtained showing that the air is free from asbestos.

11. Hazardous Communication CFA 1926.59

- A copy of the company hazardous communication program shall be maintained at the job site.
- Employee will be trained in the handling of all hazard material present at the work place.
- Material Data Safety Sheets are to be kept for each hazardous material at the work place. The MSDS book will be maintained in a manner where employee will have access and shall include a table of contents and be arranged in a manner for quick access.
- The MSDS book should contain only those MSDS sheets that correspond to material at the work place at that time.
- On a project where an owner is occupying any portion of a building and his employee could be exposed to any hazard material, the owner will be notified in writing the location of all RSCI MSDS books and request the same information from the owner for his MSDS books.
- All containers that have hazardous materials are to be labeled i.e. gas cans, form oilcans, curing compound cans, and etc.
- If an employee is exposed to a hazardous chemical, a copy of the MSDS sheet shall accompany the employee to the treating physician.
- In the event that personnel are not able to read the MSDS sheets, a person will be assigned to assist the employee in understanding the material. This includes personnel that are non-English speaking.

**See Hazardous Communication Written Program on page 58.**

## **Housekeeping**

It is the policy of RSCI that all projects and work areas will not be allowed to have debris accumulate. Trip'n'fall hazards are major causes of injury in the construction industry. These types of incidents can be directly related to poor housekeeping. Therefore the following will be the minimum requirements.

1. All walkways, ramps, stairway, and access points to ladders shall be kept free of debris or stored material.
2. All trash and debris shall be cleaned up and disposed of on a daily basis.
3. Lay down areas, parking lots and temporary facilities shall be kept in a clean and orderly manner.
4. Trash barrels shall be located at each water bucket location and used cups shall be deposited in the trash barrel.
5. All combustible material such as oily rags shall be deposited in a separate container with a lid to prevent the possibility of fire.
6. No glass bottles are allowed on the site.
7. Construction materials such as scrap sheet rock, broken block/brick and loose conduit shall be picked up on a daily basis.
8. All material shall be stacked in a manner to avoid spreading or tilting.
9. Each sub-contractor will be responsible for controlling and removing any materials or debris created by work performed by their employees. If after being notified by RCSI representative, if a sub-contractor does not keep his/her portion of work cleaned RSCI after 24 hours written notice, shall perform the necessary clean-up and the sub-contractor will be backcharged in a time and materials manner.
10. The employee shall remove all scraps that are produced from employee's lunches from the job site daily. Employee failure to comply may result in his/her removal from the project.

11. Scrap wood and other materials will have nails removed or bent-over as the material is initially removed.

## **Personal Protective Equipment**

Personal Protective Equipment (PPE) is exactly what the term implies. It is equipment designed and intended to enhance individual employees' protection from hazards in the workplace.

Employees who do not use or have the adequate PPE will be in violation of the RSCI safety program and will not be allowed to continue their work until adequate PPE is acquired and employee is trained in its use. Once issued PPE it is the employee's responsibility to see that it is maintained in a good safe condition. Inspect it daily. Some items may be furnished for a specific use or project only. This equipment will be signed out to you specifically and you will be responsible for its care and return before leaving the project.

### **A. Head Protection**

Hard hats are required at ALL times except in designated break areas, office trailers, or while riding/operating enclosed passenger vehicles. Hard hats shall meet American National Standards Institute Z 89.1-1969. Hard hats will be unaltered and free of paint.

### **B. Footwear**

1. Sturdy leatherwork boots shall be worn at all times during construction activities. Tennis or track shoes, sandals, loafers, or athletic shoes are NOT considered proper footwear for a construction site. Steel toed boots or foot guards will be required for certain construction activities, i.e. operating hand operated compacting equipment, a jackhammer, or when a hazard for foot injury exists.
2. Rubber boots/ overshoes will be worn for concrete work. Special insoles may be provided to prevent puncture wounds. It is recommended that employees purchase high quality work shoes. Consider shoes with cushioned insoles that add support and comfort while working.

### **C. Eye and Face Protection**

1. Employees shall have **ANSI Z87.1** safety glasses with side shields on their face 100% of the time while on a project. All employees will wear eye protection appropriate for the tasks being performed. The type of eye protection required should be determined during the pre-job and pre-task planning. Non-ANSI z87 glasses are not suitable when safety glasses are required.
2. During the placement/finishing of concrete eye protection is mandatory.
3. Eye and face protection shall be utilized in accordance with CFR 1926.102 table E1.

### **D. Clothing**

1. Employee's will wear clothing suitable for the weather and work conditions.
2. Tank tops, muscle shirts, and sleeveless shirts are prohibited on site. Loose fitting garments, shirttails, or floppy sleeves shall be contained at all times.
3. Long pants are required at all times.

### **E. Hearing Protection**

1. RSCI has mandatory hearing protection policy for all employees when an exposure exists. Hearing protection is required to be used when ambient or local noise levels exceed 85 DBA.

2. 85 DBA is a level at which you must shout to be heard. Hearing protection is normally supplied in the form of foam earplugs, which will be available on the project. Your foreman will show you how to use them properly. Always wear clean earplugs. In addition to offering earplugs, other types of protection will be offered (e.g. Muffs) as alternatives if appropriate for the activity.
3. Hearing protection per **CFR 1926.101** shall be used as required.

## **F. Hand Protection**

1. Gloves shall be worn when handling certain chemicals, sharp objects, hot objects, or when the possibility of hand injury exists and for winter protection.
2. Gloves are mandatory in demolition work.

**Protective equipment as outlined on Material Safety Data Sheet shall be worn when working with hazardous materials that are under the guidelines of CFR 1926.59.**

## **Fire Protection**

A fire on any of our projects could be devastating. The intent of fire protection is to prevent the potential for a fire. If a fire should start then we need to know how to minimize the damage.

Fire prevention is a function of planning, organization, and housekeeping and safe work practices by all employees. The most important element under our control is good housekeeping. Keep combustible material picked up and stored in dedicated areas away from ignition sources. Loose materials or debris will not be tolerated on the project. This is everyone's responsibility.

Emergency fire procedures will be posted at the project office. All employees should be familiar with these emergency procedures.

Local fire service providers should be contacted during the initial phase of the project. They should be familiar with the location of the project. They will preplan for access into the job site, types and quantities of combustible on site and any other information critical to their efforts. In many cases the fire department will also provide emergency rescue and medical services.

Fire extinguishers will be provided throughout the project and in hot work areas. Employees should be trained to identify and use the appropriate fire extinguisher and when to call for professional assistance.

1. General fire protection and emergency equipment must be kept free and clear from obstructions at all times and be properly located. This equipment must be easily visible and accessible.
2. Fire extinguisher rated not less than 2A shall be provided for each 3000 sq. ft. of building area or travel distance shall not exceed 100'. If fire barrels are substitute for 2A fire extinguisher, they must be 55 gallon, open top, with 2 each fire pails (with rounded bottoms) at each barrel. Fire barrels should be kept from freezing when applicable.
3. A fire extinguisher rated not less than 10B must be located within 50 feet of wherever 5 gallons or more of flammable or combustible liquid or gas is being used.
4. All flammable or combustible liquids and gases must be stored a minimum of 20' from all buildings (This includes office trailers).
5. Oxygen and acetylene cylinders must be separated by 25' while in storage, or by a one-hour rated wall.
6. A fire extinguisher shall be located within 5' of each set of oxygen and acetylene bottles, while welding and cutting operations are being performed. All combustible materials shall be removed to a distance that will not allow heat, sparks, or slag to pose a fire hazard.
7. Outdoor portable fuel storage tanks shall be contained within a dike area with a curb of a minimum of 12" in height around the perimeter of the tanks. Tanks shall be provided with emergency venting. Tanks shall have



one (1) portable fire extinguisher having a rating not less than 20B, and shall be kept not less than 25' and not more than 75' from the liquid storage area.

8. No smoking signs shall be posted at ALL flammable storage areas, i.e. fuel tanks, paint storage.

Any person that discharges an extinguisher for other than fire extinguishing or other valid reason will be removed immediately from the project and will be subject to immediate termination.

As required by the project, a cutting, burning, and or welding permit may be needed. Upon completion, the person in whose name the permit is issued to insure that all sparks will examine the work area, or embers are extinguished. The permit will be signed and returned to the Project Superintendent. (See Appendix 11).

## A. Temporary Heating

Temporary heat requirements are an important tool to allow RSCI to efficiently work through the colder months. Temporary heat improves working conditions, as well as allows certain construction activities to continue which otherwise would be required to halt-work. To accomplish these goals, each employee will comply with the safety regulations (OSHA 1926.154) in order to assure a risk free environment from such hazards associated with temporary heating devices. Some of the common hazards are burning, fires, explosion, carbon monoxide poisoning, and production of oxygen deficient atmospheres.

1. Each temporary heating device will be inspected prior to operation for any signs of damage and also watched closely during initial operation to be sure it functions properly.
2. Inspect that all gas hoses, piping, fittings, and other connections do not have leaks.
3. Make certain there is adequate ventilation where the heater will be used. If a natural supply of fresh air is inadequate, mechanical ventilation will be used.
4. Heaters not suitable for use on wood floors will not be set directly upon them. If this type heater must be used:
  - a. It must set in a suitable heat insulating material or at least 1" concrete or equivalent.
  - b. The insulating material must extend beyond the heater 24" or more in all directions.
5. Heaters must be placed at least 10 ft. away from combustible canvas, tarpaulins or similar coverings. (Make sure the covering is securely fastened to prevent hazards caused from extreme wind)
6. Heaters shall set horizontal level.
7. Solid fuel (cake, coal, and wood) heating devices are prohibited in buildings, on scaffolds, or within 25 feet of any building or structure.
8. Propane fire heaters shall not be used in any below grade application.
9. A competent person shall continually monitor and maintain temporary heating equipment.
10. Temporary heats shall not be used in any confined space.
11. Temporary heating devices must be installed to provide clearance to combustible materials as described in the following table:

| Type of Heater | Minimum Clearance |      |                   |
|----------------|-------------------|------|-------------------|
|                | Sides             | Rear | Chimney Connector |

|                         |            |            |            |
|-------------------------|------------|------------|------------|
| <b>Room Heater</b>      |            |            |            |
| <b>Circulating Type</b> | <b>12"</b> | <b>12"</b> | <b>18"</b> |
| <b>Room Heater</b>      |            |            |            |
| <b>Radiant Type</b>     | <b>36"</b> | <b>36"</b> | <b>18"</b> |

## B. Welding and Cutting

1. Cutting and welding will be permitted only in areas that are or have been made fire safe.
2. A fire extinguisher shall be mounted on every RSCI Oxygen/Acetylene cart.
3. Cylinders should be in an upright position at all times.
4. A cylinder truck with a steadying device shall be used while cylinders are in use.
5. Anti-flashback devices are required by RSCI and by OSHA on all oxygen-acetylene units. The anti-flashback devices should be installed between the hoses and regulators; Torches that have built-in anti-flashback devices are acceptable.
6. When hoisting cylinders, they shall be secured on a cradle, slingboard or pallet.  
**NEVER** use valve protection caps for lifting of cylinders.
7. Torches shall be lighted by friction lighter. The use of matches, hot work, or butane lighter to light the torch is **FORBIDDEN.**
8. Proper eye protection shall be used when welding and cutting. For welding operations, a flash shield shall be used when other employees may be exposed to flash and arc burn.
9. Prior to transporting cylinders, the gauges shall be removed and valve protection caps will be in place.
10. Cylinders containing oxygen or acetylene or other fuel gas shall not be taken into confined spaces.
11. Gauges, torches, and hoses shall be inspected at the beginning of each work shift. Defective gauges, torches, and hoses shall be taken out of service.
12. Only cables free of repairs or splices will be used for a minimum distance of 10' from the cable end which the electrode holder is attached. All other cable may be spliced or repaired with the rubber and friction tape, or other equivalent insulation.

## Hand and Power Tools

While working on a construction project, you will require to operate and work around power tools and equipment. These tools and equipment must be operated in a safe manner. When assigned to operate a power tool, make sure you are familiar with its safe operation. You may be familiar with safe operating procedures from the past experience. However, some equipment will be new or unfamiliar to you. Do not operate until you have read and understood the operator's manual and a foreman has explained how to use the equipment safely.

1. All hand and power tools shall be inspected daily prior to use by the person who will be using them. Tools will be maintained in a safe condition (this includes employee furnished tools).
2. Guards on tools shall be in operating condition. Any employee operating tools that require guards shall not remove, alter or in any manner render the guard inoperable. If employee disregards the above requirements, the employee will **IMMEDIATELY** be dismissed from employment.

3. Power operated hand tools shall be of the double insulated type or have ground plug. All tools not double insulated shall be used in conjunction with a ground fault circuit interrupter (GFCI).
4. All power cords and power-operated tools will be checked each day prior to use to insure that the cord does not have damaged outer sheath insulation and that the ground pin is in place. The employee using the equipment will complete the inspection.
5. All hand held circular saws, table saws, and radial arms shall be locked out by means of disconnecting the saw from the power source and the male end of the cord tagged or in view of the operator at all times while changing the saw blade.
6. All pneumatic power tools and hoses shall be secured by a positive means at each connection.
7. All fuel-powered tools will be stopped and motors will not be running while refueling is in progress. A fire extinguisher rated not less than 10B units will be available for immediate use (within 5' of fueling operation).
8. Only employees with appropriate experience or training will be allowed to operate power tools.
9. Only employees who have received training in power activated tool usage and possess a certification card will be allowed to operate power activated tools.
10. Compressed air hose connection fitting(s) shall be safely wired or have wire whips installed prior to use to avoid accidental disconnection.
11. Saw horses or workbenches shall be used to secure material prior to using hand held saws, grinders, drills, and similar tools. These activities should not be attempted against body parts.

### **Signs, Signals, and Barricades**

1. Signs, signals, and/or barricades shall be visible at all times that a hazard exists.
2. Signs, signals, and/or barricades shall be removed when a hazard no longer exists.
3. Where the general public is exposed to a hazard, all signs, signals, and/or barricades will be checked at the start and finish of the work shift.
4. When signs, signals, and/or barricades are removed for short periods of time, a flagman shall be posted until signs, signals, and /or barricades are replaced.
5. Prior to placing signs, signals, and/or barricades along a highway right of way, the proper authorities will be contacted.
6. Flagmen shall wear orange high visibility warning garments while flagging.
7. Flagmen working at night will wear high visibility reflective material garments.
8. When hand signaling by flagman, a red flag at least 18" square or a sign paddle will be used. In darkness a red light will be used.

### **Fall Protection**

Important! RSCI requires 100% fall protection over 6 feet.

The intent of fall protection is to prevent an employee's exposure to or suffering from an injury due to a fall from elevation. Because of the seriousness of fall injuries, employees must exercise extreme caution when exposed to a fall. If for any reason you are uncomfortable working at heights, notify your supervisor immediately. Use of fall protection systems and equipment is mandatory on our projects. Any employee found in violation of RSCI's fall protection requirements is subject to immediate termination.

A "Fall Protection System" means that some physical means or method is provided to eliminate a fall exposure. This may be accomplished by means of ladders, scaffolds, lift units, guardrails, static lines, nets, vertical safety lines, retractable lanyards, full body harnesses, standard lanyards, and other fall protection equipment.

Fall Protection on our projects is accomplished by thorough analysis and pre-planning before the work begins. Equipment and systems must be designated and implemented based on the project safety plan to ensure that fall protection is provided to all employees. Any operation exposing an employee to a fall from elevation of six feet or greater must be accompanied by a pre-approved fall protection plan. This plan must be fully engineered and approved by the project manager or the vice president of RSCI.

RSCI will work with subcontractors to develop fall protection systems that will be designed, implemented, and coordinated to work well for all contractors on the project. Primary structural contractors if not RSCI will install a perimeter fall arrest system approved by the RSCI management.

RSCI will develop and install or have installed fall protection systems in areas normally protected by standard guardrails. However, our systems may not be the most effective for all subcontractors. It is important to remember that it is the responsibility of each subcontractor to train their employees and provide them with effective fall protection.

RSCI projects require a positive means of fall protection when the work process exposes employees to a fall hazard of more than 6 feet. Remember that a fall hazard can be above grade or below it. Fall protection must be used when working around openings in the ground that could present a fall hazard.

Any fall protection equipment that is in-service loading (it was used to stop a fall) must be removed from service immediately. Interia reels supplied by RSCI and/ or employees thereof must be cataloged and tracked on each individual job. These interia reels will be reinspected at each 180-day's period and re-certified prior to their return to use. This will be accomplished whether or not in-service loading has been experienced or not. "Used" fall protection equipment is to be returned to the yard for manufacturer's re-certification.

Questions regarding fall protection requirements, effectiveness or systems should be referred to the RSCI project superintendent immediately. For detailed information refer to the OSHA CFR 1926. 500-503 fall protection standard [SUBPART M].

## Floor and Other Openings

1. Floor and roof openings shall be covered with materials that are capable of supporting any load that can be expected to be imposed. The cover shall be identified by signage that says "Hole-Do Not Remove" and secured so it is not removed. In lieu of a cover, a standard guardrail with a toe board can be erected.
2. All floor edges where a fall distance greater than 6' or greater, and roof edges shall be protected by a standard guardrail. The guardrail will consist of a top rail 42" high, mid-rail and toe board a minimum 4" high. Vertical posts are to be 8' on center maximum. If a cable is used in place of a wooden guardrail, the cable must be kept taut so that a maximum of 3" deflection from horizontal is maintained including sag. Cable must be flagged every 6 ft. with high visibility material.
3. A full body harness shall be worn by all employees when working six (6) feet or above the ground or floor when no other type of fall protection is provided. 100% tie-off above six (6) feet is mandatory.
4. A full body harness shall be worn and tied off to the tie rail when working out of the extendible and articulating boom platforms.
5. Employees working out of suspended scaffolding shall wear a full body harness. Lanyard will be secured to an independent lifeline separated from any line that is attached to the scaffold.
6. Safety nets shall be provided when work places are more than 25' above the ground or floors where the use of other fall protection devices is impractical.
7. Positioning belts of the two- (2) D ring type **SHALL NOT** be used for fall protection.
8. Fall protection for low pitched roof perimeters during the performance of built-up roofing work will be in accordance with CFR 1926.500 (g).

## Scaffold

1. All scaffolding that is (assembled in place) shall be placed on footing that is sound, ridged and capable of supporting twice the intended load without settling or displacement.
2. Mudsills shall be used under all supporting legs and scaffolding feet of scaffolding that is erected on the ground. Unstable objects such as bricks, concrete blocks and similar materials shall not be used to support the must sill or scaffolding legs.
3. All scaffolding shall be erected plumb and level.
4. RSCI handrail requirements for scaffolding are:
  - No handrail is required when work platforms are less than 4 ft. above the ground.
  - When the work platforms are between 4 ft. and 10 ft. a handrail is not required if the work platform has a minimum horizontal dimension in each direction of at least 45".
  - All work platforms 10 ft. or higher shall have a standard handrail on all open sides and ends.
5. All scaffolding planks shall be scaffolding grade or equivalent. Any scaffolding planks that are damaged shall be taken out of service immediately.
6. All planking on a platform shall be overlapped a minimum of 12 ft. or secured from movement.
7. Scaffolding planks shall extend over their end supports by a minimum of 6 " and maximum of 12".
8. Safe access shall be provided to the scaffolding platform, specifically a ladder with a safe means of access to the platform from the ladder. Climbing of the scaffold rungs are **STRICTLY FORBIDDEN**.
9. To prevent movement, the scaffolding shall be secured to the structure at intervals not to exceed 30 ft. horizontally and 26 ft. vertically.
10. The use of shore or lean-to scaffold is prohibited.
11. Manually propelled mobile scaffolding (Rolling Scaffolding) shall meet the following requirements:
  - The height of freestanding towers shall not exceed Four Times the minimum dimension.
  - All casters shall be equipped with positive locking devices and in the locked position when employees are on the working platform.
  - Scaffolding shall have all cross braces in position including a horizontal diagonal brace as close to the bottom of the scaffold to insure squareness.
  - No employee shall be allowed to ride a mobile scaffold when the scaffold is being moved.
  - All work platforms will be planked solid, no matter what the height of the work platform.
9. All carpenter brackets, scaffolds platforms shall consist of not less than two (2) 2"x10" normal size planks.
10. Employees working on suspended scaffolds shall wear a full body harness with lanyards attached to an independent lifeline.
11. Prior to erection, a competent person is to inspect all scaffolding and components. Any scaffolding that is defective shall be taken out of service.
12. Upon completion of the scaffold erection, a competent person shall check the scaffolding and all its components to insure proper erection. The scaffold inspection form will be filled out and sent tot he Corporate Safety Director. (**Appendix 13**).

## Stairway and Ladders

Ladders and stairways are used frequently on construction projects. They are all intended to provide safe access to work at elevations. When used correctly they are safe and efficient. Incorrect use of the equipment can cause serious injury. It is important to plan ahead and select the correct type of equipment for the jobs.

## Stairways

1. A stairway or ladder will be provided where there is a break in elevation of 19" or more if no ramp, runway, or sloped embankment is provided.
2. When only one point of access between levels is provided, the access area SHALL be kept clear at all times.
3. All metal pan landings and metal pan treads shall be filled either with concrete, wood, or other solid materials prior to being put into use.
4. Stairways having 4 or more risers or rises more than 30" whichever is less shall be equipped with stair-rail system, or a handrail system where stairway is enclosed.
5. The height of stair-rail shall be no more than 37" or less than 30".

## Ladders

1. Each employee shall receive training in the following area's:
  - The nature or fall hazards.
  - The maximum intended load carrying capacity of ladders.
  - Intended purposes of ladders.
  - The content of 1926 subpart x.
2. Inspect all ladders to insure they are in safe working condition before each use. If the ladder isn't safe then immediately remove it from service and mark it unsafe. Then either repair or remove it from the project. By unsafe working condition RSCI means:
  - Job built wooden ladders shall have wooden spacer blocks installed between each rung. This includes the bottom rung. DO NOT cut into the side rail to receive the ladder rung.
  - Any ladder with damaged rungs or side rails!
  - Any ladder with damaged feet.
  - Any ladder that is not tied off!
3. When working with ladders, there are guidelines that must be followed and will be enforced by RSCI. These guidelines are as follows:
  - Use ladders at an angle where the distance from the top support to the base of the ladder is  $\frac{1}{4}$  the working length of the ladder.
  - Never stand on the top two rungs of the ladder.
  - All straight and job-built ladder's side rails must exceed 36" above the landing.
  - The minimum clear distance between side rails for all portable ladders (this includes job ladders) shall be 11-1/2".
  - Non- conductive ladders shall be used when working in close proximity to electrical lines.
  - When descending or ascending a ladder, employee will face the ladder.
  - Carrying tools or material up or down a ladder is PROHIBITED.
    - ➔ The correct way materials should be carried when working on an elevated surface is by first placing the materials in a drop bucket or have them tied to a rope, then climbing the ladder, and then pulling the materials/tools up to the elevated surface.
    - ➔ All ladders must be tied off!
4. The following procedure must be strictly adhered to when accessing any elevated area.
  - It takes two people to install and remove a ladder.
  - Prior to accessing the top of the ladder with a securing device, another workman must be present and "spot" the ladder to be secured.
  - The ladder must extend a minimum of three feet above the deck to be accessed.

## Electrical

It is the goal at RSCI to assure that all temporary electrical equipment is maintained in a safe working condition to prevent electrical shock or fire. (By temporary electrical equipment RSCI means extension cords, electric power tools, temporary breaker boxes on a construction site, temporary light strings, etc.).

1. Ground fault circuits interpreter (GFCI) will be used on all temporary electrical 15 and 20 amp 120 volts; this includes cord sets that are plugged into permanent building outlets.
2. The GFCI system shall be checked in a monthly basis and shall be recorded in the superintendent daily report.
3. All equipment to be used on the construction site will be tested!
  - All equipment shall be tested before first use for grounding and continuity of the circuitry.
  - Equipment returned to service following repairs shall be tested for continuity before being used.
  - All equipment shall be tested after an event that might have caused damage. (E.g. Fire, vehicular travels over the cord).
4. Breaker panel shall be labeled on the outside cover with the voltage.
5. Each breaker will be numbered with a corresponding number of the receptacles it controls.
6. Extension cords shall be of the three-wire type and shall be designed for hard or extra hard use.
7. Extension cords shall be visually inspected each day prior to use for :
  - Missing ground pin.
  - Cuts in outer insulation.
  - Proper strain relief at male and female fittings.
8. All lamps shall be protected from accidental contact by protective covers.

9. Temporary lights shall not be suspended by their cords unless the cord and light is designed for this means of suspension.
10. Electrical tools shall be inspected each day prior to being put into service.
11. When pull boxes, switchboards, and panel boards become energized, they shall be equipped with covers or the area will be secured so only qualified persons will have access.
12. Where cord sets are routed through floor holes, wall holes, doorway, or where subject to vehicular traffic, the cord set will be protected from damage by bushing or fittings that will eliminate the possibility of damage.
13. All 4-way and 2-way electrical boxes used in conjunction with temporary electrical will be UL approved. Job boxes are prohibited.

## Trenching and Excavations

The purpose of trenching and excavation procedures is to prevent an injury or incident from occurring during this work process. A trench is defined as any excavation that is less than 15 feet wide and longer and deeper than it is wide.

1. A stairway, ladder, ramp, or other safe means of egress shall be located in trench excavations that a 4 feet or more depth so as to require no more than 25 feet of lateral travel for employees.
2. RSCI projects require a positive means of fall protection when the work process exposes employees to a fall hazard of more than 6 feet. Remember that a fall hazard can be above grade or below it. Fall protection must be used when working around trenching and excavation that could present fall hazard.
3. When excavations exceed 5 feet, each employee or person in the excavation shall be protected from cave-ins by an adequate protective system design. (e.g. Of such protective system designs are shoring, sloping or benching)
4. Prior to starting any excavations, the following SHALL be done:
  - Contact local one call system, red stake, and/or affected utility company.
  - Insure that competent person is on site (if excavation is part of subcontractors work, secure name of competent person),
  - Determine if sloping or shoring method of protection is going to be used.
  - Consult boring log in contract documents to help establish soil type.
  - If shoring method other than outlined in 1926 subpart P is to be used:
    - Registered engineer must design the shoring system.
    - Copy of the engineer designed and stamped drawing must be kept on site.
5. Locate and identify all underground utilities on the project. This should be coordinated with local utility agencies and/or district representative. Note: If at any time unidentified or non-located utilities are found, stop all work immediately and contact the RSCI superintendent.
  - Complete excavation checklist. (**Appendix 13**)
6. If ground water is encountered, have equipment available for water removal.
7. Establish a daily inspection procedure and procedures for inspecting after rain. (**See Appendix 14**).
8. Each employee that will be working in or near the excavation is to be trained to recognize the hazards associated with excavations.
9. Where possible, a means of diverting water run-off from entering the excavation shall be used.
10. Access and egress to the excavation shall be positioned so that lateral movement out of the excavation does not exceed 25'-0". Access or egress can be in the form of ladder, ramp, or stairs.
11. Where employee or equipment are permitted to use walkways or bridges to cross an excavation, a standard handrail shall be provided on walkways or bridge.
12. All surface items that create a hazard shall be removed or supported prior to starting the excavation.
13. Spoil piles shall be kept two (2) feet from the edge of the excavation.
14. A daily check of the excavations will be made and documented. (**See Appendix 14**).
15. In excavations that can be considered a confined space, and atmospheric content check will be performed.

## Cranes

The intent of crane safety procedures is to insure all operations are performed in a safe manner. All crane work must be pre-planned to assure the safety of the process.

It is the responsibility of the RSCI and/or the crane equipment supplier to assure any crane must comply with all applicable state or federal safety and health standards.

## **A. On Site Documentation**

Documentation must be supplied with the crane and received by project management prior to any work by the crane on the job. Documentation required:

1. The manufacturer's O&M requirements and specifications will be followed.
2. The crane complies with all applicable state, federal or special requirements of the project.
3. Operator's manual must be available in the cab of the crane.
4. A copy of the cranes annual inspection is to be on file at the site at all times. The annual inspection shall be by a person qualified to inspect and certify cranes.
5. The operator's view of the view of the load charts shall not be obstructed at any time.
6. Inspection logs for daily weekly and monthly work are available in the crane cab for inspection.
7. Only certified operators shall be allowed to operate cranes.
8. Special permission, in the form of a "lift plan" is required for any lift that exceeds 75 percent of the rated capacity of the crane in the pick condition. (This is not applicable for mobile cranes equipped with operating computer systems or tower cranes with operating limit switches).

## **B. On-Site Operation**

1. Prior to the arrival of the crane, insure that any electrical lines that will be in the working area are de-energized or insulated. Whenever possible lines should be relocated.
2. A daily inspection shall be performed at the start of each shift and recorded on a crane daily inspection log.
3. At no time will a crane be operated with computer systems or limit switches in a non-functioning or override condition.
4. The operator has the responsibility and authority to cease operation whenever an unsafe condition exists and immediately contact the project superintendent.
5. Prior to all picks, the weight of the load must be known and the load chart consulted. [Or: the weight of the load must be known, not estimated, or means must be taken to accurately weigh the load before any pick.
6. All outriggers must be fully extended and set on stable ground. Avoid setting outrigger pads on back filled area. Any cribbing under outrigger is to be tightly planked.
7. The swing radius of the counter weight is to be barricaded prior to start of crane operation.
8. No alterations are to be made to any part of the crane with out the written authorization of the crane manufacturer. Any structural repair modifications shall meet the manufacturers requirements and be inspected and re-certified.
9. Pick and carry operations are to be avoided if possible.
10. Cranes, rigging and loads are not permitted within 20 feet of high voltage power lines (50,000 volts or less). For lines over 50,000 volts minimum clearance shall be 20 feet plus 0.4 inch for each 1,000 volts. Any operations that will approach the 20-foot minimum must be re-planned to include calls to the local power company. At that time a request to have those power systems which are in close proximity reduced to the "one shot" mode.

The hoisting of personnel shall be done only when all the requirements of CFR 1926.1400(suspended personnel platforms) have been met.

Due to the seriousness of crane safety procedures any other operator or supervisor who violates these procedures will be subject to immediate disciplinary action up to and including termination.

## **C. Rigging**

1. All rigging and hardware will be selected to safely handle the weight of the load.
2. Rigging is to be inspected daily. All defective rigging is to be red tagged and taken out of service.
3. Only personnel who are experienced will be allowed to perform rigging tasks.
4. Rigging shall be stored in a manner that will protect it from damage.
5. Both the weights of the load and the center of gravity shall be known prior to the lift being performed. Accurately weigh the load before any pick.
6. Tag lines are to be attached to all loads. Tag lines should be made of non-conductive material and be at least ten (10) feet long and be well secured to the load.



7. The practice of Christmas Treeing loads is STRICTLY FORBIDDEN.
8. Rigging used in conjunction with suspended personnel platforms are not to be used for any other purpose.
9. An erection plan will be made prior to all lifts and will be kept on the jobsite.

## Incident Response Procedures

The goal of the RSCI safety program is the prevention of incidents. However, should an incident occur on the job, we must be prepared to handle it efficiently in order to minimize and control further injury. An emergency medical plan must first be filled out and posted in the project office. All injuries must be reported to RSCI management. Even minor first-aid cases. Paperwork is important to ensure the worker to receive the most appropriate care, for injuries occurring on RSCI property or sites.

## First-Aid Only Injuries

First-Aid only injuries are incidents that require only minor care, the type that can be provided on the project site. This would include minor scrapes, scratches, etc.

1. Care shall be provided to the injured employee using the RSCI First-Aid kit, or other available equipment.
2. Every injury including First-Aid only injuries shall be reported to RSCI management.

## Medical Transporting

1. A Company representative shall transport all non-life threatening injuries requiring professional medical attention to medical facility. Never allow an employee to drive himself/herself to the medical care facility.
2. Prior to transporting, have the designated job personnel call ahead to the medical care facility and give the following information:
  - Employers Name.
  - Employee's Name
  - Nature of Injury
  - Company representative's name that is accompanying the employee.
3. The company representative is to request that the medical care facility take a urine sample and that a Urine Analysis (UA) is done in accordance with the RSCI Substance Abuse Program.
4. If the employee requires hospitalization contact the Personnel Director for notification of the employee's designated contact person.
5. Inform the medical care facility that RSCI has light duty work and the work may include ( i.e. cleanup, material procurement, material transport, clerical duties, answering phones, etc.) If needed supply the medical care facility with a written job description of the injured workers tasks.
6. Assure the employee that the company's workers compensation insurance will take care of his/her medical charges. If the employee has any questions, have him/her contact the Personnel Director.
7. Do not make any statement concerning wages while the employee is recuperating.
8. When leaving the medical care facility be sure you have copies of the diagnosis, doctor's release, or light duty release.

## Major Incident Procedures

In the event of a serious or fatal on-the-job incident, the procedures listed below must be followed:

1. Immediate first aid and professional medical treatment must be provided. Stabilize the victim and call for help.
2. Contact the emergency medical transportation listed on the project emergency medical plan. This will typically be the local emergency medical system reached through the 911 system. A plan will be developed specifically for each project and list a pre-arranged emergency medical provider.
3. Clear a path and direct emergency vehicles to the area.
4. Secure the incident area for a through investigation. Take photographs and/or videotapes of the incident scene as soon as possible.
5. Immediately notify the RSCI Safety Director or Personnel Director. OSHA must be notified within 8 hours after any incident, which results in death or is considered "Catastrophic". The Safety Director or RSCI Management will notify the appropriate family members.

6. The foreman or a member of the office staff should accompany or follow the injured worker to the hospital.
7. The foreman and superintendent will fill out an incident report. This must be submitted to the RSCI safety department by the end of that shift. (This includes incidents or serious injuries to subcontractor's employees.)
8. Arrangements should be made to secure the injured workers tools and personal belongings.
9. Work will not continue in the area that was involved in the incident until the cause of the incident has been identified and corrective action to prevent a recurrence has been taken.
10. Take photos of the scene, and all possible materials or equipment that could assist RSCI in reconstruction of the incident to learn how the accident occurred.

## Motor Vehicles

1. Upon delivery, each piece of equipment shall be checked to insure all safety features are operating properly. If a deficiency is found, equipment will be red tagged out of service until repairs are made and equipment is re-checked. This applies to all company-owned, rented, and subcontractor's equipment.
2. All equipment with reverse gears shall be equipped with a back-up alarm. This will include concrete delivery trucks.
3. A fire extinguisher is to be mounted on each vehicle.
4. A First-Aid Kit is to be mounted in every vehicle.
5. At the beginning of each shift, the operator shall check equipment prior to putting into service.
6. All operators will wear Seatbelts where they are provided.
7. Passengers will wear Seatbelts where seatbelts are provided when transporting employees.
8. All equipment that is fitted with Roll Over Protection (ROPS) shall be equipped with seatbelts.
9. The riding on equipment by an employee other than the operator is **PROHIBITED**.
10. All operators of company-owned, hired or rented motor vehicles must have a valid, appropriate driver's license.

## Concrete

1. All reinforcing steel that an employee could fall onto or into (this includes horizontal steel shall have protective caps or an equivalent means of guarding).
2. No employee will be allowed to place or tie reinforcing steel more than six feet above a work surface unless proper fall protection is used.
3. All reinforcing steel shall be braced in a manner to prevent overturning and collapse.
4. All manually guided rotating typed powered concrete trowel machines shall be equipped with a control switch that will automatically shut off when hands are removed from the machine.
5. Where bull float handles could come in contact with energized electrical conductors, the handle will be constructed of non-conductive material.
6. A copy of drawings or plans for jack layout, formwork, working decks, and scaffolding shall be maintained at the job site.
7. Erected shoring shall be inspected prior to, during, and immediately after concrete placement.
8. All vertical formwork shall be braced in a manner to prevent overturning and collapse. The practice of using wire tied to reinforcing steel will not be considered adequate bracing.
9. During post-tension operations, only employees who are essential to jacking operations shall be permitted behind the jacks.
10. Form removal shall not be done until the concrete has gained sufficient strength to support its weight and superimposed loads.
11. Only employees require for erection of pre-cast members are permitted in the area of erection.
12. Additional requirements for concrete construction – refer to **CFR 29 part 1926 subpart O**.

## Masonry

1. Prior to the start of masonry walls, a limited access zone will be established.
  - The limited access zone shall be the height of the wall plus 4'-0".
  - Limited access zone shall run the full length of the wall being erected.
  - Limited access zone shall be on the scaffolded and unscaffolded side of the wall.
  - Only employees who are actively engaged in the construction of the wall permitted to enter the limited access zone.
  - Limited access zone will remain in place until the wall is adequately braced.
2. All masonry walls over 8'-0" high shall be adequately braced to prevent overturning or collapse.
3. Concrete mixers shall be equipped with guards on all moving parts.

4. At no time shall an employee attempt to clean out the hopper until the power to the equipment has been shut off.
5. Empty concrete sacks shall be disposed of immediately.
6. Mixer operator shall wear proper personal protective equipment while performing mixer operations.
7. Employees operating masonry saws shall be guarded with a semi-circular enclosure over the blade. The operator shall wear safety glasses and a face shield.
8. The motor frames on all stationary saws shall be grounded.
9. Masonry units shall not be stacked that exceed 7'-0" in height. All stockpiles over 4'6" shall be stepped back at least 1" per foot above 4'6". **(Refer to the scaffolding section of this program)**

## Demolition

1. Prior to permitting employee to enter any building to be demolished, a survey shall be made by a competent person to insure the possibility of collapse does not exist. This survey shall be in written form and maintained at the job site.
2. All utilities shall be shut off and disconnected outside of the building. Any utility company, which is involved, shall be contacted.
3. Prior to starting demolition, it shall be determined if any hazardous chemicals, gases, explosive or flammable material has been used in any pipes or tanks.
4. A licensed abatement company prior to commencement of any demolition work shall remove any asbestos.
5. The following personal protection equipment is **MANDATORY** during all demolition operations:
  - Hard hats.
  - Safety glasses.
  - Leather gloves.
  - Hearing protection.
  - Full-face shield. (If applicable)
  - Steel toed boots or foot guards. (If applicable)
  - Long sleeve shirts. (If applicable)
6. Exhaust system shall be installed prior to starting demolition work. If respirator is required, refer to RSC respirator program.
7. Only stairways, ladders, and passageways that have been designated for means of access shall be used. All others will be barricaded off in a manner that prohibits their use.
8. All chutes that are 45 or greater angle shall be fully enclosed on all sides.
9. Dropping of material outside of the building without a chute is **STRICTLY PROHIBITED**.
10. Where material is dropped through a floor hole, the floor below shall have a guardrail.

## RESPIRATORY PROGRAM

### A. RESPONSIBILITIES

#### ADMINISTRATION

It is RSCI management's responsibility to determine what specific applications require use of respiratory equipment. Management must also provide proper respiratory equipment that meets the needs of each specific application. Employees will be provided with adequate training and instructions on all equipment.

Superintendents, supervisors, foremen, or group leaders of each area are responsible for insuring that all personnel under their control are completely knowledgeable of the respiratory protection equipment for the areas in which they work. They are also responsible for insuring that their subordinates comply with all facets of this respiratory program, including respiratory inspection and maintenance.

**The administration of the overall respiratory protection program will be the responsibility of RSCI MANAGEMENT.**

**1. NAME:**

---

**SAFETY DIRECTOR AND RSCI MANAGEMENT** are responsible for overall program administration.

**2. NAME:**

---

**INDUSTRIAL HYGIENE, INSURANCE CARRIER, CONSULTANT** is responsible for contaminant identification and measurement including technical support, air sampling, and laboratory analysis.

**3. NAME:**

---

**PHYSICIAN, OCCUPATIONAL HEALTH NURSE, OTHER HEALTHCARE PROVIDER** is responsible for monitoring the health of employees via a comprehensive medical and health program, including physical examinations.

**4. NAME:**

---

**ENGINEERING, SAFETY DEPARTMENT, INDUSTRIAL HYGIENE, OTHER** is responsible for directing and coordinating engineering projects, which are directly related to respiratory protection.

**5. NAME:**

---

**SAFETY DEPARTMENT, INDUSTRIAL HYGIENE, OTHER** is responsible for selection, issuance, training, and fit testing of all respirators used in this company, including recordkeeping of the forms found in this program as well as others required by the standard.

**6. NAME:**

---

**SAFETY DEPARTMENT, INDUSTRIAL HYGIENE, OTHER** is responsible for performing and documenting inspections of respirators, ensuring compressed breathing air cylinders are hydrostatically tested on schedule and ensures and documents that compressed air is Grade D quality.

#### EMPLOYEES

It is the responsibility of the employee to have an awareness of the respiratory protection requirements for their work areas (as explained by management). Employees are also responsible for wearing the appropriate respiratory equipment according to proper instructions and for maintaining the equipment in a clean and operable condition.

### B. WORK AREA MONITORING

To assure the adequacy of a respiratory protection program, workplace air monitoring will be conducted on a periodic basis to provide for a continuing healthful environment for employees. Personal sampling equipment may be used in accordance with accepted industrial hygiene standards to sample each work area. Results of these samples will identify areas where respiratory protection is required. A "Worksite Specific Respiratory Protection Plan" (refer to Appendix A) will also document what type of equipment will be worn for specific hazards present.

## C. EMPLOYEE MEDICAL MONITORING

Employees who are required to use any type of tight-fitting (i.e. negative and positive pressure) respirator will be approved for respirator use by a licensed health care professional prior to using the device. Employees who are required to use any type filtering face-piece (e.g., dust mask) for health protection will also be medically approved by a licensed health care professional prior to using the device. Medical evaluation may not be provided for employees who voluntarily use filtering face-pieces (e.g., dust masks for only comfort or seasonal allergies).

Additional periodic medical evaluations will be provided in the following cases:

1. If an employee reports medical signs or symptoms related to their ability to use a respirator;
2. If a licensed health care professional, supervisor, or the respirator program administrator determines a medical evaluation is needed;
3. If information from the respiratory protection program including observations made during fit testing and program evaluation indicates a need for employee re-evaluation;
4. If a change occurs in workplace conditions, which may result in a substantial increase in the physiological burden place on an employee.

The licensed health care professional will be provided a copy of the employee's duties, respirator types to be worn and air contaminants and any applicable OSHA standards governing the medical evaluation, such as the Respiratory Protection standard and applicable substance specific standards.

The licensed health care professional's approval will be written certification (Appendix B), which lists the respirator types approved for use by the individual and any restrictions on the employee's use of respiratory protection including the need for corrective lenses. The licensed health care professional's certification will not disclose any confidential medical information but will clearly list or describe any restriction to be observed. A copy will be provided to the Program Administrator.

Refer to Appendix C for the Supplemental Information for the licensed health care professional. In addition, attached to this program are copies for the confidential medical questionnaire to be completed by the employees.

## D. RESPIRATOR SELECTION

Respirators are selected and approved by management and will be chosen in accordance with 42 CFR Part 84 as published in the Federal Register, Respiratory Protective Devices; Final Rules and Notice. The selection is based upon the physical and chemical properties of the air contaminants and the concentration level (s) likely to be encountered by the employee and/or will comply with OSHA requirements for specific substances, such as asbestos, lead, etc. If the atmosphere is uncharacterized, it will be assumed to be "Immediately Dangerous to Life and Health" and a positive pressure SCBA or combination supplied-air respirator with SCBA must be worn. At a minimum, the assigned protection factor of the selectee's respirator will equal or exceed the airborne containment hazard ratio (refer to the OSHA Respirator Standard for more detailed explanation).

Selection of the appropriate respirator for a particular job task will be documented in the Worksite Specific Respiratory Protection Plan (Appendix A). The respirator program administrator will make the selected respirator available immediately to each new employee or transferee in a job, which requires respiratory protection following his or her medical evaluation.

Replacement respirators / pre-filters will be made available as required. Replacement parts must be from the same manufacturer and for the same respirator before they can be used. If other parts are substituted, the respirator is no longer approved for use.

## E. TRAINING AND EDUCATION

Each respirator wearer, supervisor of a respirator wearer, respirator technician and administrator must be trained. This training will be updated at least annually.

Upon successful completion respirator training, the instructor will sign a certification that names the employee trained, the type (s) of respirator and the training date (Appendix D). A copy will be provided to the Program Administrator. A record will be maintained of the training topics covered.

## F. EMPLOYEE FIT TESTING

Employees required to wear any type of tight-fitting (negative and positive pressure) respirator or filtering face-pieces (dust masks) for health protection must be fitted properly and tested for a face seal prior to use of the device and at least annually thereafter. Employees are not required to be fit-tested when voluntarily wearing filtering face-pieces (e.g., dust masks for comfort or seasonal allergies) and where it has been documented that the dust masks are not necessary for health protection. Protocols approved by the Respirator Administrator will be used for fit testing. More frequent testing will be performed if required by OSHA regulations for specific substances or the wearer's facial contours change, such as by weight gain or loss, facial surgery, etc.

Fit test certification will be prepared and signed by the person performing the fit test and will name the tested employee; the make, model and size of the respirator fitted and the fit test result (Appendix E). A copy will be provided to the Administrator.

## **G. RESPIRATOR INSPECTION AND MAINTENANCE**

The respirator must be inspected daily to ensure that it will function properly. Examine each part of the respirator discard if defects are found, unless the problem may be eliminated by replacement with new parts. The following points should be considered for respirator inspection and maintenance:

1. The wearer of a respirator will inspect it daily whenever it is in use.
2. Supervisor, foreman, or group leader will periodically spot check respirators for fit, usage, and condition.
3. The assigned employee or other person designated by the respirator program coordinator will clean respirators not discarded after one shift, on a daily basis, according to the manufacturer's instructions.
4. Respirators not discarded after one shift will be stored in a suitable container away from the areas of contamination.
5. Whenever feasible, respirators not discarded after one shift, will be marked or stored in such a manner to assure they are worn only by the assigned employee. If use by more than one employee is required, the respirator will be cleaned and sanitized between uses.

### **CHECK EACH RESPIRATOR FOR:**

1. Cracks, tears, decomposition, stiffening and distortion of the rubber face piece.
2. Distorted or badly worn plastic adapter.
3. Rubber gasket that contains cuts, cracks, or scratches.
4. Rubber inhalation valve flap that is stiffened, decomposed, or cut.
5. Rubber head harness strapping that is stiffened, decomposed, or cut.
6. Snap fasteners on head straps or face piece that are worn or loose.
7. Plastic exhalation valve seat that is distorted or contains scratches or cracks on its sealing surface.
8. Rubber exhalation valve flap, that is stiffened, distorted, decomposed, or contain cuts.
9. Rubber head harness straps that are stiff, decomposed, or cut.
10. Rubber exhalation valve seat that is distorted or contains scratches or cracks on its sealing surface.
11. Rubber exhalation valve seat, valve flap, and valve cover that are distorted, decomposed, or contain cuts.
12. Rubber filter lip that is distorted, decomposed, or contain cuts.
13. For Power Air-Purifying Respirators and Supplied Air Respirators, check the above items, hoses and all other specific components as specified by the equipment manufacturer. For self-contained Breathing Apparatus (SCBA), see Appendix F for a monthly maintenance and operational checklist.

When respirators are not in use, they must be placed in a clean, closable plastic container or closable plastic bag and then stored in the carton provided. Respirators should be stored in a single layer with the face piece and exhalation valves in normal position to prevent the rubber or plastic from becoming distorted.

## **H. EMERGENCY RESPIRATORY EQUIPMENT**

Self-contained breathing apparatus (SCBA) may be required in specific areas for emergency use. Only trained personnel will use SCBA when it is necessary to enter hazardous atmospheres and the following items will be compiled with:

1. All potential users will be fully trained in the use of this equipment.
2. When the equipment is used, it will be tested in an uncontaminated atmosphere prior to entering the hazardous area.
3. An employee will not work alone with this apparatus in a hazardous atmosphere. At least one additional employee suitably equipped with a similar breathing apparatus must be in contact with the first employee and must be available to render assistance if necessary.
4. This equipment will be inspected monthly by trained department or group personnel. Inspection and maintenance information will be recorded in a logbook (Appendix F).

## Worksite Specific Respiratory Protection Plan

Task Description:

---

---

---

### Atmospheric Hazards:

Oxygen Levels: \_\_\_\_\_ Is oxygen level Appropriate? \_\_\_\_\_

Monitoring (List the monitoring frequency and method for each atmospheric hazard):

---

---

---

### Controls to be Implemented to Reduce Employee Exposure to Atmospheric Hazards:

Respirators to be worn (List type, cartridge if APR, concentration and limits for use):

---

---

---

### Authorized Employees:

---

---

---

### Emergency Response:

Signs and symptoms of overexposure.

---

Evacuation procedures.

---

First aid and emergency medical procedures.

---

Reporting procedures.

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Respirator Adm. Signature: \_\_\_\_\_ Date: \_\_\_\_\_

APPENDIX B

Licensed Health Care Professional Follow-Up Medical Exam

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

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

Date of this follow-up: \_\_\_\_\_

Reasons for follow-up: \_\_\_\_\_

---

---

---

Actions: \_\_\_\_\_

---

---

---

Recommendations about employee's use of respirator: (Limitations)

---

---

---

Need for follow-up Medical Evaluations: \_\_\_\_\_

---

---

---

Signature of Licensed Health Care Professional: \_\_\_\_\_

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

Copy of recommendation given to employee? Yes / No

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



## APPENDIX C

### Supplemental information for Physician or Licensed Health Care Professional

The following information must be provided to the PLHCP before they make a recommendation concerning an employee's ability to use a respirator.

A. Type and weight of the respirator to be used by the employee:

---

---

---

B. Duration and frequency of respirator use (include the use of rescue and escape respirators):

---

---

---

C. Expected physical work effort:

---

---

---

D. Additional protective clothing and equipment to be worn:

---

---

---

E. Temperature and humidity extremes which may be encountered:

---

---

---

**NOTE:** The PLHCP shall also be provided a copy of the written respiratory protection program and a copy paragraph (e) Medical evaluation from 1910.134. *In the event of subsequent medical evaluation, a new supplemental information form only needs to be completed if the information or the PLHCP change.*

## Training Certificate

Name of Employee \_\_\_\_\_

Date \_\_\_\_\_

NAME OF EMPLOYEE was trained on the use, care and limitation of the following respirator (s):

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Other Training Topics Covered:

|       |
|-------|
| _____ |
| _____ |
| _____ |
| _____ |
| _____ |
| _____ |
| _____ |
| _____ |
| _____ |
| _____ |
| _____ |

Name of Instructor \_\_\_\_\_

APPENDIX E

**Fit Test Certificate**

Employee Tested \_\_\_\_\_

Date Tested \_\_\_\_\_

Make, Model and Size of Respirator (s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FIT TEST METHOD: \_\_\_\_\_  
(e.g., quantitative, irritant smoke, banana oil)

Results of Fit Test:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Person Performing the Fit Test \_\_\_\_\_

## Hearing Conservation Program

It is the policy of RSCI to protect employee hearing and effectively manage or eliminate hazardous noise exposures. In those areas where engineering controls cannot reduce noise below harmful levels or until engineering controls can be implemented, employees will take part in a Hearing Conservation Program (HCP). Employees are required to fully participate in the program outlined in this policy as a condition of employment. Employees must wear the provided ear protection devices when working in posted noise areas. Each employee exposed to sound levels in excess of 85 dBA, will be:

- Given a baseline audiogram prior to assignment and an annual audiogram thereafter. The testing is provided at no cost to the employee.
- Provided with a choice of suitable hearing protectors, fitted and encouraged to use them. Wearing of ear protection is mandatory for employees working in areas where noise exposure exceeds 85 dBA (8-hour time-weighted average).
- Notified of the results of noise exposure monitoring when their exposure is 85 dBA (8 hour time weighted average) or greater.
- Notified of any abnormal audiogram indicating a standard threshold shift.
- Provided annual training and information.

### B. RESPONSIBILITIES.

RSCI Safety Committee has been designated to administer the overall HCP. This Program Administrator will:

1. Coordinate and supervise noise exposure monitoring.
2. Identify employees to be included in the HCP.
3. Coordinate and supervise audiometric program.
4. Supervise hearing protector selection, and provide assistance for employees who have problems with hearing protector fit.
5. Develop policies relating to the use of hearing protectors.
6. Supervise employee training programs.
7. Coordinate and supervise recordkeeping.
8. Evaluate overall program at least annually.
9. Review suggested options for noise control, and work with the Purchasing department to ensure noise levels are considered for new equipment purchases.

#### A. Foremen/ Supervisors will

1. Monitor and ensure the wearing of hearing protection in all posted areas.
2. Wear and maintain hearing protection in all posted areas.
3. Check the fit and condition of hearing protection and ensure replacement when necessary.
4. Ensure workers attend crew talks or safety meetings.
5. Ensure workers attend annual audiometric tests.
6. Inform the Program Administrator (PA) if any additional high noise areas are suspected.
7. Contact the PA if new procedures are implemented which may affect noise levels.

#### B. Workers will:

1. Wear and maintain hearing protection in all posted areas.
2. Attend crew talks or safety meetings.
3. Participate in annual audiometric testing.
4. Bring any hearing protection or noise related problems to the attention of management.
5. Report to their supervisor any changing conditions which may impact personnel noise exposures.

## C. PROGRAM REQUIREMENTS

### 1. Noise Monitoring.

Noise levels in some facility areas exceed 85 dBA. The noise exposure levels and areas/sources are summarized in Appendix A. Additional noise monitoring will be conducted whenever employee exposures are expected to change (equipment changes, plant modifications, engineering control installations, etc.). For employees having fixed working locations near steady and continuously operating noise sources, a SLM measurement made for a representative period at the employee's position will indicate his or her exposure level. The measurement interval should be of sufficient duration to encompass a reasonable number of operating cycles for the task or machinery being considered. Where work activities and resulting noise levels are variable, and particularly where individuals do not have fixed working locations, employee exposure levels are most accurately determined by means of a personal noise dosimeter. Employees in the following areas or performing the following jobs will be included in the Hearing Conservation Program.

|  |  |
|--|--|
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

Affected employees or employee representatives will be notified of planned monitoring by the program administrator and permitted to observe. Employees will also be notified of monitoring results.

### 2. Audiometric Testing.

Baseline and annual audiometric testing will be performed for employees with Time Weighted Average exposures which exceed 85 dBA. A copy of the OSHA Noise Standard 29 CFR 1910.95 will be provided to the testing center. The following provider will be performing our audiometric evaluations:

Kevin Sayler, CIH  
Senior Industrial Hygienist  
Liberty Northwest Insurance Corp.  
650 NE Holladay  
PO Box 4555  
Portland, OR 97208-4555  
Ph: 503-736-7094  
Fax: 800-479-0548

Note: Audiometric testing will be conducted by a licensed or certified audiologist, ear, nose & throat physician (otolaryngologist) or audiology technician certified by the Council of Accreditation in Occupational Hearing Conservation (CAOHC).

Audiometric testing results provided by the testing center will be reviewed to ensure the appropriate follow-up actions are taken. If a Standard Threshold Shift (an average shift in either ear of 10 dB or more at 2,000, 3,000 or 4,000 Hz) is identified, the Company will arrange for the employee to re-test within 30 days, and the results of the retest will be used as the annual audiogram.

If a STS is indicated, the employee will:

- be notified of the threshold shift within 21 days of this determination.
- be informed of the need for further evaluation or retesting if a medical problem is suspected.
- be required to wear hearing protection if exposures equal or exceed 85 dBA.
- be refitted or retrained in the use of hearing protection.
- be referred for additional audiological or medical testing, if appropriate, and informed of the need for this testing.

### 3. Hearing Protection.

Until engineering and/or administrative controls reduce the amount of noise exposure to or below the allowed limits, appropriate personal hearing protective devices are made available and issued to employees working in jobs or areas where exposure may exceed a TWA of 85 dBA. It is recognized that the use of these devices is considered a temporary solution to the problem of overexposure until feasible controls are provided. The wearing of hearing protection in the following areas or jobs is mandatory:

|  |  |
|--|--|
|  |  |
|  |  |
|  |  |
|  |  |

In addition, hearing protection is mandatory for any employee who has incurred a standard threshold shift as reported by the program administrator. All supervisors will properly enforce hearing protection requirements. Continuing failure of an employee to properly wear the protection provided could result in the termination of employment with the company. All visitors, management or employees who may enter or pass through a hearing protection required area will also be expected to wear hearing protection.

A variety of hearing protection options, including ear plugs and muffs, will be made available so that employees can choose the type which is most comfortable for them. The procedure in Appendix B will be used to ensure that the selected hearing protection devices reduce noise exposures to an acceptable level.

**4. Noise Signs.**

Company policy requires all work areas where noise exposures may exceed 85 dBA to be posted with noise warning signs at entrances to these areas. All employees in the HCP will wear ear protection when working in posted areas. All other employees or visitors passing through these areas will also be required to wear hearing protection. Tools which generate sound levels in excess of 95 dBA will also be labeled. Hearing protection must be used by the operator when this equipment is used. The following equipment should be labeled:

|  |  |
|--|--|
|  |  |
|  |  |
|  |  |
|  |  |

**5. Employee Training.**

Participation in an annual training program is required for employees exposed to noise at or above 85 dBA. The training will include information on:

- The effects of noise on hearing.
- The purpose and use of hearing protectors, the advantages and disadvantages of the various types.
- Instructions in selection, fitting, use and care of hearing protectors.
- The purpose of audiometric testing and an explanation of test procedures.
- Contents of 29 CFR 1910.95, Occupational Noise Exposure.

A copy of the noise standard and the written training and instructional materials are attached and are made available to employees upon request. Records of training will be maintained.

**6. Recordkeeping.**

Audiometric program records are maintained in the employee's personnel file and will be provided to employees upon request. Records applicable to employee monitoring and exposure records will be retained as follows:

- Employee audiometric test records (baseline and annual audiogram, retests, test room background levels, and audiometer calibration records) are maintained for the duration of affected employees employment plus 30 years.
- Noise exposure measurement records are maintained for 30 years.
- Program audit records will be maintained for 3 years.

**7. Program Evaluation.**

The success of the hearing conservation program with regard to each individual employee is evaluated by comparing annual audiograms to the baseline audiogram. This procedure, among others, helps to determine the effectiveness of the hearing protection program, and, as a result, ensures the protection of employees' hearing. The Program Administrator is responsible for reviewing the recommendations of the audiologist or physician. RSCI will make an effort to address employee concerns about hearing protection fit, comfort, or over-protection. However, it is the responsibility of the employee to bring those concerns to our attention.

If an employee experiences a Standard Threshold Shift, that employee's workstation or work area will be specifically evaluated to determine if engineering controls to decrease the noise levels are feasible. A checklist to be used is attached as Appendix C.

## 8. Engineering & Administrative Controls.

RSCI recognizes the desirability of controlling the existing noise levels by engineering and/or administrative controls. Therefore, the feasibility of such controls is carefully considered including possible redesign of existing machinery, the building of partial or total enclosures, and other engineering noise control procedures for reducing the existing noise levels.

Due to the complexity of some machinery used by the company and in view of economic limitations, some noise levels cannot currently be reduced to below acceptable limits. Within the limitation of work schedules and employee skills, administrative controls have also been considered. Engineering and administrative controls are being considered and implemented where feasible on a continuing basis.

RSCI also recognizes the desirability of considering noise levels prior to the purchase of new or rebuilt equipment. It is our policy to evaluate noise levels prior to equipment purchase. The "Buy Quiet" specification provided to our suppliers is included as Appendix D of this Program.

### Appendix A – Noise Exposure Monitoring Results

Upon Request

### Appendix B – Computation of Actual Noise Reduction Ratings (NRR)

The degree of protection that a hearing protection device provides is referred to as the Noise Reduction Rating or NRR. Because the listed NRR is established for C-weighted noise measurements, and our measurements have been collected using an A-scale, 7 dB will be subtracted from the NRR to take this into account.

NRRs for ear protection are established in laboratory settings under ideal conditions, and it is unlikely that the noise reduction in industrial areas will be as substantial as that recorded in the lab. Because of these differences between laboratory and "real world" performance, the following NIOSH de-rating scale will be used when calculating noise reduction:

**Ear muffs – 25% reduction**

**Formable ear plugs – 50% reduction**

**All other earplugs or semi-aural devices – 75% reduction**

- Using this method, a formable earplug with a NRR of 30 dB actually provides:
- 30 dB (listed NRR) - 7 (A-scale to C-scale adjustment) = 23 dBA reduction - laboratory measurement
- 23 dBA x 50% = **11.5 dB** of "real-world" noise reduction.

It is not always the case that the product with the highest NRR is the best choice for hearing protection. Too much noise reduction when not necessary can lead to degradation of communication, especially in individuals who have some degree of hearing loss.

Communication problems associated with maximum NRR devices may lead to accidents and poor employee acceptance of the hearing conservation program. The following general guide to protection levels will be used:

| <b>If the device reduces the noise to:</b> | <b>Then the protection is:</b> |
|--|--------------------------------|
| > 85 dB                                    | Insufficient                   |
| 80 - 85 dB                                 | Acceptable                     |
| 75 - 80 dB                                 | Good                           |
| 70 - 75 dB                                 | Acceptable                     |
| <70 dB                                     | Too high                       |

### Appendix C – Employee Standard Threshold Shift Checklist

The following items must be completed whenever an employee has suffered a confirmed Significant Threshold Shift (STS).

#### Employee Work Area:

| <b>Actions to be completed at worksite</b>   | <b>Completion Date</b> |
|--|------------------------|
| Re-evaluate adequacy of hearing protection used. At least two types of muffs and two types of plugs should be available. If ear muffs are used they should be checked for wear or defects. |                        |

|   |                        |
|---|------------------------|
| Please note the type of hearing protection selected by the employee below:<br>Manufacturer: _____ Model: _____ NRR: _____   |                        |
| Re-train employee in proper use of hearing protection.<br>Note: Hearing protection use is mandatory when exposures exceed 85 dBA.<br><br>Trainer Name and Signature: _____  |                        |
| Evaluate feasibility of engineering controls to reduce employee noise exposure. Examples include: <ul style="list-style-type: none"> <li>• Using silencers or mufflers</li> <li>• Installing enclosures or sound absorbing materials</li> <li>• Damping noisy equipment or parts</li> </ul> List the main noise sources the employee may be exposed to: _____<br><br>Are there feasible controls for these areas? _____ |                        |
| Do any areas near the employee workstation exceed a noise level of 105 dBA. If so, where? _____   |                        |
| <b>Action to be completed by Program Administrator</b>  | <b>Completion Date</b> |
| Employee notified in writing within 21 days.  |                        |
| If shift results in $\geq 25$ dB average shift at 2,3,& 4 kHz from audiometric zero, record on OSHA 300.  |                        |
| Has noise monitoring data been conducted that is representative of this employee's job? _____   |                        |
|   |                        |
| Comments: _____<br><br><br><br><br><br><br><br><br><br>   |                        |



## HAZARDOUS COMMUNICATION WRITTEN PROGRAM

The Hazard communication standard is a law enacted by OSHA to protect workers against chemical exposures at the workplace. The intent of this law is to reduce health risks by use of safety equipment, training, and informing employees of the potential hazards.

This program has been prepared to comply with the requirements of the Federal OSHA standard 1926.59 and to ensure that information necessary for the safe use, handling and storage of hazardous chemical is provided to and made available to employers and employees, as well as to comply with the requirements of the Federal OSHA Standard 1926.59.

RSCI Hazardous Material Safety Data Sheets can be obtained by contacting the job superintendent.

This program includes guidelines in identification of chemical hazards and the preparation and proper use of container labels, placards and other types of warning devices.

The four basic requirements of the hazard communication standard are:

1. All containers are labeled to identify the product contained in them. The integrity of labels original containers is to be maintained. This includes secondary containers. Secondary containers are required to have appropriate labels that include product identification and hazard warnings.
2. Material safety data sheets (MSDS) are available for all products used in the workplace. The MSDS should be provided to the RSCI superintendent a minimum of 2 weeks prior to any work with the product on the project.
3. Employees are informed and trained in the standard.
4. Employees have been furnished with and trained in the use of personnel protective equipment (PPE) required for use in the event that they are exposed to a potentially hazardous product.

### A. Chemical Inventory

RSCI maintains an inventory of all known chemicals used on the work site. A chemical inventory is available from the project Superintendent. Hazardous chemicals brought onto the work site by RSCI will be included on the hazardous chemical inventory list.

It is the responsibility of each RSCI subcontractor to work within these OSHA guidelines. Each contractor is responsible for the protection of their employees and compliance with the standard. In addition, it is the responsibility of the subcontractor to maintain their inventory of chemicals on the RSCI project site. The complete and updated listing must also be supplied to the RSCI project superintendent or manager.

### B. Chemical Labeling

1. All chemicals on site will be stored in their original or approved containers with proper labels attached, except small quantities for immediate use. Any container not properly labeled should be given to the Project Superintendent for labeling or proper disposal.
2. Workers may place a chemical into a smaller (one (1) gallon or less) container. This container is for immediate use. Any chemical remaining after work is completed must be returned to the original container or to the Project Superintendent for proper handling.
3. No unmarked containers of any size are to be left in the work area unattended.
4. RSCI will rely on the manufacturer and or supplier applied labels whenever possible and the project staff will ensure that these labels are maintained. Containers that are not labeled or on which the manufacturer label has been removed will be re-labeled or removed from the site.
5. RSCI will ensure that each container is labeled with the identity of the hazardous chemical contained and any appropriate hazard warnings.

### C. Material Safety Data Sheets

1. Employees working with hazardous chemicals may request a copy of the material safety data sheets (MSDS). Requests to review a MSDS should be made to the Project Superintendent. The MSDS will be available to the employees during shift hours.
2. MSDS will be available on the site. The standard chemical reference may also be available on the site to provide immediate reference to chemical safety information.

3. All subcontractors have the responsibility to maintain their own inventory of chemicals being used on the RSCI site. The complete and updated listing must also be supplied to the RSCI project superintendent or manager, for inclusion in the project MSDS binder(s).

#### **D. Employee Training**

Employees will be trained to work safely with hazardous chemicals that they may encounter. Employee training will include:

1. Methods that may be used to detect a release of a hazardous chemical(s) in the work place.
2. Physical and health hazards associated with chemicals.
3. Protective measures to be taken.
4. Safe work practices, emergency responses and use of personal protective equipment.
5. Information on the Hazardous Communication Standard including:
  - Labeling and Warning systems.
  - An explanation of Material Safety Data Sheets.

#### **E. Personal Protective Equipment (PPE)**

Required PPE is available from the project superintendent. Any employee found in violation of PPE requirements may be subject to disciplinary actions up to and including discharge.

#### **F. Emergency Response**

1. Any incident of over exposure or spill of a hazardous chemical /substance must be reported to the Project Superintendent immediately.
2. The foreman or immediate supervisor will be responsible for insuring that proper emergency response actions are taken to care for the employee or respond to leak /spill situations.

#### **Hazards of Non-Routine Tasks**

1. Supervisors will inform employees of any special tasks that may arise which could involve possible exposure to hazardous chemicals.
2. Review of safe work procedure and use of required PPE will be conducted prior to the start of such tasks as confined space, and unlabeled pipe containing chemicals. Where necessary, areas will be posted to indicate the nature of the hazards involved.

#### **Informing Other Employers**

1. Other on-site employers are required to adhere to the provisions of the Hazard Communication Standard.
2. Information of hazardous chemicals known to be present will be exchanged with other employers during the pre-construction meeting. Employers will be responsible for providing necessary information to their employees.
3. Other on site employers will be provided with a copy of the hazard communication program of RSCI.
4. RSCI will supply a central location for MSDS'S so all employees of all contractors on a specific project (when RSCI is the general contractor) will have access. All workers will be informed of this location.

#### **Posting**

RSCI has posted information for employees at this job site concerning the Hazard Communication Standard. This information can be found at the project office.

## LEADING WRITTEN PROGRAM (NOT SITE SPECIFIC)

### Permissible Exposure Limit (PEL)

The OSHA standard sets a permissible exposure limit (PEL) of 50 micrograms of lead per cubic meter of air (50ug/m<sup>3</sup>), averaged over an 8-hour workday, which is referred to as a time-weighted average (TWA). This is the highest level of lead in air to which an employee may be permissibly exposed over an 8-hour workday. However, since this is an 8-hour average, short exposures above the PEL are permitted so long as for each 8-hour workday the average exposure does not exceed this level.

### Exposure Assessment

If lead is present in the workplace in any Quantity, RSCI is required to make an initial determination of whether any employee's exposure to lead exceeds the action level (30ug/m<sup>3</sup>) averaged over an 8-hour day). Employee exposures are that exposure which would occur if the employee was not using a respirator. This initial determination requires RSCI to monitor workers exposure unless RSCI has objective data, which can demonstrate conclusively that no employee will be exposed to lead in excess of the action level. Where objective data is in lieu of actual monitoring, RSCI must establish and maintain an accurate record documenting its relevancy in assessing exposure levels for current job conditions. If such objective data is available, RSCI need proceed no further on employee exposure assessment until such time that the conditions have changed and the determination is no longer valid. Objective data may be compiled from various sources, e.g., insurance companies and trade associations and information from suppliers or exposure data collected from similar operations. Objective data may also be comprised from previously collected sampling data included in the morning area. If it cannot be determined through using objective data that the employee exposure is less than the action level.

RSCI must conduct monitoring or must rely on relevant previous personal sampling, if available. Where monitoring is required for the initial determination, it may be limited to a representative number of employees who are reasonably expected to have the highest exposure levels if RSCI has conducted appropriate air sampling for lead in the past 12 months, RSCI may use these results, provided they are applicable to the same employee tasks and exposure conditions and meet the requirements for accuracy as specified in the standard. If this initial determination shows that a reasonable possibility exists that any employee may be exposed, without regard to respirators, over the action level, RSCI must set up an air monitoring program to determine the exposure level representative of each employee exposed to lead at the workplace. In carrying out this air monitoring program, RSCI is not required to monitor the exposure of every employee, but RSCI must monitor a representative number of employees and job types. Enough sampling must be done to enable each employee's exposure level to be reasonably representing full shift exposure. In addition, these air samples must be taken under conditions, which represent each employee's regular, daily exposure to lead. The OSHA standard lists certain tasks which may likely result in exposure to lead in excess of the PEL and, in some cases, exposure in excess of 50 times the PEL.

Reference Table 1 for the appropriate respiratory protection for each task.

Until RSCI performs an employee exposure assessment as required above and documents that the employee's lead exposure is not above the PEL, RSCI shall treat the employee as if the employee were exposed to lead above the PEL and not in excess of 500 ug/m<sup>3</sup> (3) or (10 x PEL) and shall implement employee protective measures as described below. The tasks covered by this requirement are:

- Locations Where Lead Containing Coatings or Paint Are Present
- Manual demolition of structures (e.g., drywall), manual scrapping, manual sanding, heat gun applications, and power tool cleaning with dust collection system.
- Spray painting with lead paint.

Until RSCI performs an employee exposure assessment as required above and documents that the employee performing any of the listed tasks is not exposed in excess of 500 ug/m<sup>3</sup> (3) and shall implement employee protective measures as described below. Where RSCI does not establish that the employee is exposed to levels below 500 ug /m<sup>3</sup> (3), RSCI may provide the exposed employee with the appropriate respirator prescribed for such use at such lower exposures in accordance with table 1 of this section. The tasks covered by these requirements are:

- Using lead containing mortars and lead burning.

- Where lead containing coatings or paint are present, rivet busting, power tool cleaning without dust collection systems, clean-up activities where dry expendable abrasives are used, and abrasive blasting enclosure movement and removal.

Until RSCI performs an employee exposure assessment as required above and documents that the employee performing any of the listed tasks is not exposed to lead in excess of 2,500 ug/m (3) (5 x PEL), the employer shall treat the employee as if the employee were exposed to lead in excess of 2,500 ug/m (3) and shall implement employee protective measures. Where RSCI does establish that the employee is exposed to levels of lead below 2,500 ug/m (3) RSCI may provide the exposed employee with the appropriate respirator prescribed for use at such lower exposure, in accordance with Table 1 of this section. Interim protection as described in this paragraph is required where lead containing coatings or paint are present on structure when performing:

- Abrasive blasting.
- Welding.
- Cutting.
- Torch burning.

If employee is performing any of these tasks, RSCI must provide the employee with the appropriate respiratory protection, protective clothing and equipment, change areas, hand washing facilities, biological monitoring, and training until such time that an exposure assessment is conducted which demonstrates that employees exposure is below the PEL. If an employee is exposed to lead and air sampling is performed, RSCI is required to notify employee in writing within 5 working days of the air monitoring results which represents the employees exposure. If the results indicate that the employee's exposure exceeds the PEL (without regard to employees use of a respirator), then RSCI must also notify employee of this in writing, and provide employee's with description of the corrective action that has been taken or will be taken to reduce the employee's exposure. Employee's exposure must be rechecked by monitoring, at least every six- (6) months if employee's exposure is at or over the action level but below the PEL. RSCI may discontinue monitoring for employee of two (2) consecutive measurements, taken seven (7) days apart, are at or below the action level. Air monitoring must be repeated every three- (3) months if the employee is exposed over the PEL. RSCI must continue monitoring for employee at this frequency until two (2) consecutive measurements, taken seven (7) days a part, are below the PEL but above the action level, at which time RSCI must repeat monitoring of the employees exposure every six (6) months and may discontinue monitoring only after employees exposure level drops below the action level. However, whenever there is a change of equipment, process, control, or personnel or new type of job is added at the employee's workplace, which may result in new or additional exposure to lead, RSCI must perform additional monitoring.



## Methods of Compliance

RSCI is required to assure that no employee is exposed to lead in excess of the PEL as an 8-hour TWA. The OSHA standard for lead in construction requires employers to institute engineering and work practice controls including administrative controls to the extent feasible to reduce employee exposure to lead. Where such controls are feasible but not adequate to reduce exposures below the PEL, they must be used to reduce exposures to the lowest level that can be accomplished by these means and then supplemented with appropriate respiratory protection. RSCI is required to develop and implement a written compliance program prior to the commencement of any job where employee exposures may reach the PEL as an 8-hour TWA. The OSHA standard identifies the various elements that must be included in the plan. In addition, RSCI's compliance plan must specify the means that will be used to achieve compliance and where controls are required. Including any engineering plans or studies that have been used to select the control methods. If administrative controls involving job rotation are used to reduce employee exposure to lead, the job rotation schedule must be included in the compliance plan. The plan also must detail the type protective clothing and equipment, including respirators, housekeeping and hygiene practices that will be used to protect the employee from the adverse effects of exposure to lead. The written compliance program must be made available, upon request, to affected employees and their designated representatives. Finally, the plan must be reviewed and updated every six (6) months to assure it reflects the current status in exposure control.

## Respiratory Protection

RSCI is required to provide and assure employees use of respirators when employee's exposure to lead is not controlled below the PEL by other means. RSCI must pay the cost of the respirator. Whenever employee requests one, RSCI is also required to provide employee a respirator even if the employee's air exposure level is not above the PEL. The employee might desire a respirator when, for example, the employee has received medical advice that the employee's lead absorption should be reduced, or if the employee intends to have children in the near future, and wants to reduce the level of lead in the employee's body to minimize adverse reproductive effects. While respirators are the least satisfactory means of controlling employee's exposure, they are capable of providing significant protection if properly chosen, fitted, worn, cleaned, maintained, and replaced when they stop providing adequate protection. RSCI is required to select respirators from the Table 1 of the Respiratory Protection of the OSHA standard. The Mine Safety Health Administration (MSHA) or the National Institute for Occupational Safety and Health (NIOSH) must approve any respirator chosen for Occupational Safety and Health (NIOSH). This respirator selection table will enable RSCI to choose a type of respirator, which will give the employee the proper amount of protection, based on the employee's airborne lead exposure. RSCI may select a type of respirator that provides greater protection than that required by the OSHA standard; that is one recommended for higher concentrations of lead than is present in the workplace. RSCI has a Respiratory Protection Program. This program includes written procedures for the proper selection, use, cleaning, storage, and maintenance of respirators. RSCI must assure that employee's face-piece fit properly. Proper fit of a respirator face-piece is critical. Obtaining proper fit on each employee may require RSCI to make available two or three different mask types. In order to assure that the employee's respirator fits properly and that the face-piece leakage is minimized, RSCI must give employee either a qualitative fit test or a quantitative (if employee uses a negative pressure respirator). Any respirator which has a filter cartridge, or canister which cleans the air before employee breathes, and which requires the force of the employee's inhalation to draw the air through the filtering element is a negative pressure respirator. A positive pressure respirator supplies air to the employee directly. A quantitative fit test uses a sophisticated machine to measure the amount, if any, of test material that leaks from the face-piece of the employee's respirators. RSCI must test the effectiveness of the employee's negative pressure respirator initially and at least once every six- (6) months thereafter with a "qualitative fit test". In a qualitative fit test, the fit of the face-piece is checked by seeing if the employee can smell a substance placed outside the respirator. The OSHA standard provides that if the employer uses filter elements, the employee must be given the opportunity to change the filter element whenever an increase in breathing resistance is detected. The employee also must be permitted to periodically leave their work area to wash their face and respirator face-piece whenever necessary to prevent skin irritation. If the employee is ever having difficulty in breathing during the fit test or while using a respirator, RSCI must make a medical examination available to the employee to determine whether the employee can safely wear a respirator. The result of this examination may be to give the employee a positive pressure respirator (which reduces breathing resistance) or to provide alternative means of protection.

## Protective Work Clothing and Equipment

If the employee is exposed to lead above the PEL as an 8-hour TWA, without regard to employee's use of a respirator, or if the employee is exposed to lead compounds such as lead arsenate or lead azide which can cause skin and eye irritation, RSCI must

provide employee with protective work clothing and equipment appropriate for the hazard. If work clothing is provided, it must be provided in a clean and dry condition at least weekly and daily if the airborne exposure to lead is greater than 200-ug/m (3). Appropriate protective work clothing and equipment can include coveralls or similar full bodywork clothing, gloves, hats, shoes, or disposable shoe coverlets, and face shields or vented goggles. RSCI is required to provide all such equipment at no cost to the employee. In addition, RSCI is responsible for providing repairs and replacement as necessary, and also is responsible for the cleaning, laundering or disposal of protective clothing and equipment. The OSHA standard requires that RSCI assure that the employees follow good work practices when the employees are working in areas where employees follow good work practices when the employees are working in areas where employee exposure to lead may exceed the PEL.

The following procedures concerning protective clothing and equipment should be observed prior to beginning work. (Where applicable)

- Designated changing areas.
- Use work garments of appropriate protective gear, including respirators prior to entering work area.
- Store any clothing not worn under protective clothing in designated changing area.

Employee should follow these procedures upon leaving the work area:

- HEPA vacuum heavily contaminated protective clothing while still being worn. At no time may lead be removed from protective clothing by any means, which result in uncontrolled dispersal of lead of lead into the air.
- Remove shoe covers and leave them in the work area.
- Remove protective clothing and gear in the dirty area of the designated changing area. Remove protective coveralls by carefully rolling down the garment to reduce exposure to dust.
- Remove respirator last.
- Wash hands and face.

Employees should follow these procedures upon finishing their work for the day in addition to the procedures described above:

- Place disposable coveralls and shoe covers with the abatement waste. (Where applicable).
- Contaminated clothing, which is to be cleaned, laundered or disposed of, must be placed in closed containers in the change room.
- Clean protective gear, including respirators, in accordance with the OSHA standard.
- Wash hands and face again. If showers are available, take a shower and wash hair. If showers are not available at the work site, shower and wash hair immediately at home.

## Housekeeping

RSCI must establish a housekeeping program sufficient to maintain all surfaces as free as practical of accumulation of lead dust. Vacuuming is the preferred method of meeting this requirement. The use of compressed air to clean the floor and other is generally prohibited unless the removal with compressed air is done in conjunction with ventilation systems designed to contain dispersal of lead dust. Dry or wet sweeping, shoveling, or brushing may not be used except where vacuuming or other equally effective methods have been tried and do not work. Vacuum must be equipped with a special filter called a high-efficiency particulate air (HEPA) filter and emptied in a manner which minimizes the reentry of lead into the work area.

## Hygiene Facilities and Practices

The OSHA standard requires that hand washing facilities be provided where occupational exposure to lead occurs. In addition, change areas, showers, and lunchrooms or eating areas are to be made available to workers exposed to lead above the PEL. RSCI must assure that except in these facilities, food and beverage are not present or consumed, tobacco products are not present or used, and cosmetics are not applied, where airborne exposures are above the PEL. Change rooms provided by RSCI must be equipped with separate storage facilities for protective clothing and equipment and street clothes to avoid cross-contamination. After showering, no required protective clothing and equipment worn during the shift may be worn home. It is important that the contaminated clothing and equipment be removed in the change areas and not to be worn home or the employee will extend the employees exposure to the employees family since lead from the employee's clothing can accumulate in the employee's car, house, etc. Lunchrooms or eating areas may not be entered with protective clothing or equipment unless vacuuming, downdraft booth, or other cleaning method has removed the surface dust. Finally, employees exposed above the PEL must wash both of their hands and faces prior to eating, drinking, smoking, or applying cosmetics. All of the facilities and hygiene practices above are essential to minimize additional sources of lead absorption from inhalation or ingestion of lead that may accumulate on employee, employee's clothes, or employee's possessions. Strict compliance with these provisions can virtually eliminate several sources of lead exposure which significantly too excessive lead absorption.

## Employee Information and Training

RSCI is required to provide an information and training program for all employees exposed to lead above the action level or who may suffer skin or eye irritation from lead compounds such as lead arsenate and lead azide. The program must train these employees regarding the specific hazards associated with their work environment, protective measures which can be taken, including the contents of any compliance plan in effect, the danger of lead to their bodies (including their reproductive systems), and their rights under the law. All employees must be trained prior to initial assignment to the areas where there is a possibility of exposure over the action level. This training program must also be provided at least annually thereafter unless further exposure above the action level will not occur.

## Signs

The OSHA standard requires that the following warning signs be posted in work areas where the exposure to lead exceeds the PEL.

- Warning Lead Work.
- Area Poison.
- No Smoking or Eating.

These signs are to be posted and maintained in a manner which assures that the legend is readily visible.

## Record Keeping

RSCI is required to keep all records of exposure monitoring for airborne lead. These records must include the name and job classification of employees measured, details of the sampling and analytical techniques, the results of the sampling, and the type of respiratory protection being worn by the person sampled. Such records are to be retained for at least 30 years. RSCI is also required to keep all records of biological monitoring and medical examination results. These records must include the names of the employees, the physician's written opinion, and a copy of the results of the examination. Medical records must be preserved and maintained for the duration of the employment plus 30 years. However, if the employee's duration of employment is less than one (1) year, the employer need not retain that employee's medical records beyond the period of employment if they are provided to the employee upon termination of employment. Record keeping is required if the employee is temporarily removed from the employee's job under the medical removal protection program. This record must include the employee's name, and social security number, the date of the employee's removal and return, how the removal was or is being accomplished, and whether or not the reason for the removal was an elevated blood lead level. RSCI is required to keep each medical removal record only for as long as the duration of an employee's employment. The OSHA standard requires that if the employee requests to see or copy environmental monitoring, blood levels monitoring, or medical removal records, they must be made available to the employee or to a representative that they authorize. Medical records other than the BLL's must also be provided upon request to the employee, to the employee's physician or any other person who the employee may specifically designate.

## BLOODBORNE PATHOGEN EXPOSURE CONTROL PLAN - (Not Site Specific)

FOR COMPLIANCE WITH OSHA CFR 1910

In accordance with the OSHA Blood borne Pathogen Standard, CFR 1910, the following exposure control plan has been developed:

### Purpose

- A. To eliminate or minimize employee occupational exposure to blood or certain other body fluids.
- B. Comply with the OSHA Blood borne Pathogen Standard, CFR 1910, or applicable state or industry standard.

### Exposure Determination

The company has performed an exposure determination concerning which employees may incur occupational exposure to blood or other potentially infectious materials. The exposure determination is made without regard to the use of personal protective equipment (i.e. employees are considered to be exposed even if they wear personal protective equipment). This exposure determination lists all job classifications in which all employees may be expected to incur occupational exposure, regardless of frequency. At this facility the following job classifications are in this category:

First Aid Providers

Emergency response team members



We have also determined that there are job classifications in which some employees may have occupational exposure. Since not all the employees in these categories would be expected to incur exposure to blood or other potentially infectious materials, tasks or procedures that would cause these employees to have occupational exposure, they are listed in order to clearly understand which employees in these categories are considered to have occupational exposure. The job classifications and associated tasks for these categories are as follows:

| <u>Job Classification</u> | <u>Task / Procedure</u> |
|---------------------------|-------------------------|
| Emergency Response Team   | First Aid Treatment     |

## Implementation Schedule and Methodology

### A. Compliance Methods

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

Engineering and work practice controls will be utilized to eliminate or minimize exposure to employees at this facility. Where occupational exposure remains after the institution of these controls, personal protective equipment shall be utilized. At this facility the following engineering controls will be utilized.

No engineering controls are necessary as far as we know. Soap and water will be provided in restrooms, and employees required to wash hands after removal of protective equipment.

The above controls will be examined and maintained on a regular schedule. The schedule for reviewing the effectiveness of the controls is as follows:

- When any exposure occurs, or potential exposure occurs, and annually.
- Hand washing facilities shall be made available to the employees who incur exposure to blood or other potentially infectious materials. These facilities are readily available and should be used immediately after incurring exposure. If hand-washing facilities are not feasible, we will provide either an antiseptic cleanser in conjunction with clean cloth/paper towels or antiseptic towelettes. If these alternatives are used then hands are to be washed with soap and running water as soon as feasible.
- Ensure that after the removal of personal protective gloves, employees shall wash hands and any other potentially contaminated skin area immediately or as soon as feasible with soap and water.
- Ensure that if employees incur exposure to their skin or mucous membranes than those areas shall be washed or flushed with water as soon as feasible following contact.

### B. Work Area Restrictions

In work areas where there is a reasonable likelihood of exposure to blood or other potentially infectious materials, employees are not to eat, drink, apply cosmetics or lip balm, smoke, or handle contact lenses. Food and beverages are not to be kept in refrigerators, freezers, shelves, cabinets, or on counter tops or bench tops where blood or other potentially infectious materials are present. The company is not aware of any areas where infectious materials are present at this time, but may designate same if it becomes necessary after an injury.

### C. Containment Equipment

The Emergency Response Team or designated individual is responsible for ensuring that equipment which has become contaminated with blood or other potentially infectious materials shall be examined prior to servicing or shipping and shall be decontaminated as necessary.

### D. Personal Protective Equipment

#### PPE Provision

The Safety Director and site Superintendent are responsible for ensuring that the following provisions are met:

All personal protective equipment used at this site will be provided without cost to employees. Personal protective equipment will be chosen based on anticipated exposure to blood or other potentially infectious materials. The protective equipment will be considered appropriate only if it does not permit blood or other potentially infectious materials to pass

through or reach the employees' clothing, skin, eyes, mouth, or other mucous membranes under the normal conditions of use and for the duration of time which the protective equipment will be used.

## **PPE use**

The Safety Director and site Superintendent shall ensure that the employee uses appropriate PPE unless the supervisor shows that employee temporarily and briefly declined to use PPE when under rare and extraordinary circumstances it was the employee's professional judgement that in the specific instance its use would have prevented the delivery of healthcare or posed an increased hazard to the safety of the worker or co-worker. When the employee makes this judgement, the circumstances shall be investigated and documented in order to determine whether changes can be instituted to prevent such occurrences in the future.

## **PPE Accessibility**

The Safety Director and site Superintendent shall ensure that appropriate PPE in the appropriate sizes are readily available at the work site or is issued without cost to the employees. Hypoallergenic gloves, glove liners, powderless gloves, or other similar alternatives shall be readily accessible to those employees who are allergic to the gloves normally provided.

## **PPE Cleaning, Laundering, and Disposal**

All personal protective equipment will be cleaned, laundered and disposed of by the employer at no cost to the employees.

All garments which are contaminated by blood shall be removed immediately or as soon as feasible. All PPE will be removed prior to leaving the work area.

When PPE is removed, it shall be replaced in an appropriately designated area or container for storage, washing, decontamination or disposal.

## **Gloves**

Gloves shall be worn where it is reasonably anticipated that employees will have hand contact with blood, other potentially infectious materials, non-intact skin, and mucous membranes; and when handling or touching contaminated items or surfaces. Disposable gloves used at this site are not to be washed or decontaminated for re-use and are to be replaced as soon as practical when they become contaminated or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised.

## **Eye and Face Protection**

Masks in combination with eye protection devices, such as goggles or glasses with solid side shield, are required to be worn whenever splashes, spray, splatter, or droplets of blood or other potentially infectious materials may be generated, and eye, nose, or mouth contamination can reasonably be anticipated. Any employee administering CPR will use mouthpieces or a dam to prevent skin to skin contact.

## **Housekeeping**

This facility will be cleaned and decontaminated according to the following schedule:

Immediately after any known contamination with infectious materials.

## **Waste Disposal**

Regulated waste shall be placed in containers which are closable, constructed to contain all contents and prevent leakage of fluids during handling, storage, transportation or shipping.

The waste must be labeled or color-coded and closed prior to removal to prevent spillage or protrusion of contents during handling, storage, transport, or shipping.

Disposal of all regulated waste shall be in accordance with applicable State regulations.

## Laundry Procedures

Laundry contaminated with blood or other potentially infectious materials will be handled as little as possible. Such laundry will be placed in appropriately marked (biohazard labeled, or color-coded red bag) bags at the location where it was used. Such laundry will not be sorted or rinsed in the area of use.

## Hepatitis B Vaccine and Post-Exposure Evaluation and Follow-up

RSCI will make available the Hepatitis B Vaccine and vaccination series to all employees who have had an occupational exposure incident, and post exposure follow-up.

RSCI shall ensure that all medical evaluations and procedures including the Hepatitis B vaccine and vaccination series and post exposure follow-up, including prophylaxis:

- Made available at no cost to the employee;
- Made available to the employee at a reasonable time and place;
- Performed by or under the supervision of a licensed physician or by the supervision of another licensed healthcare professional; and
- Provided according to the recommendations of the US Public Health Service.
- All laboratory tests shall be conducted by an accredited laboratory at no cost to the employee.

## Hepatitis B Vaccination

Hepatitis vaccine will be made available after the employee has a potential occupational exposure unless, the employee has previously received the complete Hepatitis B vaccination series, antibody testing has revealed that the employee is immune, or the vaccine is contraindicate for medical reasons.

Participation in a pre-screening program shall not be a prerequisite for receiving Hepatitis B vaccination.

If the employee initially declines Hepatitis B vaccination, but at a later date while still covered under the standard decides to accept the vaccination, the vaccination shall then be made available.

If a routine booster dose of Hepatitis B vaccine is recommended by the Public Health Service at a future date, such booster doses shall be made available.

## Post Exposure Evaluation and Follow-up

All exposure incidents shall be reported, investigated, and documented. When the employee incurs an exposure incident, it shall be reported to the Superintendent and Safety Director.

Following a report of an exposure incident, the exposed employee shall immediately receive a confidential medical evaluation and follow-up, including at least the following elements:

- Documentation of the route of exposure, and the circumstances under which the exposure incident occurred.
- Identification and documentation of the source individual, unless it can be established that identification is not feasible or prohibited by State or Federal law.
- The source individual's blood shall be tested as soon as feasible and after consent is obtained in order to determine HBV and HIV infectivity. If consent is not obtained, the Safety Director shall establish that legally required consent cannot be obtained by conferring with legal counsel. When the source individual's consent is not required by law, the source individual's blood, if available, shall be tested and the results documented.

- When the source individual is already known to be infected with HBV or HIV, testing for the source individual's known HBV or HIV status need not be repeated.
- Results of the source individual's testing shall be made available to the exposed employee, and the employee shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.
- Collecting and testing of blood for HBV and HIV serological status will comply with the following:
- The exposed employee's blood shall be collected as soon as feasible and tested after consent is obtained.
  - The employee will be offered the option of having their blood collected for testing of the employees HIV/HBV serological status. The blood sample will be preserved for up to 90 days to allow the employee to decide if the blood should be tested for HIV serological status.

All employees who incur an exposure incident will be offered post-exposure evaluation and follow-up. All post exposure follow-up will be performed by a licensed healthcare facility.

## Healthcare Professional's Written Opinion

RSCI shall obtain and provide the employee with a copy of the evaluating healthcare professional's written opinion within 15 days of the completion of the evaluation.

The healthcare professional's written opinion for HBV vaccination shall be limited to whether HBV vaccination is indicated for an employee, and if the employee has received such vaccination.

The healthcare professional's written opinion for post-exposure follow-up shall be limited to the following information:

- A statement that the employee has been informed of the results of the evaluation; and
- A statement that the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.

**Note:** All other findings or diagnosis shall remain confidential and shall not be included in the written report.

## Labels and Signs

RSCI shall ensure that biohazard labels shall be affixed to containers of regulated waste, or other potentially infectious materials.

The universal biohazard symbol shall be used. The label shall be fluorescent orange or orange-red.

Red bags or containers may be substituted for labels. However, regulated wastes must be handled in accordance with the rules and regulations of the organization having jurisdiction.

## Information and Training

RSCI shall ensure that training is provided at the time of initial assignment to tasks where occupational exposure may occur, and that it shall be repeated within twelve months of the previous training. Training shall be tailored to the education and language level of the employee, and offered during the normal work shift. The training will be interactive and cover the following:

- A copy of the standard and an explanation of its contents.
- A discussion of the epidemiology and symptoms of blood borne diseases.
- An explanation of the modes of transmission of blood borne pathogens.
- An explanation of the RSCI Blood borne Pathogen Exposure Control Plan (this program), and a method for obtaining a copy.
- The recognition of tasks that may involve exposure.
- An explanation of the use and limitations of methods to reduce exposure, for example engineering controls, work practices and personal protective equipment (PPE).

- Information on the types, use, location, removal, handling, decontamination, and disposal of PPEs.
- An explanation of the basis of selection of PPEs.
- Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials.
- An explanation of the procedures to follow if an exposure incident occurs, including the method of reporting and medical follow-up.
- Information on the evaluation and follow-up required after an employee exposure incident.
- An explanation of the signs, labels, and color-coding systems.

The person conducting the training shall be knowledgeable in the subject matter.

Employees who have received training on blood borne pathogens in the twelve months preceding the effective date of this policy shall only receive training in provisions of the policy that were not covered.

Additional training shall be provided to employees when there are any changes of tasks or procedures affecting the employee's occupational exposure.

## **Recordkeeping Medical records**

RSCI is responsible for maintaining medical records as indicated below. These records will be kept at 1854 E. Lanark Street, Meridian, Idaho.

Medical records shall be maintained in accordance with OSHA Section 5193. These records shall be kept confidential, and must be maintained for at least the duration of employment plus 30 years. The records shall include the following:

- The name and social security number of the employee.
- A copy of the employee's HBV vaccination status, including the dates of vaccination.
- A copy of all results of examinations, medical testing, and follow-up procedures.
- A copy of the information provided to the healthcare professional, including a description of the employee's duties as they relate to the exposure incident, and documentation of the routes of exposure and circumstances of the exposure.

## **Training Records**

RSCI is responsible for maintaining the following training records. These records will be kept in the Personnel office.

- The date of the training sessions.
- An outline describing the material presented.
- The names and qualifications of persons conducting the training.
- The names and job titles of all persons attending the training sessions.
- Training records shall be maintained for 3 years from the date of the training.

## **Availability**

All employee records shall be made available to the employee in accordance with OSHA Section 5193.

All employee records shall be made available to the Assistant Secretary of Labor for the Occupational Safety and Health Administration and the Director of the National Institute for Occupational Safety and Health upon request.

## **Transfer of Records**

If this facility is closed or there is no successor employer to receive and retain the records for the prescribed period, The Director of the NIOSH shall be contacted for final disposition.

## **Evaluation and Review**

## **HEPATITUS B VACCINE DECLINATION STATEMENT**

**(Mandatory)**

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Blood borne Pathogen Exposure Incident Report

Name of injured employee \_\_\_\_\_

Social Security Number \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Name of all persons rendering assistance

|  |  |
|--|--|
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

Description of the incident: \_\_\_\_\_

|  |  |
|--|--|
|  |  |
|  |  |
|  |  |

Describe exposures to blood or other infectious materials: \_\_\_\_\_

|  |  |
|--|--|
|  |  |
|  |  |
|  |  |

What protective equipment was being used by employees exposed? \_\_\_\_\_

|  |  |
|--|--|
|  |  |
|  |  |
|  |  |

Action Taken: \_\_\_\_\_

|  |  |
|--|--|
|  |  |
|  |  |
|  |  |

\_\_\_\_\_  
Signature/Title

\_\_\_\_\_  
Date

# Control of Hazardous Mechanical Energy Source and Electrical Work Practices

## Lockout, Blockout and Tagout

### PURPOSE

The purpose of this instruction is to ensure that before any construction employee performs any installation, servicing or maintenance on machinery or equipment, where the unexpected energizing, start up or release of stored energy could occur and cause injury, the machinery or equipment will be rendered safe to work on.

### GENERAL INFORMATION

OSHA has promulgated a general industry standard that requires lockout / blockout / tagout of machinery and equipment:

- Control of Hazardous Energy (Mechanical lockout / blockout / tagout) – 29 CFR 1910.147

OSHA has promulgated a construction standard that requires lockout / tagout of equipment and circuits applicable to electrical hazards:

- Lockout and Tagging of Circuits – 29 CFR 1926.417

**NOTE:** The terminology used in this instruction is derived from the OSHA standards.  
See 29 CFR 1910.147 (b), and 1926.449

OSHA also has an Accident Prevention Tag standard that requires defective tools, equipment, etc. to be tagged out:

- Accident Prevention Tags – 29 CFR 1926.200 (h)

Lockout is the preferred method of isolating machines or equipment from energy sources and shall be used whenever possible. Equipment obtained or modified after January 2, 1990 will be installed with lockout capability. If tags are used additional steps shall be taken as may be necessary to provide the equivalent safety available from the use of a lockout device.

## **BASIC RULES FOR USING LOCKOUT OR TAGOUT SYSTEM PROCEDURE**

All equipment shall be locked out, blocked out (Blocks, blinds, etc.) or tagged out to protect against accidental or inadvertent operation when such operation could cause injury to personnel. Anyone operating or attempting to operate any switch, valve, or other energy isolating device that is not locked, blocked or tagged out will be disciplined.

## **GENERAL LOCKOUT / BLOCKOUT / TAGOUT PROCEDURES**

This procedure establishes the minimum requirements for the lockout, blockout or tagout of energy isolating devices. In addition to requirements stated in this general program, the Energy Source Determination Checklist (Appendix A) will be completed and used as a specific procedure for equipment which has stored energy or has multiple energy control points.

## **RESPONSIBILITY**

Any employee who could be exposed to hazardous energy sources shall be instructed in the safety significance of the lockout, blockout or tagout procedure. Employees authorized to perform energy control measures shall receive training commensurate with their responsibilities and as required by the applicable OSHA standards. Each new or transferred affected employee and other employees whose work operations are or may be in the area shall be instructed in the purpose and use of the lockout or tagout procedure. Prior to lockout / blockout / tagout the senior authorized individual will brief all affected employees in person.

## **PREPARATION FOR LOCKOUT OR TAGOUT**

The "authorized" employee shall make a survey to locate and identify all isolating devices to be certain which switch(s), valve(s) or other energy isolating devices apply to the equipment to be locked to tagged out. More than one hazardous energy source and / or means of disconnect (electrical, mechanical, or others) may be involved. If more than one energy source or stored energy consult the Energy Source Determination Checklist (Appendix A) prior to beginning work and use the completed copy as a specific procedure.



## SEQUENCE OF LOCKOUT, BLOCKOUT OR TAGOUT SYSTEM PROCEDURE

- (1) Notify all affected employees that a lockout or tagout system is going to be utilized and the reason why. The authorized employee shall know the type and magnitude of energy that the machine or equipment utilizes and shall understand the hazards thereof.
- (2) If the machine or equipment is operating shut it down by the normal stopping procedure. This is usually done by depressing the stop button, open toggle switch, etc. In addition, ensure that all stored energy is dissipated or properly restrained.
- (3) Operate the switch, valve, or other energy isolating device(s) so that the equipment is isolated from its energy source(s). Stored energy such as springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc. must be dissipated or restrained. Combinations of these energy sources and any stored energy will require an Energy Source Determination Checklist (Appendix A) to be completed and used as specific procedure.
- (4) Lockout, blockout and/or tagout device application:
  - (a) Only an "authorized" employee shall affix locks, blocks, and tags to each energy-isolating device.
  - (b) Locks and tags shall be singularly identified.
  - (c) Locks shall be affixed in a manner that will hold the energy-isolating device in a safe or off position.
  - (d) Tags, when used, shall be affixed in a manner that will clearly indicate that the operation or movement of the energy-isolating device from the "safe" or "off" position is prohibited.
  - (e) Tags that cannot be affixed directly to the energy isolating device shall be located as close as safely possible to the device, in a position that will be immediately obvious to anyone attempting to operate the device.
  - (f) All potentially hazardous stored or residual energy shall be relieved, disconnected, restrained or otherwise rendered safe. If there is a possibility of re-accumulation of stored energy to a hazardous level, verification of isolation shall continue until the possibility of accumulation no longer exists. Stored energy may require blocks, blinds, flanges, etc. in order to appropriately control stored energy.
  - (g) After ensuring that no personnel are exposed, as a check on having disconnected the energy sources, operate the push button or other normal operating controls to make certain the equipment will not operate.

**CAUTION: RETURN OPERATING CONTROL (S) TO "NEUTRAL" OR "OFF" POSITION AFTER THE TEST.**

- (5) The equipment is now locked out or tagged out.

### TESTING OR POSITIONING OF MACHINES, EQUIPMENT, OR COMPONENTS THEREOF

In situations which lockout, blockout or tagout devices must be temporarily removed from the energy isolating device and the machine or equipment energized to test or position the machine, equipment or component thereof, the following sequence of actions shall be followed:

- (a) Clear the machine or equipment of tools and materials.
- (b) Remove employees from the machine or equipment area.
- (c) Remove the lockout or tagout devices.
- (d) Energize and proceed with testing or positioning.
- (e) De-energize all systems and reapply energy control measures in accordance with the requirements set forth in this instruction.

## RESTORING MACHINES OR EQUIPMENT TO NORMAL PRODUCTION OPERATIONS

- (1) After the servicing and /or maintenance is complete and equipment is ready for normal production operations, check the area around the machines or equipment to ensure that no one is exposed.
- (2) After all tools have been removed from the machine or equipment, guards have been reinstalled and employees are in the clear, remove all lockout or tagout devices. Operate the energy isolating devices to restore energy to the machine or equipment.

## PROCEDURE INVOLVING MORE THAN ONE PERSON

In the preceding steps, if more than one individual is required to lockout or tagout equipment, each shall place his/her own assigned lockout device or tagout device on the energy isolating device(s). When an energy-isolating device cannot accept multiple lock or tags, a multiple lockout or tagout device (hasp) may be used. If lockout is used, a single lock may be used to lockout the machine or equipment with the key being placed in a lockout box or cabinet which allows the use of multiple locks to secure it. Each employee will then use his/her own assigned lock to secure the box or cabinet. As each person no longer needs to maintain his or her lockout protection, that person will remove his/her lock from the box or cabinet.

## REMOVAL OF LOCKOUT OR TAGOUT DEVICES

Lockout / tagout devices shall be removed from each energy isolating device by the employee who applied it EXCEPT:

- (1) Lockout / tagout devices may be removed by project superintendent if the authorized employee who applied it is not available and:
  - (a) It is verified that the authorized employee who applied the device is not at the construction site;
  - (b) All reasonable efforts were made to contact the authorized employee to inform him/her that his/her lockout or tagout device has been removed and;
  - (c) The authorized employee has this knowledge before he/she resumes work at the construction site.

## CONSTRUCTION AT AN ESTABLISHED PLANT

When work is performed at an established plant, coordination will be made to determine the energy control measures required at the plant. This company will follow plant rules and train our personnel according to their requirements.

## SHIFT OR PERSONNEL CHANGES

In the case of shift or personnel changes, a change over period will be established so that the authorized employees may exchange their assigned locks/tags. Authorized personnel assuming control of lockout of equipment will be fully briefed in the scope and stage of the work by those whom are being relieved.

## TRAINING

Training shall be given to all authorized personnel as required by 29 CFR 1926.21 (b) (2) 1926.416 (concerning qualified persons). Training for mechanical energy will be documented on Appendix B and training for electrical (qualified persons) will be on Appendix C.

Project superintendent will conduct training and prepare a record and certify that the employee training has been accomplished.

## ELECTRICAL WORK PRACTICES

The adoption of the following elements for electrical work is designed for in plant electrical work. This adoption of the following requirements is not intended to be used for high voltage work (over 600 volts), or exposure to overhead power lines.

## ELECTRICAL LOCKOUT / TAGOUT (29CFR 1926.417 (d) (3) (iv))

Electrical work requires a lock and a tag to be used together. However, a tag can be used by itself only if the electrical disconnecting source does not have lockout capabilities.

Locks can be placed without a tag only under the following conditions:

- (a) Only one circuit or piece of equipment is deenergized.
- (b) The lockout period does not extend beyond the work shift.
- (c) Employees exposed to the hazards associated with energizing the circuit or equipment are familiar with the procedure.

In addition, tags used without a lock must be supplemented by at least one additional safety measure that provides a level of safety equivalent to that obtained by use of a lock. Additional method (s) include, but not limited to removal of an isolating circuit element, blocking of a controlled switch, or opening of an extra disconnecting device.

#### **ELECTRICAL TEST VERIFICATION OF DEENERGIZED CIRCUITS (29 CFR 1926.417 (d)(4)(ii))**

A qualified person shall use test equipment to test the circuit elements and electrical parts of equipment to which employees will be exposed and shall verify that the circuit elements and equipment parts are deenergized. The test shall also determine if any energized condition exists as a result of inadvertently induced voltage or unrelated voltage feedback even though specific parts of the circuit have been deenergized and presumed to be safe. If the circuit to be tested is over 600 volts, nominal, the test equipment shall be checked for proper operation immediately after this test.

### **WORK ON ENERGIZED CIRCUITS**

Approval must be obtained from project superintendent prior to any work on energized circuits. (Name or title of authorized management official) will verify that deenergizing circuits that it will create additional or increased hazards or it is infeasible due to equipment design or operational limitations.

*NOTE:* Working on energized parts requires the wearing of appropriate personal protective equipment. Project superintendent will be responsible for specifying appropriate personnel equipment to be used, to ensure compliance with 29 CFR 1910.335. Personal protective equipment for electrical hazards shall meet, be used and maintained in accordance with ANSI J6.1 through J6.7. Qualified employees for electrical work shall be aware of and follow the approach distances for qualified employees for alternating current as specified in Table K-2 of 29 CFR 1926.416.

# APPENDIX A

## LOCKOUT / TAGOUT PROCEDURE

### ENERGY SOURCE DETERMINATION CHECKLIST

**DATE:** \_\_\_\_\_ **CONDUCTED BY:** \_\_\_\_\_

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 in the blank. Circle "Yes" or "No" or fill in the blank.

Location: \_\_\_\_\_ Work Center: \_\_\_\_\_

Line: \_\_\_\_\_ Equipment No. \_\_\_\_\_

Equip. Name: \_\_\_\_\_ Model: \_\_\_\_\_

Specific Procedure No. Assigned: \_\_\_\_\_ Serial No: \_\_\_\_\_

List of authorized employees: \_\_\_\_\_

---

---

NOTE: An authorized employee is a person who locks out or tags out machines or equipment in order to perform servicing or maintenance on that machine or equipment. An affected employee becomes an authorized employee when that employee's duties include performing servicing or maintenance covered under this section.

List of affected employees: \_\_\_\_\_

---

---

NOTE: An affected employee is a person 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.

List of other employees: \_\_\_\_\_

---

---

NOTE: An other employee is a person where tagout systems are used, All other employees whose work operations are or may be in an area where energy control procedures may be utilized, shall be instructed about the procedure, and about the prohibition relating to attempts to restart or reenergize machines or equipment which are locked out, blocked out, or tagged out.

1. Does this equipment have:

a. Electrical power (including battery)? Yes / No  
If yes, Motor Control Center (MCC) or power panel and breaker number

\_\_\_\_\_

Does it have a lockout device? Yes / No

Battery Location: \_\_\_\_\_

Battery disconnect location: \_\_\_\_\_

b. Mechanical power? Yes / No

Mark each type of energy source that applies:

(1) Engine driven? Yes / No

If yes, switch or Key location: \_\_\_\_\_

Is lockout device installed? Yes / No

If no, method of preventing operation \_\_\_\_\_

---

(2) Spring loaded? Yes / No

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

If yes, does it have a method of preventing movement? Yes / No

If yes, can it be locked? Yes / No

If no, how can it be secured? \_\_\_\_\_

---

(4) Flywheel? Yes / No

If yes, does it have a method of preventing movement? Yes / No

If yes, can it be locked? Yes / No

If no, how can it be secured? \_\_\_\_\_

---

c. Hydraulic power? Yes / No

If yes, location of main control / shut off valve \_\_\_\_\_

---

Can control / shut off valve be locked in "off" position? Yes / No

If no, location of closest manual shutoff valve \_\_\_\_\_

---

Does manual shutoff valve have 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

If yes, location of main control / shut off valve \_\_\_\_\_

---

Can control / shut off valve be locked in "off" position? Yes / No

If no, location of closest manual shutoff valve \_\_\_\_\_

---

---

Does manual shutoff valve have 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

If yes, location of main control / shutoff valve \_\_\_\_\_

---

Can control / shutoff valve be locked in off / closed position? Yes / No

If no, location of closest manual shutoff valve \_\_\_\_\_

---

Does manual shutoff valve have lockout device? Yes / No

If no, what is needed to lock valve closed? \_\_\_\_\_

---

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

If no, how can system be drained and neutralized? \_\_\_\_\_

---

What personal protective equipment is needed for this equipment? \_\_\_\_\_

---

f. Thermal energy? Yes / No

If yes, location of main control / shutoff valve? \_\_\_\_\_

---

Can control / shutoff valve be locked in "off" or closed position? Yes / No

If no, location of closest manual shutoff valve \_\_\_\_\_

---

Can control / shutoff valve be locked in off / closed position? Yes / No

If no, location of closest manual shutoff valve \_\_\_\_\_

---

Does manual shutoff valve have lockout device? Yes / No

If no, what is needed to lock valve closed? \_\_\_\_\_

---

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

If no, how can system pressure and temperature be reduced and drained? \_\_\_\_

---

---

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: \_\_\_\_\_







**APPENDIX 1  
JOB HAZARD ANALYSIS**

|  |                         |
|--|-------------------------|
| <b>Page</b> _____ <b>of</b> _____        | <b>Date</b> _____       |
| <b>Contract Name</b> _____               | <b>Contract #</b> _____ |
| <b>Contractor</b> _____                  | <b>Phase #</b> _____    |
| <b>Contractor's Representative</b> _____ | <b>Location</b> _____   |

| <b>ACTIVITY OPERATION</b> | <b>UNSAFE CONDITION, ACT OR HAZARD</b> | <b>PREVENTATIVE OR CORRECTIVE ACTION</b> |
|---------------------------|--|--|
|                           |  |  |



Appendix 3

Monthly Safety Committee Report

Company Name \_\_\_\_\_

Number of Employees \_\_\_\_\_

Location \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Employees Carrying Active First Aid Cards \_\_\_\_\_

Supervisors Carrying Active First Aid Cards \_\_\_\_\_

Name of Committee Chairperson \_\_\_\_\_

Safety Committee Members Present:

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Topics discussed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do not limit this report by saying no accidents happened last month. The purpose of the Safety Committee is to expose and reduce potential hazards that could cause accidents and make recommendations for correction, thereby reducing accidents.

List visitors, discussions and recommendations presented at the meeting. Use the reverse or additional sheets if necessary. List new and old items separately, using original sequence number, etc., on succeeding reports until corrected. A copy of this report should be kept on file, available for review for at least 12 calendar months.

## Appendix 4

# RSCI

## **EMPLOYEE SAFETY / JOB ORIENTATION CHECKLIST**

This checklist may be used to conduct safety orientations for new employees or adapted for those who receive new assignments. This introduces new employees to the company's policies and procedures, and reinforces the firm's commitment to accident prevention. Ample time for discussion should be allowed.

New Employee                       Rehire                       Re-Orientation

EMPLOYEE NAME (PRINT) \_\_\_\_\_ DATE OF HIRE \_\_\_\_\_

---

**PURPOSE OF ORIENTATION** – Prior to start of work, handling of material or operating equipment, new or transferred employees are guided through the project, giving particular attention to the areas they will work in. They will receive demonstrations or explanations on how to correctly and safely use the tools and equipment they will operate. These explanations will also include the use and inspection of safety equipment, whether this equipment has been provided by the employee or by RSCI.

- REPORTING FOR WORK:** If you are sick or cannot make it to work you must notify your supervisor or the main office. All appointments need to be scheduled ahead of time to be excused. Your co-workers count on you as part of the team.
- SAFETY AND CLAIMS MANAGEMENT POLICY:** Review policies, emphasizing company safety practices, the firm's commitment to maintaining a safe workplace, employee responsibilities and the modified (light) duty program. Explain how to report unsafe practices or conditions.
- ACCIDENT REPORTING PROCEDURE:** Explain procedures for reporting accidents and completing in-house reports that help prevent reoccurrence. All accidents must be reported, no matter how minor, to your supervisor or foreman immediately. All employees must be escorted to the medical facility by an immediate supervisor. Do not wait to go to the doctor after work, our medical provider will contact us prior to your treatment for further instructions unless it is a life threatening issue.
- RIGHT TO KNOW REQUIREMENTS:** Employees should be informed about the chemical hazards they work with, proper handling techniques and emergency procedures. Location of the Material Safety Data information (MSDS) and how to use it in case of emergency.
- SAFETY COMMITTEE:** Describe the organization and the function of the safety committee, use of the safety bulletin boards, and the name of the safety committee chairman.
- FIRST AID:** Point out the location of the first aid stations and the availability of first aid and emergency training for employees. Explain how to obtain treatment. Introduce first aid-trained people. Again all accidents involving first aid must be reported to your supervisor. A small cut could lead to a more serious injury if the proper first aid is not administered. A supervisor may require you to seek medical attention.
- EMERGENCY PLANS:** Indicate exit locations and acquaint with evacuation routes. Explain use of fire equipment and where they are located. Explain specific procedures for a medical emergency, fire emergency, and chemical emergency. Review emergency phone numbers and where they are located.

- MOTOR VEHICLE SAFETY:** Emphasize defensive driving, proper equipment maintenance, and use of seat belts and accident reporting procedures.
- WORKSITE TOUR:** Visit entire work area, with special emphasis on locations where safety equipment and emergency gear is present; explain how to report unsafe conditions to supervisors or the safety committee.
- JOB SAFETY HAZARDS:** Point out potential hazards of the employee's new job.
- SPECIFIC JOB SAFETY PRACTICES:** Demonstrate jobs duties with emphasis on safe work practices. Review manual lifting rules. Lift only loads which can be handled without strain. Get help with heavy or bulky loads. Bend at the knees. lift with your legs not your back. Keep the load close to your body and the weight centered. Cleanup your work area to minimize tripping hazards. Don't twist your body when placing a load to one side or the other. Move your feet instead.
- SAFETY RULES:** Clarify specific safety rules that are consistently enforced, explaining disciplinary actions for failure to comply. Horseplay will not be tolerated.

**PROVIDE INSTRUCTION IN THE FOLLOWING:**

- |  |  |
|--|--|
| <input type="checkbox"/> Fall Protection                   | <input type="checkbox"/> Confined Space Entry                |
| <input type="checkbox"/> Hazard Communication requirements | <input type="checkbox"/> Ladder/Scaffold Use                 |
| <input type="checkbox"/> Lockout-Tagout requirements       | <input type="checkbox"/> Vehicle Safety / Authorized Drivers |
| <input type="checkbox"/> Equipment instruction             | <input type="checkbox"/> Crane Operations                    |
| <input type="checkbox"/> Forklift Training                 | <input type="checkbox"/> Welding / Cutting                   |

***PERSONAL PROTECTIVE EQUIPMENT: Review how to obtain, care for and use:***

- |  |  |
|--|--|
| <input type="checkbox"/> Head Protection         | <input type="checkbox"/> Hand Protection           |
| <input type="checkbox"/> Eye and Face Protection | <input type="checkbox"/> Chemical Protection       |
| <input type="checkbox"/> Ear Protection          | <input type="checkbox"/> Leg / Foot Protection     |
| <input type="checkbox"/> Respiratory Protection  | <input type="checkbox"/> Fall Protection Equipment |

Supervisors signature \_\_\_\_\_ Date \_\_\_\_\_

Employee signature \_\_\_\_\_ Date \_\_\_\_\_

**Employee checklist should be forwarded on to the Main office for filing in the employee's personnel file. A copy will be forwarded to the employee for their records.**

S:\Safety\Employee Orientation Checklist

**Fall Protection** – Full body harness and only approved lanyards shall be used. 100 % tie off at all times over 6 feet. No belts are allowed. Positioning belts can be worn for positioning only if a safety harness is also used. Fall Protection systems will be provided by RSCI and all employees will be required to use them. Personal fall arrest equipment will be inspected prior to each use for wear and damage or other deterioration and defective components. Competent persons will install all fall protection systems.

**Hazard Communication** – RSCI will ensure that labels or other forms of warning are legible and prominently displayed on the container. Material Safety Data Sheets will be kept in a location known and located by all employees. Employee will be instructed on how to use the MSDS book.

**Lockout / Tagout** – Equipment or circuits that are de-energized shall be rendered inoperative and shall have tags attached at all points where such equipment or circuits can be energized. A lock and tag shall be placed on each disconnecting means used to de-energize circuits and equipment on which is to be performed. The lock shall be attached so as to prevent persons from operating the disconnecting means unless they use undue force or use of tools. Each tag shall contain a statement prohibiting unauthorized operation of the disconnecting means and removal of the tag. A qualified person shall verify that the equipment or circuit is de-energized prior to work being performed. A visual determination shall be required prior to re-energizing to determine that all employees are clear of the circuits and equipment.

**Equipment** – Never operate equipment unless having been trained and authorized to do so by a RSCI supervisor. All rolling stock (Forklifts, Cranes, Trucks, and other equipment) must have an Operators Certification Card to operate.

**Forklift Training** – New employee must go through forklift training program and perform a site-specific driving test prior to operation of a forklift.

**Confined Space Entry** – Only competent trained personnel may enter a confined space. A confined space is considered a space large enough and so configured that an employee can bodily enter and perform assigned work; and has limited or restricted means of entry or exit. This space is not designated for continuous employee occupancy. A confined space plan will be written and employees will be trained prior to entry into a confined space.

**Scaffold** – No scaffold shall be erected, moved, dismantled or altered except under the supervision of competent persons. Refer to OSHA Section 1926.451 for details on scaffold requirements.

**Ladder** – RSCI's ladder rule is all ladders must have a four point tie system which means staking the bottom of the ladder. All ladders must be used according to the manufacturer recommendations. Ladders are not to be used to span an opening. An extension ladder must extend 3 ft. above the landing or step off point. The pitch of an extension ladder must equal  $\frac{1}{4}$  of the length (example a 12 ft. ladder must be placed 3 ft. from the structure). Ladders not tied off must be held by another person while accessing. Do not stand on the top two rungs of a stepladder. Do not lean stepladders up against the wall; they are designed to be used in the open position. Make sure that you have the right ladder for the job. Inspect all ladders prior to use. Do not use a defective ladder, tag ladder for removal from site.

**Vehicle Safety / Authorized Drivers** – All drivers must be authorized by the Main office. A driver's license check is required before approval will be given. Any accidents involving a company vehicle / equipment must be reported to the main office immediately. Any DUI's must also be reported to the main office.

**Crane Operations** – Only competent persons may flag or rig material to the crane. See Crane policy for more information. Instruct new employees about pinch points while working around cranes. Signals for swinging material overhead. No employee is allowed to pass under a suspended load.

**Welding / Cutting** – Leathers, clean shirt and pants. No greasy clothes allowed. All oxygen/acetylene bottles must be secured or tied off at all times. Caps shall be replaced when bottles are not in use. Flash suppressors shall be installed prior to use.

**Head Protection** – Hard Hats worn at all times on the jobsite unless otherwise authorized. Inspect your hard hat daily for stress cracks. Do not cover cracks with stickers. Do not drill holes in the hard hat for ventilation.

**Eye and Face Protection** – You are required to wear safety glasses 100% of the time. RSCI recommends that these be worn around your neck on a pair of croakies. Safety glasses are required to be worn when potential eye injuries are present from physical or chemical agents. Face shields are mandatory for grinding. Cutting goggles will be worn when operating a cutting torch.

**Ear Protection** – Wherever it is not feasible to reduce the noise levels or duration of exposures to noise levels ear protective devices shall be used. RSCI provides noise reduction ear protection. Contact your foreman for location. Plain cotton is not acceptable.

**Respiratory Protection** – Respirators will be selected and worn on the basis of hazards to which the worker is exposed. A competent person will fit respirators. They are required to be cleaned and inspected daily. The user will be instructed as to the proper use and limitations. Appropriate surveillance of work area conditions and degree of exposure shall be maintained. Persons will not be assigned to tasks requiring use of respirators unless it has been determined that they are physically able to perform the work and use the equipment.

**Hand Protection** – Proper protective equipment will be worn when handling chemicals, concrete, or cutting and welding procedures.

**Chemical Protection** – Jobsite Specific Chemical Hazard Analysis Program will be reviewed with the new employee. Location and use of Material Safety Data sheets will be explained. Proper protective equipment is required when exposed to hazardous chemicals.

Leg / Foot Protection – Sturdy boots are required. No tennis shoes allowed. Full pants and shirts are required. No cutoffs, tank tops, sweats, or shorts are allowed.

Fall Protection Equipment – Inspect all fall protection prior to use. If you have not previously been trained and instructed to the proper inspection of your safety equipment notify your supervisor for instruction.



## APPENDIX 5

### Emergency Procedures

1. Establish procedures for the sounding of alarms.
2. The alarms shall be capable of being perceived above ambient noise or light levels by all employees in the affected portions of the workplace.
3. The alarms shall be distinctive and recognizable as signals to evacuate the work area or to perform actions designated under the disaster plan.
4. The alarm system shall be maintained in operating condition except when undergoing repairs or maintenance. Back up of alarm, such as employee runner and telephones shall be provided in case the system on the project malfunctions.
5. Fire protection equipment shall be properly located and mounted at all times.
6. Employees shall be familiar with both location and operation of all fire protection equipment and systems on the project.
7. Only ABC type extinguishers are to be used.
8. Establish emergency escape procedures and escape route assignments.
9. Establish procedures to be followed by employees who remain to operate critical department operations before they evacuate.
10. Establish procedures to account for all employees after evacuation has been completed.
11. Designate refuges or safe areas which will provide sufficient space to accommodate the employees during evacuation and for necessary first aid treatment.

## APPENDIX 6

### Accident Investigation and Reports

#### A. Definition and Purpose:

ALL ACCIDENTS that may or may not involve personal injury, no matter how minor, shall be reported PROMPTLY to the immediate supervisor for investigation and evaluation. Since every accident includes a sequence of contributing causes, it is possible to avoid a repeat performance of the first event by eliminating the causes. The removal of just a single cause can prevent a recurrence. During the supervisor's evaluation he/she must determine the possible consequences that could take place if the situation is not corrected and take appropriate action based upon those findings (i.e. investigation, report, correct, etc).

#### B. Medical Emergency Procedure:

An emergency response vehicle will be called in the case where the employee needs immediate medical attention. The telephone number is posted near the phone and on the safety bulletin board. The Project Superintendent will accompany the employee to the doctor or hospital. A post accident drug screen shall be performed as soon as medically possible.

#### Documentation Procedures:

1. MINOR INJURIES (requiring doctor/out patient care):  
After the accident is reported the immediate supervisor will contact the Safety Director and will conduct an investigation of the accident with any witnesses to the accident to determine the causes. The findings of the investigation shall be documented on an accident investigation form. Distribution of the completed form will be as follows:
  - a. Copy to the superintendent.
  - b. Copy to the Safety Director.
  - c. Safety Director will forward a copy to the Safety Committee.
2. MAJOR INJURIES:
  - a. Supervisor and Safety Director is to be notified immediately. An investigation under the direction of the Safety Director will be conducted. In addition to the Safety Director, the inspection party will include the supervisor of the injured person(s) and a representative from the Safety Committee.

**NOTE: Any equipment involved in an accident resulting in an immediate fatality is not to be moved until a representative of OSHA investigates the accident and authorizes removal. If, however, it is necessary to move the equipment to prevent further accidents or to remove the victim, the equipment may be moved as required.**

2. NEAR-MISS (likelihood of personal injury or property damage):

To the greatest extent possible, top management official (if situation warrants), supervisor and Safety Director shall investigate all “near miss” accidents. Documentation will be made on the firm’s accident investigation form. A near-miss accident is defined as in an unplanned event where damage resulted to equipment but there was no personal injury to employees OR where damage did not but the likelihood of personal injury to the employee was great. If the conditions, which permitted the near miss or “close-call” to exist, are eliminated, they will continue to be available to cause accidents, which could eventually, result in personal injury to the employee.

Appendix 6 continued

RECORD STEEL AND CONSTRUCTION INC.-INJURY REPORT

Time of Accident \_\_\_\_\_ Date Reported \_\_\_\_\_

Date of Accident \_\_\_\_\_ To Whom Reported \_\_\_\_\_

1. Claim Number \_\_\_\_\_ 2. Social Security Number \_\_\_\_\_

3. Name \_\_\_\_\_ 4. Age \_\_\_\_\_

5. Sex \_\_\_\_\_ 6. Location \_\_\_\_\_ 7. Department \_\_\_\_\_

11. Job Title \_\_\_\_\_

12. Job at Time of Accident \_\_\_\_\_ 11. Regular Job \_\_\_\_\_

12. Length of Time on Job \_\_\_\_\_ 13. Date of Hire \_\_\_\_\_

14. Shift of Hours Worked \_\_\_\_\_ 15. Type of Shoes Worn \_\_\_\_\_

16. Specific Body Part(s) Affected  
\_\_\_\_\_

17. Type of Injury (puncture, sprain, Ect.)  
\_\_\_\_\_

18. Was First Aid Required? Y N 19. Lost Time Involved

20. Property Damage? Y N 21. Lost Time Y N

22. How Did Accident Occur?  
\_\_\_\_\_  
\_\_\_\_\_



35. Person Responsible for Corrective  
Action \_\_\_\_\_
36. Dates to Have Corrective  
Completed \_\_\_\_\_
37. Date Corrected \_\_\_\_\_
38. Supervisor \_\_\_\_\_ Date \_\_\_\_\_

**Appendix 7**

**RSCI SAFETY VIOLATION**

This is a written warning informing you that you are not following the project or company safety requirements in these areas:

Employee's Name \_\_\_\_\_ Company Name \_\_\_\_\_

|                                 |
|---------------------------------|
| Description of Safety Violation |
|---------------------------------|

If these items are not corrected and maintained as required by the RSCI Safety Program, or OSHA regulations this person(s) will not be allowed to continue operations on this jobsite or termination of employment may occur.

Reported by: \_\_\_\_\_ Print Name \_\_\_\_\_

Supervisors Signature \_\_\_\_\_ Print Name \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_  
S:/Forms/Template

## APPENDIX 8

### Sample MSDS Request Letter

Date

Manufacturer/Distributor  
Address  
City, State Zip Code

Subject: Material Safety Data Sheet

Please send us two Material Safety Data Sheet (MSDS) for the products below:

- 1.
- 2.
- 3.

The MSDS is for our hazard communication program required by the Hazard Communication Standard. Please make sure each MSDS meets the requirements of 29 CFR 1910.1200, OSHA . We recognize a complete and accurate OSHA Form 174 MSDS as complying with state requirements. As part of our program, we require that all Hazardous Materials be properly labeled in accordance with current OSHA law.

Thank you for your assistance.

Sincerely,

\* A copy of this letter must be kept in file for future reference.





**Appendix 10**

**OSHA INSPECTION FORM**

6. Who did the inspector first contact on the job-site?

Name: \_\_\_\_\_ Position: \_\_\_\_\_

2. Did the inspector talk with worker/other personnel before showing his/her credentials?      Yes      No

3. Did the inspector take any pictures before he/she arrived and introduced himself/herself?      Yes      No

4. Were other company's personnel working at the job-site, and did the inspector ask for them to be present at the opening conference.

5. Name the other companies inspected and whether subcontractors, vendors, or others.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Who was present at the opening conference? (Include those in 5 above if they are present)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. What was the purpose of the visit as explained by the inspector?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Was there a complaint?

\_\_\_\_\_  
\_\_\_\_\_

9. Were you given a copy of the complaint?      Yes      No

10. Did the inspector review record keeping under OSHA?      Yes      No

11. How were employee representatives selected?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
12. What trades did they represent?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
13. Other Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
14. Who was present during the actual site inspection?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
15. Comments by the inspector? Briefly list them.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
17. Were pictures taken? Yes\_\_\_\_ No\_\_\_\_\_ Write down locations and of what?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
18. Was any of the portion of the job shut down? Yes \_\_\_\_\_ No\_\_\_\_\_
19. If "Yes" for how long?\_\_\_\_\_.
20. Who was present at the closing conference?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
21. Did the inspector allege that violations where found ? Yes\_\_\_\_ No\_\_\_\_\_
22. If yes, name them:

**SERIOUS:**

---

---

---

---

---

---

---

---

**OTHER THAN SERIOUS:**

---

---

---

---

---

---

---

---

**COMMENTS:**

---

---

---

---

---

---

**TIME SCHEDULE OF INSPECTION**

Date inspector arrived: \_\_\_\_\_ Time inspector arrived: \_\_\_\_\_

Time opening conference began: \_\_\_\_\_

Time opening conference ended: \_\_\_\_\_

Time inspection began: \_\_\_\_\_

Time inspection ended: \_\_\_\_\_

Time closing conference began: \_\_\_\_\_

Time closing conference ended: \_\_\_\_\_

Site location: \_\_\_\_\_

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

**Appendix 11**

**NOTICE OF PROTEST**

RSCI acknowledges the existence of an inspection warrant which appears on its face to authorize an OSHA inspection to be conducted on these premises. The company has been presented with no actual showing of probable cause which would justify the issuance of such a warrant.

Since the warrant appears proper on its face, RSCI believes it could be cited for contempt of court if it declined to allow the inspection to begin as stated in the warrant. RSCI therefore will allow the inspection **UNDER PROTEST**. By so doing, we waive no right to challenge the validity of the warrant, the inspection, or the authorization for its issuance and conduct; and specifically reserve the right to so challenge should any OSHA enforcement proceeding be commenced against the company based on this warrant and inspection, or should there be other reasons to litigate this matter.

This notice of protest was delivered in the hand on the premises of this company to

\_\_\_\_\_, a representative of OSHA, by

\_\_\_\_\_, a representative of RSCI on

\_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_ o'clock, \_\_\_\_M.

Accepted: \_\_\_\_\_

Refused: \_\_\_\_\_

\_\_\_\_\_  
Signature of OSHA representative

APPENDIX 12

RSCI HOT WORK PLAN

CONTRACTOR : \_\_\_\_\_ DATE: \_\_\_\_\_

WORK LOCATION: (BE SPECIFIC) \_\_\_\_\_

DESCRIBE WORK PROCESS: \_\_\_\_\_

Individual available on site who is responsible to monitor employee safety and implementation of this plan:

**ATTENTION**

Before approval of any hot work plan, the Safety Representative or his appointee shall inspect the work area and confirm that precautions have been taken to prevent fire in accordance with NFPA No 51B.

**Precautions**

- Cutting and Welding Equipment in good working condition.
- Fire extinguisher available within 25 feet .
- Local Fire Dept # posted.
- Atmospheric monitoring completed.

**WITHIN 35 FEET OF WORK**

- Floors swept clean of combustible material.
- Combustible floors swept down, and/ or shielded.
- No flammable materials stored near work area.
- Wall and Floor Opening covered.
- Covers suspended beneath work to collect sparks.

**WORK CONFINED SPACE**

- Confined Space Permit
- Equipment cleaned of all liquid combustibles
- Containers purged of vapors

**FIRE WATCH**

- Provided during and 30 minutes after work process finished
- Fire Extinguisher and Water immediately available

**Special Precautions**

Final check-up required to be made 30 minutes after completion of any operation unless a formal designated fire watch person is assigned. The location where this work is to be done has been examined necessary precautions taken, and permission is granted for this work

Plan Issued Date:

Expires: \_\_\_\_\_

Signed: \_\_\_\_\_

(Individual responsible for authorizing Hot Work)

**Final Check**

Work area and all adjacent areas to which sparks and heat might have spread (including floor above, below and opposite sides of walls) were inspected 30 minutes after the work was completed and found fire safe.

## Appendix 13

### Scaffolding Inspection

|     |   | YES   | NO    |
|-----|---|-------|-------|
| 1.  | End frames are free from defects.   | _____ | _____ |
| 2.  | Braces are free from defects.   | _____ | _____ |
| 3.  | Mudsills are installed on level and solid surfaces.   | _____ | _____ |
| 4.  | Base plates are installed and properly nailed to mud surfaces.                              | _____ | _____ |
| 5.  | Connecting pins are in place and locked with gravity pins.                                  | _____ | _____ |
| 6.  | All diagonal braces are installed.  | _____ | _____ |
| 7.  | Horizontal bracing is installed at brace sections.  | _____ | _____ |
| 8.  | Scaffolding is square and plumb.  | _____ | _____ |
| 9.  | Scaffolding planks are free from defects.   | _____ | _____ |
| 10. | Ladder has been installed for access to scaffolding.  | _____ | _____ |
| 11. | Scaffolding plank extended a minimum of 6" and maximum of 12" past end frame supports.      | _____ | _____ |
| 12. | Scaffolding planks laps over other scaffolding plank by a minimum of 12"                    | _____ | _____ |
| 13. | Scaffolding is secured to the structure at intervals of 30 horizontally and 26' vertically. | _____ | _____ |
| 14. | Guardrail installed on all open sides and ends including toe-board.                         | _____ | _____ |
| 15. | For mobile scaffolding caster locks are in working order.                                   | _____ | _____ |
| 16. | Employees have been instructed in the hazards associated with scaffold use.                 | _____ | _____ |

APPENDIX 14

RSCI EXCAVATION/TRENCHING/SHORING PLAN

Project [ ] Date [ ]

Designated Competent Person [ ]

Jobsite Address [ ]

A. IDENTIFY & SPECIFY EXCAVATIONS MORE THAN 4 FEET DEEP

- 1. Less than 20 ft. deep... [ ]
2. More than 20 ft. deep(professional engineer design required) ... [ ]
3. Confined space hazardous atmosphere If hazardous atmosphere exists, must also have a Site-specific Confined Space Plan

Specify One:

- [ ] None [ ] Flammability
[ ] Toxicity [ ] Mechanical
[ ] Oxygen deficiency \ excess
[ ] Electrical [ ] Corrosive
[ ] Temperature [ ] Noise
[ ] Ionizing Radiation

B. Determine Soil Type

Specify One:

- [ ] A [ ] B [ ] C [ ] Unknown

- 1. Licensed Testing Firm... [ ]

Name of Firm: [ ]

- 2. Visual test performed ... [ ]
3. Manual test performed ... [ ]

Specify manual test type:

- [ ] Plasticity [ ] Dry strength
[ ] Thumb [ ] Instrument [ ] Drying

C. Select Method of Employee Protection

Specifications on site ... [ ]

- 1. Sloping and benching systems ..... [ ]
2. Shoring or shielding systems ..... [ ]

D. INSPECT PRIOR TO OPENING AN EXCAVATION, DAILY, AND AS CONDITIONS CHANGE (WHEN EMPLOYEE EXPOSURE CAN BE REASONABLY ANTICIPATED), THE EXCAVATION, ADJACENT AREAS AND PROTECTIVE SYSTEMS

- 1. Surface encumbrances removed supported as necessary ... [ ]
2. Underground installations located... [ ]
a. Utilities contacted PRIOR TO OPENING ... [ ]
b. Utilities contacted as approach during project ... [ ]
c. Installations protected, supported removed ... [ ]
3. Access/Egress
a. Structural ramps designed by competent person ... [ ]
b. Maximum employee lateral travel length 25 foot ... [ ]
4. Exposure to vehicular traffic protected... [ ]
5. No employee exposure to falling loads ... [ ]
6. Warning System for mobile equipment
Specify One:
[ ] Barricades
[ ] Hand or mechanical Signals
7. Hazardous atmospheres ... [ ]
8. Hazards associated with water accumulation... [ ]
9. Stability of adjacent structures
Specify One:
[ ] Shoring [ ] Bracing [ ] Engineer OK
[ ] Underpinning
10. Fall Protection

Specify Type [ ]

ONE COPY TO BE FILED AT THE LOCATION OF THE PROJECT AND A COPY FORWARDED TO THE MERIDIAN OFFICE FOR REVIEW.



APPENDIX 15

DAILY EXCAVATION INSPECTION REPORT

Job Name/ Job # \_\_\_\_\_

Date / Time \_\_\_\_\_

Depth \_\_\_\_\_

Soil Type \_\_\_\_\_

Slope Ratio \_\_\_\_\_

Shoring OK \_\_\_\_\_

Shielding OK \_\_\_\_\_

Barricades \_\_\_\_\_

Water Removal \_\_\_\_\_

Traffic Control \_\_\_\_\_

Atmosphere \_\_\_\_\_

Spoil Pile \_\_\_\_\_

Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Competent Person Signature \_\_\_\_\_

Title \_\_\_\_\_

1 copy file

1 copy Corporate Safety Director

---

**Appendix 16**

**STOP WORK ORDER**

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

Time: \_\_\_\_\_

Contractor: \_\_\_\_\_

RSCI Job Name / Number: \_\_\_\_\_

Description of safety violation(s): \_\_\_\_\_

---

---

---

---

---

---

---

---

---

---

RSCI Representative: \_\_\_\_\_

Subcontractor's Representative: \_\_\_\_\_

**Corrective Action Taken**

---

---

---

---

---

**START WORK ORDER**

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

RSCI Representative: \_\_\_\_\_

Subcontractor's Representative: \_\_\_\_\_



## APPENDIX 18 EMPLOYEE WARNING REPORT

Name \_\_\_\_\_

Date of Incident \_\_\_\_\_ Time of Incident \_\_\_\_\_

**\*\*\*This report is to be made part of the official record of the above mentioned employee.\*\*\***

**Nature of incident:**

- |   |   |
|---|---|
| <input type="checkbox"/> 1. Unexcused absence<br><input type="checkbox"/> 2. Tardiness<br><input type="checkbox"/> 3. Under the influence of alcohol<br><input type="checkbox"/> 4. Insubordination<br><input type="checkbox"/> 5. Dishonesty<br><input type="checkbox"/> 6. Use of illegal drugs<br><input type="checkbox"/> 7. Failure to follow instructions<br><input type="checkbox"/> 8. Physical altercations on the job<br><input type="checkbox"/> 9. Leaving without permission | <input type="checkbox"/> 10. Substandard work<br><input type="checkbox"/> 11. Improper conduct<br><input type="checkbox"/> 12. Violation of safety rules<br><input type="checkbox"/> 13. Carelessness<br><input type="checkbox"/> 14. Destruction of company property<br><input type="checkbox"/> 15. Violation of company rules of conduct<br><input type="checkbox"/> 16. Theft<br><input type="checkbox"/> 17. Other _____ |
|---|---|

**Supervisor's remarks:** \_\_\_\_\_

**Witnesses:** \_\_\_\_\_

**Employee's remarks:** \_\_\_\_\_

**I HAVE READ THIS EMPLOYEE WARNING NOTICE AND UNDERSTAND IT.**

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of supervisor \_\_\_\_\_ Date \_\_\_\_\_

| PREVIOUS WARNINGS | VERBAL | WRITTEN | DATE | BY WHOM |
|-------------------|--------|---------|------|---------|
|                   |        |         |      |         |
|                   |        |         |      |         |
|                   |        |         |      |         |
|                   |        |         |      |         |

Action to be taken:     Warning                       Probation                       Suspension                       Dismissal

**Consequence should incident occur again** \_\_\_\_\_

Personnel Department Signature \_\_\_\_\_ Date \_\_\_\_\_

## APPENDIX 19

### PRE-CONSTRUCTION PLANNING CHECKLIST

The following is a list of items that should be used as a guide during your pre-job planning activities. This list is not comprehensive. Specific job-site activities should be added as necessary.

#### 1. Posting Requirements:

- \_\_\_\_\_ a. Telephone numbers of ambulance, doctor fire department and/or hospital.
- \_\_\_\_\_ b. OSHA Poster.
- \_\_\_\_\_ c. Safety Poster.
- \_\_\_\_\_ b. Crane signal poster. (If applicable)
- \_\_\_\_\_ e Local Requirements.

#### 2. First-Aid and Medical:

- \_\_\_\_\_ a. List of approved doctors or clinics. (Available from office)
- \_\_\_\_\_ b. Well stocked first aid kit present on job site.
- \_\_\_\_\_ c. At a minimum, one person on each shift with a valid First Aid /CPR certification.
- \_\_\_\_\_ d. At least one litter capable of lowering an injured person from an elevated work area by crane is on the job site. (If applicable)

#### 3. Personal Protective Equipment:

- \_\_\_\_\_ a. Adequate supply of hard hats.
- \_\_\_\_\_ b. Adequate supply of safety glasses.
- \_\_\_\_\_ c. Full body harness for employees. (If applicable)
- \_\_\_\_\_ d. Adequate supply of hearing protection.
- \_\_\_\_\_ e. Gloves/hand protection.
- \_\_\_\_\_ f. Foot guards. (if applicable)

#### 4. Warning and Danger Signs:

- \_\_\_\_\_ a. Hard hat area.
- \_\_\_\_\_ b. First aid station.
- \_\_\_\_\_ c. No smoking.
- \_\_\_\_\_ d. Workman working above.
- \_\_\_\_\_ e. Fire extinguisher.
- \_\_\_\_\_ f. "Right to Know Labels".
- \_\_\_\_\_ g. Out of order tags.
- \_\_\_\_\_ h. Caution and Danger Tape.
- \_\_\_\_\_ i. Do not enter.
- \_\_\_\_\_ j. MSDS location.
- \_\_\_\_\_ k. Overhead electrical lines.

**5. Fall Protection:**

- \_\_\_\_\_ a. An adequate supply of guardrails (2x4), posts scaffold post brackets, plywood and material for toe boards to provide protection at slab edges and floor openings.
- \_\_\_\_\_ b. An adequate supply of portable ladders, in good condition and of the right height.
- \_\_\_\_\_ c. An adequate supply of scaffold grade planking.
- \_\_\_\_\_ d. Mobil scaffolding is provided with positive locking casters, guardrails, and a ladder.
- \_\_\_\_\_ e. Adequate body harnesses and lanyards.

**6. Falling Material:**

- \_\_\_\_\_ a. A safe access route to the work site has or will be provided and may included .
  - (1) Covered walkways at entry of multi-story jobs.
  - (2) Ramps stairs and/or ladders.
  - (3) Personnel hoists.
- \_\_\_\_\_ b. A plan has been developed under demo operations that provides for a watchman and warning signs, barricades and/or roping off area.
- \_\_\_\_\_ c. A system has been devised to prevent material from accidentally falling from the building.
- \_\_\_\_\_ d. All personnel that will be designated a “ competent person” has had proper training in that particular operation.

**7. Employee Training**

- \_\_\_\_\_ a. All employees that are to work at elevations six foot or above have been trained in proper tie-off techniques.
- \_\_\_\_\_ b. All employees who will be using powder actuated tools have a operator’s card verifying training.
- \_\_\_\_\_ c. All employees who will be operating heavy equipment must be have an operators card verifying training.

**8. Electrical**

- \_\_\_\_\_ a. Adequate ground for fault circuit interrupters (GFCI) are on site.
- \_\_\_\_\_ b. Extension cords are of proper size, include grounding and are free of cuts.
- \_\_\_\_\_ c. All power tools are fully grounded or will be used with a GFCI.

**9. Housekeeping**

- \_\_\_\_\_ a. Trash containers will be provided and emptied frequently.
- \_\_\_\_\_ b. All materials are separated and stacked at proper heights .
- \_\_\_\_\_ c. A trash is provided for the disposal of drinking cups.

**10. Fire Prevention**

- \_\_\_\_\_ a. A fire plan has been developed for the job-site.
- \_\_\_\_\_ b. Fire extinguishers are available on the job-site.

\_\_\_\_\_ c. A fire escape plan has been developed and is posted.

**11. Excavations**

- \_\_\_\_\_ a. Adequate shoring is on site.
- \_\_\_\_\_ b. A certified shoring plan is on site.
- \_\_\_\_\_ c. A competent person has been designated on site.

**12. Cranes**

- \_\_\_\_\_ a. A qualified employee has been designated to conduct a daily inspection of the crane.
- \_\_\_\_\_ b. Rigging equipment of the right type and quality will be provided and inspected daily.
- \_\_\_\_\_ c. Controls have been instituted that will prevent any crane from coming in contact with any energized electrical lines.
- \_\_\_\_\_ d. All cranes have a barrier with warning signs to provide protection near the swing radius.
- \_\_\_\_\_ e. Operator is certified.
- \_\_\_\_\_ f. Copy of the annual inspection is in the crane and on file.
- \_\_\_\_\_ g. Crane has safety belt, fire extinguisher and crane signal poster.

**13. Anticipated Hazards**

- \_\_\_\_\_ a. Pictures have been taken of existing building conditions.
- \_\_\_\_\_ b. Pictures have been taken of surrounding area (i.e. streets, businesses, buildings, houses, wells, ponds, and vegetation.)
- \_\_\_\_\_ c. Checks have been made for asbestos, lead and other possible hazardous substances.

**14. Miscellaneous**

- \_\_\_\_\_ a. Drawings and plans showing all form details will be available on the job-site.
- \_\_\_\_\_ b. Drawings and plans for outrigger scaffolds are on the job-site.
- \_\_\_\_\_ c. Certified copies of shoring plans are on the job-site.
- \_\_\_\_\_ d. Arrangements have been made for site lighting. (If applicable).
- \_\_\_\_\_ e. Arrangements have been made for adequate supply of drinking water and toilet facilities.

Job Name: \_\_\_\_\_ Job Number: \_\_\_\_\_

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

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

Project Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Safety Director: \_\_\_\_\_ Date: \_\_\_\_\_

Send a completed copy within 30 days after job start-up to Safety Director at Corporate Office.

**APPENDIX 20**  
(Monthly Jobsite Safety Checklist)

**JOBSITE SAFETY AUDIT CHECKLIST**

A=REVIEWED IS ACCEPTABLE    B=NEEDS ATTENTION    C=N/A

GENERAL

| <b>JOB#</b> _____                     | <b>DATE</b> _____        | <b>A</b>                 | <b>B</b>                 | <b>C</b> | <b>Comments:</b> |
|---------------------------------------|--------------------------|--------------------------|--------------------------|----------|------------------|
| 1) Site emergency plan .....          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____    |                  |
| 2) Subcontractor safety program ..... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____    |                  |
| 3) First Aid.....                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____    |                  |
| 4) MSDS.....                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____    |                  |
| 5) Operator cards.....                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____    |                  |
| 6) Equipment SOP manual.....          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____    |                  |
| 7) Jobsite Orientation .....          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____    |                  |
| 8) PPE.....                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____    |                  |
| 9) Housekeeping.....                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____    |                  |
| 10) OSHA 300 LOG.....                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____    |                  |
| 11) Other essential posters.....      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____    |                  |
| 12) Fire extinguishers.....           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____    |                  |
| 13) Safety meetings .....             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____    |                  |
| 14) Stretching program .....          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____    |                  |



15) Other .....    \_\_\_\_\_

### FALL PROTECTION

1) Fall protection system.....    \_\_\_\_\_

2) Ladders.....    \_\_\_\_\_

3) Aerial lifts.....    \_\_\_\_\_

4) Scaffolding.....    \_\_\_\_\_

5) Barricades or fences.....    \_\_\_\_\_

6 Other .....    \_\_\_\_\_

### STRUCK BY HAZARDS

1) Crane barricade.....    \_\_\_\_\_

2) Crane/Hoisting.....    \_\_\_\_\_

3) Equipment.....    \_\_\_\_\_

4) Vehicles.....    \_\_\_\_\_

5) Overhead work.....    \_\_\_\_\_

6) Other .....    \_\_\_\_\_

## ELECTRICAL

- 1) Overhead power lines.....    \_\_\_\_\_
- 2) GFI circuits.....    \_\_\_\_\_
- 3) Assured grounding.....    \_\_\_\_\_
- 4) Power tools .....    \_\_\_\_\_
- 5) Extension cords.....    \_\_\_\_\_
- 6) Plug ends.....    \_\_\_\_\_
- 7) Other.....    \_\_\_\_\_

## CAUGHT BY/EXCAVATION

- 1) Equipment .....    \_\_\_\_\_
- 2) Material storage.....    \_\_\_\_\_
- 3) Shoring.....    \_\_\_\_\_
- 4) Trench boxes.....    \_\_\_\_\_
- 5) Sloping .....    \_\_\_\_\_
- 6) Other .....    \_\_\_\_\_

**OTHER SAFETY CONCERNS**

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_

**Superintendent signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Auditor signature \_\_\_\_\_ Date \_\_\_\_\_

There will be a follow-up visit to ensure that all items that need to be corrected are done so in a timely manner.

Compliance signature of superintendent \_\_\_\_\_ Date \_\_\_\_\_

**Auditor signature** \_\_\_\_\_ **Date** \_\_\_\_\_