

POLICY STATEMENT

The president and management of XYZ Company are committed to providing a safe and healthful work environment for all employees and others that may work, visit, or enter our facilities.

It is our policy to manage and conduct operations and business in a manner that offers maximum protection to each and every employee and any other person that may be affected by our operation and business.

It is our absolute conviction that we have a responsibility for providing a working environment that is free from any recognized or potential hazard.

We recognize that the success of a safety and health program is contingent and dependent upon support from the executive level of management down to involvement of all employees of the company.

The management of this company is committed to allocating and providing all the resources needed to promote and effectively implement the accident prevention plan.

This company will establish avenues to solicit and receive comments, information, and assistance from employees about Safety and Health.

This company will comply with all Federal, State, and Local Safety and Health regulations.

Company management and designated supervisors will set an example of commitment to Safety and Health at this company.

This policy applies to all employees and persons affected or associated in any way by the scope of this business.

John Doe
President

It is the intent of XYZ Company Co., Inc. to provide a safety place for you to work. Accident and injury prevention is an important part in this company. Working together, we can achieve our goal of safety. Your ideas and safe working practices are important. Make safety everyone's responsibility. I have appointed Mike Lopez as the Safety Manager.

The safety manager will be responsible for development and implementation of Accident Prevention Plan. Supervisors or project managers will be responsible for enforcing the plan and safety procedures.

John Doe
President

The safety manager of XYZ Company Co., Inc. accepts the responsibility for providing resources and guidance for the development and implementation of the Safety and Health Program. The Safety Manager also has the authority to approve or carry out disciplinary actions against those that violate the company policies, procedures, or rules.

The Safety Manager is responsible and will be held accountable to ensure that all employees in their control follow all Safety and Health policies, procedures, and rules established by the company. They are also responsible for administering training and guidance to employees under their direction. The Safety Manager has the authority to reprimand and recommend disciplinary actions against employees that violate the Safety and Health policies of the company.

Employees are responsible and will be held accountable for providing this company with a commitment to the Safety and Health Programs abiding by the policies, procedures, rules set forth by the program to assist in providing a safe and healthful workplace for all involved.

Employees are encouraged to communicate their Safety and Health concerns with management to implement changes in our programs where needs it to reduce injury exposure in the workplace.

Contractors that provide or performed services for this company, at this location, are responsible to ensure that all employees' actions and services delivered are in a manner consistent with our commitment to Safety and Health.

The Accident Prevention Plan will be made available to all Contractors upon request for review.

INJURY AND ILLNESS DATA

The Safety Officer will maintain records off all work related injuries and illness to our associates or employees.

The following records are applicable only to work related injuries and illnesses.

Applicable forms or records:

OSHA 300 form – Log of recordable injuries and illnesses.

OSHA 300A – Summary of Work-Related Injuries and Illnesses

OSHA 301- Injury and Illness Report

TWCC –1 – Employees first report of injury

Record of First Aid or other non-recordable accidents/incidents

The OSHA 300 log of recordable injuries and illnesses or an equivalent record shall be maintained at each work or job site.

The OSHA 301 Summary of Work-Related Injuries and Illnesses or an acceptable equivalent will be established bearing a case number correlating with a case identifier on the OSHA 300 log and all pertinent and required information.

The information contained in or entered on these records will be maintained current within 7 days of a recordable accident.

If an OSHA 300 is not required and not kept, an injury record must be kept to satisfy Commission Rule 120.1

The completed 300A form will be posted in a conspicuous location for employees review no later than February 1 for the previous calendar year and will remain in place for a period of not less than 3 months April 30.

All injury and illness documentation will be reviewed every three months by Management and Safety Officer to analyze occurrences, identify developing trend, and plan courses of corrective actions.

SAFETY AND HEALTH SURVEYS AND INSPECTIONS

The Safety Officer will maintain and review records of all safety audits and inspections that are conducted within or that affect the company, our employees, or facilities.

APPLICABLE FORMS AND RECORDS

Comprehensive survey reports and records of action taken.

Documented checklist of self-inspection and records of action taken.

Reports generated as a result of comprehensive surveys conducted by outside agencies will receive immediate attention and consideration. All hazards identified and recommendations will acted upon in a timely manner. All methods of addressing the issues contained in the reports will be documented in writing a copy maintained with the survey report. This documentation will also show the date corrections were made or actions taken. These reports and all associated documentation will be maintained for record and periodic review. Members of management that receive these reports will ensure the corrective actions are taken.

Check lists will be developed as part of the periodic self-inspection process. Checklist will be used and maintained including the name of the person performing the evaluation and the date the inspection takes place. The self-inspection checklist will be reviewed by management upon completion. All discrepancies identified during the survey will be evaluated as soon as possible. The periodic self-inspection checklist will be reviewed and evaluated on a regular basis to ensure current applicability. This review will be performed throughout the workplace with input from supervisors and employees. The checklists will be retained along with other applicable data of review. The list will be developed with the assistance of professionals providing comprehensive surveys, (insurance field representative, local fire inspectors, the Commission) the hazards and recommendations noted in the comprehensive surveys will be given consideration for addition to the periodic self-inspection checklist. Area supervisors will be responsible for requisitioning and assisting in the correction process.

The formal Accident Prevention Plan components will be reviewed in JANUARY each year to identify insufficiencies or component failure. Each will be audited individually with the findings documented and recorded. This documentation will be used to identify trends in the program element deficiency and to track improvement modifications. This documentation will be maintained for review.

SAFETY MEETINGS

The Manager will maintain accurate records of all proceedings associated with the Safety and Health Programs of this company.

APPLICABLE FORMS AND RECORDS

Minutes, records, and data resulting from safety meetings or other gathering in which discussion occurs that effect the safety and health program.

Keep a record of all proceedings and appropriate management or other designated staff actions affecting the Safety and Health Program. These records will include the name of the recorded, date, a list of attendees, details of the topics discussed, and actions or corrective measures suggested, recommended or taken. The purpose of this is to ensure that decisions affecting the Safety and Health Program of this company are carried out, implemented and the results are tracked.

Designate a recorder who will be responsible for the minutes or records at each meeting. During each subsequent meeting, the record of minutes for the previous meeting, the record of minutes for the previous meeting will be reviewed, discussed, resolved and the document closed with an authorized signature.

TRAINING RECORDS

The Safety Officer will document and maintain records of all safety and health related training.

APPLICABLE FORMS OR RECORDS

Training documentation records.

All Safety and Health training provided to employees of this company would be documented. This documentation will be maintained as proof of attendees and reviewed to assist in determining the need for the additional or repeated training for employees on an individual basis. Records and documentation of training will include the presenter's name, date of training, topic or subject, legible identification of the attendee, and attendee signature. The person providing the training is responsible for generating the documentation. The training record will become part of the employee's permanent file and will be by Safety Officer.

ACCIDENT INVESTIGATION

The Safety Officer will ensure proper records and documentation of all accidents and incident investigation activities are maintained and reviewed.

APPLICABLE FORMS AND RECORDS

Accident investigation forms and supporting data including photographs.

Records of implemented corrective actions or preventative measures.

All accidents and near miss incidents resulting in injury or illness to a person, property damage of any magnitude, or the potential for either, will be investigated and documented. All items on the designated accident investigation form will be addressed in detail as soon as possible following the accident/incident.

The information acquired will be used and reviewed by management, supervisors, and effected employees to establish all contributing factors and causes. From the investigation plan of corrective action will be established to prevent recurrence of the mishap. The plan of corrective action and implementation will be documented and reviewed by management.

Employees involved in any accident/incident will be interviewed to learn how to prevent any future occurrences. The investigations are to find out the facts, not to place blame. Any suggestions employees may provide on how to prevent future incidents/accidents are encouraged.

EQUIPMENT INSPECTION AND MAINTENANCE

The Safety Officer will maintain records and data pertaining to equipment inspection and maintenance programs performed at or with each facility.

ANALYSIS

The Safety Officer of XYZ COMPANY CO, INC. will review and analyze all records and documentation pertaining to the Safety and Health Program. This review will be conducted on a three month basis and will focus on hazards and injury analysis, and recognition of developing trends.

Trend analysis will identify recurring accidents and near-miss incidents resulting in or potentially involving injury, illness, or property damage. The analysis will also recognize repeatedly identified hazardous violations that need corrective action to establish what program components is failing that allows the hazard to exist.

The Safety Officer will provide information and recommendations for corrective measures for trends developing in their areas.

Employees will be made aware of developing trends and hazards exposures as they are recognized. Employees will be contacted to provide their input o the methods they think would be successful in reversing any identified negative trends.

Trends of accidents or hazardous reoccurrences will be a focal point for corrective action and employee training as needed.

The Safety Officer will follow up on the corrective measures at each location until the hazardous factor has been eliminated or controlled.

Employees training records will be reviewed annually in January to ensure an adequate and effective training program is maintained. Employees will be interviewed from time to time to establish retention of training and determine when information should be supported or repeated.

SAFETY AND HEALTH PROGRAM

XYZ COMPANY CO., INC. is committed to providing Safety and Health related orientation and training to all employees at all levels of the company. The Safety Officer will develop, implement and maintain Safety and Health orientation and training programs. The program's purpose is to educate and familiarize employees with Safety and Health Procedures, rules and work practices of the company. The management of this organization will encourage and require involvement and participation of all managers, supervisors and employees. Furthermore, the executive level will support the orientation and training program will allocations in funding staff, resources, and time to develop and implement this program.

TRAINING PROGRAM DEVELOPMENT

The training subjects and materials are developed utilizing industry and site specific criteria relating to identified and potential hazards, accident and incident data, and training required by federal regulations. The orientation and subsequent training sessions will include, but not limited to, the following:

Hazards associated with the work area

Hazards of the job or task management

Emergency Procedures

Personal Protective Equipment

Hazard Communication

Specific equipment operation training

Employee reporting requirements

Accident investigation (supervisors , safety officer)

Confined space entry

Any federal required training not included or addressed above.

The training program shall be administered in two phases consisting of new employees or reassigned orientation and regular periodic training and refresher sessions. Aside from the normal Safety and Health related training classes, employees will receive guidance and instruction on safe operating procedures of each assigned job or task.

Employees are expected to provide feedback or to communicate with management on the usefulness or applicability of the training provided to them.

ORIENTATION

The orientation training will be administered to all new employees prior to the initial work assignment to all new employees and to employees assigned to a new or different task or job. The orientation will consist of all required training programs as well as job and site specific safety and health information.

New employees will not be released to an individual job assignment until it has been determined by the Safety Officer that the individual has retained the minimal acceptable elements of the training provided and pertinent information to safely perform the assigned duties.

ONGOING TRAINING

All managers, supervisors, and employees are required to participate and become involved in the ongoing Safety and Health training program. The frequency, and subject matter will be determined by training assessment and audits to be performed by safety officer and it will be at intervals that ensure demonstrations of adequate training. The assessments and audits will, for the most part, be informal questions and observations of employees and work areas. At some point, a more formal survey, such as a written examination, may be required. At no time, will an employee be approved to work at an interval greater than 12 months without retraining. All employees assigned to attend a training session must demonstrate competency and retention of the minimal acceptable information prior to returning to any job assignment. The Safety Officer has the authority to assess the effectiveness of the training and is responsible for enforcing implementation of criteria requirements of all training.

DOCUMENTATION

Any and all Safety and Health related training administered or provided by XYZ COMPANY CO, INC. will be documented with the following minimum information.

Date of Training
Provider Name
Subject Topic or Matter
List of attendee's names
Signature of acknowledgement of attendance

All training records and documentation will become a permanent part of each employee records as well as a master record used to determine participation of all employees. Individual training records will be maintained for the current year plus five more.

SAFETY AUDITS AND INSPECTIONS

The Safety Officer has implemented a program to identify, correct, and control hazards on an ongoing basis. This program will utilize multiple resources to ensure effectiveness.

COMPREHENSIVE SURVEYS

This company has arranged for each operating location to receive a comprehensive Safety and Health audit by the Safety Officer on a regular basis at least every three months. This audit will identify existing and potential hazards and noncompliance issues that should be addressed. The findings of the surveys will be discussed and recommendations for corrective actions suggested.

Audits will also be conducted to evaluate the overall effectiveness of the Accident Prevention Plan and employee training. Recommendations will be made to enhance the performance of the Safety and Health Program. All reports will be forwarded to management for review.

SAFETY AND HEALTH SELF-INSPECTION

The manager at each job site will conduct in house safety and health self-inspections that will cover the entire job site and equipment.

Employees will conduct constant informal inspections of their work area and tools. If any potential exposures or deficiencies are identified, employees are expected to communicate these to their supervisor if the employees are not able to rectify the situation immediately.

All inspections will be conducted on an on-going basis without interruption. Management will allocate adequate time and resources to perform the surveys. Management will maintain an inspection checklist specific to the job site. The list will be developed utilizing a general inspection checklist and will be evaluated and updated with hazards that are identified during the inspections and other pertinent data as it is acquired. The contents of this checklist will be reviewed on a regular basis to ensure that it is current and updated. The checklist will become a part of the permanent records of the inspection and will serve as a confirmation of the audit. Each checklist will indicate the location or specific site or area surveyed, name and title of the inspector, date of inspection, and corrective action taken for identified hazards or violations. The inspection report will be used in trend analysis and recordkeeping.

Employees must be notified of the hazards that pose an immediate threat of physical harm or property damage and informed of measures or steps that will be taken to eliminate, correct or control the hazard.

Management will review the inspection checklist and any other established documentation to ensure that a course of corrective action and time line has been established for eliminating each deficiency.

ACCIDENT AND HAZARD INVESTIGATION

Management is committed to and will correct or control all hazards identified. All identified hazards will receive a timely response.

HAZARD CORRECTION

Whenever possible and feasible, hazards identified at job sites will be corrected eliminating the cause of the hazard at the source. This will include, but not be limited to, the following:

Discontinuation or removal of hazardous chemicals, material, or substances from the workplace.

Discontinuation from use or removal of hazardous equipment until replaced or repaired;

Correction of any unsafe act or condition in existence, by service or training.

HAZARD CONTROL

When identified hazards cannot be eliminated, the hazard will be effectively controlled by engineering, administrative procedures, work practices, personal protective equipment, or any suitable combination of these measures.

Engineering controls will include, but not to be limited to the following:

Isolation of employee exposure to hazards

Guarding or displacement of employee exposed to the hazard

Preventative maintenance and repair of machinery and equipment

Administrative procedures will include, but not be limited to the following:

Written programs to establish administrative guidelines for safe work practices

Establish and implement work rules and procedures

Work practices will include, but not limited to the following:

Careful planning and performance of each assigned job, duty or task;

Reduction in duration of exposure to hazards;

Adherence to safety and health rules and procedures

Personal protective equipment will be the last resort when all other means of eliminating the hazards have not provided adequate protection to the employee. When personal protective equipment is issued, the employee will be informed of the requirements, use, and limitations of the equipment.

ACCIDENT REPORTING AND INVESTIGATION

The Safety Officer will investigate all work related accidents and near miss accidents involving employees or company property to develop preventive measures and implement corrective actions.

EMPLOYEE REPORTING

All employee and associates are required to report to their immediate supervisor of any of the following:

Accidents/incidents with injury/illness of any magnitude (including first aid related cases)

Accidents/incidents resulting in property or equipment damage of any magnitude

Any near miss incidents that could potentially have resulted in an injury/illness or property damage

EMPLOYER REPORTING

The Safety Officer will report to the following accidents to local, state, and federal agencies as required:

Commission: Fatalities and accidents involving hospitalization of five or more employees will be reported within 24 hours

O.S.H.A. – Fatalities and accidents involving hospitalization of three or more employees will be reported within eight hours

Lost workdays cases other than fatalities

Covered employees report to the commission using form TWCC-1 – Employers First Report of Injury

Non-fatal cases without lost workdays which result in transfer to other employment, require medical treatment other than first aid, involve loss of consciousness, or restriction of work motion. This category also includes any diagnosed occupational illnesses which are reported to the employer but are not classified as fatalities or lost work day cases.

The OSHA 300 form will be maintained as this company's recordable injury log. Non-recordable injuries will be maintained on a separate log.

ACCIDENT INVESTIGATION

The Safety Officer will be responsible for conducting investigations of accidents that occur in the areas that affect employees under their supervision. Upon notification of an accident or near-miss accident, the responsible supervisor will begin the investigation to determine the following:

How the accident or incident occurred

Special circumstances involved

Underlying, indirect, or associated causes

Corrective actions or preventive measures and controls

Accidents and incidents involving situations where multiple supervisors are affected (an employee of one department injured in another department), will be investigated jointly. The supervisor of the area where the incident occurred will be in charge of and be held accountable for the investigation.

DOCUMENTATION

All activities and findings of the investigators will be documented and recorded for review.

Accident investigation documentation will record as a minimum, the following information is required for injury records per Commission Rule 120.1

Date and time of occurrence

Name of person involved, job title, area assigned

Date of birth, sex, wage, length of service and social security number

Location of occurrence

Nature and severity of injury and illness

Name of person conducting the investigation

Name of immediate supervisor of employee

Job assignment or duties being performed at time of accident.

Special circumstances or encumbrances

Details of how the accident occurred

Injury and part of body affected or involved

Names and comments of witnesses

Direct cause

Indirect underlying or contributing factors (including fault or failure in safety and health program elements)

Corrective action implemented or preventive measures taken (including safety and health program adjustments)

REVIEW & REVISION OF COMPONENTS

The Safety Officer or other designated representative will review and revise the components of the Accident Prevention Plan every three months for effectiveness and implementation. Special attention will be devoted to areas and criteria that demonstrate failure in a program component, introduction of new procedures, processes, or equipment. Corrective measures will be taken as needed to re-emphasize or restructure the Accident Prevention Plan to perform at the optimum effectiveness.

Information will be solicited from area supervisors and employees to determine the effectiveness of each program component, and assistance in developing adjustments and corrections.

GOALS AND OBJECTIVES

Goals

An effective Accident Prevention Plan will achieve the following goals:

Effective involvement of each and every employee of the company

Eliminate any and all hazards (current and potential) that expose or create risk of any nature

Reduce of all work-related incidents resulting in injury or illness to any employee or other person associated with our operations or business.

Reduce all losses due to incidents resulting in injury or illness to any employee or other person or property damage from such incidents

Increase awareness of the overall safe operation of all facilities

Increase employee morale by knowing their work environment is maintained as free as possible from any and all recognized hazards

Eliminate all work-related injuries and illnesses, property damage, and all associated losses

OBJECTIVES

Implementation of an effective Accident Prevention Plan

Commitment for on-going support from each and every level of management and personnel

Assigned responsibilities and accountabilities for the safety program

Allocation of adequate resources to the safety program

Establish lines of communication involving management and employee at all levels for safety and health concerns

Effective records and documentation maintenance and review

Completion of comprehensive surveys and periodic self-inspections

Implementation of effective measures for hazard identification, correction, and control

Implementation of effective orientation and training programs

Initiations of regular program review and revision procedures

The goals will be realized only if the objectives are carried out without hesitation or interruption and if every employee becomes interested in the safety program and its success.

EMPLOYEE COMMITMENT AND RESPONSIBILITIES

We recognize the success of any company endeavor is largely dependent on the entire workforce. This company recognizes the value of employee involvement to assist us in realizing our goals we have set for ourselves.

The company president aggressively solicits from all employees the assistance for and commitment to the implementing of the Accident Prevention Plan.

Employees are encouraged and expected to become involved in all aspects of implementing the Accident Prevention Plan.

Employees are expected to utilize established avenues to solicit and receive comments, information, and assistance where safety and health is concerned.

Employees are expected to perform their job duties in a manner that is safe for themselves, as well as those around them.

Employees are required to abide by all safety and health policies, procedures, and rules established by this company.

Employees of this company will adhere to the safety and health regulations established by federal, state, and local agencies.

Employees are expected and required to adhere to this company's safety and health program. This is not optional! Your continued employment with XYZ COMPANY CO., INC. is contingent upon your recognizing and abiding by the safety and health policies, procedures, and rules established by this company.

EMPLOYEE INVOLVEMENT

Management encourages employee involvement in each part of the implementation process for the ongoing safety and health program of this facility. We solicit this involvement by giving each employee an opportunity to participate and be responsible for implementation of the safety program for their respective areas.

DEPARTMENT SAFETY MEETINGS

This company will ensure that all employees meet on a regular basis to discuss safety and health issues or concerns and increase employee awareness of the safety and health program. Regular meetings will keep the program active in the minds of the employees, and offer an avenue for employees to voice concerns regarding workplace safety and health.

Meeting minutes and attendance records will be kept on file. Minutes will include all safety items and procedures discussed as well as the date and time of the meeting.

REPORTING OF HAZARDS AND UNSAFE CONDITIONS

As a condition and requirement of employment, all employees are required to report hazards and unsafe conditions in the workplace to the Safety Officer. He/She will take prompt and appropriate action to determine if a hazard exists. If it is determined that a hazard does exist, immediate attention for correction or interim protective measure will be taken. Whether a hazard is identified, the reporting employee will be notified of the corrective action taken or the procedures used to conclude that no hazards existed. If practical, this information will be shared with all facility employees.

DOCUMENTATION

All hazards reports and corrective measures /actions taken will be documented and recorded. This documentation will be reviewed by management. Pertinent information will be made available for employees review.

DISCIPLINARY POLICY

XYZ COMPANY CO., INC. has developed a disciplinary action policy that applies to the safety and health program of this company. The disciplinary policy will be a tool to ensure enforcement of the rules and procedures for a safe and healthful working environment. The disciplinary policy applies to all employees of this company.

VERBAL WARNINGS

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

WRITTEN WARNINGS

Management or supervisors may issue written warnings for the following:

Repeated minor safety rule violations or procedures;

Single serious violations of a rule or procedure that could have potentially resulted in injury to themselves or another employee or could have caused property damage; or

Activity that could potentially result in injury or property damage.

DISCIPLINARY LEAVE

Supervisor may recommend, and management may institute, disciplinary leave for the above reason and the following:

A single serious violation of a rule or procedure that results in injury to an employee or property damage; or

Repeated violations, nonconformance to safety rules or procedures.

TERMINATION

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

DOCUMENTATION

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

ALCOHOL AND DRUG POLICY

XYZ Company (the Company) is committed to maintaining a safe and productive environment for all employees. The use or abuse of alcoholic beverages and the illegal use of drugs can impair performance, jeopardize safety; and expose employees and the company to risk of injury, property loss and damage. It is the company's policy to have the work environment free from alcoholic beverages and drugs and their adverse affects on job performance and safety.

The possession, manufacture, distribution, exchange, delivery, dispensation, sale, consumption or illegal use of drugs or the use of alcoholic beverages is prohibited on company property in personal or company vehicles used for business purposes or while employees are engaged in company business. Employees are prohibited from reporting to work or working while impaired by drugs or under the influence of alcoholic beverages.

If the project superintendent suspects that a subcontractors employee is working while impaired by drugs or under the influence of alcoholic beverages, he/she is to immediately notify the subcontractor's superintendent for further action.

XYZ Company's "Alcohol and Drugs in the Workplace" policy is attached.

ABRASIVE WHEEL EQUIPMENT (Grinders)

The work rest used should be kept adjusted to within 1/8 inch of the wheel. The adjustable tongue on the top of the grinder should be kept adjusted to within inch of the wheel.

Side guards should cover the spindle, nut and flange and 75% of the wheel diameter.

Bench and pedestal grinders should be permanently mounted.

Goggles or face shields should always be worn when grinding.

The maximum RPM rating of each abrasive wheel should be compatible with the RPM rating of the grinder motor.

Fixed or permanently mounted grinders must be connected to their electrical supply system with metallic conduit or by other permanent wiring method.

Each grinder should have an individual on and off control switch. The switch should be easily accessible any time you operate the machine.

Each electrically operated grinder is effectively grounded. Do not defeat the grounding mechanism, especially by using non-three prong plug adapters.

Note the method by which new abrasive wheels are mounted. Visually inspect the ring test new abrasive wheels.

The dust collectors and powered exhausts provided on grinders must be used in operations that produce large amounts of dust.

The splash guards mounted on grinders that use a coolant should be mounted so that no one is every splashed with coolant.

The work area around a grinder must be kept clean at all times.

CONFINED SPACES

A confined space is defined as any structure that must be entered and that has or may contain dangerous concentrations of hazardous gases or vapors or an oxygen deficient atmosphere.

Hazardous conditions include, but are not limited to:

An atmosphere containing less than 19.5% oxygen (normal air contains 20.9% oxygen). This is usually the result of oxygen displacement by inert gases such as nitrogen, argon, helium, or sulfur hexafluoride.

Flammable gases and vapors (e.g. methane, ethane, propane, gasoline, methyl-ethyl, ketone, alcohol)

Toxic gases and vapors (e.g. hydrogen, sulfide, nitrogen, dioxide, perchlorethane, methylene chloride)

The primary objective is to prevent oxygen deficiency or other hazardous conditions. This must be accomplished by accepted engineering control measures, such as general and local ventilation and substitution of materials. Only when such controls are not possible should respiratory protection be used.

Monitoring devices, audible alarms, warning lights, and instructional signs should be installed where there is a potentially oxygen deficient atmosphere.

Before entering a confined space, the steps below must be followed:

Air quality must be tested to determine the level of oxygen and toxic or flammable air contaminants

Air purging and ventilation must be provided wherever possible.

The confined space must be isolated from supply lines capable of creating hazardous conditions.

Lock-out procedures must be used to secure electrical systems, pressure systems, pining, machinery, or moving equipment.

If an employee must enter a confined space containing hazardous gases, the procedures below must be followed:

Protective equipment must be worn, including air supply respirator plus harness and lifeline.

At least one person must be stationed outside the confined space, with suitable respirator.

Communication with personnel in the confined space must always be maintained.

CRANES

XYZ Company primarily uses mobile cranes in its commercial construction. Mobile cranes consist of a boom and controls mounted on a truck chassis.

Mobile cranes must be operated only by trained operators designated by the superintendents in charge of the job site.

The superintendent is also responsible for ensuring that the operators are trained, carrying out inspections and the following safe operating rules.

The crane must not be loaded beyond its rated load except for test purposes. Hoist chain or hoist rope must be free of kinks or twists and must not be wrapped around the load. Crane operators and floor persons must follow OSHA requirements relating to moving the load.

Cranes must be inspected monthly by the operator and a Crane Operator Inspection Report must be filed.(See attached)

Daily , when the crane is in use, the crane should be checked for following:

All crane functional operating mechanisms, for mal-adjustment causing interference with proper operation for excessive wear of components.

Deterioration or leakage in lines, tanks, valves, drain pumps, and other parts of air or hydraulic systems.

Visual inspection of hooks and wire-rope slings, including end connection, for excessive wear, broken wire, stretch, kinking or twisting.

Visual inspection of hooks and wire-rope slings, including end connections, for excessive wear, broken wires, stretch, kinking, or twisting.

According to OSHA requirements a crane that has been idle for a period of over six months must be inspected before being placed in service.

All crane hooks and lifting fixtures must be magnafluxed at least every four years.

Routine maintenance, adjustments, and repairs must be performed by a qualified mechanic and reported to the responsible Safety Officer according to each machines established scheduled and according to OSHA requirements.

DRIVER SAFETY

Selection of drives

Employment application and pre-employment checks will be made on employees who may be asked to operate a car or machinery while on company business.

Motor Vehicle Reports will be obtained upon hiring these new employees and annually thereafter.

Copy of driver's license will be obtained upon hiring potential new drivers and thereafter upon expiration.

MVR Guidelines (minimal criteria)

No driver will be allowed who has had the following type of violations (type A):

- Driving while intoxicated
- Driving under the influence of drugs
- Hit and run
- Failure to report an accident
- Negligent homicide arising out of the use of a motor vehicle
- Operating during a period of suspension or revocation
- Using a motor vehicle for the commission on a felony
- Operating a motor vehicle without owner's authority (grand theft)
- Permitting an unlicensed person to drive
- Reckless driving
- Speed contest

No driver who has had two type B violations in the past two years. Type B violations are all moving violations not listed as Type A violations.

Drivers not meeting the guidelines will be removed from the eligible drivers list.

Drivers must report all tickets and accidents within forty-eight hours to the supervisor.

Seatbelts must be worn at all times.

All other questions concerning Driver Safety rules mentioned here should consult XYZ Company's Automobile Policy.

ELECTRICAL HAZARDS

Electrical current will flow to ground by the path of least resistance whether it is through the employee/subcontractor or a wire. The following rules are intended to keep the employee/subcontractor from becoming a path of least resistance.

All extension cords will be inspected for defects each month. The Project Superintendent will inspect XYZ Company's extension cords, while the subcontractor is responsible for inspection of his employee's cords.

All extension cords and temporary wiring must be of the three-prong type.

All electrical repairs, connections, or installations are to be performed by qualified electrician. No XYZ Company employee will perform electrical repairs, connections or installations.

All extension cords must be inspected by the Project Superintendent or subcontractor superintendents before use. Damaged cords are not to be used but are to be taken out of service and reported to the superintendent.

Prevent damage to extension cords and wiring from being run-over, sharp corners, and pinching.

Do not use any electrical power tools that are not properly grounded or double insulated. Do not use any electrical power tool that has the ground prong missing. Report any altered power tool to the Project Superintendent.

GFCI protection devices must be used on all plug-in circuits which are not part of the permanent wiring of the building or structure.

EXCAVATIONS, TRENCHING, AND SHORING

All excavating and trenching operations and work done in them must conform with established standards.

All excavations require cave-in protection, except when (a) an excavation is made entirely in solid rock, or (b) an excavation is less than 5 feet deep and it has been inspected by the Safety Officer.

Excavations 5 feet or deeper must be sloped back to the angle not steeper than one and one-half horizontal to one vertical (34 degrees measured from the horizontal)

Other methods of cave-in protection, such as steeper sloped side walls (greater than 34 degrees) or the use of trench box (shield) must be approved by a registered professional engineer, as well as meet the requirements of OSHA regulation #1926, Subpart P.

Materials must be placed 2 feet or more from the edge of the excavation. Precautions must be taken to prevent such materials from falling into the excavation.

Each excavation must be inspected daily by the Safety Officer or his/her designee. If evidence of cave-ins or slides is apparent, all work in the excavation must cease until necessary precautions have been taken to safeguard employees.

Where vehicles or equipment operate near excavations or trenches, the sides of the excavation must be shored or braced as necessary to withstand the forces exerted by the superimposed load. Also, stop logs or other substantial barricades must be installed at the edges of such excavations.

Materials used for sheeting, shoring or bracing must be in good condition. Timbers must be sound, free of loose knots and of adequate dimensions.

Employees working in bell-bottom pier holes must be protected by a substantial casing which extends the full depth of the shaft. When working in such holes, you must wear a shoulder harness secured to a lifeline which is tended full-time.

Safe access must be provided into all excavations by means of ladders, stairs or ramps.

Trenches 5 feet or more in depth must have ladders spaced so that employee's lateral travel does not exceed 25 feet. Such ladders must extend at least 3 feet above grade level.

Walkways or bridges with standard guardrails must be provided where employees or equipment are required or permitted to cross over excavations or trenches.

FIRE PROTECTION AND PREVENTION

The company will have an adequate number of UL approved portable fire extinguishers. Portable fire extinguishers will be of the ABC type and provided throughout the location.

Portable extinguishers will be mounted such that they are highly visible and easily accessible. Signs will be mounted to identify the fire extinguisher's location.

All portable fire extinguishers will be inspected annually by a qualified outside individual. An inspection tag will be attached to each extinguisher to indicate the date of the last inspection.

Portable fire extinguishers will be in each company truck.

Employees will be trained in the different types of fires, different types of extinguishers, and in the proper use of an extinguisher in putting out a particular type of fire. This training will be conducted through the weekly tool box talks.

Employees are to obey all "No Smoking" signs. Smoking is only permitted in designated smoking areas.

Use only approved containers for the storage of flammable liquids.

Wash tools and materials only in approved solvents and never use gasoline.

Do not store flammable liquids in areas used as passageways, stairways, or exits.

All combustible materials (wood, paper, liquids) will be kept at least 10 feet away from gas fired heaters unless the heater is in an enclosed area.

All flammable liquids, not for immediate use, will be properly stored in its designated area.

Where a sprinkler system exists, the system will be inspected by a licensed company on an annual basis. Employee will be trained on its operation during the weekly tool box talks.

The following guidelines will be complied with as an absolute minimum:

At least one portable fire extinguisher, rated not less than 2A will be provided for each 3,000 square feet of protected building area. Maximum travel distance to a fire extinguisher will be 100 feet.

At least one fire extinguisher rated not less than 2A will be located on each floor adjacent to the stairway.

At least one fire extinguisher rated not less than 10B will be located within 50 feet of storage of more than 5 gallons of flammable or combustible liquids or 5 lbs. of flammable gas (not to include integral fuel tanks of motor vehicles).

All fire fighting equipment will be conspicuously located and periodically inspected.

During demolition, change hose lines supplied by hydrants, water tank trucks with pumps, or the equivalent will be available.

An alarm system, e.g. telephone siren etc... will be established to alert employees on the jobsite for an emergency. The local fire department emergency number will be conspicuously located near telephones.

FIRST AID AND EMPLOYEE HEALTH

Each location, and each company truck, will be equipped with a first aid kit that is inspected and replenished as necessary.

Emergency phone numbers will be posted in prominent places.

Where chemical hazards exist, eye wash bottles will be available. There is generally an expiration date on the container. Make sure the water is replaced on a regular basis.

All injuries to XYZ Company employees, no matter how slight, will be immediately reported to the Project Superintendent and reported for OSHA on the Form 200 and the First Report of Injury. All injuries to subcontractors on a jobsite must be reported in accordance with the attached Accident and Claims Procedure

The Project Superintendent will make arrangements with the nearest suitable medical facility to accept and treat personnel who are injured or need medical attention beyond the requirements of a first aid kit. This information, facility name and phone number, will be posted at XYZ Company's site trailer.

GENERAL SAFETY RULES

Read and become familiar with these and other safety rules that apply to our job. Violating these safety rules will result in disciplinary action which may include dismissal.

Report any injury to the Project Superintendent immediately.

Report unsafe conditions to the Project Superintendent.

Horseplay is prohibited at all times.

The drinking of alcoholic beverages and use of illegal drugs is not permitted on the job. Any employee discovered under the influence of alcohol or drugs will not be permitted to work and is subject to termination in accordance with XYZ Company's Alcohol and Drugs in the Workplace Policy.

If you do not have current First Aid Training, do not move or treat an injured person unless the person is in immediate peril, such as profuse bleeding or stoppage of breathing.

Appropriate clothing and footwear must be worn on the job at all times.

You will not perform any task unless you are trained to do so and are aware of the hazards associated with that tasks.

You may be assigned certain personal protective safety equipment. This equipment will be available for use on the job (i.e. don't leave it at home), maintained in good condition, and worn when required.

Learn safe work practices. When in doubt about performing a task safely, contact your supervisor for instruction and training.

The riding of equipment not designed for such purposes is prohibited at all times.

Never remove or bypass safety devices.

Do not approach operating machinery from the blind side; let the operator see you.

Learn where fire extinguishers and first aid kits are located.

Maintain a general condition of good housekeeping in all work areas at all times.

Obey all traffic regulations when operating vehicles on public highways.

Do not use compressed air for comfort, cooling, blowing dust from clothing or for cleaning off work areas.

When operating or riding in company vehicles, or using your personal vehicle for business purpose, the vehicle's seat belt shall be worn. Do not ride in truck beds. When using a motorcycle for company business, a helmet must be worn.

Be alert to hazards that could affect you and your fellow employees.

Obey safety signs and tags.

Always perform your assigned tasks in a safe and proper manner and do not take shortcuts. The taking of shortcuts and the ignoring of established safety rules is a leading cause of employee injury,

Smoking is permitted only in designated smoking areas.

All employees/subcontractors shall attend all weekly "tool box" meetings.

Gasoline, kerosene or diesel shall not be used for cleaning purposes.

Firearms are prohibited from company property at all times. Employees bringing firearms on site are subject to disciplinary action, up to and including termination.

HAND AND POWER TOOLS

Inspect all tools before using. Do not use defective tools.

Use tools only for their designed application.

Do not use tools with mushroomed heads, sloppy connections, split or broken handles or other defects.

Make sure electrical tools are grounded, are double insulated, or have an operable ground fault interrupter in the circuit.

Disconnect tools and machines from their power source before making adjustments or attachments changes.

All air powered tools must have safety clips or retainers on all connectors.

Do not remove guards or safety devices, or use power tools which have such devices defective or missing.

Inspect abrasive wheels for cracks, chips or other defects before mounting.

Employees/subcontractors will not use any power tool that they are not qualified to use.

HOUSEKEEPING AND MAINTENANCE

Work areas will be kept free of objects on the ground or floor to reduce the hazards of slips and falls.

Oil and grease will not be allowed to remain on walking surfaces but will be immediately cleaned up.

Oily rags will be placed in closed metal containers until disposed of.

Passageways, ramps, and stairways will not be used for storage areas and will be kept clear at all times.

Work areas, exist and aisle spaces will not be used for storage areas and will be kept clear at all times.

Exposure to electrical cords will be kept to a minimum.

Specific storage areas will be established and all materials will be stored using proper and safe storage methods.

Worn or frayed carpet, open seams, and curled edges will not be permitted.

Loose floor tiles or mats will not be permitted.

Walking surfaces, will be kept clear of debris, dust, oil, paint, or spray residue, granular materials, sand, mud, ice, and other slippery traction-robbing materials.

Standing water will not be permitted.

Adequate lighting will not be permitted on any walking surface.

Adequate ventilation will be provided to prevent accumulation of toxic fumes or flammable vapors.

Refuse will be removed from the building on a regular basis and stored away from the building until picked up and disposed of.

Accumulations of ice and snow will be removed from sidewalks on a timely basis to prevent slips and falls. When using chemicals, only non-caustic chemicals will be used (i.e. those that will not "eat" the concrete)

Sidewalks and parking areas will be provided with adequate illumination.

All building exits will be properly marked.

Boiler rooms, utility rooms, and other similar type rooms will not be used for the storage of combustible materials. Combustible materials could fall or be tipped over and come into contact with a water heater or boiler flame.

LADDERS

Before each use, all ladders must be inspected for damaged rungs and split or cracked side rails. Faulty ladders will be tagged and taken out of service.

When ascending or descending a ladder, the employee will face the ladder.

Ladders placed in doorways, walkways or other congested areas will be barricaded or guarded.

The top of portable ladders will be extended 36 inches above the landing and be secured.

If employees work from special hanging ladders, the employee will be protected from falling. A safety line, safety belt and lanyard, or safety harness will be used.

All straight ladders will have non-skid feet.

When using a straight ladder, a second employee will remain at the bottom of the ladder and keep it secured.

Metal ladders are not to be used where there is a possibility of electrical contact.

Job built ladders must conform with all OSHA standards.

LIFTING

Employees will not attempt to lift objects which are heavier than their capabilities without obtaining assistance from other employees. Each employee will be responsible for using good judgments as to their capabilities.

Employees will learn to bend with their knees and not their backs. Employees will be required to follow this procedure regardless of the amount of weight being lifted.

The object being lifted will be kept close to the body when lifting, moving or lowering in place.

Employees will not rotate from the waist when moving an object. Instead, the entire body will be turned using your feet.

Employees will not carry items which will block the view of their path. They will get assistance when this occurs.

Employees will use back supports when performing lifting operations.

LIGHT DUTY PROGRAM

When an employee is injured on the job and due to the nature of the injury there exists temporary or permanent restrictions, the company may require the employee to return to work under the Light Duty Program. The company will only make such a request after obtaining the advice of a medical professional.

The purpose of the Light Duty Program is to return to work those employees who are capable of contributing to the company despite having suffered a work-related illness or injury.

It is not the intention of the company to return employees to work before they are physically capable. Employees' health will not be compromised. Therefore, it is critical that employees communicate clearly and regularly to both the doctor and the supervisor regarding the status of their recovery.

Employees will return to either their previously held position or to a different position. The company may choose to modify the employee's duties and responsibilities to reflect the recommendations by the medical professional. The company may also choose to create a new position which may differ from the employee's previous responsibilities.

If an employee is placed at a different position during his recovery period, the employee may be turned to work when the employee is capable of successfully performing the duties.

If the company has notified the employee that they must return to either light duty or to regular work and the employee refuses, the employee must immediately notify the company as to the reasons. Depending on the circumstances, the company may take disciplinary action against an employee who either fails to immediately notify the company or who refuses to return to work for unacceptable reason.

LOCKOUT PROGRAM

General Information

The purpose of this program is to inform you that XYZ Company is complying with the OSHA CONTROL OF HAZARDOUS ENERGY (LOCKOUT-TAGOUT) STANDARD, CODE OF FEDERAL REGULATIONS 1910.147 by:

Developing and implementing this program

Establishing responsibility for the implementation, training, maintenance, and auditing of this program.

Identifying systems that require Lockout.

Defining the Lockout procedure to be used.

This program establishes the minimum requirements for the lockout of energy isolating devices. It will be used to ensure that equipment is isolated from all potentially hazardous energy and locked out before employees perform any maintenance activities where the unexpected start-up or release of stored energy could cause injury.

Lockout means that a lockout device, usually a key or combination lock, is used to secure the equipment's power source in an "off" position.

Responsibility

Although only authorized employees are permitted to perform Lockout procedures and to remove locks, all employees need to understand this Lockout program.

The Safety Officer is responsible for:

- The program development
- Identifying the equipment that require Lockout
- Developing the procedures to be used
- Training the Supervisors
- Auditing the Lockout Program

Each Project Superintendent is responsible for the following items:

- Procedure development and equipment identification.
- Training all existing and new employees
- Enforcing the requirements of this program
- Assisting in the auditing of this program

Lockout Procedures

The following steps will be used to prevent accidents during the repair and maintenance of equipment:

Think plan check. Think through the entire procedure and identify all parts of any equipment that needs to be shut down. Locate switches, valves, or other devices that need to be locked out.

Communicate. Let other employees know when and why you are shutting down the equipment.

Locate all power sources. This includes hydraulic, pneumatic, chemical, thermal, and mechanical. There may be more than one source of energy.

Neutralize all power at its sources. Disconnect electricity and block any moveable parts. Release or block spring energy. Drain all hydraulic and pneumatic lines. Lower suspended parts to rest positions.

Lockout all power sources. Use a lock designed for this purpose.

Test operating controls. Turn all controls on to make certain the power is off.

Turn control back off. Be sure each and every control is in the "off" position before beginning any necessary maintenance or repairs.

Make any necessary repairs or perform maintenance.

Remove locks and restore energy. Restart equipment only after all other workers are at a safe distance away. Tools should be removed from equipment and machine guards back in place. Notify other employees that the equipment is back on.

Training

The Safety Officer is responsible for the training of the Superintendents in the correct implementation and maintenance of Lockout. Each superintendent is then responsible for training all employees. Before a new piece of equipment is used, the superintendent is responsible for establishing Lockout procedures for its maintenance and training employees in those procedures. All training will be documented on the appropriate form.

It is the responsibility of all subcontractors to develop and follow their own lock-out procedures. C.F. Jordan's site superintendent will assist subcontractors in developing an adequate lock-out program if so requested.

Additional Information

All employees can obtain further information on this written program by contacting the superintendent or the Safety Officer.

MACHINE GUARDING

Only equipment that has all the required guards will be purchased and used in the workplace.

Employees will be instructed to use the provided machine guards and not remove them.

Fixed machine guards for moving parts and point-of-operation protection devices will be inspected during the safety inspection.

Any XYZ Company machine which has a guard removed or is not in safe operating condition will be taken out of service until repaired or the missing guard (s) replaced.

No employee will be allowed to operate any machine until the employee had been instructed in the machine's safe operation with all required guards in place.

If the site superintendent witnesses a subcontractor's machine which has a guard removed or is not in safe operating condition, he will immediately notify the subcontractor's on-site representative.

MACHINERY/EQUIPMENT SAFETY

Only trained and authorized operators shall be permitted to operate XYZ Company's machinery/equipment.

Each location will maintain a list of trained authorized operators.

The equipment manufacturer's training program will be used as directed by the Safety Officer.

The brakes of trucks shall be set and wheel chocks placed under the rear wheels prior to boarding.

Fixed jacks are to be used to support a semi-trailer and prevent upending during the loading or unloading when the trailer is not coupled to a tractor. The driver of the tractor is responsible for supplying and utilizing jacks.

All machinery and equipment is to be maintained in accordance with the manufacturer's recommendations.

If at any time a piece of equipment or machinery is found to be in need of repair, defective, or in any way unsafe, it will be taken out of service until it has been restored to a safe operating condition.

OFFICE PERSONNEL

Office personnel will not attempt to lift heavy objects (such as computer terminals, boxes, desks, etc) unless absolutely sure that the weight of the object is within their capabilities. Otherwise, assistance from other employees will be sought.

Employees will make sure that the height of the chair is at the right level to permit the feet being firmly placed on the floor.

When using a computer, the employee will sit directly in front of the computer and will operate the keyboard without bending the wrist and will maintain a minimum distance of two (2) feet from the monitor.

Employees will make sure that there exists sufficient lighting at their workstations.

Employees will immediately notify supervisor when there exists any hazard which may cause injury to themselves or other employees.

OSHA COMPLIANCE BY SUBCONTRACTORS

XYZ Company, as a part of its subcontract agreements, requires all subs to comply with all local codes and regulations and OSHA regulations.

It is the responsibility of each subcontractor to police its employees and assure OSHA compliance.

If the XYZ Company's Project Superintendent or Project Manager witnesses any subcontractor acts or omissions which are in violation of OSHA regulations, he is to notify the subcontractor's superintendent immediately and request that the sub come into OSHA compliance.

If the subcontractor does not comply with OSHA, XYZ Company's Superintendents can formally notify the subcontractor that continued non-compliance with OSHA will result in sanctions, up to and including, removing the subcontractor from the jobsite.

OSHA INSPECTIONS

If your job site is inspected by OSHA, immediately notify Safety Officer at 533-6725 ext. 18.

Listed below are some procedures to follow which will help you better understand and get through the inspection:

Find out what type of inspection is about to take place and ask if the inspector has a warrant.

If the inspector has a warrant, the Project Superintendent or Project Manager should accompany the inspector during his inspection. Be sure to take good notes during the inspection. Be cooperative and provide direct answers to his questions.

If the inspector does not have a warrant, ask him to return when he obtains a warrant and follow "d" below.

Conduct a safety meeting with employees and cover the following items:

Hazard Communication Program

MSDS Sheets

Double check all electrical cords and power tools

GFCI

Reduce exposure to any hazards including

Working on roofs

Working on scaffolding

Working around fall hazards

Staying off stairs with unpoured treads and landings

Wearing proper personal protective equipment

Handrails in place-floor coverings covered

The inspector will want to see OSHA form 300, accident investigation forms, documentation of inspections, Tool Box Talks, etc. Be sure to have these files in order and available for inspection.

PERSONAL PROTECTIVE EQUIPMENT

Employees will be responsible for using personal protective equipment when required. Superintendents will be responsible for issuing the equipment, instructing employees on its use and care and monitoring employees to make certain that employees use equipment when required and as instructed.

Clothing

Appropriate clothing will be worn by employees at all times. Clothing which may compromise the employee's safety will not be allowed. Employees must wear uniforms when provided by the company.

Eye Protection

Eye protection will be provided by the company.

Employees will use eye protection when using chemicals, when using the grinding machine, when welding, and when exposed to flying objects.

When required to wear eye protection because of exposure to chemicals, the employee will only wear contact lenses when the eyes are protected by a face shield or goggles. The employee is further advised that if the eyes become contaminated by chemicals, contact lenses will be removed during the flushing process and not before beginning the flushing process (i.e. flush immediately, don't wait to remove your contacts).

The employee will not be exposed to chemical hazards unless an approved eye wash bottle is available.

Employees will be trained in the proper use of eye wash bottles.

Head Protection

A protective safety helmet (hard hat) will be provided by the company and must be worn at all times while on the jobsite by XYZ Company employees.

Subcontractors are required to provide their employees with safety helmets (hard hats) and they must be worn at all times while on the jobsite.

SCAFFOLDS

All scaffolds, whether fabricated on site, purchased, or rented must conform with the specifications found in ANSI A10.8, Safety Requirements for Scaffolding.

Rolling scaffolds must maintain a 3:1 height-to-base ratio.

The footing or anchorage for a scaffold must be sound, rigid, and capable of carrying the maximum intended load without settling or displacement. Unstable objects such as barrels, boxes, loose bricks, or concrete blocks must not be used to support scaffolds or planks.

No scaffold may be erected, moved, dismantled, or altered unless supervised by competent persons.

Scaffolds and their components must be capable of supporting at least four times the maximum intended load without failure.

Guardrails and toe boards must be installed on all open sides and ends of scaffolds and platforms more than 10 feet above the ground.

Scaffolds 4 feet to 10 feet in height having a minimum horizontal dimension in either direction of less than 45 inches must have a standard rail installed on all open sides and ends of the platform.

Wire, synthetic, or fiber rope used for suspended scaffolds must be capable of supporting at least six times the rated load.

No riveting, welding, burning, or open flame work may be performed on any staging suspended by means of fiber or synthetic rope.

Treated fiber or approved synthetic ropes must be used for or near any working involving the use of corrosive substances.

All scaffolds, boson's chairs, and other work access platforms must conform with the requirements set forth in the Federal Occupational Safety and Health Regulations for construction, 29 CFR 1926.451, except where the specifications in ANSI A10.8 are more rigorous.

SLIP AND FALLS

Spills will be cleaned up as soon as possible. Care should be taken to ensure that others are aware of any spill.

Employees should report to their supervisor, as soon as possible, any potential trip hazard. This includes damaged floor, tile, carpet and stairs.

Objects on the floor should be removed as soon as possible. This includes trash, office supplies, food, paper, electrical cords, etc.

Accumulation of ice and snow will be removed from walking areas (sidewalks, stairs) as soon as possible.

WELDING AND CUTTING

The performing of welding and cutting operations exposes the employee to certain hazards. Such operations also expose structures and items to damage by fire. When performing welding and cutting operations follow these safety rules:

Gas Welding and Cutting

When performing gas welding and cutting operations, a portable fire extinguisher is required to be immediately available.

Gas cylinders will never be moved or stored unless valve protection caps are in place. Exception: when the gas cylinders are secured to a wheeled cart.

Store and move cylinders in a secured upright position.

Make sure regulators, hoses, couplings and tip connections are in good condition (no breaks, damaged or cracked glass, or oil contamination).

Do not interchange hose connections between fuel gas and oxygen.

Do not use matches or hot work to light torches.

Do not weld or cut in or near flammable materials, especially paints, dusts, gases or vapors.

Do not use compressed gas for comfort, cooling, blowing dust from clothing, or for cleaning off work areas.

Always wear suitable eye and face protection when engaged in welding, cutting, or heating materials.

When leaving torch unattended, turn off gas valves at cylinders.

Check area before and after welding for fire hazards.

To prevent backflash, backflash preventers will be installed between the torch and the gas cylinders. Some newer gas cylinder regulators have built-in backflash preventers.

Report faulty or defective equipment to your supervisor.

A fire watch is required whenever welding or cutting is performed in locations where there are combustibles or flammable materials closer than 35 feet to the point of operation.

Before cutting or welding is permitted, the area will be inspected by the individual responsible for the operation. He will point out the potential hazards to the fire watcher.

The fire watcher will have fire extinguishing equipment readily available and be trained in its use. He will be familiar with the procedure for sounding an alarm in the event of a fire.

He will watch for fire in all exposed areas, try to extinguish them only when obviously within the capacity of the equipment, or otherwise sound the alarm.

Only trained and authorized employees are permitted to perform welding and cutting operations.

Arc Welding

When performing arc welding and cutting operations, a portable fire extinguisher is required to be immediately available.

Always wear proper eye and face protection. Gas welding goggles are not adequate against arc welding rays.

Know proper procedures before operating an arc welder.

Inspect cables and electrode holders for exposed conductors or cracked insulation, repair as needed.

Report faulty or defective equipment to your supervisor.

Make sure that grounding is adequate.

Never wrap leads around parts of your body.

Use the proper safety harness or belt when working in elevated locations that are six feet or more above the ground or work platform.

Before making adjustments to any part of the electric welding equipment, be sure the current is off.

Do not look at welding operations without adequate eye protection.

FORMS

AUTHORIZATION FOR MEDICAL RECORDS AND REPORTS

I, the undersigned, authorized any physician or nurse who has attended me, or any hospital in which I have been confined, to furnish to any authorized worker's compensation representative, any and all information which may be requested concerning any physical condition and treatment thereof and, if necessary, to allow them or any physician appointed by the worker's compensation representative to examine any x-rays taken of me and/or records regarding my physical condition and/or treatment.

A photo static copy of this authorization is to be given the same force and effects as the original.

Signed: _____

Print Name: _____

Social Security No. _____

Date: _____

EMERGENCY TELEPHONE LIST

LOCAL AUTHORITIES

Police: _____ Police: (non emergency) _____

Fire Dept. : _____ Fire (non emergency): _____

Ambulance: _____ Water Utility: _____

Poison Control Ctr: _____ Electric Utility: _____

Hospital: _____ Gas Utility: _____

LOCAL MANAGEMENT

For automobile, employee injury and public claims, contact the following as soon as possible:

EMPLOYEE SAFETY CONCERN

Note: This program is designed to improve the safety and health of your workplace and it is illegal for this information to be used in any action against you.

Name: _____ Date: _____

Location: _____ Supervisor: _____

Concern, suggestion, or hazard: _____

Precise location of hazard: _____

Potential injury type: _____

Frequency of exposure: _____

How can it be corrected? _____

We appreciate your cooperation in reporting all safety problems.

If we all work together, we can all work safely.

*** PLEASE RETURN TO THE MAIN OFFICE***

(Do not write below line- for manager use)

Person to investigate: _____

Estimated Completion Date: _____

Notes: _____

Manger Signature: _____

DISCIPLINARY ACTION

Employee Information

Employee Name: _____ SSN: _____

Location: _____ Job Title: _____

Date of Violation: _____

Violation: _____

Disciplinary Action Taken : _____

Employee Signature: _____ Date: _____

Completed By: _____ Date: _____