

# **EMPLOYEE SAFETY & HEALTH HANDBOOK**

This handbook contains many of the important elements of the company Safety & Health Program. Each employee should be given a copy of this handbook, read the handbook and return the acknowledgement form on the last page of this handbook. If the employee has any questions, the full Safety & Health will be made available at any time by request.

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## **Safety Goals and Responsibilities**

It is our company’s policy to perform its work in the safest manner possible, consistent with safe work practices, and according to all governing laws and regulations. The safety and health of our employees, subcontractors and others who may be in our work areas is paramount. This program has total management support. Managers at every level are charged with the task of translating this policy into positive and productive action.

This Safety & Health Program, as revised from time to time, contains company safety and health policy and rules for the jobsite. They represent a wealth of practical experience, and have been tested on many successful projects. Putting these procedures to work can protect the well-being of our employees; preserve vital company resources; and minimize financial losses caused by accidents. We also require all subcontractors, trade partners, suppliers and vendors to develop, implement and follow their own safety and health program, including providing the proper competent person (s) for the specific task they are responsible for. Therefore, as a condition of employment by the company each employee is required to study, understand and abide by these procedures. This Safety & Health Program is provided for the sole purpose of improving safety and health conditions in our company, and is NOT to be considered as an agreement or contract for employment.

This Safety & Health Program follows the OSHA Recommended Practices for Safety and Health Programs, which provide for the prevention of jobsite injuries and illnesses, improved compliance with laws and regulations, reduction of costs, including significant reductions in workers' compensation premiums, engagement of workers, enhancement of company social responsibility goals and increasing productivity and enhance overall business operations

Our program contained in this program provides ways to systematically identify, evaluate, and prevent or control jobsite hazards, specific task hazards and hazards which could arise from operations. This Safety & Health Program is not a one-time plan, but is a dynamic program that is always open to improvement.

Safety is as critical to our company's operations as planning, scheduling and billing. Further, the company believes that accidents are preventable, and that it is up to each of us to ensure that we practice safety as a routine part of our daily work. One of our safety goals is to have the best safety and health conditions possible in the jobsite. To achieve that goal, we must first have a good attitude about safety. Then we must THINK SAFETY and WORK SAFELY.

Sincerely,

Name \_\_\_\_\_ Date \_\_\_\_\_

## **COMPANY SAFETY GOALS**

Managers and supervisors are accountable to the upper management of this company for the successful achievement of targeted Company safety and health goals. The company's jobsite safety and health goals are:

1. Have the best safety and health conditions possible in the jobsite.
2. Minimize all injury accidents and health impairment.
3. Prevent any major fires, vehicle accidents or property damage losses.
4. Zero permanent disabilities.
5. Zero environmental accidents.
6. Zero fatalities.

These goals are implemented to control and prevent construction site failures which cause fatalities, injuries, illness, equipment damage, fire, and damage or destruction to property.

No phase of our company's operations is more important than accident prevention. Each employee is expected to be aware of and actively pursue safety goals. There is only one way to do a job properly - THE SAFE WAY!

## **COMMITMENT**

**Management**—the personal safety and health of each employee of this company is of primary importance. The prevention of occupational injuries and illness is so important that it is to have precedence over operating productivity whenever necessary. The company will, to the greatest degree possible, provide safe mechanical and physical jobsites, provide for employee safety training and implement safe work practices that will make our work areas safe places to work. The company is committed to a safety and health program that will reduce the number of injuries and illness to a minimum, not merely in keeping with, but hopefully surpassing, the best experience of similar industry operations.

**Employees**—this Safety & Health Program conforms to the best practices of organizations in our industry. To make the program work, all company employees must have good attitudes about preventing injury and illness. Success requires cooperation between each employee and his or her co-workers. With cooperative effort and positive attitudes, the Safety & Health Program will benefit all the employees of the company, subcontractors, trade partners, suppliers, vendors, our homebuyers, our visitors and others in our communities. Each employee is required, as a condition of employment with the company, to read, understand and sign the EMPLOYEE COMMITMENT TO WORK SAFELY, which is found on the last page of the Employee Safety and Health Handbook.

## **ENFORCEMENT**

**General**—all employees must understand that THE FIRST AND MOST IMPORTANT WORK RESPONSIBILITY IS TO BE RESPONSIBLE FOR ONE'S OWN SAFETY! Disregarding safety and health guidelines provided for one's own benefit is not only dangerous to oneself, but also to those with whom one works. An employee who disregards safety is a significant liability to the company. The company safety guidelines apply to all employees of the company, without exception. The company safety guidelines will be enforced by management. Warnings and reprimands will be issued for known violations of the safety guidelines as soon as the infraction is observed, and it will become part of an employee's work record.

**Reprimand Policy**—the following steps should be taken if an employee is found in violation of safety and health guidelines and OSHA standards:

1. **1<sup>st</sup> Offense:** Employee will be removed from hazardous situation immediately. Supervisor will formally write up employee using the employee disciplinary action form. Supervisor will re-train employee and document this training on the disciplinary action form. Future discipline will be discussed with employee.
2. **2<sup>nd</sup> Offense:** Employee will be removed from hazardous situation immediately. If an employee is found in violation of a safety and health guideline or OSHA standard that is substantially similar to the 1<sup>st</sup> offense, the supervisor will formally write up the employee using the disciplinary action form. The employee will then be sent home, without pay for the remainder of the day. Upon return to the site the next day, the supervisor will re-train employee and document this training on the disciplinary action form. Future discipline will be discussed with employee.
3. **3<sup>rd</sup> Offense:** Employee will be removed from hazardous situation immediately. If an employee is found in violation of the same or substantially similar rule, the supervisor will formally write up the employee using the disciplinary action form. The employee will be suspended without pay for at least 3 days. The employee will not be allowed to return to work until cleared by upper management. Upper management reserves the right to terminate employment at this time.

**Willfully Violating Safety Rules**—any employee who refuses to work safely, or to observe company safety and health guidelines, who refuses to use proper protective equipment, or who fails to obtain proper permits, where required, or fails to observe required procedures, will be subject to verbal and written warnings resulting in disciplinary action, which may lead to termination of his or her employment with the company. The severity of disciplinary action will be determined by the frequency and severity of infractions, and may include reprimand, time off without pay, or termination. Willfully endangering one's life or the life of another person is gross misconduct, and may be cause for immediate dismissal.

## **SAFETY & HEALTH PROGRAM LOCATION**

This Safety & Health Program, with its file of Safety Data Sheets (SDS), is to be kept in the jobsite construction office for immediate availability to employees, emergency personnel and regulatory agencies.

## **GENERAL RESPONSIBILITIES**

**EMPLOYEES**—safety is a management responsibility; however, management cannot be solely responsible for the acts of employees. Therefore, each employee shall, as a condition of employment for which he or she is paid, be responsible to work safely, including but not limited to the following specific responsibilities and duties:

### **General Safety and Health:**

- a. Study, understand and comply with the requirements of the SAFETY & HEALTH PROGRAM and comply with any other laws or regulations which may apply to his or her work.
- b. Work in a manner which will avoid self-injury and prevent injury to fellow workers.
- c. Attend any required employee safety and health orientation, and any regular or special employee safety training.
- d. Acknowledge, by personal signature, any training received.
- e. Refuse to perform any potentially hazardous or non-routine task, or to use any hazardous material, until properly trained about the hazards involved, and about the proper safety and health procedures to follow.
- f. Properly use and care for personal protective equipment required for the task at hand.
- g. Report any hazardous condition to the employee's supervisor, including any negligent act, a physical or health hazard, any unsafe use of hazardous materials by Company employees or by an employee of some other employer in the jobsite.
- h. Report any job-related injury or illness to the employee's supervisor and seek treatment immediately. Reporting of any injury or illness shall be made as soon as practical and should take place within 24 hours except under unusual circumstances.
- i. Know what emergency telephone numbers to call in the event of a fire, accident or personal injury.
- j. Help to maintain a safe and clean work area.

### **Hazard Communication:**

- a. Know the location of the written Hazard Communication Plan, the Chemical Inventory List and the SDS files with emergency contact numbers.
- b. Refuse to use any hazardous material if not trained in its use. Request a refresher training if unsure about the use, storage, handling or personal protective equipment requirements.
- c. Know how to read a SDS, the Chemical Inventory List and any chemical warnings and labels.
- d. Never remove nor deface hazardous chemical labels.
- e. Know how to detect the presence of a hazardous chemical in the jobsite by odor, appearance.
- f. Never waste hazardous chemicals on site. (i.e. do not dump hazardous materials on the earth)
- g. Become trained in the proper use of required protective equipment, and wear or use such equipment properly while working with hazardous chemicals.
- h. Be properly trained about the hazards of any assigned work tasks, about which the employee has not been previously trained, before attempting to perform such "non-routine" tasks.

**SUPERVISORS**—unless notified otherwise, the supervisor of each jobsite (may be a Project Manager, Project Supervisor, Superintendent, Foreman or other supervisory position) is responsible for the implementation of the Company Safety & Health Program at each jobsite he or she supervises. Add the following supervisory duties to those he or she has as an employee:

## **General Safety and Health:**

- a. Set the example for good safety and health practices.
- b. Provide a bulletin board in each job trailer and display all required postings.
- c. Establish and implement procedures for jobsite safety, health, first aid, fire prevention, site security, environmental pollution control, and others that comply with Company SAFETY AND HEALTH GUIDELINES, contract documents and specifications, and with local, state and federal laws and regulations.
- d. Conduct an employee Safety Orientation whenever a new employee comes into the jobsite.
- e. Prepare for and provide jobsite Tool Box safety meetings, with rules and regulations for each site.
- f. Train employees under his or her supervision about the provisions of these SAFETY AND HEALTH GUIDELINES, about jobsite hazards, safe working procedures and policies, how working safely can prevent accidents, and how one can avoid injury and prevent property damage.
- g. Monitor the safety and health performance of employees and subcontractors. Prepare written warnings and reprimands for violations of this Safety & Health Program.
- h. Monitor the status of jobsite safety and health, by personally conducting jobsite safety inspections and by directing corrective action. These jobsite safety inspections need to be formally documented.
- i. Assure the availability of required safety equipment and personal protective equipment needed for the work being done, giving special attention to non-routine tasks.
- j. Cooperate with other employers and subcontractors to improve overall safety and health conditions in the jobsite.
- k. Investigate and document accidents and losses immediately, analyze the causes, and prepare recommendations to prevent similar accidents in the future. Prepare reports for worker's compensation, employee reprimands or disciplinary action immediately following an incident. This should be completed within 24 hours of the accident or incident.
- l. In the event of a serious accident or a government safety or environmental inspection, notify upper management ASAP.
- m. Be familiar with the OSHA Standards for the Construction Industry and be able to find information in OSHA Standards when necessary. These are available at [www.osha.gov](http://www.osha.gov). If you work in a state with their own state OSHA plan and regulations, be familiar with those as well.

## **Hazard Communication:**

- a. Maintain the Hazard Communication Plan found in this program for each jobsite supervised.
- b. Conduct Hazardous Chemical Inventories. Maintain and preserve the Chemical Inventory List found after the Hazard Communication Plan in this program.
- c. Supervise the proper procurement of all hazardous chemicals to be present in the jobsite supervised. Receive and check all shipments of hazardous chemicals for SDS and labels.

- d. Verify that labeling is properly done. Maintain a supply of labels and other hazard warnings.
- e. During the employee Safety Orientation, make sure employees know where to find the Hazard Communication Plan, explain labels and other hazard warnings and the Chemical Inventory List and teach him or her how to read a SDS.
- f. Train all employees under his or her supervision as required by this Hazard Communication Plan. Prepare a Training Report for each hazardous chemicals training done, which certifies by each employee's signature, the training received. Keep the training record on file in this Safety & Health Program.
- g. Provide special training and equipment needed to safely perform non-routine tasks.
- h. Coordinate hazard communication with other employers, such as subcontractors, in a company jobsite as needed to protect company employees.
- i. Direct the proper cleanup of any hazardous chemical spill, prepare required reports and notify upper management. Check your Storm Water Pollution Prevention Plan for local jurisdictions that may require notification of spills or unintentional releases.

**UPPER MANAGEMENT**—the company's upper management is responsible to provide direction, motivation and accountability to ensure a dynamic safety and health program for all company jobsites. Specific responsibilities include:

- a. Set the example for good safety and health practices.
- b. Establish annual Company safety goals and objectives.
- c. Establish an adequate budget to fund the safety and health program. Subcontractors, trade partners, suppliers and vendors are also responsible to develop, implement and follow their own safety and health program, including providing the proper funding of to successfully achieve the goals of the safety program.
- d. Ensure competent persons are assigned to tasks required for such activities such as Fall Protection, Scaffolding, Excavation, Confined Space, Cranes, etc.
- e. Ensure qualified persons are assigned to review and update this safety and health program as necessary.
- f. As part of performance evaluations, hold supervisors accountable for the success or failure of achieving specific safety and health performance and insurance cost control goals.
- g. Periodically take part in employee safety training.
- h. Review all injury and accident reports and OSHA 300 Logs.
- i. Report any reportable event that occurs to an employee of the company to OSHA:
  - a. Fatality: within 8 hours
  - b. Hospitalization: within 24 hours
  - c. Amputation: within 24 hours
  - d. Loss of Eye: within 24 hours
- j. Require any subcontractors, trade partners, suppliers and vendors who have a reportable event on a company jobsite to report the issue to OSHA.



## ***DEFINITIONS***

**Competent Person** means one who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them.

**Qualified Person** means one who, by possession of a recognized degree, certificate, or professional standing, or who by extensive knowledge, training, and experience, has successfully demonstrated his ability to solve or resolve problems relating to the subject matter, the work, or the project.

## ***RELATED STANDARDS***

The following Standards are incorporated herein by reference:

- OSHA Standard 29 CFR Part 1926 "SAFETY AND HEALTH REGULATIONS FOR CONSTRUCTION", latest edition

The requirements of the above standards are general. They contain far more detailed information than the Safety & Health Program. Where information is lacking, or in the event of any conflict between the information in this program and the requirements of the OSHA standards, the OSHA Standards shall govern. Jobsites located within states with a State run OSHA program shall follow the state specific standards.

## ***MODIFICATIONS, UPDATES AND EXPANSION***

Local, State and Federal regulations can change, and new and better safety and health procedures are often discovered. Such changes create, from time to time, a need to modify or update this Safety Program.

Because working conditions vary from site to site, some procedures may need to be changed to meet the site-specific safety needs for a particular project. The Project Supervisor, therefore, may modify or expand the procedures for his jobsite, as needed, with prior, written approval from upper management

## **General Safety and Health Guidelines**

This section of the Safety & Health Program provides employees some basic guidelines for their work areas. This may not be extensive enough. If an employee faces hazards for which guidelines are not provided here, he or she should discuss this with their supervisor and not work in a hazardous environment until safe work practices can be decided upon and implemented.

### **FIRST AID AND MEDICAL TREATMENT**

First aid supplies are provided on the jobsite. Qualified personnel are available to render minor treatment and to maintain required records. Make sure you know where the first aid supplies are located on the jobsite.

- Report all injuries immediately, no matter how minor, to your supervisor and or jobsite office. Treatment will be forthcoming and the incident will be recorded.
- You must notify your supervisor and or the jobsite office prior to leaving the jobsite because of an injury or illness, whether personal or work related.
- All medical treatment for work related injuries must be obtained from the workers compensation clinic or urgent care clinic authorized for the jobsite, unless you have received PRIOR WRITTEN AUTHORIZATION from the management to use a different facility.
- Prior to returning to work after a lost time injury or illness, you must present a medical clearance to the jobsite office or safety department from the attending physician.
- If you have a physical handicap, such as diabetes, impaired eyesight, or hearing, back or heart trouble, hernia, or aversion to heights, tell your supervisor. You won't be expected to do a job, which might result in injury to yourself or someone else.
- Never move an injured or seriously ill person unless necessary to prevent further injury. First aid should not be administered by non-designated employees except in cases of severe bleeding or cessation of breathing.
- When an accident is reported late, it will be challenged for that reason.

### **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

The company provides all employees with required PPE to suit the task and known hazards.

#### **General Policy**

Engineering controls shall be the primary methods used to eliminate or minimize hazard exposure in the workplace. When such controls are not practical or applicable, personal protective equipment shall be employed to reduce or eliminate personnel exposure to hazards. Personal protective equipment (PPE) will be provided, used, and maintained when it has been determined that its use is required and that such use will lessen the likelihood of occupational injuries and/or illnesses. Personal Protective Equipment that is recommended by SDS sheets or tool manufactures must be adhered to. Company policy may dictate PPE, which exceeds the requirements of the above-mentioned sources.

## **General Rules**

**Design**—All personal protective clothing and equipment will be of safe design and construction for the work to be performed. Only those items of protective clothing and equipment that meet National Institute of Occupational Safety and Health (NIOSH) or American National Standards Institute (ANSI) standards will be procured or accepted for use.

**Hazard assessment and equipment selection**—Hazard analysis procedures shall be used to assess the workplace to determine if hazards are present, or are likely to be present, which necessitate the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the following actions will be taken:

- Select, and have each affected employee use, the proper PPE
- Communicate selection decisions to each affected employee
- Select PPE that properly fits each affected employee.

**Defective and damaged equipment**—Defective or damaged personal protective equipment shall not be used.

## **Head Protection**

- Workers must wear hard hats when overhead, falling, or flying hazards exist or when danger of electrical shock is present.
- Inspect hard hats routinely for dents, cracks, or deterioration.
- If a hard hat has taken a heavy blow or electrical shock, you must replace it even when you detect no visible damage.
- Maintain hard hats in good condition; do not drill; clean with strong detergents or solvents; paint; or store them in extreme temperatures.

## **Eye and Face Protection**

- Workers must wear safety glasses and/or face shields for welding, cutting, nailing (including pneumatic), or when working with concrete and/or harmful chemicals.
- Eye and face protectors are designed for particular hazards so be sure to select the type to match the hazard.
- Replace poorly fitting or damaged safety glasses.

## **Foot Protection**

- Workers must wear shoes or boots with slip-resistant and puncture-resistant soles (to prevent slipping and puncture wounds).
- Safety-toed shoes are recommended to prevent crushed toes when working with heavy rolling equipment or falling objects.

## **Hand Protection**

- High-quality gloves can prevent injury.
- Gloves should fit snugly.
- Glove gauntlets should be taped for working with fiberglass materials.
- Workers should always wear the right gloves for the job (for example, heavy-duty rubber for concrete work, welding gloves for welding).

## **HOUSEKEEPING AND ACCESS AT SITE**

Attention to general cleanliness, storage and housekeeping can prevent numerous accidents. This part covers items not discussed in other areas and is not intended to cover all specific housekeeping requirements. Good housekeeping efforts are a vital part of the company's Safety & Health Program.

### **Hazards**

Improper housekeeping and material storage can create or hide numerous hazards such as:

- Slip & trip hazards
- Chemical exposure
- Contact with sharp objects
- Fire & Explosion hazards
- Over loading of storage shelves and bins

### **Hazard Control**

- Keep all walkways and stairways clear of trash/debris and other materials such as tools and supplies to prevent tripping.
- Keep boxes, scrap lumber and other materials picked up. Put them in a dumpster or trash/debris area to prevent fire and tripping hazards.
- Provide enough light for workers to see and to prevent accidents.

## **FALL PROTECTION**

Falls are the leading cause of death in the construction industry. OSHA requires fall protection be provided anytime a fall hazard of six (6) feet or more exists. OSHA recognizes conventional fall protection to be: Personal Fall Arrest Systems, Guardrails and Safety Net Systems. Additional methods of fall protection include floor hole covers, fall restraint systems and administrative controls.

Prior to construction, the fall protection system utilized should be pre-planned and during construction, the fall protection system should be continually monitored and adjusted as necessary. The following hierarchy of fall protection should be followed:

- **Hazard Elimination:** eliminating the hazard is the first and most preferred option. Can the fall hazard be eliminated? Can different process be used to keep the workers from being exposed to fall hazards?
- **Passive Fall Protection:** physical barriers such as guardrail systems and floor hole covers are considered passive fall protection. These systems, once installed, provide continued protection for the employees.
- **Fall Restraint Systems:** devices that prevent access to the fall area for the worker. These would physically limit a worker from getting to the edge of a roof or other fall hazard.
- **Fall Arrest Systems:** these are the traditional Personal Fall Arrest Systems that include an anchor point, full body harness and lanyard/lifeline. A PFAS is designed to stop the worker after a fall. These devices have other issues because injury can still occur to the worker during the fall and once the fall is stopped, how are you going to rescue the worker.

- Administrative Controls: these are basically just rules employees are expected to follow to prevent falls. These are the least likely to prevent a fall and the least preferred method. OSHA is likely to issue citations to companies who rely on administrative controls for their fall protection systems.

## Personal Fall Arrest Systems (PFAS)

These consist of an anchorage point, full body harness and lanyard/lifeline. If a personal fall arrest system is used for fall protection, it must do the following:

- Limit maximum arresting force on an employee to 1,800 pounds
- Be rigged so that an employee can neither free fall more than 6 feet nor contact any lower level
- Bring an employee to a complete stop and limit maximum deceleration distance an employee travels to 3.5 feet
- Have sufficient strength to withstand twice the potential impact energy of an employee free falling a distance of 6 feet
- Personal fall arrest systems must be inspected prior to each use for wear damage, and other deterioration.
- Workers must be trained in the use and maintenance of the equipment they are using.

Rescue planning should be undertaken prior to allowing any worker to work in a PFAS.

## Guardrails and Hole Covers

Openings in floors and walls are often found on the jobsite due to the nature of construction. Keeping these areas safe is a requirement at all times. The following should be followed:

- Approved guardrails or covers must protect floor openings and/or holes. If covers are used, they must be able to support 2 times the intended loads imposed upon them, must be marked and must be secured to prevent accidental displacement.
- Do not remove covers on floor openings without approval from your supervisor. When a cover has been removed to bring in equipment or material, replace the opening immediately upon completion of material handling.
- Install guardrails around openings in floors and across openings in walls when the fall distance is 6 feet or more. Be sure the top rails can withstand a 200-lb load.
- Construct guardrails with a top rail approximately 42 inches high with a midrail about half that high at 21 inches.
- Install toe boards when other workers are to be below the work area.

## STAIRWAYS

Stairs can be great ways to access other levels on the jobsite. Stairs are often easier to use and safer than ladders. However, when used prematurely or improperly, stairs can be very hazardous.

- Install permanent or temporary stair rails on stairs before stairs are used for general access between levels to prevent someone from falling or stepping off edges. The top edge of the stair rails should be 36" above the stair tread and the midrail installed at 18".
- Block off access to stairs that are not ready to be used.
- Do not store materials on stairways that are used for general access between levels.

- Keep hazardous projections such as protruding nails, large splinters, etc. out of the stairs, treads or handrails.
- Correct any slippery conditions on stairways before they are used.
- Stairs with 4 or more risers shall be equipped with at least one handrail at 36”.

## LADDERS

Ladders that your work requires should be available on the work site. There is no excuse for using a makeshift means of access to a work area. If the appropriate ladder is not available, discuss with your supervisor. In addition to using the correct ladder for the job, follow these guidelines:

- Keep all ladders in good condition and free of defects.
- Inspect ladders before use for broken rungs or other defects so falls don't happen. Broken or damaged ladders must not be used. Repair or destroy them immediately. Ladders to be repaired must be tagged “DO NOT USE.”
- Secure ladders near the top and/or at the bottom to prevent them from slipping and causing falls.
- When you can't tie the ladder off, be sure the ladder is on a stable and level surface so it cannot be knocked over or the bottom of it kicked out.
- Place ladders at the proper angle (1 foot out from the base for every 4 feet of vertical rise).
- Extend ladders at least 3 feet above the landing to provide a handhold or for balance when getting on and off the ladder from other surfaces.
- Do not set up a ladder near passageways or high traffic areas where it could be knocked over.
- The areas around the top and base of ladders must be free of tripping hazards such as loose materials, trash, and electrical cords.
- Use ladders only for what they were made and not as a platform, runway, or as scaffold planks.
- Always face the ladder and maintain 3 points of contact when climbing or descending a ladder.
- Be sure that your shoes are free of mud, grease, or other substances, which could cause a slip or fall.
- Do not carry materials up a ladder. Use a hand line or other means to get materials to a higher level.
- Always move the ladder to avoid over reaching, the midline of your body should never extend beyond the ladders side rail.
- Do not splice together short ladders to make a longer ladder.
- Stepladders must be fully opened to permit the spreader to lock, they are not allowed to lean on a wall.
- You are prohibited from standing on the top two steps of a stepladder.
- Metal ladders must not be used for electrical work or in areas where they could contact energized wiring. The use of metal ladders is restricted to special applications where the heavier wooded ladders are not practical.
- Use only Type I or Type II ladders. Type III ladders are never to be used as they are designed for household use.

## **TOOL SAFETY**

Use of tools makes many tasks easier. However, the same tools that assist us, if improperly used or maintained, can create significant hazards in our work areas. Employees who use tools must be properly trained to use, adjust, store and maintain tools properly. This part covers hand & power, pneumatic and powder driven tool safety.

### **Hand & Power Tools**

Only tools in safe working condition should be used. You must observe the following safe practices:

- Inspect your tools daily to ensure that they are in proper working order. Damaged or defective tools must be removed from the jobsite immediately.
- Power saws, grinders, and other power tools must have proper guards in place at all times.
- Power tools should be hoisted or lowered by a hand line, never by the cord or hose.
- Cords and hoses must be kept out of walkways and off stairs and ladders. They must be placed so as not to create a tripping hazard for employees or to be subjected to damage from equipment or materials.
- Electrically powered tools and equipment must be grounded at all times when in use.
- Hand tools should be used for their intended purpose only. The design capacity of hand tools should not be exceeded by unauthorized attachments.
- When using the tool listed below or working near others using such tools, you must use personal protective equipment. If you have questions about the protective equipment or safety rules, discuss this with your supervisor.
- Use GFCI protection at all times.

### **Pneumatic Tools**

Pneumatic tools are powered by compressed air and include chippers, drills, nailers, and sanders. There are several dangers encountered in the use of pneumatic tools. The main one is the danger of getting hit by one of the tool's attachments or by some kind of fastener the worker is using with the tool. Eye protection is required and face protection is recommended for employees working with pneumatic tools. Working with noisy tools such as jackhammers requires proper, effective use of hearing protection.

- When using pneumatic tools, employees are to check to see that they are fastened securely to the hose to prevent them from becoming disconnected. A short wire or positive locking device attaching the air hose to the tool will serve as an added safeguard.
- A safety clip or retainer must be installed to prevent attachments, such as chisels on a chipping hammer, from being unintentionally shot from the barrel.
- Screens must be set up to protect nearby workers from being struck by flying fragments around chippers, riveting guns, staplers, or air drills.
- Compressed air guns should never be pointed toward anyone. Users should never "dead-end" it against themselves or anyone else.

## **Powder-Actuated Tools**

Powder-actuated tools operate like a loaded gun and should be treated with the same respect and precautions. In fact, they are so dangerous that they must be operated only by specially trained employees. These employees should have proof of training with them when using these tools to prove their training.

- These tools should not be used in an explosive or flammable atmosphere.
- Before using the tool, the worker should inspect it to determine that it is clean, that all moving parts operate freely, and that the barrel is free from obstructions.
- The tool should never be pointed at anybody.
- The operator and others in the vicinity should wear eye protection and hearing protection at a minimum.
- The tool should not be loaded unless it is to be used immediately. A loaded tool should not be left unattended, especially where it would be available to unauthorized persons.
- Hands should be kept clear of the barrel end. To prevent the tool from firing accidentally, two separate motions are required for firing: one to bring the tool into position, and another to pull the trigger. The tools must not be able to operate until they are pressed against the work surface with a force of at least 5 pounds greater than the total weight of the tool.
- Unexpended powder strips should not be left laying around the jobsite. They should be collected and the powder made unusable by placing in water for 24 hours or another system before being discarded.

## **ELECTRICAL SAFETY**

This part is designed to prevent electrically related injuries and property damage. Exercise caution when working with and around electricity. Getting to know electricity “inside and out” is the only way to be safe.

The force carried by electricity is measured in volts.

- Volts provide the power to keep tools and machines running.
- Most power tools and appliances run on 120 volts.

Current is the Flow of electricity.

- The intensity of the current is measured in “Amperes” (Amps).
- Most household and industrial electrical lines can safely carry 15 to 20 Amps.
- To carry more current (Amps) electrical lines need to have thicker wires.

It doesn't take much current to cause a serious injury.

- Exposure to .06 Amps (the electricity needed to light a Christmas tree bulb) can be fatal.
- Household circuit breakers do not trip until 15 or 20 Amps. They are not designed to protect humans.

Electricity flows when a circuit is completed.

- A circuit is an uninterrupted path of electricity from power source to equipment and back.
- When a circuit is completed, tools and machines are powered.
- By turning on a switch to a machine the circuit is complete and electricity flows. When the switch is turned off, the flow of electricity is broken.



The flow of electricity can be broken by a fuse or “circuit breaker.

- These devices stop the flow of electricity when wires become overloaded.
- Don’t try to override fuse or circuit breaker systems by installing higher rated Fuses or Breakers.
- Before turning a breaker back on, talk to your supervisor.

The earth’s gravity is always pulling electricity toward the ground (grounding).

- This can lead to shock if you are in its path.
- Humans are conductors of electricity and can easily be in the path to ground.

Controlled grounding provides a safeguard.

- If electricity leaks through defective wiring in a tool, the ground wire will direct the electricity back to ground.
- The ground wire is easily visible in three-pronged plugs.
- In order for a ground wire to be effective, it must be pulled into a grounded outlet.
- You can’t tell if an outlet is grounded just by looking at it (it must be tested).

Ground Fault Circuit Interrupters (GFCI) provide additional safety for the worker.

- They immediately shut off the flow of electricity when they sense a change in the strength of the current.
- If a defective tool leaks electricity that might cause a shock, a GFCI will cut off the power.
- Always plug your tools into GFCI protected outlets.

Electrical Hazards most often result in:

- Fires
- Shocks
- Burns

A number of hazards are the result of faulty wiring.

- Check all power cords for cracks and other defects.
- Report problems or have faulty cords replaced or serviced.
- Don’t overload circuits (too much current will cause wiring to heat up).
- Limit the use of extension cords to temporary situations.
- Choose an extension cord that can handle the amperage you are using.

Remember that electrical equipment should be properly grounded.

- Never alter three-pronged plugs to fit into two-pronged outlets.
- Temporary wiring must be GFCI protected.

You should also exercise caution when selecting and working with electrical equipment.

- Use double-insulated tools whenever possible.
- Look for sparks being thrown off by electrical equipment.
- Unless you are qualified, don’t try to fix problems yourself.

- Tell your supervisor and contact a repair person.

Qualified electrical workers most often disconnect all power sources before making repairs or adjustments on electrical equipment.

- This means practicing proper Lock-Out-Tag-Out techniques.
- If a machine has been locked and tagged, don't try to restore power until repairs have been made.
- Never override special safety devices like electrical interlocks.
- Consult your supervisor if you have any questions about things like Lock-Out-Tag-Out.

Water and Electricity are a dangerous combination.

- Water conducts electricity, and can lead to shock.
- Never plug in cords that are wet.
- Don't touch electrical equipment if your hands are wet.
- If you encounter water, remove it.
- Use safety devices like double-insulated tools and GFCIs when working around water.

Working around overhead power lines can also be dangerous.

- Always maintain a safe distance. Most overhead power lines require clearance of at least 10 feet.
- Only Qualified electrical workers can actually work on high voltage lines.

It is also important to select the correct type of Ladder when working in and around electricity.

- Don't use metal ladders near power lines, wiring or energized machinery.
- Use fiberglass or wooden ladders.
- Make sure ladders have non-conductive side rails.

All electrical cords and tools must be in good repair.

- Do not splice 120v or 220v wires.
- Tools that have had their electrical cords replaced shall be done with factory cords, no extension cord shall be wired to a tool.
- No exposed wires shall be exposed. This includes ground wires.
- Extension cords going through doorways or windows shall be protected from being damaged.
- Temporary lighting shall be hung by OSHA and manufacturers standards. Never hang from a conductive item such as a nail.
- All 120v systems shall be protected by a breaker and a GFCI.
- Use only 3-wire type extension cords designed for hard or junior hard service. (Look for any of the following letters imprinted on the casing: S, ST, SO, STO, SJ, SJT, SJO, SJTO.)

## **FIRE PREVENTION**

Fires on the jobsite can have catastrophic results. Working to prevent fires is critical at all times on the jobsites. Fire and explosion hazards can exist in almost any work area. Potential hazards include:

- Improper operation or maintenance of gas fired equipment
- Improper storage or use of flammable liquids
- Smoking in prohibited areas
- Accumulation of trash
- Unauthorized Hot Work operations

## **Hazard Control**

### **Elimination of Ignition Sources**

All nonessential ignition sources must be eliminated where flammable liquids are used or stored. The following is a list of some of the more common potential ignition sources:

- Open flames, such as cutting and welding torches, furnaces, matches, and heaters-these sources should be kept away from flammable liquids operations. Cutting or welding on flammable liquids equipment should not be performed unless the equipment has been properly emptied and purged with a neutral gas such as nitrogen.
- Chemical sources of ignition such as d.c. motors, switched, and circuit breakers-these sources should be eliminated where flammable liquids are handled or stored. Only approved explosion-proof devices should be used in these areas.
- Mechanical sparks-these sparks can be produced as a result of friction. Only nonsparking tools should be used in areas where flammable liquids are stored or handled.
- Static sparks-these sparks can be generated as a result of electron transfer between two contacting surfaces. The electrons can discharge in a small volume, raising the temperature to above the ignition temperature. Every effort should be made to eliminate the possibility of static sparks. Also proper bonding and grounding procedures must be followed when flammable liquids are transferred or transported.

### **Removal of Incompatibles**

Materials that can contribute to a flammable liquid fire should not be stored with flammable liquids. Examples are oxidizers and organic peroxides, which, on decomposition, can generate large amounts of oxygen.

### **Control of Flammable Gases**

Generally, flammable gases pose the same type of fire hazards as flammable liquids and their vapors. Many of the safeguards for flammable liquids also apply to flammable gases, other properties such as toxicity, reactivity, and corrosivity also must be taken into account. Also, a gas that is flammable could produce toxic combustion products.

### **Fire Extinguishers**

A portable fire extinguisher is a "first aid" device and is very effective when used while the fire is small. The use of fire extinguisher that matches the class of fire, by a person who is well trained, can save both lives and property. Portable fire extinguishers must be installed in workplaces regardless of other firefighting measures. The successful performance of a fire extinguisher in a fire situation largely depends on its proper selection, inspection, maintenance, and distribution.

### ***Classification of Fires and Selection of Extinguishers***

Fires are classified into four general categories depending on the type of material or fuel involved. The type of fire determines the type of extinguisher that should be used to extinguish it.

Class A fires involve materials such as wood, paper, and cloth which produce glowing embers or char.

Class B fires involve flammable gases, liquids, and greases, including gasoline and most hydrocarbon liquids which must be vaporized for combustion to occur.

Class C fires involve fires in live electrical equipment or in materials near electrically powered equipment.

Class D fires involve combustible metals, such as magnesium, zirconium, potassium, and sodium.

Extinguishers will be selected according to the potential fire hazard, the construction and occupancy of facilities, hazard to be protected, and other factors pertinent to the situation.

## **VEHICLES AND MOBILE EQUIPMENT**

- Train workers to stay clear of backing and turning vehicles and equipment with rotating cabs.
- Be sure that all off-road equipment used on site is equipped with rollover protection (ROPS).
- Maintain back-up alarms for equipment with limited rear view or use someone to help guide them back.
- Be sure that all vehicles have fully operational braking systems and brake lights.
- Use seat belts when transporting workers in motor and construction vehicles.
- Maintain at least a 10-foot clearance from overhead power lines when operating equipment.
- Block up the raised bed when inspecting or repairing dump trucks.
- Verify experience or provide training to equipment operators.

## **WELDING & BURNING OPERATIONS**

Welding and burning operations have a high potential for personal injuries and fires. When doing either, you must follow these precautions:

- Before starting to burn or weld, you must inspect your work area to ensure that sparks or molten metal won't fall on combustible materials. If you can't provide the necessary safeguards, check with your supervisor.
- You must not weld or burn in a hazardous area without obtaining written authorization from the responsible authority.
- You must make certain that suitable fire extinguishing equipment is available in your work area.
- You are responsible for maintaining your burning or welding equipment in a safe operating condition.
- When burning or welding, you must wear approved eye protection, with suitable filter lenses.
- Keep all welding leads and burning hoses off floors, walkways, and stairways. You are responsible that your equipment complies with safe practices at all times.
- Never weld or burn on barrels, tanks, piping, or other systems, which may have contained either combustible or unknown products without first obtaining approval from your Safety Representative or other responsible authority.
- Fire blankets must be used to prevent hot material from falling on persons or combustible materials.

## **Welding**

- If your eyes are exposed to flying objects from chipping slag or other weld cleaning activity, you must wear approved eye protection.
- When you are welding near other workers, they must be protected from the arc rays by noncombustible screens or must wear adequate eye protection.
- The frames of all welding machines must be grounded (except reverse polarity types).

## **Burning**

- Do not use matches to light torches. Spark igniters must be used. Torches must not be used to light cigarettes, etc.
- You must wear appropriate gloves.
- When a crescent or special wrench is required to operate the acetylene cylinder valve, the wrench must be kept in position on the valve.

## **Storage & Handling of Cylinders**

- The protective caps must be kept on all cylinders, not in actual use.
- All cylinders must be properly secured to prevent tipping.
- Cylinders must not be taken into confined spaces.

## **MATERIAL STORAGE & HANDLING**

- All material must be properly stacked and secured to prevent sliding, falling, or collapse. Aisles, stairs, passageways must be kept clear at all times.
- Protruding nails must be bent or pulled when stripping forms or uncrating materials.
- Pipe, conduit and bar stock should be stored in racks or stacked and blocked to prevent movement.
- Materials or scrap should never be dropped from elevated levels without trash chutes.
- Stored materials must not block any exit from a building.

## **MANUAL LIFTING**

- Leg muscles are stronger than back muscles. Lift with your legs, not your back. Bend knees, keep your back straight.
- Plan before you pick up, consider weight, size, shape, path of travel, and set down location.
- Protect your hands and fingers from rough edges, sharp corners, metal straps. Keep hands and fingers out of pinch points between the load and other objects.

## **WORKPLACE VIOLENCE PREVENTION**

The company recognizes that workplace violence is an occupational hazard and that a proactive approach in preventing workplace violence is necessary. It is the policy of the company to provide a place of employment that is free from recognized hazards that cause or are likely to cause death or serious physical harm to employees or the public. The

company is committed to maintaining a safe, healthful, and efficient working environment where employees and the public are free from the threat of workplace violence. When these workplace violence hazards are recognized and identified then proper training and appropriate security measures will be implemented.

## **Prohibited Behavior**

Prohibited behaviors are those behaviors that:

- Threaten the safety of an employee and/or customer.
- Affect the health, life, or well-being of an employee and/or customer.
- Result in damage to company, employee, or public property (excluding vehicle and equipment accidents).

Such acts include, but are not limited to:

- Threatening, intimidating, coercing, harassing, or assaulting an employee or the public.
- Sexually harassing an employee or the public.
- Allowing unauthorized people access to buildings without management permission.
- Using, duplicating, or possessing keys to buildings or offices within the building without authorization.
- Damaging, or attempting to damage, property of the company, an employee, or the public.
- Carrying weapons (concealed or exposed) on company property.

## **Reporting & Investigation**

Any employee (including a supervisor or manager) who has been threatened, is a victim of a violent act, witnesses any threats or violent acts, or learns of any threats or violent acts, is to report immediately such activity to their supervisor or the HR Manager. Each report will be promptly evaluated and investigated by the management to determine what follow-up actions are necessary. Management has the authority and responsibility to request law enforcement intervention if it is thought to be necessary.

## **Confidentiality**

Information about an incident or threat will be disclosed only on a needs-to-know basis, so that a fair and thorough investigation can be conducted and appropriate corrective action can be taken. The company will make every effort to ensure the safety and privacy of the individuals involved.

## **Discipline**

An employee who engages in prohibited behavior will be subject to appropriate disciplinary action, as determined by the findings of the investigation. Such discipline may include warnings, demotion, suspension, or immediate dismissal. In addition, certain actions may cause the employee to be held legally liable under state or federal law.

## **Retaliation**

Episodes of workplace violence can only be eliminated if employees are willing and able to report threats, violent acts and other unsafe conditions. To encourage employees to come forward without the fear of retaliation, the company promises to promptly investigate all complaints of retaliation and impose appropriate disciplinary action, up to and including dismissal.

## **Counseling**

Dealing with or being exposed to a violent or abusive situation can be emotionally unsettling. The company will provide for appropriate counseling to reduce tension and stress. Follow-up counseling services may be provided and arranged by employee's supervisors as requested to affected employees. If employees prefer external counseling for emotional and/or family support, they should be encouraged to contact the HR Manager. In all instances, confidentiality is assured.

## Hazard Communication

### GENERAL CHEMICAL SAFETY

Assume all chemicals are hazardous. The number of hazardous chemicals and the number of reactions between them is so large that prior knowledge of all potential hazards cannot be assumed. Use chemicals in as small quantities as possible to minimize exposure and reduce possible harmful effects. Any employees who are required to use or handle hazardous chemicals will be trained in how to safely use those specific chemicals.

The following general safety rules shall be observed when working with chemicals:

- Read and understand the Safety Data Sheets (SDS) [formerly MSDSs or Material Safety Data Sheets].
- Keep the work area clean and orderly.
- Use the necessary safety equipment.
- Carefully label every container with the identity of its contents and appropriate hazard warnings.
- Store incompatible chemicals in separate areas.
- Substitute less toxic materials whenever possible.
- Limit the volume of volatile or flammable material to the minimum needed for short operation periods.
- Provide means of containing the material if equipment or containers should break or spill their contents.

### Task Evaluation

Each task that requires the use of chemicals should be evaluated to determine the potential hazards associated with the work. This hazard evaluation must include the chemical or combination of chemicals that will be used in the work, as well as other materials that will be used near the work. If a malfunction during the operation has the potential to cause serious injury or property damage, a Safe Operational Procedure (SOP) should be prepared and followed. Operations must be planned to minimize the generation of hazardous wastes.

### Chemical Storage

The separation of chemicals (solids or liquids) during storage is necessary to reduce the possibility of unwanted chemical reactions caused by accidental mixing. Explosives should be stored separately outdoors. Use either distance or barriers (e.g., trays) to isolate chemicals into the following groups:

- Flammable Liquids: store in approved flammable storage lockers.
- Acids: treat as flammable liquids
- Bases: do not store bases with acids or any other material
- Other liquids: ensure other liquids are not incompatible with any other chemical in the same storage location.
- Lips, strips, or bars are to be installed across the width of storage shelves to restrain the chemicals in case of earthquake.
- Chemicals will not be stored in the same refrigerator used for food storage. Refrigerators used for storing chemicals must be appropriately identified by a label on the door.

### Container Labels

It is extremely important that all containers of chemicals are properly labeled. This includes every type of container from a 5000-gallon storage tank to a spray bottle of degreaser. The following requirements apply:

- All containers will have the appropriate label; tag or marking prominently displayed that indicates the identity, safety and health hazards.
- Portable containers, which contain a small amount of chemical, need not be labeled if they are used immediately that shift, but must be under the strict control of the employee using the product.
- All warning labels, tags, etc., must be maintained in a legible condition and not be defaced. Facility weekly supervisor inspections will check for compliance of this rule.
- Incoming chemicals are to be checked for proper labeling.

OSHA has updated the requirements for labeling of hazardous chemicals under its Hazard Communication Standard (HCS). As of June 1, 2015, all labels will be required to have pictograms, a signal word, hazard and precautionary statements, the product identifier, and supplier identification. A sample revised HCS label, identifying the required label elements, is shown on below:

## SAMPLE LABEL

### PRODUCT IDENTIFIER

CODE \_\_\_\_\_  
 Product Name \_\_\_\_\_

### SUPPLIER IDENTIFICATION

Company Name \_\_\_\_\_  
 Street Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_  
 Postal Code \_\_\_\_\_ Country \_\_\_\_\_  
 Emergency Phone Number \_\_\_\_\_

### PRECAUTIONARY STATEMENTS

Keep container tightly closed. Store in cool, well ventilated place that is locked.  
 Keep away from heat/sparks/open flame. No smoking.  
 Only use non-sparking tools.  
 Use explosion-proof electrical equipment.  
 Take precautionary measure against static discharge.  
 Ground and bond container and receiving equipment.  
 Do not breathe vapors.  
 Wear Protective gloves.  
 Do not eat, drink or smoke when using this product.  
 Wash hands thoroughly after handling.  
 Dispose of in accordance with local, regional, national, international regulations as specified.

**In Case of Fire:** use dry chemical (BC) or Carbon dioxide (CO<sub>2</sub>) fire extinguisher to extinguish.

### First Aid

If exposed call Poison Center.  
 If on skin (on hair): Take off immediately any contaminated clothing. Rinse skin with water.

### HAZARD PICTOGRAMS



### SIGNAL WORD

**Danger**

### HAZARD STATEMENT

**Highly flammable liquid and vapor.  
 May cause liver and kidney damage.**

### SUPPLEMENTAL INFORMATION

#### Directions for use

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

Fill weight: \_\_\_\_\_ Lot Number \_\_\_\_\_










Gross weight: \_\_\_\_\_ Fill Date: \_\_\_\_\_  
 Expiration Date: \_\_\_\_\_



## Hazard Communication Standard Pictogram

As of June 1, 2015, the Hazard Communication Standard (HCS) will require pictograms on labels to alert users of the chemical hazards to which they may be exposed. Each pictogram consists of a symbol on a white background framed within a red border and represents a distinct hazard(s). The pictogram on the label is determined by the chemical hazard classification. Pictograms and hazards are found below:

### HCS Pictograms and Hazards

<p><b>Health Hazard</b></p>  <ul style="list-style-type: none"> <li>▪ Carcinogen</li> <li>▪ Mutagenicity</li> <li>▪ Reproductive Toxicity</li> <li>▪ Respiratory Sensitizer</li> <li>▪ Target Organ Toxicity</li> <li>▪ Aspiration Toxicity</li> </ul>	<p><b>Flame</b></p>  <ul style="list-style-type: none"> <li>▪ Flammables</li> <li>▪ Pyrophorics</li> <li>▪ Self-Heating</li> <li>▪ Emits Flammable Gas</li> <li>▪ Self-Reactives</li> <li>▪ Organic Peroxides</li> </ul>	<p><b>Exclamation Mark</b></p>  <ul style="list-style-type: none"> <li>▪ Irritant (skin and eye)</li> <li>▪ Skin Sensitizer</li> <li>▪ Acute Toxicity</li> <li>▪ Narcotic Effects</li> <li>▪ Respiratory Tract Irritant</li> <li>▪ Hazardous to Ozone Layer (Non-Mandatory)</li> </ul>
<p><b>Gas Cylinder</b></p>  <ul style="list-style-type: none"> <li>▪ Gases Under Pressure</li> </ul>	<p><b>Corrosion</b></p>  <ul style="list-style-type: none"> <li>▪ Skin Corrosion/Burns</li> <li>▪ Eye Damage</li> <li>▪ Corrosive to Metals</li> </ul>	<p><b>Exploding Bomb</b></p>  <ul style="list-style-type: none"> <li>▪ Explosives</li> <li>▪ Self-Reactives</li> <li>▪ Organic Peroxides</li> </ul>
<p><b>Flame Over Circle</b></p>  <ul style="list-style-type: none"> <li>▪ Oxidizers</li> </ul>	<p><b>Environment (Non-Mandatory)</b></p>  <ul style="list-style-type: none"> <li>▪ Aquatic Toxicity</li> </ul>	<p><b>Skull and Crossbones</b></p>  <ul style="list-style-type: none"> <li>▪ Acute Toxicity (fatal or toxic)</li> </ul>

## Emergencies and Spills

In case of an emergency, implement the proper Emergency Action Plan.

- Notify personnel in the room/area of the spill to evacuate immediately.
- Close windows and doors to the room/area of the spill and evacuate.
- Call **911** and report the spill to the Fire Department.
- Remove clothing and wash all parts of the body, which may have come in contact with the chemical using copious amounts of water.

- All personnel who may have been contaminated by the chemical should report to and remain in one safe location until the arrival of the Fire Department. This will decrease the chance of contaminating other personnel and other areas.
- Do not re-enter the room/area until the appropriate safety officials have determined that the area is safe to re-enter.

## Housekeeping

- Maintain the smallest possible inventory of chemicals to meet immediate needs.
- Periodically review stock of chemicals on hand.
- Ensure that storage areas, or equipment containing large quantities of chemicals, are secure from accidental spills.
- Rinse emptied bottles that contain acids or inflammable solvents before disposal.
- Recycle unused laboratory chemicals wherever possible.
- *DO NOT* Place hazardous chemicals in salvage or garbage receptacles.
- *DO NOT* Pour chemicals onto the ground.
- *DO NOT* Dispose of chemicals through the storm drain system.
- *DO NOT* Dispose of highly toxic, foul-smelling chemicals down sinks or sewer drains.

## Contractors

All outside contractors working on the jobsite or inside Company Facilities are required to follow the requirements of this program. The Company will provide Contractors information concerning:

- Location of SDS
- Precautions to be taken to protect contractor employees
- Potential exposure to hazardous substances
- Chemicals used in or stored in areas where they will be working
- Location and availability of Safety Data Sheets
- Recommended Personal Protective Equipment
- Labeling system for chemicals

## Definitions

- Chemical: any element, chemical compound or mixture of elements and/or compounds.
- Combustible liquid: means any liquid having a flash point at or above 100 deg. F (37.8 deg. C), but below 200 deg. F (93.3 deg. C), except any mixture having components with flash points of 200 deg. F (93.3 deg. C), or higher, the total volume of which make up 99 percent or more of the total volume of the mixture.
- Compressed gas: any compound that exhibits:
  - (i) A gas or mixture of gases having, in a container, an absolute pressure exceeding 40 psi at 70 deg. F.

- (ii) A gas or mixture of gases having, in a container, an absolute pressure exceeding 104 psi at 130 deg. F. regardless of the pressure at 70 deg. F.
- (iii) A liquid having a vapor pressure exceeding 40 psi at 100 deg. F.
- Container: any bag, barrel, bottle, box, can, cylinder, drum, reaction vessel, storage tank, or the like that contains a hazardous chemical. For purposes of this section, pipes or piping systems, and engines, fuel tanks, or other operating systems in a vehicle, are not considered to be containers.
- Employee: a worker who may be exposed to hazardous chemicals under normal operating conditions or in foreseeable emergencies. Workers such as office workers or bank tellers who encounter hazardous chemicals only in non-routine, isolated instances are not covered.
- Employer: a person engaged in a business where chemicals are either used, distributed, or are produced for use or distribution, including a contractor or subcontractor.
- Explosive: a chemical that causes a sudden, almost instantaneous release of pressure, gas, and heat when subjected to sudden shock, pressure, or high temperature.
- Exposure or exposed: an employee is subjected in the course of employment to a chemical that is a physical or health hazard, and includes potential (e.g. accidental or possible) exposure. Subjected in terms of health hazards includes any route of entry (e.g. inhalation, ingestion, skin contact or absorption.)
- Flammable: a chemical that falls into one of the following categories:
  - (i) "Aerosol, flammable" means an aerosol that yields a flame projection exceeding 18 inches at full valve opening, or a flashback (a flame extending back to the valve) at any degree of valve opening;
  - (ii) "Gas, flammable" means: (A) A gas that, at ambient temperature and pressure, forms a flammable mixture with air at a concentration of thirteen (13) percent by volume or less; or (B) A gas that, at ambient temperature and pressure, forms a range of flammable mixtures with air wider than twelve (12) percent by volume, regardless of the lower limit;
  - (iii) "Liquid, flammable" means any liquid having a flash point below 100 deg. F., except any mixture having components with flash points of 100 deg. F. or higher, the total of which make up 99 percent or more of the total volume of the mixture.
  - (iv) "Solid, flammable" means a solid, other than a blasting agent or explosive as defined in 1910.109(a), that is liable to cause fire through friction, absorption of moisture, spontaneous chemical change, or retained heat from manufacturing or processing, or which can be ignited readily and when ignited burns so vigorously and persistently as to create a serious hazard. A chemical shall be considered to be a flammable solid if it ignites and burns with a self-sustained flame at a rate greater than one-tenth of an inch per second along its major axis.
- Flash point: the minimum temperature at which a liquid gives off a vapor in sufficient concentration to ignite.
- Hazardous chemical: any chemical, which is a physical hazard or a health hazard.
- Hazard warning: any words, pictures, symbols, or combination appearing on a label or other appropriate form of warning which convey the specific physical and health hazard(s), including target organ effects, of the chemical(s) in the container(s). (See the definitions for "physical hazard" and "health hazard" to determine the hazards which must be covered.)
- Health hazard: a chemical for which there is evidence that acute or chronic health effects may occur in exposed employees. The term "health hazard" includes chemicals which are carcinogens, toxic or highly toxic agents,

reproductive toxins, irritants, corrosives, sensitzers, hepatotoxins, nephrotoxins, neurotoxins, agents which act on the hematopoietic system, and agents which damage the lungs, skin, eyes, or mucous membranes.

- Identity: any chemical or common name, which is indicated on the safety data sheet (SDS) for the chemical. The identity used shall permit cross-references to be made among the required list of hazardous chemicals, the label and the SDS.
- Immediate use: the hazardous chemical will be under the control of and used only by the person who transfers it from a labeled container and only within the work shift in which it is transferred.
- Label: any written, printed, or graphic material displayed on or affixed to containers of hazardous chemicals.
- Safety data sheet (SDS): written or printed material concerning a hazardous chemical, which is prepared in accordance with OSHA Standard 1910.1200 requirements.
- Mixture: any combination of two or more chemicals if the combination is not, in whole or in part, the result of a chemical reaction.
- Oxidizer: means a chemical other than a blasting agent or explosive as defined in 1910.109(a), that initiates or promotes combustion in other materials, thereby causing fire either of itself or through the release of oxygen or other gases.
- Physical hazard: a chemical that it is a combustible liquid, a compressed gas, explosive, flammable, an organic peroxide, an oxidizer, pyrophoric, unstable (reactive) or water-reactive.
- Pyrophoric: a chemical that will ignite spontaneously in air at a temperature of 130 deg. F. or below.
- Specific chemical identity: the chemical name, Chemical Abstracts Service (CAS) Registry Number, or any other information that reveals the precise chemical designation of the substance.
- Unstable (reactive): a chemical which in the pure state, or as produced or transported, will vigorously polymerize, decompose, condense, or will become self-reactive under conditions of shocks, pressure or temperature.
- Use: to package, handle, react, emit, extract, generate as a byproduct, or transfer.
- Water-reactive: a chemical that reacts with water to release a gas that is either flammable or presents a health hazard.
- Work area: a room or defined space in a workplace where hazardous chemicals are produced or used, and where employees are present.
- Workplace: an establishment, job site, or project, at one geographical location containing one or more work areas.

## SAFETY DATA SHEET (SDS) INFORMATION

The Hazard Communication Standard (HCS) (29 CFR 1910.1200(g)), revised in 2012, requires that the chemical manufacturer, distributor, or importer provide Safety Data Sheets (SDSs) for each hazardous chemical to downstream users to communicate information on these hazards. The information contained in the SDS is largely the same as the MSDS, except now the SDSs are required to be presented in a consistent user-friendly, 16-section format. This brief provides guidance to help workers who handle hazardous chemicals to become familiar with the format and understand the contents of the SDSs.

The SDS includes information such as the properties of each chemical; the physical, health, and environmental health hazards; protective measures; and safety precautions for handling, storing, and transporting the chemical. The information contained in the SDS must be in English (although it may be in other languages as well). In addition, OSHA

requires that SDS preparers provide specific minimum information as detailed in Appendix D of 29 CFR 1910.1200. The SDS preparers may also include additional information in various section(s).

Sections 1 through 8 contain general information about the chemical, identification, hazards, composition, safe handling practices, and emergency control measures (e.g., fire fighting). This information should be helpful to those that need to get the information quickly. Sections 9 through 11 and 16 contain other technical and scientific information, such as physical and chemical properties, stability and reactivity information, toxicological information, exposure control information, and other information including the date of preparation or last revision. The SDS must also state that no applicable information was found when the preparer does not find relevant information for any required element.

The SDS must also contain Sections 12 through 15, to be consistent with the UN Globally Harmonized System of Classification and Labeling of Chemicals (GHS), but OSHA will not enforce the content of these sections because they concern matters handled by other agencies.

A description of all 16 sections of the SDS, along with their contents, is presented below:

## Section 1: Identification

This section identifies the chemical on the SDS as well as the recommended uses. It also provides the essential contact information of the supplier. The required information consists of:

- Product identifier used on the label and any other common names or synonyms by which the substance is known.
- Name, address, phone number of the manufacturer, importer, or other responsible party, and emergency phone number.
- Recommended use of the chemical (e.g., a brief description of what it actually does, such as flame retardant) and any restrictions on use (including recommendations given by the supplier).

## Section 2: Hazard(s) Identification

This section identifies the hazards of the chemical presented on the SDS and the appropriate warning information associated with those hazards. The required information consists of:

- The hazard classification of the chemical (e.g., flammable liquid, category1).
- Signal word.
- Hazard statement(s).
- Pictograms (the pictograms or hazard symbols may be presented as graphical reproductions of the symbols in black and white or be a description of the name of the symbol (e.g., skull and crossbones, flame).
- Precautionary statement(s).
- Description of any hazards not otherwise classified.
- For a mixture that contains an ingredient(s) with unknown toxicity, a statement describing how much (percentage) of the mixture consists of ingredient(s) with unknown acute toxicity. Please note that this is a total percentage of the mixture and not tied to the individual ingredient(s).

## Section 3: Composition/Information on Ingredients

This section identifies the ingredient(s) contained in the product indicated on the SDS, including impurities and stabilizing additives. This section includes information on substances, mixtures, and all chemicals where a trade secret is claimed. The required information consists of:

- Substances
  - Chemical name.
  - Common name and synonyms.
  - Chemical Abstracts Service (CAS) number and other unique identifiers.
  - Impurities and stabilizing additives, which are themselves classified and which contribute to the classification of the chemical.
- Mixtures
  - Same information required for substances.
  - The chemical name and concentration (i.e., exact percentage) of all ingredients which are classified as health hazards and are:
    - Present above their cut-off/concentration limits or
    - Present a health risk below the cut-off/concentration limits.
  - The concentration (exact percentages) of each ingredient must be specified except concentration ranges may be used in the following situations:
    - A trade secret claim is made,
    - There is batch-to-batch variation, or
    - The SDS is used for a group of substantially similar mixtures.
- Chemicals where a trade secret is claimed
  - A statement that the specific chemical identity and/or exact percentage (concentration) of composition has been withheld as a trade secret is required.

## Section 4: First-Aid Measures

This section describes the initial care that should be given by untrained responders to an individual who has been exposed to the chemical. The required information consists of:

- Necessary first-aid instructions by relevant routes of exposure (inhalation, skin and eye contact, and ingestion).
- Description of the most important symptoms or effects, and any symptoms that are acute or delayed.
- Recommendations for immediate medical care and special treatment needed, when necessary.

## Section 5: Fire-Fighting Measures

This section provides recommendations for fighting a fire caused by the chemical. The required information consists of:

- Recommendations of suitable extinguishing equipment, and information about extinguishing equipment that is not appropriate for a particular situation.
- Advice on specific hazards that develop from the chemical during the fire, such as any hazardous combustion products created when the chemical burns.
- Recommendations on special protective equipment or precautions for firefighters.

## Section 6: Accidental Release Measures

This section provides recommendations on the appropriate response to spills, leaks, or releases, including containment and cleanup practices to prevent or minimize exposure to people, properties, or the environment. It may also include

recommendations distinguishing between responses for large and small spills where the spill volume has a significant impact on the hazard. The required information may consist of recommendations for:

- Use of personal precautions (such as removal of ignition sources or providing sufficient ventilation) and protective equipment to prevent the contamination of skin, eyes, and clothing.
- Emergency procedures, including instructions for evacuations, consulting experts when needed, and appropriate protective clothing.
- Methods and materials used for containment (e.g., covering the drains and capping procedures).
- Cleanup procedures (e.g., appropriate techniques for neutralization, decontamination, cleaning or vacuuming; adsorbent materials; and/or equipment required for containment/clean up)

## Section 7: Handling and Storage

This section provides guidance on the safe handling practices and conditions for safe storage of chemicals. The required information consists of:

- Precautions for safe handling, including recommendations for handling incompatible chemicals, minimizing the release of the chemical into the environment, and providing advice on general hygiene practices (e.g., eating, drinking, and smoking in work areas is prohibited).
- Recommendations on the conditions for safe storage, including any incompatibilities. Provide advice on specific storage requirements (e.g., ventilation requirements)

## Section 8: Exposure Controls/Personal Protection

This section indicates the exposure limits, engineering controls, and personal protective measures that can be used to minimize worker exposure. The required information consists of:

- OSHA Permissible Exposure Limits (PELs), American Conference of Governmental Industrial Hygienists (ACGIH) Threshold Limit Values (TLVs), and any other exposure limit used or recommended by the chemical manufacturer, importer, or employer preparing the safety data sheet, where available.
- Appropriate engineering controls (e.g., use local exhaust ventilation, or use only in an enclosed system).
- Recommendations for personal protective measures to prevent illness or injury from exposure to chemicals, such as personal protective equipment (PPE) (e.g., appropriate types of eye, face, skin or respiratory protection needed based on hazards and potential exposure).
- Any special requirements for PPE, protective clothing or respirators (e.g., type of glove material, such as PVC or nitrile rubber gloves; and breakthrough time of the glove material).

## Section 9: Physical and Chemical Properties

This section identifies physical and chemical properties associated with the substance or mixture. The minimum required information consists of:

- Appearance (physical state, color, etc.);
- Upper/lower flammability or explosive limits;
- Odor;
- Vapor pressure;
- Odor threshold;
- Vapor density;

- pH;
- Relative density;
- Melting point/freezing point;
- Solubility(ies);
- Initial boiling point and boiling range;
- Flash point;
- Evaporation rate;
- Flammability (solid, gas);
- Upper/lower flammability or explosive limits;
- Vapor pressure;
- Vapor density;
- Relative density;
- Solubility(ies);
- Partition coefficient: n-octanol/water;
- Auto-ignition temperature;
- Decomposition temperature; and
- Viscosity.

The SDS may not contain every item on the above list because information may not be relevant or is not available. When this occurs, a notation to that effect must be made for that chemical property. Manufacturers may also add other relevant properties, such as the dust deflagration index (Kst) for combustible dust, used to evaluate a dust's explosive potential

## Section 10: Stability and Reactivity

This section describes the reactivity hazards of the chemical and the chemical stability information. This section is broken into three parts: reactivity, chemical stability, and other. The required information consists of:

- Reactivity
  - Description of the specific test data for the chemical(s). This data can be for a class or family of the chemical if such data adequately represent the anticipated hazard of the chemical(s), where available.
- Chemical stability
  - Indication of whether the chemical is stable or unstable under normal ambient temperature and conditions while in storage and being handled.
  - Description of any stabilizers that may be needed to maintain chemical stability.
  - Indication of any safety issues that may arise should the product change in physical appearance.
- Other



- Indication of the possibility of hazardous reactions, including a statement whether the chemical will react or polymerize, which could release excess pressure or heat, or create other hazardous conditions. Also, a description of the conditions under which hazardous reactions may occur.
- List of all conditions that should be avoided (e.g., static discharge, shock, vibrations, or environmental conditions that may lead to hazardous conditions).
- List of all classes of incompatible materials (e.g., classes of chemicals or specific substances) with which the chemical could react to produce a hazardous situation.
- List of any known or anticipated hazardous decomposition products that could be produced because of use, storage, or heating. (Hazardous combustion products should also be included in Section 5 (Fire-Fighting Measures) of the SDS.)

## Section 11: Toxicological Information

This section identifies toxicological and health effects information or indicates that such data are not available. The required information consists of:

- Information on the likely routes of exposure (inhalation, ingestion, skin and eye contact). The SDS should indicate if the information is unknown.
- Description of the delayed, immediate, or chronic effects from short- and long-term exposure.
- The numerical measures of toxicity (e.g., acute toxicity estimates such as the LD50 (median lethal dose)) - the estimated amount [of a substance] expected to kill 50% of test animals in a single dose.
- Description of the symptoms. This description includes the symptoms associated with exposure to the chemical including symptoms from the lowest to the most severe exposure.
- Indication of whether the chemical is listed in the National Toxicology Program (NTP) Report on Carcinogens (latest edition) or has been found to be a potential carcinogen in the International Agency for Research on Cancer (IARC) Monographs (latest editions) or found to be a potential carcinogen by OSHA

## Section 12: Ecological Information (non-mandatory)

This section provides information to evaluate the environmental impact of the chemical(s) if it were released to the environment. The information may include:

- Data from toxicity tests performed on aquatic and/or terrestrial organisms, where available (e.g., acute or chronic aquatic toxicity data for fish, algae, crustaceans, and other plants; toxicity data on birds, bees, plants).
- Whether there is a potential for the chemical to persist and degrade in the environment either through biodegradation or other processes, such as oxidation or hydrolysis.
- Results of tests of bioaccumulation potential, making reference to the octanol-water partition coefficient (Kow) and the bioconcentration factor (BCF), where available.
- The potential for a substance to move from the soil to the groundwater (indicate results from adsorption studies or leaching studies).
- Other adverse effects (e.g., environmental fate, ozone layer depletion potential, photochemical ozone creation potential, endocrine disrupting potential, and/or global warming potential).

## Section 13: Disposal Considerations (non-mandatory)

This section provides guidance on proper disposal practices, recycling or reclamation of the chemical(s) or its container, and safe handling practices. To minimize exposure, this section should also refer the reader to Section 8 (Exposure Controls/Personal Protection) of the SDS. The information may include:

- Description of appropriate disposal containers to use.
- Recommendations of appropriate disposal methods to employ.
- Description of the physical and chemical properties that may affect disposal activities.
- Language discouraging sewage disposal.
- Any special precautions for landfills or incineration activities

## Section 14: Transport Information (non-mandatory)

This section provides guidance on classification information for shipping and transporting of hazardous chemical(s) by road, air, rail, or sea. The information may include:

- UN number (i.e., four-figure identification number of the substance)<sup>1</sup>.
- UN proper shipping name<sup>1</sup>.
- Transport hazard class(es)<sup>1</sup>.
- Packing group number, if applicable, based on the degree of hazard<sup>2</sup>.
- Environmental hazards (e.g., identify if it is a marine pollutant according to the International Maritime Dangerous Goods Code (IMDG Code)).
- Guidance on transport in bulk (according to Annex II of MARPOL 73/783 and the International Code for the Construction and Equipment of Ships Carrying Dangerous Chemicals in Bulk (International Bulk Chemical Code (IBC Code))).
- Any special precautions which an employee should be aware of or needs to comply with, in connection with transport or conveyance either within or outside their premises (indicate when information is not available).

## Section 15: Regulatory Information (non-mandatory)

This section identifies the safety, health, and environmental regulations specific for the product that is not indicated anywhere else on the SDS. The information may include:

- Any national and/or regional regulatory information of the chemical or mixtures (including any OSHA, Department of Transportation, Environmental Protection Agency, or Consumer Product Safety Commission regulations)

## Section 16: Other Information

- This section indicates when the SDS was prepared or when the last known revision was made. The SDS may also state where the changes have been made to the previous version. You may wish to contact the supplier for an explanation of the changes. Other useful information also may be included here.

## Employer Responsibilities

Employers must ensure that the SDSs are readily accessible to employees for all hazardous chemicals in their workplace. This may be done in many ways. For example, employers may keep the SDSs in a binder or on computers as long as the employees have immediate access to the information without leaving their work area when needed and a back-up is available for rapid access to the SDS in the case of a power outage or other emergency. Furthermore, employers may want to designate a person(s) responsible for obtaining and maintaining the SDSs. If the employer does not have an SDS, the employer or designated person(s) should contact the manufacturer to obtain one.

## Employee Use of SDS

For SDS use to be effective, employees must:

- Know the location of the SDS
- Understand the major points for each chemical
- Check SDS when more information is needed or questions arise
- Be able to quickly locate the emergency information on the SDS
- Follow the safety practices provided on the SDS

## Location of SDS

The supervisor of the jobsite will conduct a Hazardous Chemical Inventory. From this inventory, a Chemical Inventory List will be created. The Chemical Inventory List and SDSs will be kept on the jobsite.

## TRAINING

Employees will be trained in hazard communication. The training will be documented on the Employee Training Record Form found in this program. Employees will be trained in the following areas:

- (a) Chemical Storage
- (b) Container Labels
- (c) Emergencies and Spills
- (d) Housekeeping
- (e) Safety Data Sheets (SDS)
- (f) General Chemical Usage
- (g) Specific Chemical Hazards and Precautions

## Emergency Action Plan

### EMERGENCY PROCEDURES

If an emergency occurred on our jobsite, jobsite employees should know how to handle certain situations. Basic procedures are as follows:

- TAKE COMMAND—Assign the following duties to specific personnel.
- PROVIDE PROTECTION—Protect the accident scene from continuing or further hazards—for example: traffic, operating machinery, fire or live wires.
- GIVE FIRST AID—Give first aid to the injured as soon as possible
- CALL AN AMBULANCE—Call an ambulance and any other emergency services that are required
- GUIDE THE AMBULANCE—Meet and direct the ambulance to the accident scene
- GET THE NAME OF THE HOSPITAL—For a follow-up, find out where the injured person is being taken
- ADVISE MANAGEMENT—Inform senior management. They can then contact relatives, notify authorities, and start procedures for reporting and investigating the accident
- ISOLATE THE ACCIDENT SCENE—Barricade, rope off or post a guard at the scene to make sure that nothing is moved or changed until the authorities have completed their investigation

## Medical Emergencies

- Call 911 to contact Emergency Medical Services (EMS).
- Unless trained, do not attempt to render any first aid before trained
- Do not attempt to move an injured person.
- Limit your communication with ill or injured person to quiet reassurances.
- After the person's immediate needs have been taken care of, remain to assist the investigating officer with pertinent information about the incident.
- If the victim is an employee, the victim's supervisor should fill out the accident investigation report and first report of injury.
- Planning for such emergencies includes being trained in emergency first aid procedures and CPR.

## Fire Emergencies

In the event of a fire:

- Notify personnel in the room/area of the fire to evacuate immediately.
- Pull/activate the nearest fire alarm box if available.
- Call the Fire Department by dialing 911.
- Turn off any gas being used.
- Confine hazardous materials in cabinets.
- Walk to the nearest stairwell/exit and evacuate the building.
- DO NOT USE ELEVATORS.

## Chemical Emergencies

In the event of a chemical spill:

- Notify personnel in the room/area of the spill to evacuate immediately.
- Close windows and doors to the room/area of the spill and evacuate.
- Call 911 and report the spill to the Fire Department.
- Remove clothing and wash all parts of the body, which may have come in contact with the chemical using copious amounts of water.
- All personnel who may have been contaminated by the chemical should report to and remain in one safe location until the arrival of the Fire Department. This will decrease the chance of contaminating other personnel and other areas.
- Do not re-enter the room/area until the appropriate safety officials have determined that the area is safe to re-enter.

## Tornado Watches & Warnings

- When a tornado *watch* is announced, this means that conditions are right for the formation of tornadoes. Keep your radio or television or NOAA weather radio tuned to a local station for updated information and advice from the weather service.

- When a tornado *warning* is issued, this means a tornado has been sighted in your vicinity and you should take cover immediately.
- Seek shelter in steel frame or reinforced concrete building. Go to the basement, interior hallway on the lowest level. Closets or bathrooms in the center of the building offer the greatest protection.
- Always stay away from the windows, exterior walls and exterior doors.
- Avoid auditoriums, gymnasiums and large lecture-type rooms.
- If you are in a vehicle, *do not* try to outrun a tornado. Leave your vehicle immediately. If you cannot find shelter in a building, lie flat in a ditch, culvert or the lowest area. Cover the back of your head with your hands.
- After the tornado passes, be very cautious. Watch for downed power lines, broken gas lines, broken glass, etc.

## Earthquakes

- Stay calm. Don't panic. Stay where you are. If outside, stay outside. If inside, stay inside. Most injuries occur as people are entering or leaving buildings
- If an earthquake strikes while you are indoors, take cover under a desk, table, bench or against an inside wall or in an interior doorway. Stay away from windows and exterior doors
- If you are in a high rise building, use the stairway rather than the elevator; there may be a power failure and you could become stuck in the elevator. Don't be surprised if fire alarms or sprinklers are activated. If you must leave the building, choose your exit carefully
- If you are in a moving vehicle, stop as quickly as safety permits, but remain in your vehicle. Your vehicle may shake, and you are better off remaining in your vehicle until the shaking stops. Avoid stopping near or under buildings, overpasses and utility wires
- If you are outside, move away from buildings and utility wires. Remain in an open area until the shaking stops
- After an earthquake, check for injuries. Do not attempt to move a seriously injured person unless they are in immediate danger of further injury. Call 911 for assistance
- Don't re-enter buildings until emergency response personnel advise it is safe
- Be prepared for aftershocks (additional shaking)

## Bomb Threat

In the event of a bomb threat or an explosive incident:

- Engage caller in conversation.
- Be calm and, if possible, take notes of the conversation.
- Try to determine;
  - The exact location of the bomb.
  - The source of the threat.
  - Time of the explosion.
  - Background noises on the phone.
  - Qualities of the caller's voice.
  - Sex and approximate age.
- If possible have someone listen in on the call.

- Check [CALLER ID](#) or dial \*69 to determine where call originated.
- Call the Police by dialing 911.
- Notify Superintendent

## Vehicle Safety

Vehicular accidents are the number one killer of workers in the United States. This plan covers safe operation and maintenance of all company vehicles except those company vehicles regulated by the Interstate Commerce Commission or US Department of Transportation. Examples of vehicles covered include company-owned-or-leased passenger vehicles, pickup trucks, light trucks and vans that do not require a commercial driver's license for operation. Privately owned vehicles used during and for work purposes should also follow this plan.

### **POLICY**

- All company vehicles will be operated only by employees authorized by company management for specific company purposes.
- Vehicles will be maintained in a safe condition at all times. In the event of an unsafe mechanical condition, the vehicle will be immediately placed out of service and the appropriate manager notified.
- Only qualified company vehicle mechanics or approved service facilities are permitted to perform maintenance on company vehicles.
- All vehicles will be operated, licensed and insured in accordance with applicable local, state and federal laws.
- All authorized employees must possess a valid state driver's license for the class vehicle authorized.
- Authorized employees must have a driving record at least equal to that required for maintaining a commercial driver's license.

### **RESPONSIBILITIES**

#### **Management**

- Provide defensive-driver training for all employees authorized to operate company vehicles.
- Train authorized employees on vehicle inspection and accident procedures.
- Maintain company vehicles are a safe condition.
- Maintain active insurance policies on all company vehicles.
- Allow only authorized employees to operate company vehicles.
- Arrange for defensive driving training prior to initial authorization
- Maintain a list of authorized employees in their department.
- Arrange for required periodic maintenance checks on assigned vehicles.

- Immediately remove from service any vehicle with any safety defect.
- Not allow operation of any company vehicle by an authorized employee taking medication that warns of drowsiness.
- Establish a key control program for all assigned vehicles.

## Authorized Employees

- Operate company vehicles in a safe, responsible manner and obey all traffic laws.
- Participate in driver-training programs.
- Ensure all vehicle occupants use seatbelts before moving the vehicle.
- Follow safe fueling procedures.
- Conduct a pre-use inspection before any first daily use.
- Immediately report any safety defects or vehicle problems.
- Report use of all prescription medication.

## TRAINING

All employees authorized to operate company-owned-or-leased vehicles will participate in initial and annual driver-safety training that will include:

- Defensive driving
- Vehicle inspection
- Accident procedures
- Hazardous weather driving
- Procedure for notification of unsafe vehicle
- Backing procedures (light truck & van operators)
- Cargo area storage (light truck & van operators)
- Loading & unloading (light truck & van operators)

## VEHICLE INSPECTION

**Driver Inspections-** Prior to each first daily use the driver shall inspect the vehicle for proper operation of the following safety features, as applicable:

- Horn
- Head, tail & signal lights
- Windshield wipers
- Tire inflation (visual check)
- Brakes
- Steering control
- Mirrors
- No operational warning lights

- Accident kit in glove compartment
- Fire extinguisher (light trucks & vans)
- Broken glass

**Mechanical Inspections** - Every company vehicle will be inspected by a qualified vehicle mechanics at least every 6 months.

Inspection & maintenance points include:

- Road test
- Visual inspection of brake system - wheel removal required
- Fluid system levels & visual inspection
- Brake pad wear
- Belts & hoses
- Battery condition
- Filter replacement
- Lubrication
- Oil change
- Emissions systems visual inspection
- Tire treads

All vehicle inspections and maintenance records will be maintained by in the vehicle and in the office.

## Driving Safely

### Starting

- Conduct pre-use inspection
- Use seatbelts at all times
- Adjust seat & mirrors before starting vehicle
- Allow a 15 second warm up time
- Check for warning lights

### Driving

- Do not drive if drowsy
- Think ahead - anticipate hazards
- Don't trust the other driver to drive properly
- Don't speed or tailgate
- Drive slower in hazardous conditions or hazardous areas
- Pass only in safe areas and when excessive speed is not required
- No loose articles on floor
- Do not read, write, apply make-up, drink, eat or use a phone while driving



- Stay at least four seconds behind the vehicle ahead
- Do not stop for hitchhikers or to provide roadside assistance

## Backing

- Back slowly & be ready to stop
- Do not back up if anyone is in path of vehicle travel
- Check clearances
- Don't assume people see you
- Getting out & check if you cannot see from the driver's seat

## Stopping

- Park only in proper areas, not roadsides
- Use warning flashers & raise hood if vehicle becomes disabled

## Accidents

- Do not admit responsibility
- Notify your company and law enforcement as soon as possible
- Cooperate with any law enforcement officers
- Move the vehicle only at the direction of a law enforcement officer
- Fill out all sections of the accident report in the glove box
- Do not sign any forms unless required by a law enforcement officer
- At the scene get the following information
  - Investigating officer name and law enforcement agency
  - Make, Model & License Plate number of other vehicles
  - Names, addresses and phone numbers of all witnesses
  - Photos of accident
  - All 4 sides of all vehicles
  - Roads and intersection at the scene
  - Interior of all vehicles - seating & floor areas
  - Name, address & license of other drivers

**EMPLOYEE COMMITMENT TO WORK SAFELY**

It is the policy of the company that every employee is entitled to work under the safest possible conditions in the construction industry. To this end, every reasonable effort shall be made in the interest of accident prevention to provide for safe and healthy working conditions and to eliminate hazards that can cause injury to workers or damage to property and equipment. Accident prevention is a field responsibility and as such, supervisory personnel and employees shall be accountable for the safe operation of their projects. Our policy is to develop and maintain an effective program for safe production. This policy illustrates Management’s acceptance and recognition of the fact that accident prevention and production are synonymous. Therefore, planning for Accident Prevention will be incorporated in all phases of the company’s work.

The company is sincerely interested in your safety. The policy of the company is to provide safe equipment, adequate tools, and the necessary protection equipment. It is your responsibility to follow the rules of safety as established for your protection and to use the protective devices, which the company furnishes.

***WE BELIEVE IN SAFETY AND INSIST UPON IT***

I, \_\_\_\_\_ (PRINT NAME) HAVE READ AND UNDERSTAND THE COMPANY SAFETY & HEALTH PROGRAM EMPLOYEE HANDBOOK. I UNDERSTAND THAT ANY QUESTIONS SHOULD BE DIRECTED TO MY SUPERVISOR. I ALSO UNDERSTAND THAT THE FULL PROGRAM WILL BE MADE AVAILABLE UPON REQUEST.

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

Once this form is complete, please tear out and return to your manager