



Code of Safe Practices

Town Hall Drywall

Protect your employees and lay out ground rules.
(T8CCR) section 1509

DISCLAIMER:

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Code of Safe Practices

Town Hall Drywall

It is the policy of Town Hall Drywall that everything possible will be done to protect employees, as well as the general public. Safety is a cooperative undertaking requiring participation by every employee. Failure by an employee to comply with safety rules will be grounds for corrective discipline. Superintendents will insist that employees observe all applicable State, Federal, and Cal/OSHA safety rules and practices, and take the necessary action to obtain compliance.

Archy Kotoyantz is the responsible individual(s) for establishing procedures and ensuring compliance with the company's Code of Safe Practices.

General

- All persons shall follow these safe practice rules, render every possible aid to safe operations, and report all unsafe conditions or practices to the supervisor or superintendent.
- Supervisors shall insist on employees observing and obeying every applicable Local, State or Federal regulation and order as is necessary to the safe conduct of the work and shall take such action as is necessary to obtain compliance.
- All employees shall be given frequent Injury and Illness Prevention Plan (IIPP) instructions. Instructions shall be given at least every 10 working days.
- Anyone known to be under the influence of drugs or intoxicating substance which impair the employee's ability to safely perform the assigned duties shall not be allowed on the job while in that condition.
- Horseplay, scuffling, and other acts which tend to have an adverse influence on the safety or well-being of the employees shall be prohibited.
- Work shall be well planned and supervised to prevent injuries in the handling of materials and in working with equipment.
- No one shall knowingly be permitted or required to work while the employee's ability or alertness is so impaired by fatigue, illness, or other causes that they might unnecessarily expose the employee or others to injury.
- Employees shall not enter confined spaces unless it has been determined that it is safe to enter. An entry permit shall be completed before entry into permit-required spaces.
- Employees shall be instructed to ensure that all guards and other protective devices are in proper places and adjusted and shall report deficiencies promptly to the supervisor or superintendent.
- Crowding or pushing when boarding or leaving any vehicle or other conveyance shall be prohibited.
- Workers shall not handle or tamper with any electrical equipment, machinery, or air or water lines in a manner not within the scope of their duties, unless they have received instructions from their superintendent.
- All injuries shall be reported promptly to the supervisor or superintendent so that arrangements can be made for medical or first aid treatment. All accidents shall be investigated, and the findings documented. Corrective measures to prevent future accidents shall be implemented.
- When lifting heavy objects, the large muscles of the leg instead of the smaller muscles of the back shall be used.
- Inappropriate footwear or shoes with thin or badly worn soles must not be worn.
- Materials, tools, or other objects shall not be thrown from buildings or structures until proper precautions are taken to protect others from the falling objects.
- Employees shall cleanse themselves thoroughly after handling hazardous substances and follow special instructions from authorized sources.

- Any damage to scaffolds, falsework, or other supporting structures shall be immediately reported to the supervisor and repaired before use.
- Work shall be so arranged that employees are able to face a ladder and use both hands while climbing.
- Gasoline shall not be used for cleaning purposes.
- No burning, welding, or other source of ignition shall be applied to any enclosed tank or vessel, even if there are openings, until it has first been determined that no possibility of explosion exists and authority for the work is obtained from the supervisor or superintendent.

Tools & Equipment

- All tools and equipment shall be maintained in good condition.
- Damaged tools or equipment shall be removed from service and tagged “DEFECTIVE.”
- Pipe or Stillson wrenches shall not be used as a substitute for other wrenches.
- Only appropriate tools shall be used for a specific job.
- Wrenches shall not be altered by the addition of handle-extensions or “cheaters.”
- Files shall be equipped with handles and not used to punch or pry.
- A screwdriver shall not be used as a chisel.
- Wheelbarrows shall not be pushed with handles in an upright position.
- Portable electric tools shall not be lifted or lowered by means of the power cord. Ropes shall be used.
- Electric cords shall not be exposed to damage from vehicles.
- In locations where the use of a portable power tool is difficult, the tool shall be supported by means of a rope or similar support of adequate strength.

Machinery & Vehicles

- Only authorized persons shall operate machinery or equipment.
- Loose or frayed clothing, long hair, dangling ties, finger rings, etc., shall not be worn around moving machinery or other areas where they may become entangled.
- Machinery shall not be serviced, repaired, or adjusted while in operation, nor shall oiling of moving parts be attempted, except on equipment that is designed or fitted with safeguards to protect the person performing the work.
- Where appropriate, lock-out procedures shall be used.
- Employees shall not work under vehicles supported by jacks or chain hoists without protective blocking that will prevent injury if jacks or hoists should fail.
- Air hoses shall not be disconnected from compressors until the hose line has been bled.
- All excavations shall be visually inspected before backfilling to ensure that it is safe to backfill.
- Excavating equipment shall not be operated near tops of cuts, banks, or cliffs if employees are working below.
- Tractors, bulldozers, scrapers, and carryalls shall not operate where there is a possibility of overturning in dangerous areas like edges of deep fills, cut banks, and steep slopes.
- When loading where there is a probability of dangerous slides or movement of material, the wheels or treads of loading equipment should be turned in the direction which will facilitate escape in case of danger, except in a situation where this position of the wheels or treads would cause a greater operational hazard.

Active Shooter

If you suspect a potential active shooter situation, the following procedures should be taken:

Evacuate

- Warn others not to enter an area where the active shooter may be.

- Have an escape route and plan in mind.
- Evacuate whether others agree to follow.
- Leave your belongings behind.
- Help others escape, if possible.
- Keep your hands visible.
- Follow the instructions of any Police Officers.
- Do not attempt to move wounded people.
- Call 911 when it is safe to do so.

Shelter in Place

If safe evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:

- Be out of the active shooters view.
- Provide protection if shots are fired in your direction (i.e., an office with closed and locked door.)
- If possible not trap you or restrict your options for movement.

Prevent an active shooter from entering your hiding place:

- Lock the door.
- Blockade the door with heavy furniture.
- Close cover and move away from windows.

Consider the difference between cover and concealment. Cover will protect you from gunfire and concealment will merely hide you from the view of the shooter. Choose the best space that is available quickly.

Asbestos

If you are working in a location where asbestos is suspected, follow the following protocol:

- Do not perform asbestos removal operations unless you have been trained, qualified, and certified in asbestos removal procedures.
- Use the respirator that has been fit tested and assigned to you by your supervisor.
- Always assume that materials used prior to 1976, such as plaster and blown insulation, contain asbestos.
- Do not use sanders or power devices that may create dust or airborne particles.
- Do not dry scrape, bead blast, or mechanically pulverize any existing plaster or blown insulation.

Clothing & Personal Protective Equipment (PPE)

Clothing

- All employees **MUST** wear high visibility garments or reflective safety vests when exposed to vehicular traffic hazards.

Eye & Face Protection

- Safety glasses or face shields are worn any time work operations can cause foreign objects to get in the eye (i.e. welding, cutting, grinding, nailing, when working with concrete and/or harmful chemicals)
- Wear when exposed to any electrical hazards, including working on energized electrical systems.
- Eye & face protectors-select based on anticipated hazards.

Foot Protection

- Workers should wear work shoes or boots with slip-resistant and puncture-resistant soles.
- Safety-toed footwear is worn to prevent crushed toes when working around heavy equipment or falling objects.

Hand Protection

- Gloves should fit snugly.

- Workers should wear the right gloves for the job (i.e. heavy-duty rubber gloves for concrete work, welding gloves for welding, insulated gloves & sleeves for electrical hazards)

Head Protection

- Wear hard hats where there is potential for objects falling from above, bumps to the head from fixed objects, or of accidental head contact with electrical hazards.
- Hard hats- routinely inspect them for dents, cracks, or deterioration; replace after a heavy blow or electrical shock; maintain in good condition.

Hearing Protection

- Use earplugs/earmuffs in high noise work areas where chainsaws or heavy equipment are used; clean or replace earplugs regularly.

Compressor & Air Tools

- Eye protection is required when operating a compressor.
- Tools should be chained to the air hose to keep the air hose from whipping about in the event the tool becomes disconnected.
- Never use the air nozzle to clean clothes.
- Air hoses must not be used for cleaning purposes, except when the pressure is reduced to 30 psi. When used as such, eye or face protection must be worn.
- Never hold your thumb over the hose.
- Always turn off the air valve before changing tools.
- Airlines should be routed so a tripping hazard is not created.
- Check the condition of hoses and make sure safety chains are hooked up properly before turning on air.
- Do not disconnect air hoses until the hose line has been bled.
- When parking the compressor, always make sure the wheels are against the curb and/or checked to keep from running away.
- Pay attention to how the hose is being strung from the air source to the work area
- Avoid sharp bends.
- Do not shut off the air flow by bending or crimping it with pliers.
- To limit the possibility of the hose whipping, secure the hose to fixed objects using sandbags, clamps, rope or sturdy tape.
- If a break in the line occurs, do not try to grab, and restrain it – Get clear of the area and shut the flow off at the source.

Delivery of Material

- When trucks arrive to deliver material, only authorized employees are to perform the unloading operations and the yard supervisor or designated supervisor will oversee this operation.
- Before tie-downs are loosened, the load is to be inspected by the yard supervisor for shifted material or any situation that could cause injury. If a dangerous situation is observed, the load must be stabilized before unloading begins.

Drywall Safety

- Clear your pathway of obstacles before starting.
- Avoid small injuries to muscles and joints caused by forceful, repeated motions, such as lifting, carrying, and putting the load down. Avoid reaching over obstacles. Always make two-person lifts the standard procedure.
- Avoid heavy lifting while bending, that puts intense stress on your back. Spinal discs, nerves, and muscles can be damaged.
- Avoid twisting your back while lifting, carrying, and putting the load down. Use your feet to turn your body. Ask for help.

- Avoid reaching overhead and holding drywall in place, causing joint, neck muscle, shoulder, back, and hand injuries.
- Minimize the need for lifting. Have materials delivered as close as possible to where they will be used.
- Whenever possible, use drywall carts and lifts that do the lifting and carrying for you. Maintain all movable parts on the cart.
- Evenly place loads on the carts and lifts to avoid tipping. When the load is heavy, have a co-worker help move the load.
- When a worker moving material down a ramp does not have a clear view of a lower landing on which workers are employed, a horn, bell, or other warning device that is automatic in operation must be provided, maintained, and in good working order.
- Use special drywall handles that make lifting less awkward and improve your gripping ability.
- Use t-jacks and board hanger clamps to help hold the drywall in place for nailing.
- Avoid a stressful work environment where you rush, take shortcuts, and overwork yourself.
- Rest for 15 seconds many times throughout the day. Short breaks help prevent injury and fatigue.
- Rotate jobs. If one part of the job requires a lot of overhead work, switch for a while to an activity in another position that uses different work motions.
- Talk with others at work. Do workers have similar injuries or muscle strains? Are some of the causes of injury due to heavy lifting, awkward positions, repetitive motions, or cold? Specifically remedy and address the common areas of injury and muscle strain.
- Select tools that are easier on the body. When buying power tools, consider the weight, grip comfort, ease of triggering, vibration, and noise. Four-finger triggers are best for installations.
- Work with other subcontractors on the jobsite with safety items such as housekeeping, walkways, and workspace.
- Use wallboards that are fire-rated from 1 hour to 4 hours according to the time that a fire's progress would be retarded by the wallboard. The framing lumber must have low moisture content to avoid loosening of the drywall nails.
- Use dust masks or respirators, safety goggles, gloves and long-sleeved clothing when cutting or sanding asbestos-cement boards that are formed from a mixture of portland cement and asbestos fiber. Organic fibers are added to some asbestos-cement boards and may contain curing agents, water-repellent admixtures, and a variety of other substances that can be harmful to the skin, eyes, and lungs. Be vigilant on remodeling jobs.
- Review the SDS and wear appropriate PPE for all material used on the job site, including the drywall.
- Wear protective footwear when working in areas where there is a danger of falling or rolling objects.
- Dress warm in cold weather. Keep your hands warm and dry. Wear gloves and change them if they get wet.

Electrical & Lockout/Tagout

All Equipment and Installations

- Only trained, qualified, and authorized employees will be allowed to make electrical repairs or work on electrical equipment or installations.
- All electrical equipment and systems shall be treated as energized until tested or otherwise proven to be de-energized.
- All energized equipment and installations will be de-energized prior to the commencement of any work. If the equipment or installation must be energized for

test or other purposes, special precautions will be taken to protect against the hazards of electric shock.

- All equipment shall be locked out to protect against accidental or inadvertent operation when such operation could cause injury to personnel. Do not attempt to operate any switch, valve, or other energy-isolating device bearing a lock.
- Safety grounds shall always be used where there is a danger of shock from back feeding or other hazards.
- Polyester clothing or other flammable types of clothing shall not be worn near electrical circuits. Cotton clothing is much less likely to ignite from arc blast. Employees working on live circuits shall be provided with Nomex or equivalent fire-resistant clothing.
- Suitable eye protection must be worn at all times while working on electrical equipment.
- Always exercise caution when energizing electrical equipment or installations. Take steps to protect employees from arc blast and exploding equipment in the event of a fault.
- All power tools will be grounded or double insulated. Tools with defective cords or wiring shall not be used.
- Suitable temporary barriers or barricades shall be installed when access to open enclosures containing exposed energized equipment is not under the control of an authorized person.

Energized Equipment or Systems

Work shall not be performed on exposed energized parts of equipment or systems until the following conditions are met:

- Responsible supervision has determined that the work is to be performed while the equipment or systems are energized.
- Involved personnel have received instructions on the work techniques and hazards involved in working on energized equipment and appropriate equipment to perform the job has been provided.
- Suitable personal protective equipment has been provided and is used. Suitable insulated gloves shall be worn for voltages in excess of 300 volts, nominal.
- Suitable eye protection, including face shield and safety glasses or goggles, has been provided and is used.
- Fire resistant clothing such as Nomex suits is worn.
- Where required, suitable barriers, barricades, tags, or signs are in place for personnel protection.

After the required work on an energized system or equipment has been completed, an authorized person shall be responsible for:

- Removing from the work area any personnel and protective equipment.
- Reinstalling all permanent barriers or covers.

De-energized Equipment or Systems

A qualified person shall be responsible for completing the following before working on de-energized electrical equipment or systems, unless the equipment is physically removed from the wiring system:

- Notifying all involved personnel.
- Locking the disconnecting means in the "open" position with the use of lockable devices, such as padlocks, combination locks or disconnecting of the conductor(s) or other positive methods or procedures which will effectively prevent unexpected or inadvertent energizing of a designated circuit, equipment or appliance.
- Tagging the disconnecting means with suitable accident prevention tags.
- Effectively blocking the operation or dissipating the energy of all stored energy devices which present a hazard, such as capacitors or pneumatic, spring-loaded and like mechanisms. This may require the installation of safety grounds.
- Testing the equipment to ensure it is de-energized.

Energizing (or Re-energizing) Equipment or Systems

A qualified and authorized person shall be responsible for completing the following before energizing equipment or systems that have been de-energized:

- Determining that all persons are clear from hazards which might result from the equipment or systems being energized including arc blast or explosions caused by unexpected faults.
- Removing locking devices and tags. Only the employee who placed them may remove locking devices and tags. Locking devices and tags shall be removed upon completion of the work and after the installation of the protective guards and/or safety interlock systems.

Accident Prevention Tags

Suitable accident prevention tags shall be used to control a specific hazard. Such tags shall provide the following minimum information:

- Reason for placing tag.
- Name of person placing the tag and how that person may be contacted.
- Date tag was placed.

Lock-out / Tag-out

Machinery or equipment capable of movement shall be stopped and the power source de-energized or disengaged and locked out. If necessary, the moveable parts shall be mechanically blocked or secured to prevent inadvertent movement during cleaning, servicing or adjusting operations unless the machinery or equipment must be capable of movement during this period in order to perform the specific task. If so, the hazard of movement shall be minimized.

Equipment or power-driven machines equipped with lockable controls, or readily adaptable to lockable controls, shall be locked out or positively sealed in the "off" position during repair work and setting-up operations. In all cases, accident prevention signs and/or tags shall be placed on the controls of the equipment or machines during repair work.

The company will provide a sufficient number of accident prevention signs or tags and padlocks, seals or other similarly effective means that may be required by any reasonably foreseeable repair.

Sequence of Lockout Procedure

- Notify all affected employees that a lockout is required and the reason.
- If the equipment is operating, shut it down by the normal stopping procedure (such as: depress stop button, open toggle switch).
- Operate the switch, valve, or other energy isolating devices so that the energy source(s) (electrical, mechanical, hydraulic, & other) is disconnected or isolated from the equipment.
- Stored energy, such as that in capacitors, springs, elevated machine members, rotating fly wheels, hydraulic systems, and air, gas, steam or water pressure, must also be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down.
- Lockout energy isolating devices with an assigned individual lock.
- After ensuring that no personnel are exposed and as a check on having disconnected the energy sources, operate the push button or other normal operating controls to make certain the equipment will not operate. CAUTION: Return operating controls to neutral position after the test.

Procedure Involving More Than One Person

If more than one individual is required to lock out equipment, each shall place his/her own personal lock on the energy isolating device(s). One designated individual of a work crew or a Supervisor, with the knowledge of the crew, may lock out equipment for the whole crew. In such cases, it may be the responsibility of the individual to carry out all steps of the lockout procedure and inform the crew when it is safe to work on the equipment. Additionally, the designated individual shall not remove a crew lock until it has been verified that all individuals are clear.

Testing Equipment during Lockout

In many maintenance and repair operations, machinery may need to be tested, and for that purpose energized, before additional maintenance work can be performed. This procedure must be followed:

- Clear all personnel to safety.
- Clear away tools and materials from equipment.
- Remove lockout devices and re-energize systems, following the established safe procedure.
- Proceed with tryout or test.
- Neutralize all energy sources once again, purge all systems, and lockout prior to continuing work.

Equipment design and performance limitations may dictate that effective alternative worker protection be provided when the established lock-out procedure is not feasible.

Restoring Equipment to Service

After the work is completed and the equipment is ready to be returned to normal operation, this procedure must be followed:

- Remove all non-essential items.
- See that all equipment components are operationally intact, including guards and safety devices. Repair or replace defective guards before removing lockouts.
- Remove each lockout device using the correct removal sequence.
- Make a visual check before restoring energy to ensure that everyone is physically clear of the equipment.

Emergency Crisis Response

In the event of an emergency, or a situation that could evolve into an emergency, management must be notified immediately.

During the new-hire orientation, employees will be advised of the company Emergency Action Plan and the procedures implemented for responding to emergencies, to include Fire/Explosion; Natural Disasters; Earthquake; Chemical Leak, Spill or Threatened Release; Bomb Threat; and Civil Disturbance.

When beginning work at a new project, employees will be informed of procedures implemented for responding to emergencies at that specific location. The alarm system that will be used to initiate evacuation of the job site will be identified.

When a job site evacuation is initiated, Employees:

- must proceed to the designated assembly area.
- are not to stop and pick up personal belongings when exiting the job site/structure.
- are not to block areas that would be considered access for emergency vehicles.
- will not be allowed to re-enter the job site/structure without clear indication that it is safe to do so
- cannot leave the assembly area unless advised to do so by a designated employee or supervisor
- will be instructed not to respond to news media - Contact with the media is limited to management only.

The most important focus of an emergency is the protection of human life.

Equipment Inspection

Aerial Lifts

- Before each shift, follow the manufacturer's recommendations & include a check of:
 - Vehicle components (fluid levels, wheels, tires, battery, controls, warning systems, etc.)

- Lift components (operating controls, hydraulic, air, pneumatic, fuel & electrical systems, fasteners, & locking pins, cables, etc.)

Powered Industrial Trucks

- OSHA requires all forklifts be examined at least daily before being placed in service.
- Operator should conduct a pre-start visual check with the key off and then perform an operational check with the engine running
- Forklift should not be placed in service if examinations show that vehicle may not be safe to operate
- Lift-specific checklists should be available in the manual of each lift truck

Overhead Cranes, Gantry Cranes, & Hoists

- Overhead crane inspections are divided into two general classifications: frequent inspections & periodic inspections
- On a daily basis, the operator of the crane should inspect:
 - All functional operating mechanisms for maladjustment interfering with proper operation
 - Deterioration or leakage in lines, tanks, valves, drain pumps, and other parts of air or hydraulic systems
 - Hooks with deformation or cracks
 - Hoist chains, including end connections, excessive wear, twist, distorted links interfering with proper function, or stretch beyond manufacturer's recommendations

Fall Protection

When employees are exposed to a fall hazard of 6 feet or greater, they must be protected from falling. Most systems that our employees will be working with include guardrail system, personal fall arrest system, and covers.

Guardrail System

- Top-rail must be at a height of 42 – 45 inches (CA)
- Mid-rails must be at a height of 21 inches
- Top rails must be able to withstand 200 lbs. of outward or downward force
- Mid-rails must withstand a force of 150 lbs
- No steel or plastic banding shall be used for a top rail
- Wire rope top-rail must be flagged every 6 feet
- All wire rope used for perimeter protection must be at least 3/8-inch nominal diameter
- Manila, plastic, or synthetic rope rails must be inspected frequently

Personal Fall Arrest Systems

- Full body harnesses will be used at all times for Fall Arrest Systems.
- Limit maximum arresting force on a worker to 1,800 lbs. when using a body harness.
- Rigged so a worker can neither free fall more than 6 feet (4 in CA), nor contact any lower level. Deceleration devices used shall not exceed 3.5 feet.
- Dee-rings and snap hooks must have a minimum tensile strength of 5,000 lbs.
- Snap hooks must be sized to be compatible with the member to which they are connected to for the prevention of rollout. Only locking type snap hooks shall be used.
- Horizontal lifelines shall be designed, installed, and used under the supervision of a qualified person as part of a complete personal fall arrest system maintaining a safety factor of at least two.
- Lanyards and vertical lifelines shall have a minimum breaking strength of 5,000 lbs.
- Lifelines shall be protected against being cut or abraded.
- Anchorage used for attachment of personal fall arrest equipment shall be independent of anchorage being used to support or suspend platforms and capable of supporting at least 5,000 lbs. per worker.

- Self-retracting lifelines and lanyards which automatically limit free fall distance to 2 feet or less shall be capable of sustaining a minimum tensile load of 3,000 lbs.
- All personal fall arrest systems shall be inspected prior to each use.

Covers

- Covers located in roadways and vehicular aisles shall be capable of supporting, without failure, at least twice the maximum axle load of the largest vehicle expected to cross over the cover.
- All other covers shall be capable of supporting, without failure, at least twice the weight of workers, equipment, and materials that may be imposed.
- All covers shall be secured when installed to prevent accidental displacement by wind, equipment, or workers. A cover is not secured if it can be picked up with moderate effort.
- All covers shall be marked in paint with the words “CAUTION – HOLE - DO NOT REMOVE”.

Fire Safety

- Superintendents are responsible for instructing the employees in the procedures implemented for specific job site locations.
- Fire extinguishers and applicable fire suppression equipment will be located in easily accessible locations and remain visible at all times.
- Building exits will be clearly identified and kept free from obstructions.
- General work areas will be kept clean and free of unnecessary clutter.
- Discarded packing material or scrap will not be allowed to accumulate in open areas.
- Sufficient number of wastebaskets and/or trash receptacles (including noncombustible containers) will be accessible in all work areas.
- Floors will be swept or vacuumed to prevent accumulation of combustible materials.
- Equipment will be kept clean (avoid build up of fluids, grease, etc.).
- Designated “NO SMOKING” areas will be observed. Signs will be clearly posted in areas where flammable or combustible liquids are stored.

Fire Extinguishers

Fire extinguishers are a first-aid device used to extinguish minor fires before they become major. The law requires that such units be selected appropriately, maintained, ready for use at all times, and that those who use them are fully trained to do so. The following steps will help management ensure that fire extinguishers are maintained adequately and that employees know how to use them.

- Select fire extinguishers that are approved to extinguish the specific type of fire that could occur in each area. The most common type of extinguishers now used throughout industry are dry chemical units which are capable of extinguishing all basic types of fires including wood and paper (Class A), flammables (Class B), and electrical (Class C). These extinguishers have an ABC rating.
 - Halon extinguishers are recommended over dry chemical units to protect computer rooms because the latter are caustic and can damage expensive, sensitive equipment.
 - The size of the extinguisher is based upon the area that needs to be protected. Fire extinguisher distributors will help in selecting the proper type and size.
- In general, mount fire extinguishers where employees can see them, close to exits. Where a fire may start in a small room, it may be better to mount the extinguisher on the outside of the room so that firefighters can grab the unit before entering the room. In most cases, the tops of fire extinguisher unit must be no more than 48 inches from the ground and be accessible, i.e., clear of storage in front of the unit, a distance of 36 inches, minimum.

- Fire extinguishers require a monthly inspection by in-house personnel. The inspection is documented on a tag tied to the unit or in a logbook maintained in a central location.
- A qualified contractor must inspect extinguishers yearly and such inspection must be documented.
- Extinguisher cylinders require hydrostatic testing on a periodic basis in accordance with OSHA and NFPA standards.

First Aid

First Aid Supplies

- Every site should have at least one first aid kit
- First aid supplies should be in weatherproof containers
- Contents should be regularly replaced
- Contents shall be arranged to be quickly found and remain sanitary
- First aid dressings shall be sterile in individually sealed packages for each item
- Minimum supplies shall be determined with following table:

Supplies for First Aid	Type of Supply Required by Number of Employees			
	1-5	6-15	16-200	over 200
Dressings in adequate quantities consisting of:				
1. Adhesive dressings	X	X	X	X
2. Adhesive tape rolls, 1-inch wide	X	X	X	X
3. Eye dressing packet	X	X	X	X
4. 1-inch gauze bandage roll or compress		X	X	X
5. 2-inch gauze bandage roll or compress	X	X	X	X
6. 4-inch gauze bandage roll or compress		X	X	X
7. Sterile gauze pads, 2-inch square	X	X	X	X
8. Sterile gauze pads, 4-inch square	X	X	X	X
9. Sterile surgical pads suitable for pressure dressings			X	X
10. Triangular bandages	X	X	X	X
11. Safety pins	X	X	X	X
12. Tweezers and scissors	X	X	X	X
* Additional equipment in adequate quantities consisting of:				
13. Cotton-tipped applicators			X	X
14. Forceps			X	X
15. Emesis basin			X	X
16. Flashlight			X	X
17. Magnifying glass			X	X
18. Portable oxygen and its breathing equipment				X
19. Tongue depressors				X
Appropriate record forms	X	X	X	X
Up-to-date 'standard' or 'advanced' first-aid textbook, manual or equivalent	X	X	X	X

Choking (victim responsive)

- Verify the victim is choking

- Give 5 back blows; bend person forward at waste & give 5 back blows between shoulder blades with heel of one hand
- Give 5 abdominal thrusts; place fist with thumb side against the middle of person's abdomen, just above navel. Cover fist with other hand. Give 5 quick, upward abdominal thrusts
- Repeat sets of 5 back blows and 5 abdominal thrusts until object is forced out, person can cough forcefully or breathe, or person becomes unresponsive

Choking (victim unresponsive)

- Lay victim down on his/her back and begin chest thrusts as you would with CPR. Each time airway is opened, look for the object in the victim's throat, and see it, remove it being careful not to lodge the object further into victim's throat
- Continue chest thrusts until EMS/paramedics arrive or victim shows signs of breathing

Minor Wounds

Minor wounds include abrasions, lacerations, punctures and incisions. The most significant issues to consider with any open wound are control of bleeding and infection. Before providing care, put on protective gloves or use a barrier between you and the victim to reduce the chance of disease transmission while assisting the injured person.

- If bleeding, apply direct pressure with a clean cloth or absorbent pad dressing until bleeding stops.
- Wash the affected area with an antibacterial soap to remove any foreign matter.
- Cover the dressing with an adhesive bandage or gauze wrap.
- Check for circulation beyond the injury (check for feeling, warmth, and color).

If the bleeding does not stop: apply more dressing and bandages and continue to apply additional pressure. Take steps to minimize shock and call 911 or the local emergency number if you have not already done so. Be sure to wash your hands thoroughly with soap and water after providing care.

Shock

Shock develops when not enough blood flows to the vital organs of the body. Victims with shock may stop responding. Common causes of shock are: severe bleeding, heart attack or other heart problems, severe allergic reaction, nervous system injuries, severe burns, and dehydration. A victim who is experiencing shock may exhibit any of the following: dizziness, fainting or feeling weak, shallow breathing, anxiety, restlessness, agitation, or confusion. Someone in shock may feel cool and clammy to the touch, have pale or greyish skin, complain of thirst, and even nausea or vomiting.

You can help minimize shock by laying the victim flat on their back with the feet slightly elevated if possible. Keep the victim warm by covering him/her with a blanket, but prevent overheating. Ensure an open airway and adequate breathing for the person. Monitor the victim and administer CPR if necessary.

Severe Bleeding

For more serious wounds, rip or cut away clothing until wound is visible. Place an absorbent pad directly over the wound and apply firm, direct pressure. Ask the victim to assist if they are able. Next, wrap a conforming bandage securely over the pad to maintain pressure and hold the gauze in place. The bandage should be loose enough so a finger can slip under the bandage.

If the bleeding continues, apply more pads as the first dressings become soaked with blood and maintain firm, direct pressure. Do not remove the first dressings, just continue to add more if soaking through continues. Take steps to minimize shock using the steps above until emergency medical teams arrive.

Burns

Burns can cause tremendous damage to the body, including extreme pain, scarring massive infection, organ failure and even death. Burns on the face, hands, feet, and genitals can be particularly serious.

- Thermal Burns: caused by sun, fire, hot liquids or objects and sometimes hot gases.
- Chemical Burns: caused by contact with wet or dry chemicals.
- Electrical Burns: caused by contact with energized electrical components or lightening.

If victim is on fire, tell him/her to STOP, DROP, and ROLL. Never touch someone in contact with electricity until the source of electricity has been shut off.

Minor Burns

Signs and symptoms of minor burns include pain, redness, swelling and blisters. To treat minor burns, first expose the burn and cool with cold water and continue until pain is reduced. After cooling, cover with a dry, sterile bandage or clean dressing and protect the burn from friction and pressure. DO NOT pop blisters or apply any ointment or other substance.

Major Burns

A major burn will exhibit dry/leathery, white or blacked, charred skin. When dealing with a victim of severe burns follow emergency action steps discussed earlier and call 911 or local emergency number. Follow steps to reduce shock.

Chemical Burns

Flush the affected area with cool running water for at least 15 minutes. Remove all clothing that has been contaminated. Monitor the victim for shock and seek medical assistance. If chemical burn is in the eyes, flush continuously with water and seek medical attention immediately.

Bites & Stings

Bites and stings that could require first aid care can occur from a wide variety of sources. Most cause only minor discomfort and can easily be treated. However bites and stings from venomous snakes, insects or animals can cause intense pain and swelling. Bites from humans and animals such as dogs, cats, bats, etc., can cause severe injury and infection, including tetanus and rabies.

Some people have severe allergic reactions to bites or stings that can be life threatening. In these cases, the most important first aid measure is rapid access to advanced emergency medical care. General signs and symptoms associated with bites and stings include redness, swelling, pain, itching, nausea, and breathing problems.

To treat most minor bites and stings: remove any jewelry and constrictive clothing and wash the affected area with soap and clean water. To avoid risk of infection, do not close the wound. Proceed to cover the area with an adhesive bandage or gauze wrap. Do not apply any ointments or medicine on the wound. Apply ice if needed to reduce pain and swelling.

Eye Injuries

Eye injuries can range from minor irritations to severe sight threatening. Injuries are frequently caused by objects in the eye, burns, and blunt force injuries. Any of these conditions or situations can lead to permanent loss of vision.

If an object is impaled in the eye, CALL 911 and DO NOT attempt to remove the object. Do not allow the victim to rub or apply pressure to the injured eye. Lightly cover both eyes with a gauze pad or clean cloth to minimize movement of the injured eye.

If the injury is a black eye, you may apply ice to cheek and area around eye, but not directly on the eyeball itself.

You can help prevent eye injury by wearing protective eye wear during risky activities. Always wear safety glasses with side shields anytime you might be exposed to flying particles, objects or dust. Wear goggles when working with or around chemicals or concentrated cleansing products.

Nosebleeds

- Sit upright & lean forward; By remaining upright, you reduce blood pressure in the veins of your nose. This discourages further bleeding. Sitting forward will help you avoid swallowing blood, which can irritate your stomach. Have the victim spit out blood that collects in the back of the throat or mouth.
- Pinch the nose firmly; Use your thumb and index finger to pinch your nostrils shut. Breathe through your mouth. Continue to pinch for 5 to 10 minutes. Pinching sends pressure to the bleeding point on the nasal septum and often stops the flow of blood.
- To prevent re-bleeding, don't pick or blow your nose and don't bend down for several hours after the bleeding episode. During this time remember to keep your head higher than the level of your heart.

Heat Exhaustion & Heat Stroke

Causes of heat exhaustion include exposure to high temperatures, particularly when combined with high humidity, and strenuous physical activity. Without prompt treatment, heat exhaustion can lead to heatstroke, a life-threatening condition. Fortunately, heat exhaustion is preventable.

Heatstroke occurs if your body temperature continues to rise. At this point, emergency treatment is needed. In a period of hours, untreated heatstroke can cause damage to your brain, heart, kidneys and muscles. These injuries get worse the longer treatment is delayed, increasing your risk of very serious complications.

Heat Exhaustion

Signs and symptoms of heat exhaustion include cool, moist skin with goose bumps when in the heat, heavy sweating, faintness, dizziness, fatigue, weak and rapid pulse, low blood pressure upon standing, muscle cramps, nausea, and headache.

Victims experiencing heat exhaustion should stop all activity and be moved to a cooler environment where they should drink cool water or sports drinks. Contact emergency medical personnel if signs or symptoms worsen or if they don't improve within one hour. Seek medical attention immediately if body temperature reaches 104°F or higher.

Heat Stroke

A body temperature of 104°F or higher is the main sign of heat stroke. In heat stroke caused by hot weather, skin will feel hot and dry to the touch, and victim may lack the ability to perspire. Skin may turn red as body temperature rises. Other symptoms include nausea and vomiting, rapid breathing, increased heart rate, headache and confusion.

If you think a person may be experiencing heat stroke, call 911 or local emergency services number immediately. Help the person move to a cooler environment and remove excess clothing. Place ice packs or cold, wet towels on the victim's head, neck, armpits, and groin. Mist him/her with water and move air across the victim with a fan if possible.

Poison

Call local poison control center or 911 for immediate medical attention. Labels on antidotes may be inaccurate! Do not follow them unless instructed by a physician. Never administer anything by mouth (milk, water, ipecac, ect.) until you have consulted with a medical professional.

If the poison is on the skin, flush skin with water for 15 minutes, then wash and rinse with soap and water. If poison is in the eye, flush with lukewarm water for 15 minutes. Adults can stand under the shower with eyes open. always consult medical professionals after any eye injury has occurred.

Stroke

Notice the signs of stroke. Use the think F.A.S.T. assessment:

- Face: Ask the person to smile. Does one side of the face droop?
- Arm: Ask the person to raise both arms. Does one arm drift downward?
- Speech: Ask the person to repeat a simple sentence (such as, “the sky is blue”). Is the speech slurred? Can the person repeat the sentence correctly?
- Time: Call 911 immediately if you see any signs of stroke. Try to determine the time when signals first appeared. Note the time of onset of signals and report it to the call taker or EMS personnel when they arrive.

Forklifts

Trainees may only operate a forklift when:

- Under the direct supervision of persons, selected by management, who have the knowledge, training, and experience to train Operators and evaluate their competence; and
- Where such operation does not endanger the trainee or other employees.

Refresher training will be required when:

- The Operator has been observed operating the forklift in an unsafe manner.
- The Operator has been involved in an accident or near-miss incident .
- The Operator has received an evaluation that reveals unsafe operation of the forklift – NOTE: An evaluation of the Operators performance must be conducted at least once every 3 years.
- The Operator is assigned to a different type of forklift.
- A change in the condition of the workplace occurs that could affect the safe operation of the forklift (change in scope of operation).
- If an Operator has previously received training in a topic required, and such training is appropriate to the forklift and working conditions, additional training will not be required if the Operator has been evaluated and found competent to operate the forklift safely.

Forklift Safe Operating Procedures & Rules

- Only authorized and trained personnel will operate forklifts
- If any of the following conditions apply to you, notify your supervisor or management immediately to avoid the potential of injury to yourself or a co-worker:
 - Vision problems that cannot be corrected by glasses or contacts
 - Hearing loss that cannot be corrected with hearing aids
 - Physical impairments that would impair safe operation
 - Neurological disorders that affect balance or consciousness
 - Under medication that affects perception, vision or physical abilities
- Stunt driving and horseplay are prohibited.
- All forklifts will be equipped with a headache rack, fire extinguisher, back-up alarm and seat belts
- Seat belts will be worn at all times by the Operator
- The Operator will perform daily pre- and post-trip inspections.

- Any safety defects (such as hydraulic fluid leaks; defective brakes, steering, lights, or horn; and/or missing fire extinguisher, lights, seat belt, or back-up alarm) will be reported for immediate repair or have the forklift taken "Out of Service."
- Operators will follow the proper recharging or refueling safety procedures.
- Loads will be tilted back and carried no more than 6 inches from the ground. Loads that restrict the Operator's vision will be transported backwards.
- Forklifts will travel no faster than 5 mph or faster than a normal walk.
- Hard hats will be worn by forklift Operators in high lift areas.
- Operator will sound horn and use extreme caution when meeting pedestrians, making turns and cornering.
- Passengers may not ride on any portion of a forklift. "NO PASSENGERS" decals will be affixed on all forklifts.
- If forklifts are used as a man lift, an appropriate man lift platform (cage with standard rails and toe-boards) will be used.
- Aisle will be maintained free from obstructions, marked and wide enough (6 ft. minimum) for vehicle operation.
- Lift capacity will be marked on all forklifts. Operator will assure load does not exceed rated weight limits.
- When un-attended, forklifts will be turned off, forks lowered to the ground and parking brake applied.
- All forklifts (with exception of pallet jacks) will be equipped with a multi-purpose dry chemical fire extinguisher. (Minimum rating; 2A:10B:C)
- Operators are instructed to report all accidents, regardless of fault and severity, to Management. Management will conduct an accident investigation.

Operations

- If at any time a forklift is found to be in need of repair, defective, or in any way unsafe, it shall be taken out of service until it has been restored to safe operating condition.
- Trucks shall not be driven up to anyone standing in front of a bench or other fixed object.
- No person shall be allowed to stand or pass under the elevated portion of any truck, whether loaded or empty.
- Arms or Legs shall not be placed between the uprights of the mast or outside the running lines of the truck.
- When a forklift is left unattended, load engaging means shall be fully lowered, controls shall be neutralized, power shall be shut off, and brakes set. Wheels shall be blocked if the truck is parked on an incline.
- A safe distance shall be maintained from the edge of ramps or platforms while on any elevated dock, or platform or freight car. Trucks shall not be used for opening or closing freight doors.
- There shall be sufficient headroom under overhead installations, lights, pipes, sprinkler system, etc.
- An overhead guard shall be used as protection against falling objects. It should be noted that an overhead guard is intended to offer protection from the impact of small packages, boxes, bagged material, etc., representative of the job application, but not to withstand the impact of a falling capacity load.
- A load backrest extension shall be used whenever necessary to minimize the possibility of the load or part of it from falling rearward.
- Trucks cannot be parked where they will block fire aisles, access to stairways, or fire equipment.
- Fixed jacks may be necessary to support a semi-trailer and prevent upending during the loading or unloading when the trailer is not coupled to a tractor.

Traveling

- All traffic regulations shall be observed, including authorized speed limits. A safe distance shall be maintained approximately three truck lengths from the truck ahead, and the truck shall be kept under control at all times.
- The right of way shall be yielded to ambulances, fire trucks, or other vehicles in emergencies.
- Other trucks traveling in the same direction at intersections, blind spots, or other dangerous locations shall not be passed.
- The driver shall be required to slow down and sound the horn at cross aisles and other locations where vision is obstructed. If the load being carried obstructs forward view, the driver shall be required to travel with the load trailing.
- Railroad tracks shall be crossed diagonally wherever possible. Parking closer than 8 feet from the center of railroad tracks is prohibited.
- The driver shall be required to look in the direction of and keep a clear view of the path of travel.
- Grades shall be ascended or descended slowly. When ascending or descending grades in excess of 10 percent, loaded trucks shall be driven with the load upgrade. On all grades, the load and load engaging means shall be tilted back, if applicable, and raised only as far as necessary to clear the road surface.
- Under all travel conditions, the truck shall be operated at a speed that will permit it to be brought to a stop in a safe manner.
- Stunt driving and horseplay shall not be permitted.
- The driver shall be required to slow down for wet and slippery floors.
- Dock board or bridge plates shall be properly secured before they are driven over. Dock board or bridge plates shall be driven over carefully and slowly, and their rated capacity never exceeded.
- Running over loose objects on the roadway surface shall be avoided.
- While negotiating turns, speed shall be reduced to a safe level by means of turning the hand steering wheel in a smooth, sweeping motion. Except when maneuvering at a very low speed, the hand steering wheel shall be turned at a moderate, even rate.

Loading

- Only stable or safely arranged loads shall be handled. Caution shall be exercised when handling off-center loads that cannot be centered.
- Only loads within the rated capacity of the truck shall be handled.
- The long or high (including multiple-tiered) loads that may affect capacity shall be adjusted.
- Trucks equipped with attachments shall be operated as partially loaded trucks when not handling a load.
- A load engaging means shall be placed under the load as far as possible; the mast shall be carefully tilted backward to stabilize the load.
- Extreme care shall be used when tilting the load forward or backward, particularly with high tiering loads. Tilting forward with load engaging means elevated shall be prohibited except to pick up a load. An elevated load shall not be tilted forward except when the load is in a deposit position over a rack or stack. When stacking or tiering, only enough backward tilt to stabilize the load shall be used.

Maintenance of Forklifts

If any deficiencies are noted, the unit is to be tagged and placed OUT OF SERVICE until the problem has been corrected. It is the Operators responsibility to notify the immediate supervisor and fill out a maintenance request.

- Any forklift not in safe operating condition shall be removed from service. Authorized personnel shall make all repairs.
- Those repairs to the fuel and ignition systems of industrial trucks that involve fire hazards shall be conducted only in locations designated for such repairs.
- Trucks in need of repairs to the electrical system shall have the battery disconnected before such repairs.

- Any part of an industrial truck that requires replacement will be replaced only by parts equivalent to those used in the original design.
- Industrial trucks shall not be altered so that the relative positions of the various parts are different from what they were when originally received from the manufacturer, nor shall they be altered either by the addition of extra parts not provided by the manufacturer or by the elimination of any parts. Additional counterweighting of fork trucks shall not be done unless approved by the truck manufacturer.
- Industrial trucks shall be examined before being placed in service and shall not be placed in service if the examination shows any condition adversely affecting the safety of the vehicle. Such examination shall be made at least daily. Where industrial trucks are used on a round-the-clock basis, they shall be examined before use each shift. Defects, when found, shall be immediately reported and corrected.
- When the temperature of any part of any truck is found to be in excess of its normal operating temperature, thus creating a hazardous condition, the vehicle shall be removed from service and not returned to service until the cause for such overheating has been eliminated.
- Industrial trucks shall be kept in a clean condition, free of lint, excess oil, and grease. Noncombustible agents should be used for cleaning trucks. Low flash point (below 100 deg. F.) solvents shall not be used. High flash point (at or above 100 deg. F.) solvents may be used.

Fueling Safety

- Fuel tanks shall not be filled while the engine is running. Spillage shall be avoided.
- Spillage of oil or fuel shall be carefully washed away or completely evaporated and the fuel tank cap replaced before restarting engine.
- No truck shall be operated with a leak in the fuel system until the leak has been corrected.
- Open flames shall not be used for checking electrolyte level in storage batteries or gasoline level in fuel tanks.

Hand Tools

- Always use the right tool for the job. Do not substitute one tool for another.
- Ensure that tools are clean and sharpened (if applicable). Always check the quality and condition of a tool before using it.
- Never use tools with split, broken, or loose handles.
- Never attempt to alter the original design of a tool for a specific use.
- Carry tools in a box or tool belt, never in your clothing.
- When cutting material, always place it on a flat surface. Never use your leg or other body part to support the object. Always cut away from you, rather than towards you.

Hazard Communication

- Use warning labels to identify hazardous materials and use hazards associated with them.
- Read all labels carefully to determine the recommended safety precautions.
- Know where the Safety Data Sheets (SDSs) are located. Read and use the SDSs of the products you use to understand, determine, and apply the safety precautions, personal protective equipment, and the type of hazards associated with the use and storage of the material.
- Wear all required personal protective equipment when working with hazardous materials.
- Know how to fit, clean, and store the personal protective equipment.
- Use established engineering methods to control exposures as instructed. Engineering controls helps reduce exposure to hazardous materials.
- Follow all safe work practices when using or handling hazardous chemicals. If in doubt, ask your Supervisor for help.

- Know where the company's written hazard communication program is kept for employee access and read it. The written program clearly outlines the purpose and intent of the Hazard Communication Policy.

Hearing Conservation

Hearing conservation programs are required by law to be implemented where noise levels can expose employees to hearing damage. The following steps are designed to enable each facility to ascertain its exposures and implement an effective hearing conservation program, if need.

- Determine noise areas by conducting sound level test to ascertain noise exposures that are 85 dB or greater. To accomplish this step, use the "A" scale of a standard sound level meter at slow response. This can be done in-house or by contracting with an industrial hygiene or safety consultant.
- Where sound levels are found to be 85 dB or above on an eight-hour time-weighted average (TWA), implement a program to reduce such levels below 85 dB, where possible, or to provide hearing protection, where reduction is not possible.

Heat Illness

Exposure to heat can cause illness and death. The most serious heat illness is heat stroke. Other heat illnesses, such as heat exhaustion, heat cramps and heat rash, should also be avoided.

There are precautions that can be taken any time temperatures are high and the job involves physical work.

Risk Factors

- High temperature & humidity, direct sun exposure, no breeze or wind
- Heavy physical labor
- No recent exposure to hot workplaces
- Low liquid intake
- Waterproof clothing

Preventative measures

- Establish complete heat illness prevention program
- Provide training about hazards leading to heat stress and how to prevent them
- Provide a lot of cool water to workers close to the work area; at least one pint of water per hour is needed
- Modify work schedules and arrange frequent rest periods with water breaks in shaded or air-conditioned areas
- Gradually increase workloads and allow more frequent breaks for workers new to the heat or those that have been away from work to adapt to working in the heat (acclimatization)
- Designate a responsible person to monitor conditions and protect workers who are at risk of heat stress
- Consider protective clothing that provides cooling

How to protect workers

- Know signs/symptoms of heat illnesses; monitor yourself; use a buddy system.
- Block out direct sun and other heat sources.
- Drink plenty of fluids. Drink often and BEFORE you are thirsty. Drink water every 15 minutes.
- Avoid beverages containing alcohol or caffeine.
- Wear lightweight, light colored, loose-fitting clothes.

What to do when worker is ill from heat

- Call supervisor for help; if not available, call 911
- Have someone stay with the worker until help arrives
- Move the worker to a cooler/shaded area
- Remove outer clothing

- Fan and mist the worker with water; apply ice
- Provide cool drinking water, if able to drink

Housekeeping

- During the course of construction all form and scrap lumber with protruding nails, and all other debris shall be kept reasonably cleared from work areas.
- Do not permit tools or cords to be left in walkways.
- Dispose of refuse and debris daily.
- The ground area within 6 ft of a building under construction shall be reasonably free from irregularities.
- Smoke only in designated areas.
- Store oily rags in self-closing and approved (ANSI, NFPA, MSHA, standards) metal containers.
- All rebar must be capped when there is potential for impalement.
- Keep all electrical equipment free of dust, dirt, and other materials that could interfere with safe operation.
- Ensure that employees maintain clean and orderly work areas.
- For any task that is innately messy, clean up immediately after the task is completed.
- All stacked material must be set on firm, stable surfaces, and there is clearance for equipment and workers around the stacked material.
- Dispose of any hazardous waste, such as oils, paints, thinners, solvents, and spray cans according to local, state, and federal regulations.
- Keep flammable substances in covered fire-resistant containers.
- Maintain an employee awareness program that encourages the reporting of hazardous conditions and unsafe work practices.
- Housekeeping in and around elevators is critical. Ensure that:
 - Hoist-ways and pits are kept free of debris and are not used as storage areas
 - Adequate lighting is maintained in the elevator pits at floor level
 - Machine rooms are not used as thoroughfares, are not used to store unauthorized items, are kept neat and orderly, and are equipped with a suitable fire extinguisher at the doorway.
 - Passenger and freight elevators are kept in good, clean condition to prevent injuries while loading or unloading cars.

Ladder Safety

- Before using any ladder, check its condition. Make sure there are no broken, cracked, or missing rails and that rungs are not slippery from grease or oil.
- Check for damage or corrosion on metal ladders.
- All metal ladders are required to be marked “CAUTION – DO NOT USE AROUND ELECTRICAL EQUIPMENT”.
- Wood ladders are required to be treated with a suitable varnish or wood preservative. Do not paint wood ladders because the paint will hide defects and/or damages.
- If a ladder is in poor condition, do not use it. Report the problem immediately and tag it “UNSAFE.”
- Ladders must be stored in designated storage areas only.
- A competent person should periodically inspect all ladders and remove damaged ladders from use until they are repaired.
- When choosing and using a ladder, keep the following in mind:
- Choose the appropriate type and size ladder for the job, including correct fittings, and safety feet.
- Choose the appropriate height of the ladder for the job. Do not use a ladder that would require you to climb higher than the 2nd rung from the top of a stepladder or the 3rd rung on an extension ladder.

- Near electrical conductors or equipment, use only ladders with non-conductive side rails.
- Set the ladder on solid footing, against a solid support.
- Before climbing on a stepladder, ensure that it is fully opened and the metal spreader is locked. Never stand on the top step.
- Place the base of a straight ladder out away from the wall or edge of the upper level about 1 foot for every 4 feet of vertical height.
- Be sure straight ladders are long enough so that the side rails extend above the top support point by at least 36 inches.
- Never try to increase the height of a ladder by standing it on other objects, such as boxes or barrels, or by splicing two ladders together.
- Portable ladders should be tied, blocked or otherwise secured to prevent movement.
- Do not leave straight ladders unattended, especially when used outdoors, unless they are anchored at the top and the bottom.
- Keep ladders away from doorways or walkways, unless they can be protected by barriers,
- Keep the area around the top and base of the ladder clear. Do not run hoses, extension cords, or ropes on a ladder or anything that could create obstructions.
- To avoid slipping on a ladder, check your shoes for oil, grease, or mud and wipe it off before climbing.
- Climb the ladder carefully, facing it and using both hands. Use a tool belt or hand line to carry materials.
- Most ladders are designed to hold only one person at a time. Two people could cause the ladder to fall or be thrown off balance
- Do not lean out to the side when you are on a ladder. If something is out of reach, get down and move the ladder
- Ladders should never be used sideways as platforms, runways, or scaffolds.

Lifting Procedures

- Before you proceed to lift and move an object, make sure your path of travel is free of debris and obstacles that could cause you to trip and fall.
- Do not attempt to lift objects over 100 pounds, or large objects that cannot be easily balanced, without assistance.
- Remove mud or grease from your hands and feet before lifting and carrying objects.
- Inspect objects for sharp edges, corners, or nails.
- When you prepare to lift an object—NEVER bend at the waist!
 - Get close to the load
 - Bend your knees and squat down
 - Tighten your stomach muscles (do not hold your breath)
 - Keep your back aligned as much as possible
 - Make sure you have a secure grip and solid footing
 - Lift with your leg muscles—NOT your back!
 - Lift smoothly—DO NOT jerk your body when lifting! (Hint: If you have to jerk your body to lift something, chances are it is too heavy, and you should have asked for help!)
- Keep the load close to your body to minimize the strain.
- When carrying or setting down an object—pivot with your feet, NOT your back!
- Use hand-trucks and other mechanical aids when possible.
- When the load is too heavy or awkward—Ask for help!
- If lifting an object with another employee, establish signals for moving and setting down the object

Material Handling

- Don't move it twice if once will do; plan your work
- Don't try to lift objects which may be beyond your physical capacity and training; get help or use a machine or hand truck
- Use gloves, aprons, or pads when handling materials which are rough, sharp, hot, or cold, or which are covered with hazardous substances
- When moving a load, be sure you can see where you are going. Check for obstructions or tripping hazards that are in the direction you will be moving
- When carrying long objects like pipe or lumber, keep the leading end just above head height
- When lifting heavy objects from the floor, kneel on one knee, roll or tip the object onto the other knee, then pull the load next to your stomach and stand up; use reverse procedure to set a load down
- Pile material on a strong, level base. Interlock so the pile won't come apart. Chock round stock so it can't roll

Office Personnel

- Report all safety hazards to Management for correction.
- Keep desk and work areas clean and orderly.
- Wipe up spills immediately to prevent slips and falls.
- Keep electrical and telephone cords out of aisles.
- Keep all drawers closed when not in use. Never open more than one file drawer at a time.
- Store heavy items at waist level in order to avoid unnecessary reaching or bending when lifting is required.
- Be attentive when using scissors, paper cutters, staples, and other sharp items that could cause unnecessary cuts and lacerations.
- Keep floor clear of sharp objects and other debris that could result in injury.
- Do not overload electrical circuits.
- Know where fire extinguishers and emergency exits are located.
- Learn the proper procedures for reporting fires and other emergencies.
- All equipment that has moving parts (i.e., copy machines, blue print copiers, and printers) should be properly guarded to prevent hands, hair, and clothing from being caught in the moving parts.
- When using video display terminals (VDT's), position the VDT so that there are no reflections from bright lights and windows. Request a non-glare screen, if needed.
- Avoid musculoskeletal stress by taking your breaks, stretching exercises and practicing correct posture. Report any concerns or required workspace corrections to your Supervisor.
- Always be on guard for conditions and practices that could result in an injury occurring.
- All office personnel are required to adhere to the vehicle safety program, as applicable.

Power Tools

- Know how to properly use the tool you are working with. If you have not been properly trained to use a specific power tool, let your supervisor know. Superintendents are responsible for ensuring that employees who are assigned tasks requiring the use of a power tool have experience using it, and know the safety precautions required. New employees will be monitored closely to ensure that they are properly trained.
- Employees need to maintain concentration when using power tools to avoid costly mistakes resulting in injury or damage of property.

- Do not use a power tool that is not working properly, or if safety device/guard is not functioning. Tag defective equipment with “DO NOT USE” note and notify your supervisor immediately!
- Guards must be in place and adjusted before the tool is used.
- Power source must be disconnected before accessories are adjusted or changed.
- Never lift a power tool by the cord.
- Power cords must be in good repair, with no splice, no tape, and with electrical plugs appropriately attached in accordance with manufacturer’s standards.
- Use only acceptable power cords on job. (NO household cords)
- Make sure the tool is plugged into grounded electrical circuits, when required.
- Use a low-voltage power supply, which reduces shock potential, when possible.
- Use double insulated tools that are designed to prevent electric current from returning to ground through the operator in the event of an electrical fault.
- Use ground fault circuit interrupters at the power supply to provide another level of electrical safety.
- Use the lift-lug on power saws to raise blade guards. Never tie or wedge back the guard.
- Do not attempt to repair electric equipment, unless you are qualified to do so.
- Never use tools with cords that are frayed or missing insulation.
- Do not leave cords of portable and electric tools where vehicles or equipment could run over them.
- Do not store tools in an overhead location where there is a chance that the cord or hose, if pulled, will cause the tool to fall.
- Power lines across aisles should be rerouted to avoid trip hazards.
- Stud guns are to only be used by properly licensed employees.
- PPE should be worn as appropriate when using power tools. Protection for eyes is mandatory. Hearing protection is often needed when employees are using excessively loud tools. Gloves are appropriate where hand injuries could occur.
- All tools must be placed on a maintenance and inspection schedule to ensure that the tools are always safe to use. Such a schedule is often best complied with when the tools are returned after each use. In this way, the tools are inspected and repaired, if necessary, before the next use.

Scaffolds

- Follow the manufacturer’s instruction when erecting the scaffold
- Do not work on scaffolds outside during stormy or windy weather
- Do not climb on scaffolds that wobble or lean to one side
- Initially inspect scaffold prior to mounting. Do not use a scaffold if any pulley, block, hook, or fitting is visibly worn, cracked, rusted, or otherwise damaged. Do not use a scaffold if any rope is frayed, torn, or visibly damaged
- Do not use any scaffold tagged “out of service”
- Do not use unstable objects such as barrels, boxes, loose brick, or concrete blocks to support scaffolds or planks
- Do not work on platforms or scaffolds unless they are fully planked
- Do not use a scaffold unless guardrails and all flooring are in place
- Level the scaffold after each move. Do not extend adjusting leg screws more than 12 inches
- Do not walk or work beneath a scaffold unless a wire mesh has been installed between the midrail and the toeboard or planking
- Use safety belts and lanyards when working on scaffolding at a height of 10 feet or more above ground level. Attach the lanyard to a secure member of the scaffold
- Do not climb the cross braces for access to the scaffold; use a ladder
- Do not jump from, to, or between scaffolding
- Do not slide down cables, ropes, or guys used for bracing

- Keep both feet on the decking; do not sit or climb on the guardrails
- Do not lean out from the scaffold; do not rock the scaffold
- Keep the scaffold free of scraps, loose tools, tangles lines, and other obstructions
- Do not throw anything “overboard” unless a spotter is available. Use debris chutes or lower things by hoist or hand
- Do not move a mobile scaffold with anyone on the scaffold
- Lock and chock the wheels on rolling scaffolds before using the scaffold

Slips, Trips, & Falls

- Wear safe, strong shoes, which are in good repair
- Watch where you step; be sure your footing is secure
- Don’t get in an awkward position; keep control of your movements at all times
- Pick up litter; don’t let tripping hazards exist
- Install cables, extension cords, and hoses so they don’t trip you
- If you must climb to reach something, use a sound ladder, set in properly secured – top and bottom. Chairs are not ladders
- When climbing, face the ladder and use both hands
- When reaching from a ladder, keep your shoulder inside the vertical stringer; if you must reach further than this, move the ladder first
- Walk, don’t run

Silica

Concrete and masonry products contain sand and rock containing silica. Since these products are primary materials for construction, construction workers may be easily exposed to respirable crystalline silica during activities such as the following:

- Chipping, hammering, and drilling of work
- Crushing, loading, hauling, and dumping of rock.
- Abrasive blasting using silica sand as the abrasive.
- Abrasive blasting of concrete (regardless of abrasive used).
- Sawing, hammering, drilling, grinding, and chipping of concrete or masonry.
- Working with vermiculite and perlite.
- Demolition of concrete and masonry structures.
- Dry sweeping or pressurized air blowing of concrete, rock, or sand dust.
- Even materials containing small amounts of crystalline silica may be hazardous if they are used in a way that produce high dust concentrations.

Safety Tips:

- Recognize when silica dust may be generated and plan ahead to eliminate or control the dust at the source. Awareness and planning are keys to preventing silicosis
- Use engineering controls and containment methods such as wet drilling or wet sawing of silica- containing materials to control the hazard and protect adjacent workers from exposure
- Routinely maintain dust control systems to keep them in good working order
- Practice good personal hygiene to avoid unnecessary exposure to other worksite contaminants such as lead.
- Employees performing activities generating silica dust shall respect coworkers by minimizing dust through wet applications or working downwind.
- Wear disposable or washable protective clothes at the worksite.
- If possible, change into clean clothes before leaving worksites to prevent contamination of cars, homes, and other work areas.
- Conduct air monitoring to measure worker exposures and ensure that controls are providing adequate protection for workers.
- Use adequate respiratory protection when source controls cannot keep silica exposures below the limits.

- Provide periodic medical examinations for all workers who may be exposed to respirable crystalline silica if exposure is above the P.P.M. limits.
- Post warning signs to mark work areas that may generate respirable crystalline silica.
- Provide workers with training that includes health effects, work practices, and protective equipment for respirable crystalline silica.
- Provide information in the MSDS logbook on exposure to silica.
- Do not eat, drink, use tobacco products, or apply cosmetics in areas where there is dust containing crystalline silica.
- Wash hands and face before eating, drinking, smoking, or applying cosmetics outside the exposure area.

Stucco Application

- Do not use a metal ladder on rooftops or within 10 feet of electrical power lines
- Do not block the walking surfaces of elevated working platforms, such as scaffolds, with tools or materials that are not being used
- When working outdoors, drink plenty of fluids and keep shirts on to avoid dehydration and sunburn

Trenching & Shoring

Excavation and trenching are among the most hazardous construction operations. OSHA defines an excavation as any man-made cut, cavity, trench, or depression in the earth's surface formed by earth removal. A trench is defined as a narrow underground excavation that is deeper than it is wide and is no wider than 15 feet (4.5 meters).

Protect Yourself

Do not enter an unprotected trench! Trenches 5 feet (1.5 meters) deep or greater require a protective system unless the excavation is made entirely in stable rock. Trenches 20 feet (6.1 meters) deep or greater require that the protective system be de-signed by a registered professional engineer or be based on tabulated data prepared and/ or approved by a registered professional engineer.

Protective Systems

There are different types of protective systems. Sloping involves cutting back the trench wall at an angle inclined away from the excavation. Shoring requires installing aluminum hydraulic or other types of supports to prevent soil movement and cave-ins. Shielding protects workers by using trench boxes or other types of supports to prevent soil cave-ins. Designing a protective system can be complex because you must consider many factors: soil classification, depth of cut, water content of soil, changes due to weather or climate, surcharge loads (e.g., spoil, other materials to be used in the trench) and other operations in the vicinity.

Competent Person

OSHA standards require that trenches be inspected daily and as conditions change by a competent person prior to worker entry to ensure elimination of excavation hazards. A competent person is an individual who is capable of identifying existing and predictable hazards or working conditions that are hazardous, unsanitary, or dangerous to employees and who is authorized to take prompt corrective measures to eliminate or control these hazards and conditions.

Access & Egress

OSHA requires safe access and egress to all excavations, including ladders, steps, ramps, or other safe means of exit for employees working in trench excavations 4 feet (1.22 meters) or deeper. These devices must be located within 25 feet (7.6 meters) of all workers.

General Trenching & Excavation Rules

- Keep heavy equipment away from trench edges
- Keep surcharge loads at least 2 feet (0.6 meters) from trench edges
- Know where underground utilities are located
- Test for low oxygen, hazardous fumes and toxic gases

- Inspect trenches at the start of each shift
- Inspect trenches following a rainstorm
- Do not work under raised loads

Vehicle Safety

Federal and State laws require that that you may not drive a vehicle unless you are satisfied that it is in a safe operating condition. Employees must inspect their vehicle before operation and report any defects or unsafe conditions noted. Vehicles found to be defective or unsafe cannot be driven. During work, monitor the condition of the vehicle components that may affect the safety of vehicle. Never continue to drive a vehicle if you are not sure that it is safe.

- All employees operating a company vehicle must have a valid driver's license, and maintain an acceptable driving record. An acceptable driving record is defined as having no more than two (2) points issued by the California Department of Motor Vehicles (DMV). Citations for DUI's, reckless driving, or other major violations are not acceptable
- The class of license must be appropriate for the class of vehicle being driven
- Seat belts are to be used at all times, by driver and passenger(s)
- Use of a company vehicle is strictly limited to work related activities only
- All company vehicles are to be driven by employees only, and may not be used for personal use
- Do not use cell phones while driving

Welding

- Always wear a proper face shield
- Always wear close-toed shoes
- Always wear a long-sleeved, non-flammable shirt
- Always wear proper welding gloves
- Always wear ear protection to prevent sparks from entering your ear canal
- Never weld on or near anything that's been cleaned with a chlorinated hydrocarbon like brake-cleaner
- If you burn yourself, immediately douse with cold water
- Make sure the weld area is free from all flammable materials
- Do not wear clothing or gloves that have been exposed to flammable liquids
- Before turning on welding machine, make sure there are no puddles of water on the floor around the weld bench or machine
- Make sure machine is dry, including main box, torch, pedal, and plug
- Cylinders must always remain upright and never be placed horizontally
- Cylinders must be secured with a non-combustible material to an immovable object to prevent from falling
- Cylinders must be securely capped when moving