

SAFETY PROGRAM

**BLU SKY
HEADQUARTERS**

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COMMITMENT TO SAFETY AND HEALTH RULES

The company's primary objectives are to ensure the safety and health of our employees, and to protect company property. Our goal is to provide safe and healthful working conditions for all company employees

While held to a minimum, the rules throughout this safety program address behaviors and work practices that can lead to accidents and injuries.

Each Employee should become familiar with and follow all Safety Rules. Supervisors must enforce Safe Work practices through strict adherence to Safety Rules.

Employer Duties

- Keep the workplace free from hazards
- Inform employees of how to protect themselves against hazards that cannot be controlled
- Conduct regular jobsite safety inspections
- Have someone trained in first aid on site if you have no emergency response service nearby

Employee Duties

- Follow all safety rules
- Wear and take care of personal protective equipment
- Make sure all safety features for tools and equipment are functioning properly
- Don't let your work put another worker in danger
- Replace damaged or dull hand tools immediately
- Avoid horseplay, practical jokes, or other activities that create a hazard
- Don't use drugs or alcohol on the job
- Report any unsafe work practice and any injury or accident to your supervisor

Most accidents can be prevented if everyone uses assigned safety equipment and follows the established safety rules. To operate a safe and successful business, we must work as a team. Remember to—

THINK SAFETY FIRST!

Communication of Safety Rules

Communication of safety rules is accomplished by:

- Discussion during New Hire Orientation
- Published in this Safety Program
- Posting throughout the workplace
- Refresher training
- On-the-spot corrections and reinforcement by supervisors

ENFORCEMENT OF SAFETY AND HEALTH RULES

The company's enforcement clause is as follows: "Any employee who, in the company's judgment, knowingly commits an unsafe act or creates an unsafe condition, disregards the safety policy, or is a repeated safety or health offender, will be discharged."

Grounds for immediate discharge:

- Not using fall protection equipment when there is a potential fall
- Removing and or making inoperative safety guards to tools and equipment
- Removing barriers and not replacing them
- Failure to notify employer of a hazardous situation
- Failure to follow recognized industry practices
- Engaging in dangerous horseplay
- Drinking and or drug abuse
- Possessing firearms and or other weapons
- Fighting
- Theft or damage to property
- Failure to use Personal Protective Equipment, i.e.; Hard Hats, Hearing protection, Eye protection, appropriate clothing, Fall protection, equipment appropriate for job and condition
- Other Job Specific: _____

FIRST AID AND MEDICAL TREATMENT

First aid supplies are provided on the job site. Qualified personnel are available to render minor treatment and to maintain required records.

- Report all injuries immediately, no matter how minor, to your supervisor and or job site. Treatment will be forthcoming and the incident will be recorded.
- You must notify your supervisor and or the job site prior to leaving the job site because of an injury or illness, whether personal or work related.
- All medical treatment for work related injuries must be obtained from the medical treatment facility authorized for the job site, unless you have received **PRIOR WRITTEN AUTHORIZATION** from the management to use another facility.
- Prior to returning to work after a lost time injury or illness, you must present a medical clearance to the job site 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 or safety department. 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.

Post Accident Substance Abuse Evaluations

For all accidents that result in injuries or property damage or that requires off-site medical attention and/or evaluation, a Drug and Alcohol screening will be conducted in accordance with procedures provided by the State Worker's Compensation Program. This screening is part of the company Drug Free Workplace Program.

PERSONAL PROTECTIVE EQUIPMENT

The company provides all Employees with required PPE to suit the task and known hazards. This section covers the requirements for Personal Protective Equipment with the exception of PPE used for hearing conservation and respiratory protection, which are covered under separate sections.

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 MSDS sheets or Tool Manufacturers 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 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 section covers items not discussed in other areas and is not intended to cover all specific housekeeping requirements. Good housekeeping efforts are a part of the company fire prevention and accident prevention program.

Hazard

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.

STAIRWAYS

- Install permanent or temporary guardrails on stairs before stairs are used for general access between levels to prevent someone from falling or stepping off edges.
- 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.

FLOOR AND WALL OPENINGS

- Approved guardrails or covers must protect floor openings and/or holes. If covers are used, they must be imposed upon them 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.

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.

- Keep manufactured and job-made 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 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 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.
- Always move the ladder to avoid over reaching.
- Do not splice together short ladders to make a longer ladder.
- Stepladders must be fully opened to permit the spreader to lock.
- 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.

SCAFFOLDS

General

- Provide safe access to get on and off scaffolds and work platforms safely. Use ladders safely.
- Keep scaffolds and work platforms free of debris. Keep tools and materials as neat as possible on scaffolds and platforms. These practices will help prevent materials from falling and workers from tripping.
- Erect scaffolds on firm and level foundations.
- Finished floors will normally support the load for a scaffold or work platform and provide a stable base.
- Place scaffold legs on firm footing and secure from movement or tipping, especially surfaces on dirt or similar surfaces.
- Erect and dismantle scaffolds only under the supervision of a competent person.
- Each scaffold must be capable of supporting its own weight and 4 times the maximum intended load.
- The competent person must inspect scaffolds before each use.
- Use manufactured base plates or mudsills made of hardwood or equivalent to level or stabilize the footings. Don't use blocks, bricks, or pieces of lumber.

Safe Scaffold Use

DO NOT use damaged parts that affect the strength of the scaffold.

DO NOT allow employees to work on scaffolds when they are feeling weak, sick, or dizzy.

DO NOT work from any part of the scaffold other than the platform.

DO NOT alter the scaffold.

DO NOT move a scaffold horizontally while workers are on it, unless it is a mobile

scaffold and the proper procedures are followed.

DO NOT allow employees to work on scaffolds covered with snow, ice, or other slippery materials.

DO NOT erect, use, alter, or move scaffolds within 10 feet of overhead power lines.

DO NOT use shore or lean-to scaffolds.

DO NOT swing loads near or on scaffolds unless you use a tag line.

DO NOT work on scaffolds in bad weather or high winds unless the competent person decides that doing so is safe.

DO NOT use ladders, boxes, barrels, or other makeshift contraptions to raise your work height.

DO NOT let extra material build up on the platforms.

DO NOT put more weight on a scaffold than it is designed to hold.

Planking

- Fully plank a scaffold to provide a full work platform or use manufactured decking. The platform decking and/or scaffold planks must be scaffold grade and must not have any visible defects.
- Keep the front edge of the platform within 14 inches of the face of the work.
- Extend planks or decking material at least 6 inches over the edges or cleat them to prevent movement. The work platform or planks must not extend more than 12 inches beyond the end supports to prevent tipping when workers are stepping or working.
- Be sure that manufactured scaffold planks are the proper size and that the end hooks are attached to the scaffold frame.

Scaffold Guardrails

- Guard scaffold platforms that are more than 10 feet above the ground or floor surface with a standard guardrail. If guardrails are not practical, use other fall protection devices such as safety harnesses and lanyards.
- Place the toprail approximately 42 inches above the work platform or planking with a midrail about half that high at 21 inches.
- Install toe boards when other workers are below the scaffold.

Rolling Scaffolds

- The height of rolling scaffolds must not exceed four times the minimum base dimension.
- The work platforms must be planked tight for the full width of the scaffold. Cleat the underside of the planks to prevent their movement.
- Caster brakes must be locked when the scaffold is not in motion.
- Get help when moving rolling scaffolds. Make certain that the route is clear. Watch for holes and overhead obstructions.
- Secure or remove all loose materials and equipment before moving scaffold.
- No one is allowed to ride rolling scaffolds.

Two Point Suspended Scaffolds (Swinging Stages)

- Each employee working from a two point suspended scaffold must be tied off to an independent safety line.
- Suspended scaffolds must not be less than 20 inches, nor more than 36 inches wide.
- Wire ropes used to suspend such scaffolds must have a factor six times the maximum intended load.
- Nonconductive insulating material must be placed over the suspension cables of each scaffold for protection when the chance of contact with an electric arc exists.

EXCAVATIONS

Hazards

The company requires a competent person on-site during excavation & trenching because of the numerous potential hazardous that may be encountered or created.

Hazards include:

- Electrocution
- Gas Explosion
- Entrapment
- Struck by equipment

- Suffocation

Hazard Controls

- Before any work is performed and before any employees enter the excavation, a number of items must be checked and insured:
- Before any excavation, underground installations must be determined. This can be accomplished by either contacting the local utility companies or the local "one-call" center for the area. All underground utility locations must be documented on the proper forms. All overhead hazards (surface encumbrances) that create a hazard to employees must be removed or supported to eliminate the hazard.
- If the excavation is to be over 20 feet deep, it must be designed by a registered professional engineer who is registered in the state where work will be performed.
- Adequate protective systems will be utilized to protect employees. This can be accomplished through sloping, shoring, or shielding.
- The worksite must be analyzed in order to design adequate protection systems and prevent cave-ins. There must also be an excavation safety plan developed to protect employees.
- Workers must be supplied with and wear any personal protective equipment deemed necessary to assure their protection.
- All spoil piles will be stored a minimum of four (4) feet from the sides of the excavation. The spoil pile must not block the safe means of egress.
- If a trench or excavation is 4 feet or deeper, stairways, ramps, or ladders will be used as a safe means of access and egress. For trenches, the employee must not have to travel any more than 25 feet of lateral travel to reach the stairway, ramp, or ladder.
- No employee will work in an excavation where water is accumulating unless adequate measures are used to protect the employees.
- A competent person will inspect all excavations and trenches daily, prior to employee exposure or entry, and after any rainfall, soil change, or any other time needed during the shift. The competent person must take prompt measures to eliminate any and all hazards.
- Excavations and trenches 4 feet or deeper that have the potential for toxic substances or hazardous atmospheres will be tested at least daily. If the atmosphere is inadequate, protective systems will be utilized.

- If work is in or around traffic, employees must be supplied with and wear orange reflective vests. Signs and barricades must be utilized to ensure the safety of employees, vehicular traffic, and pedestrians.

Competent Person Responsibilities

The OSHA Standards require that the competent person must be capable of identifying existing and predictable hazards in the surroundings, or working conditions which are unsanitary, hazardous, or dangerous to employees, and have authorization to take prompt corrective measures to eliminate them and, if necessary, to stop the work.

A competent person is required to:

- Have a complete understanding of the applicable safety standards and any other data provided.
- Assure the proper locations of underground installations or utilities, and that the proper utility companies have been contacted.
- Conduct soil classification tests and reclassify soil after any condition changes.
- Determine adequate protective systems (sloping, shoring, or shielding systems) for employee protection.
- Conduct all air monitoring for potential hazardous atmospheres.
- Conduct daily and periodic inspections of excavations and trenches.
- Approve design of structural ramps, if used.

Inspections

- Daily inspection of excavations, the adjacent areas and protective systems shall be made by the competent person for evidence of a situation that could result in a cave-in, indications of failure of protective systems, hazardous atmospheres or other hazardous conditions.
- All inspections shall be conducted by the competent person prior to the start of work and as needed throughout the shift.
- Inspections will be made after every rainstorm or any other increasing hazard.
- All documented inspections will be kept on file in the jobsite safety files and forwarded to the office.

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 section covers hand & power, pneumatic, powder driven, and hydraulic 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 returned 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, ask your foreman.
- Use GFCI protection at all times.

Pneumatic Tools

Pneumatic tools are powered by compressed air and include chippers, drills, hammers, 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.

Powder-Actuated Tool Safety:

- 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 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.

Hydraulic Power Tools

The fluid used in hydraulic power tools must be an approved fire-resistant fluid and must retain its operating characteristics at the most extreme temperatures to which it will be exposed. The manufacturer's recommended safe operating pressure for hoses, valves, pipes, filters, and other fittings must not be exceeded.

Jacks

All jacks - lever and ratchet jacks, screw jacks, and hydraulic jacks - must have a device that stops them from jacking up too high. Also, the manufacturer's load limit must be permanently marked in a prominent place on the jack and should not be exceeded.

A jack should never be used to support a lifted load. Once the load has been lifted, it must immediately be blocked up.

Use wooden blocking under the base if necessary to make the jack level and secure. If the lift surface is metal, place a 1-inch-thick hardwood block or equivalent between it and the metal jack head to reduce the danger of slippage.

To set up a jack, make certain of the following:

- the base rests on a firm level surface,
- the jack is correctly centered,
- the jack head bears against a level surface, and
- the lift force is applied evenly.

Proper maintenance of jacks is essential for safety. All jacks must be inspected before each use and lubricated regularly. If a jack is subjected to an abnormal load or shock, it should be thoroughly examined to make sure it has not been damaged.

Hydraulic jacks exposed to freezing temperatures must be filled with adequate antifreeze liquid.

ELECTRICAL SAFETY

This section 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.

Electricity "Flows" when a "Loop" (Circuit) is completed.

- A Loop is an uninterrupted path of electricity from power source to equipment and back.
- When a loop is completed, tools and machines are powered.
- By turning on a switch to a machine the loop 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, consult 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.

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 Interrupters" (GFI) provide additional safety.

- 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 GFI will cut off the power.

Following Safe Work Practices is critical when working around electricity.

- Remember that electricity can be dangerous.

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 all electrical equipment should be properly grounded.

- If you are using a "two-pronged" adapter, connect the ground wire.
- 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 repairperson.

"Qualified" 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.

Some of the things that we wear can conduct dangerous amounts of electricity straight to us.

- Key-chains, metal jewelry, metalized aprons, or head gear.
- Conductive materials should only be worn if they are insulated.

Often when working with and around electricity, you will need safety equipment.

- Insulated gloves.
- Other equipment.
- Talk to your supervisor about the right PPE for your job.

Some work environments have special hazards.

- These situations require extra caution.

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 Ground Fault Interrupters when working around water.

Confined Spaces can also cause electrical hazards.

- Use shields and barriers to avoid contact with energized power lines.
- Keep hinged doors and panels secure (so they don't swing you're into electrical lines).

Working around overhead power lines can also be dangerous.

- Always maintain a safe distance.

- If you are not experienced working with high voltage, you cannot come within 10 feet of a 50,000 volt line.
- Only “Qualified” 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 siderails.

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 “pinched”.
- Temporary lighting shall be hung by OSHA and Manufacturers standards.
- 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

Hazards

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.

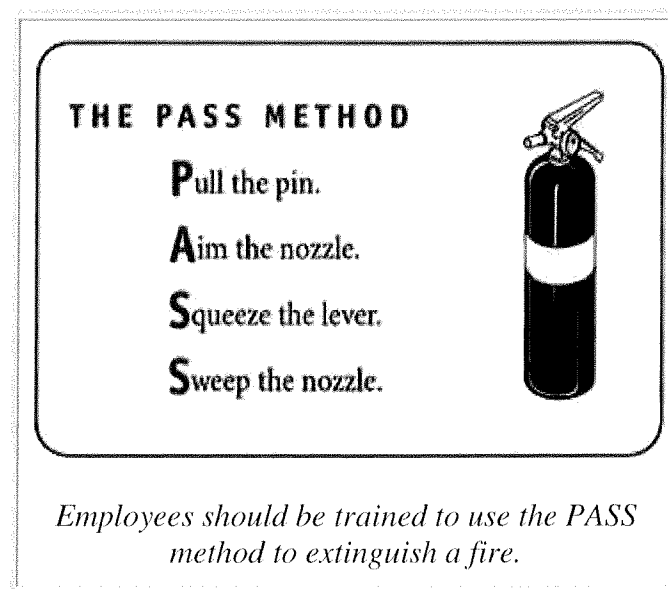
Class A fires involve materials such as wood, paper, and cloth which produce glowing embers or char.

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.



CRANE & HOIST SAFETY

Many types of cranes, hoists, and rigging devices are used for lifting and moving materials. It is our policy to maintain a safe workplace for its employees; therefore, it cannot be overemphasized that only qualified and licensed individuals shall operate these devices.

General Crane Safety Requirements

- Operators shall comply with the following rules while operating the cranes and hoists:
- Do not engage in any practice that will divert your attention while operating the crane.
- Respond to signals only from the person who is directing the lift or any appointed signal person. Obey a stop signal at all times, no matter who gives it.
- Do not move a load over people. People shall not be placed in jeopardy by being under a suspended load. Also, do not work under a suspended load unless the load is supported by blocks, jacks, or a solid footing that will safely support the entire weight. Have a crane or hoist operator remain at the controls or lock open and tag the main electrical disconnect switch.
- Ensure that the rated load capacity of a crane's bridge, individual hoist, or any sling or fitting is not exceeded. Know the weight of the object being lifted or use a dynamometer or load cell to determine the weight.
- Check that all controls are in the OFF position before closing the main line disconnect switch.
- If spring-loaded reels are provided to lift pendants clear off the work area, ease the pendant up into the stop to prevent damaging the wire.
- Avoid side pulls. These can cause the hoist rope to slip out of the drum groove, damaging the rope or destabilizing the crane or hoist.
- To prevent shock loading, avoid sudden stops or starts. Shock loading can occur when a suspended load is accelerated or decelerated, and can overload the crane or hoist. When completing an upward or downward motion, ease the load slowly to a stop.

General Rigging Safety Requirements

Only select rigging equipment that is in good condition. All rigging equipment shall be inspected annually; defective equipment is to be removed from service and destroyed to

prevent inadvertent reuse. The load capacity limits shall be stamped or affixed to all rigging components.

The following types of slings shall be rejected or destroyed:

- Nylon slings with
 - Abnormal wear.
 - Torn stitching.
 - Broken or cut fibers.
 - Discoloration or deterioration.
- Wire-rope slings with
 - Kinking, crushing, bird caging, or other distortions.
 - Evidence of heat damage.
 - Cracks, deformation, or worn end attachments.
 - Six randomly broken wires in a single rope lay.
 - Three broken wires in one strand of rope.
 - Hooks opened more than 15% at the throat.
 - Hooks twisted sideways more than 10deg. from the plane of the unbent hook.
- Alloy steel chain slings with
 - Cracked, bent, or elongated links or components.
 - Cracked hooks.
- Shackles, eyebolts, turnbuckles, or other components that are damaged or deformed.

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.
- Know the rated capacity of the crane and use accordingly.
- Ensure the stability of the crane.
- Use a tag line to control materials moved by a crane.
- Verify experience or provide training to crane and heavy 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.

VIOLENCE PREVENTION

The company recognizes that workplace violence is an occupational hazard and that a proactive approach in preventing workplace violence is necessary.

Policy

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 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.

Violence Prevention Assessment

Evaluate the physical layout of the facility. Check for and consider the following:

- External lighting to cover walkways and parking areas.
- Controlled access to all building entry points

- Video surveillance cameras at critical points
- Procedures for allowing access to the facility
- Number/gender of employees on-site between 10 p.m. and 5 a.m.
- Cash transactions conducted with the public during working hours
- Safe or lock-box on the premises for temporary cash deposits
- Security history of the establishment and surrounding areas.
- Physical security measures and barriers
- Work practices implemented to increase security
- Security training for employees
- Procedures to limit stress caused by workplace changes
- Application of an Employee Assistance Program
- Termination procedures
- Pre-hire screening procedures
- Quarterly audits of this program including corrective actions

EMERGENCY PROCEDURES

If an emergency occurred on a construction site 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 jobsite 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:

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

Chemical Emergencies

In the event of a chemical spill:

1. Notify personnel in the room/area of the spill to evacuate immediately.

2. Close windows and doors to the room/area of the spill and evacuate.
3. Call 911 and report the spill to the Fire Department.
4. Remove clothing and wash all parts of the body, which may have come in contact with the chemical using copious amounts of water.
5. 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.
6. 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:

1. Engage caller in conversation.
2. Be calm and, if possible, take notes of the conversation.
3. 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.
4. If possible have someone listen in on the call.
5. Check CALLER ID" or dial *69 to determine where call originated.
6. Call the Police by dialing 911.
7. Notify Superintendent