RIMROCK
CONSTRUCTION

SAFETY MANUAL
2025

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RIMROCK

At Rimrock Construction, ensuring the safety of our employees, along with any other visitors to our job sites or offices, is a company value that is invested and embedded in the way we perform our business.

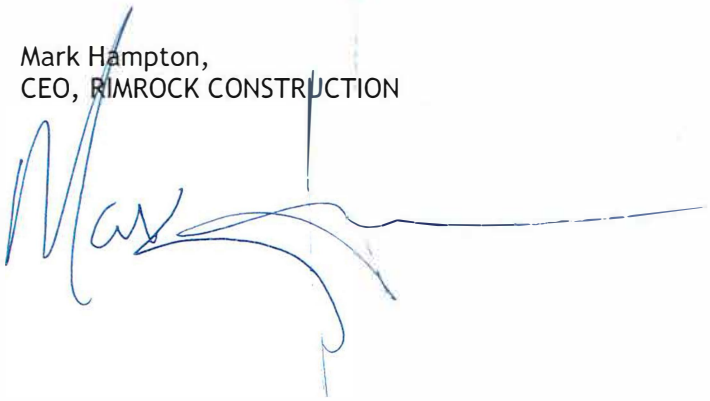
We believe that safety is everybody's responsibility, at all times, and on every job. Our goal is to create and sustain an environment and culture where everybody understands, accepts, and actively shares in this responsibility - knowing that the lives that we are affecting extend well beyond our own.

To this end, Rimrock Construction commits that every reasonable effort shall be made in the interest of accident prevention to provide for safe and healthy working conditions, to eliminate hazards that can cause injury to workers or damage to property and equipment, and to promote a culture of shared responsibility and accountability.

We will work with our employees, subcontractors, clients and suppliers in a spirit of consultation and co-operation to achieve this purpose. In addition, we will work with our employees, safety representatives, and any applicable joint health and safety committees.

Building together, we are committed to be a leader in occupational health and safety. We will strive to ensure that every day when every worker leaves their job at R and returns home, they do so just as healthy and safe as when they arrived. This is the essence of a valued safety culture that is Rimrock Construction.

Mark Hampton,
CEO, RIMROCK CONSTRUCTION



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TO: ALL SUBCONTRACTORS/SUPPLIERS/EMPLOYEES

FROM: RIMROCK CONSTRUCTION

SUBJECT: SAFETY PROCEDURES FOR ALL CONSTRUCTION SITES

This safety manual has been prepared for the purpose of communicating safe work practices to employee's and subcontractor personnel performing work on Rimrock Construction projects. This is only a guideline and does not contain all the safety standards that may apply to your job. Although, as subcontractors, you are expected to follow all State, Federal, and Company laws and rules.

Rimrock Construction believes that accidents are preventable and that an accident-free environment is achievable. Our concerns extend to the safety of our employees and the employees of all subcontractors utilized at our job sites. Experience has shown that improved subcontractor safety performances will result in improved operating effectiveness.

Requiring good safety performance among the subcontractors working on our job site is consistent with Rimrock Construction's commitment to safety.

This safety manual will assist in communicating the company's expectation of subcontractors performing work at our job sites. All subcontractors must ensure that these safe work practices are communicated and strictly adhered to by all personnel under their supervision.

PERSONAL PROTECTIVE EQUIPMENT

Personal Protective Equipment is to be provided by the subcontractor for their employees. The use, maintenance and cleaning of equipment are also the responsibility of the subcontractor.

A. Hard Hats shall always be worn where there is a possible danger of head injury. Hard hats must be ANSI approved and in good condition.

B. Safety Glasses must always be worn on all jobs, face shields must be worn using grinders, chipping tools, or other activities that have potential for debris hitting the personnels face.

C. Shirts with at least a four-inch sleeve must always be worn. T-shirts are acceptable.

D. Pants must extend to below the ankles.

E. Boots shall be leather, over the ankle and have a heavy sole to prevent puncture wounds. Exceptions, sneakers may be used while on a roof or when performing roofing activities.

F. Hearing protection shall be worn whenever it is not possible or feasible to reduce noise levels.

G. Gloves shall be worn while performing work. Use the appropriate glove for the appropriate task.

FALL PROTECTION

Falls are one of the leading causes of serious accidents and fatalities in the construction industry. It is the responsibility of the subcontractor to select a fall protection system and provide protection for falls of six feet or greater and/or if there is a hazard below.

A. Fall protection is required when employees are working six feet or greater above the ground or lower floor.

B. Acceptable fall protection will comply with substantial coverings that will support the weight of the expected load and marked HOLE or COVER.

C. Leading edges shall be protected by guardrail systems or personal fall arrest systems.

D. Scaffolding above six feet shall have guardrails and be adequately planked.

E. Ladders shall be tied off and shall extend at least 36 inches above any platforms or landings in which they serve.

EQUIPMENT

Each subcontractor has the responsibility to inspect equipment before use. Defective equipment must be tagged with a “DO NOT OPERATE” tag and taken out of service. Subcontractors shall know the limitation of their equipment and shall not exceed these limits.

A. Mobile equipment shall be equipped with back up alarms and seat belts. Alarms shall be functioning and audible. Seat belts must be functional. In the event either are not in place or functioning, the equipment must be taken out of service.

B. Unauthorized or inexperienced personnel shall not be allowed to operate any equipment, including trucks. All operators shall show proof of training or experience upon request by RIMROCK superintendent, foreman, owner, or safety personnel.

C. No person other than the operator can ride on any piece of equipment.

D. Cranes and crane booms will not be placed in service on the job until they are properly placed, secured, and inspected by a competent person.

E. No person may ride in or on any vehicle other than on seats constructed for carrying personnel. A seat belt shall always be worn when the vehicle or equipment is in use.

F. Employees and visitors may park personal vehicles only in areas designated by the RIMROCK superintendent.

G. Operators of mobile equipment are required to use mirrors and turn their heads and look back each time they back up.

SAFETY

The safety philosophy of RIMROCK Construction is as follows: All construction and operating exposures can be reasonably safeguarded or mitigated. If exposures are controlled, then all injuries and occupational illness can be prevented. Preventing injuries and incidents is good business. Most importantly, we want everyone to go home safe!

A. The subcontractor is required to attend all safety meetings held by RIMROCK Construction. The on-site supervisor for each subcontractor is required to attend and sign a form stating that he/she attended the meeting. In addition, the subcontractor is required to hold a formal weekly safety meeting with his/her personnel.

B. The introduction, possession, or use of intoxicating beverages or narcotics on the job site is strictly prohibited. No employee shall report to work under the influence of any substance that may impair their judgment.

C. All employees are urged to report any unsafe working conditions or practices to their superintendents or foreman.

D. All employees are required to report all injuries or illnesses to their superintendent or foreman immediately. Any injury/illness shall be reported to a RIMROCK Construction superintendent.

E. It is the responsibility of the subcontractor to know the physical location of the job site. The address may be needed to alert emergency Medical service of a life-threatening injury. It is the responsibility of the subcontractor to initiate EMS service and to have a means to do so.

The Safety, Health and Welfare at Work Act (SHWW Act), 2005, states that the employer, for the provision of protective and preventative services, must appoint a person to co-ordinate the management of health and safety for the organization. This person(s), in the legislation, is referred to as a "competent person." RIMROCK will designate a safety officer to be this competent person.

In addition, the SHWW Act 2005 states that this does not remove the employer's general duty to obtain the services of a competent person where necessary (Section 8.I).

This does not obviate the employer's general duty (section 8. (I)) to obtain, the services of a competent person where necessary. It is up to the person with overall responsibility for health and safety (i.e. managing director) to arrange for the appointment of a person(s) who shall act primarily as health and safety coordinator within the workplace (Section 18 (1)-(5)). However, appointment of this individual(s) does not remove any potential liability that may arise for directors, senior management, board members or line management who retain direct responsibility for managing health safety in respect of their work activities (Section 80).The competent person may have any one of a variety of titles (i.e. safety coordinator, safety officer, safety administrator, etc.).

Some examples of typical functions which could be assigned to the "competent person" are:

1. Carrying out regular hazard inspections and reporting the findings to senior management.
2. Organizing safety audits and advising on safety management systems.
3. Identifying training needs of employees, identifying appropriate training courses, as well as additional competence requirement.
4. Advising management of action which needs to be taken to reduce occupational risks.
5. Liaising with safety representatives (if appointed) to cooperate whenever necessary.
6. Keeping records of examinations, tests, inspections, accidents, including illnesses, and dangerous occurrences, emergency exercises.
7. Increasing safety awareness within the company by regular staff and management briefings.
8. Acting as a liaison person with contractors coming onto site, ensuring their safety procedures are in order and ensuring they are provided with the same standards of health and safety as company employees.
9. Investigating accidents, occupational illnesses and dangerous occurrences.
10. Building up an information base which will allow the company to keep abreast of health and safety requirements and to ensure that all appropriate information is passed on to employees.
11. Participating in and ensuring that an effective consultation mechanism is maintained within the organization for health and safety.
12. Liaising with state and semi-state authorities on health and safety issues.

The term “Competent Person” is used in many OSHA standards and documents. An OSHA “Competent Person” is defined as “One who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them” (29 CFR 1926.32[f]). By way of training and/or experience, a competent person is knowledgeable of applicable standards, can identify workplace hazards relating to the specific operation and has the authority to correct them.

IDENTIFYING SAFETY & HEALTH PROBLEMS

Job Hazard Analysis

Job related injuries occur every day in the workplace. Often these injuries occur because employees lack training or lack of knowledge in the proper job procedure. One way some safety committees identify safety and health hazards is to look very carefully at job-related injuries. The record of injuries will give you valuable information regarding hazards that workers are encountering. A very serious hazard is inadequate training.

One way to prevent workplace injuries is to establish proper job procedures and train all employees in safer and more efficient work methods. Establishing proper job procedures is one of the benefits of conducting a Job Hazard Analysis (JHA). Job Hazard Analysis, also known as Job Safety Analysis (JSA), consists of the following basic steps:

- ☐ Selecting jobs for analysis
- ☐ Studying and recording steps of a job
- ☐ Identifying existing or potential job hazards (both safety and health)
- ☐ Determining safe procedures and protection

Improved job methods and procedures can reduce costs resulting from employee absenteeism and workers' compensation and can often lead to increased productivity. This section explains what a Job Hazard Analysis is and contains guidelines for conducting your own analysis on a step-by-step basis.

This section is designed for use by the safety committee. If your safety committee does not perform Job Hazard Analyses, perhaps you can apply the information contained herein analyzing your own jobs and to be more aware of workplace hazards.

Selecting Jobs for Analysis (JHA/JSA)

A Job Hazard Analysis can be performed for all jobs in the workplace, whether the job is "special" (non-routine) or routine. In performing a JHA, the term "job" is used to describe a single task or operation workers do as part of their occupation; it is a definite sequence of steps or separate activities that lead to the completion of a work goal. Even one-step jobs, such as those in which only a button is pressed, can and perhaps should be analyzed by evaluating surrounding work conditions.

The sequence in which jobs are analyzed should be established when starting a Job Hazard Analysis (JHA) program. JHA is not normally applied to jobs selected at random. In practice, JHA is usually applied first to high risk jobs. Included here are jobs that have an associated accident history and those jobs where workers are exposed to excessive amounts of energy or hazardous materials.

Past accident records may be used to indicate jobs that clearly qualify for JHA and accident frequency and severity rates can serve as guides in assigning priority for JHA. Additionally, as most accidents are caused by the unplanned release of energy or of hazardous materials, the potential for serious injury cannot be ignored regarding jobs that have a high hazard exposure even though their past accident record is acceptable. Obviously, a JHA should be conducted first for jobs with the highest rates of accidents and disabling injuries.

In addition, jobs where "close calls" or "near-misses" have occurred should be given priority. Analyses of new jobs and jobs where changes have been made in processes and procedures should follow. Eventually, the ideal is that a JHA should be conducted and made available to employees for all jobs in the workplace.

New jobs are also prime candidates for JHA because risks associated with these jobs may not be fully known. By applying JHA to a newly established job, the likelihood of an accident ever occurring is greatly reduced.

Using the above guidelines, there may be several jobs in a company that would qualify for immediate JHA. To establish priorities, many companies develop a list of hazardous jobs for each position title. By studying available accident data and applying knowledge of each jobs potential for serious injury, the list can be rearranged to show the

jobs in order, from the most to the least hazardous. The JHA program may then proceed to schedule and analyze each job in order of the priority thus established.

Once you have selected a job for analysis, discuss the procedure with the employee performing the job and explain its purpose. Point out that you are studying the job itself, not checking up on the employee's job performance. Involve the employee in all phases of the analysis – from reviewing the job steps to discussing potential hazards and recommended solutions. You also should talk to other workers who have performed the job.

Before beginning the JHA, the safety committee members performing the JHA should look at the general conditions under which the job is performed and develop a checklist. Below are some sample questions to ask:

☐ Are there materials on the floor that could trip a worker?

☐ Is lighting adequate?

☐ Are there any live electrical hazards at the jobsite?

☐ Are there any explosive hazards associated with the job or likely to develop?

☐ Are tools, including hand tools, machines and equipment in need of repair?

☐ Is there excessive noise in the work area, hindering worker communication?

☐ Is fire protection equipment readily accessible and have employees been trained to use it?

☐ Are emergency exits clearly marked?

☐ Are trucks or motorized vehicles properly equipped with breaks, overhead guards, backup signals, horns, steering gear and identification, as necessary?

☐ Are all employees operating vehicles and equipment properly trained and authorized?

☐ Are subcontractors operating vehicles and equipment properly trained and authorized?

☐ Are employees wearing proper personal protective equipment for the jobs they are performing?

☐ Have any employees complained of headaches, breathing problems, dizziness, or strong odors?

☐ Is ventilation adequate, especially in confined spaces?

☐ Have tests been made for oxygen deficiency and toxic fumes?

Naturally this list is by no means complete because each worksite has its own requirements and environmental conditions. You should add your own questions to the list. You might also take photographs of the workplace, if appropriate, for use in making a more detailed analysis of the work environment.

Studying and Recording Steps of a Job

JHA's are usually developed by observing experienced workers perform the job and/or by discussing job methods with them. These observations and discussions are used to identify the basic steps of a specific job and to prepare a list of the hazards associated with each step. Finally, solutions are developed to eliminate or reduce the hazards associated with each step. These hazard controls include the establishment of safe job procedures, the removal of energy sources and hazardous materials, the use of protective apparel and equipment, etc.

In using the observation method, it will usually be necessary to observe the job from start to finish several times before the JHA is completed. It is often helpful to observe more than one worker perform the job. In addition, the worker should be kept actively involved throughout the entire process; the job breakdown, the hazards, and the solutions should all be discussed with the person doing the job. The more the worker is involved and allowed to contribute, the more successful and effective the JHA will be.

Nearly every job can be broken down into steps. In the first part of the JHA, list each step of the job in order of occurrence as you watch the employee performing the job. Be sure to record enough information to describe each job action, but do not make the breakdown too detailed. Later, go over the job steps with the employee.

Usually, three of four words are enough to describe each job step. The first word in the description is normally an “action” or a “do” word and the description is completed by naming the item or thing that is acted upon. The job steps are natural parts of the operation and the work is clearly advanced upon completion of each step.

Care should be taken to avoid steps that are too detailed. The analysis then becomes unnecessarily long and trivial. Conversely, the steps should not be too broad or general. In this case, steps which should be mentioned are missed, and the hazards associated with them may be overlooked.

A common JHA rule of thumb states that most jobs will separate into 10-15 basic steps; although some jobs will have fewer steps and some may have more. In any case, the important thing is that the breakdown has enough steps to accurately describe the work, but no more than are needed.

Identifying Existing and Potential Job Hazards

After you have recorded the job steps, examine each step to determine the hazards that exist or that might occur. At this point, the committee members performing the JHA should be asking these kinds of questions:

- ☐ Is the worker wearing protective clothing and equipment, including safety belts or harnesses that are appropriate for the job?
- ☐ Are work positions, machinery, pits or holes, and hazardous operations adequately guarded?
- ☐ Are lockout procedures used for machinery deactivation during maintenance procedures?
- ☐ Is the worker wearing clothing or jewelry that could bet caught in the machinery?
- ☐ Are there fixed objects that may cause injury, such as sharp machine edges?
- ☐ Is the flow of work improperly organized (i.e. is the worker required to make movements that are too rapid)?
- ☐ Can the worker get caught in or between machine parts?
- ☐ Can the worker be injured by reaching over moving machinery parts or materials?
- ☐ Is the worker at any time in an off-balance position?
- ☐ Is the worker positioned to the machine in a way that is potentially dangerous?
- ☐ Is the worker required to make movements that could cause hand or foot injuries, or strain from lifting?
- ☐ Can the worker be struck by an object or lean against or strike a machine part or object?
- ☐ Can the worker fall from one level to another?
- ☐ Can the worker be injured from lifting or pulling objects, or from carrying heavy objects?
- ☐ Do environmental hazards – dust, chemicals, radiation, welding rays, heat, or excessive noise – result from the performance of the job?

Repeat the job observation as often as necessary until all hazards have been identified.

Recommending Safe Procedures and Protection

After the safety committee members performing the JHA have listed each hazard or potential hazard and have reviewed them with the employee performing the job, they must determine whether the job could be performed in another way to eliminate the hazards. Such things as combining steps or changing the sequence may eliminate the hazards. Sometimes safety equipment and precautions are needed to reduce the hazards. For every known hazard associated with a job step, there should be a solution that offsets that hazard. The solution will normally be from one of the following four categories:

☐ ENVIRONMENT CHANGE: This involves changing a part of the worker's physical energy or hazardous material in the workplace. Where the desired reduction is not possible, the worker should be protected from the source of energy or hazardous material. For example, protective equipment in the form of shields, barricades, cabs, or canopies are often used to protect both people and property should an unplanned release of energy or hazardous material occur. In addition, change in such things as tools, equipment, materials, lighting, atmospheric conditions, work area layout, or job locations fall within the broad category of environment changes.

☐ JOB FREQUENCY REDUCTION: This involves reducing the number of times a job is performed during a given period. Prime examples for this type of solution are in the area of maintenance or service jobs. Machine parts, for example, may wear out and require frequent replacement, or dust and dirt may accumulate and must be removed. Studies will often reveal an underlying problem causing faulty or undesirable conditions such as these. Upon reducing or eliminating the problem, the need for doing the job will be less frequent. The less frequently a hazardous job is performed, the less often the worker is exposed to the hazard. To be most effective, a solution of this type should be combined with solutions from one or more of the other three categories.

☐ PROTECTIVE APPAREL: At times, the nature of the hazard is such that the potential for an accident cannot be controlled to an acceptable degree through changes in the job environment or job procedures. For these cases, the best course of action is to protect the worker in the event of a mishap. This type of hazard control solution will normally take the form of protective apparel. Included here are those safety devices the worker would wear on his or her person such as special clothing, safety shoes, goggles, safety belts, gloves, respirators, safety glasses, etc.

☐ JOB PROCEDURES: Job procedures are often used to control hazards. This type of hazard control involves prescribing safe procedures that the worker must follow to protect himself/herself while performing each job step. By spelling out exactly what the worker should do (or not do) on the JHA chart, a safe work procedure can be established. Normally, this requires describing how to do the work in very specific terms. That is, important details such as "lift with your legs and not your back" should not be left out. In addition, the time that a worker is exposed to a hazard can usually be controlled by prescribing the correct job procedure.

Safe procedures should also be developed for unusual or unplanned situations. Emergency action plans should be included in the final JHA chart for such things as fire, power failure, explosion, equipment breakdown, etc. Contingency planning for these situations should assist in minimizing loss and avoiding confusion and panic.

Hazard control through job procedures is thus a specific way to avoid specific hazards that cannot be eliminated by other means. At times, procedure and environment solutions are combined to form a solution that changes the entire way the job is done. A drastic change such as this may even eliminate the need for performing the job step and sometimes the entire job.

If safer and better job steps can be used, each new step must be listed, such as describing a new method for disposing of material. List exactly what the worker needs to know in order to perform the job using a new method. Do not make general statements about the procedure, such as "Be careful." Be as specific as you can in your recommendations.

The safety committee, safety manager, or department supervisors may wish to set up a training program using the Job Hazard Analysis, in order to train your employees in the new procedures, especially if they are working with

highly toxic substances or in dangerous situations. (Some OSHA standards require that formal training programs be established for employees.)

If no new procedure can be developed, the job analyzers must determine whether any physical changes, such as redesigning equipment, changing tools, adding machine guards, personal protective equipment or ventilation, will eliminate or reduce the danger.

If hazards are still present, they must try to reduce the necessity for performing the job or its frequency.

Final recommendations must be shared with all employees performing the job. Their ideas about the hazards and recommendations may be valuable. Be sure that they understand what they are required to do and the reasons for the changes in the job procedure.

Revising the Job Hazard Analysis

A JHA can do much toward reducing accidents and injuries in the workplace, but it is only effective if it is reviewed and updated periodically. Even if no changes have been made in a job, hazards that were missed in an earlier analysis could be detected.

If an accident or injury occurs on a specific job, the JHA should be reviewed immediately to determine whether changes are needed in the job procedure. In addition, if an accident has resulted from an employee's failure to follow a job procedure, this should be discussed with all employees performing the job.

Any time a JHA is revised, training in the new job methods or protective measures should be provided to all employees affected by the changes. A JHA also can be used to effectively train new employees on job steps and job hazards.

A checklist for your JHA is provided on the following page. It can be used on an annual or semi-annual basis to ensure that the safety committee is performing JHA's consistently and properly. You may want to add questions specific to your JHA's, to make sure your program is on track.

Following the checklist is the JHA form, as well as a sample form filled out as it should be for the job of cleaning the inside of a chemical tank. The blank form can give you ideas for designing your company's JHA, while the filled-in sample will give you an idea of how to break the job down into steps and what kind of hazard information should be detailed on the form. Use a form like this for the JHA's at your company.

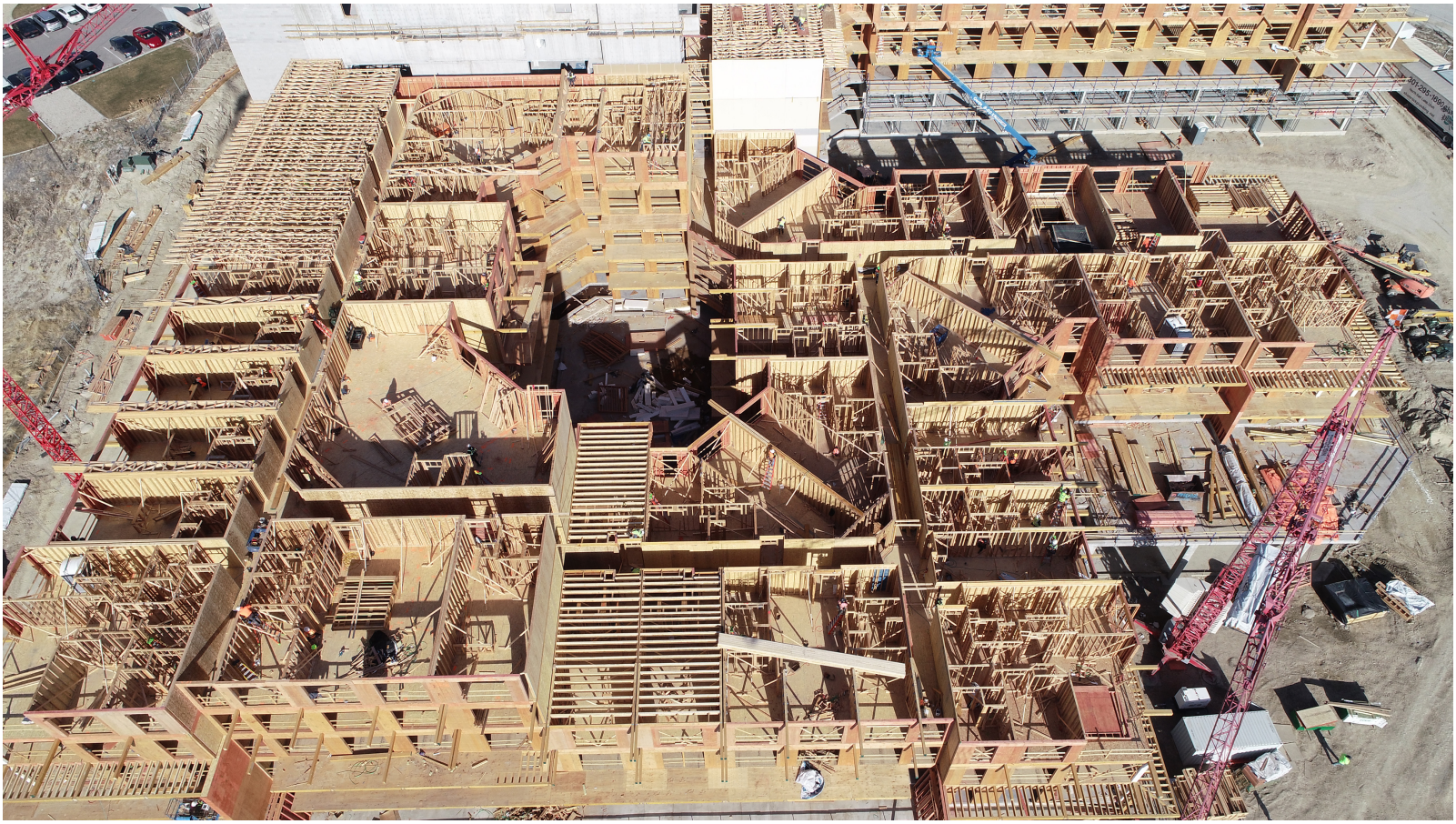
Prepare to enter tank	Gas or liquid in tank	Empty tank through existing piping Review emergency procedures Open tank Check of job site by industrial hygienist or safety professional Install blanks in flanges in piping to tank isolation Test atmosphere in tank by qualified person (long probe).
Place equipment at tank-entry position	Trip or fall	Use mechanical handling equipment Provide guardrails around work positions at tank top
Enter tank	Ladder – Tripping hazard	Provide personal protective equipment for conditions found [Reference: NIOSH Doc. #80-406; OSHA CFR 1910.134] Provide outside helper to watch instruct and guide operator entering tank, with capability to lift operator from tank in emergency
Cleaning Tank	Reaction of chemicals, causing mist or expulsion of air contaminant	Provide protective clothing and equipment for all operators and helpers. Provide lighting for tank (Class I, Div. 1) Provide exhaust ventilation Provide air supply to interior of tank Frequent monitoring of air in tank Replace operator or provide rest periods Provide means of communication to get help if needed Provide two-man standby for any emergency
Cleaning up	**Handling of equipment** causing injury Hoses, cord, equipment –	Dry run Use material-handling equipment
	Electrical – Voltage to high, exposed conductors Motors not locked out and tagged	Use ground fault circuit interrupter Lockout and tag mixing motor, if present
Install ladder in tank	Ladder slipping	Secure to manhole or rigid structure

Sample Job Safety Analysis

Job Title: Cleaning inside of chemical tank – top manhole entry

Date of Analysis: 11/27/94

Job Location: Warehouse #1



Job Safety Analysis Form

Job Title: Click here to enter text.

Date of Analysis: Click here to enter a date.

Job Location: Click here to enter text.

Step	Hazard	New Procedure or Protection

Revising the Hazard Assessment

Any of the hazard assessments reviewed in this chapter (work-place inspections, accident investigations, job hazard analysis) can do much toward reducing accidents and injuries in the workplace, but they are only effective if reviewed and updated periodically. Changes in jobs, equipment, processes and so on, are often the cause of problems. Be sure that whenever there are changes, they are re-evaluated. Even if no changes have been made in a job, hazards that were missed in an earlier analysis could be detected.

Revision of hazard assessments can locate new hazards and evaluate the effectiveness of existing controls. Re-assessment activities, including re-inspection, industrial hygiene testing, medical surveillance, and so on, determine whether:

- Controls are functioning properly;
- Changes to the workplace have altered the effectiveness of existing hazard controls; or
- There are new or unidentified hazards present.

If an accident or injury occurs on a specific job, the hazard assessment should be reviewed immediately to determine whether procedure changes are needed. In addition, if an accident results from an employer's failure to follow job procedures, this should be discussed with all employees performing the job.

Any time a hazardous assessment is revised, training in the new methods or protective measures should be provided to all employees affected by the changes. A hazard assessment also can be used to train new employees on job hazards.

RECOMMENDING & IMPLEMENTING SOLUTIONS

Introduction

This chapter is intended to help you use the results from the three methods of hazard assessment covered in this book:

- Workplace safety
- Accident investigations; and
- Job hazard analyses (JHA's)

The results from those hazard assessments pinpoint hazards for which the safety committee must recommend and implement solutions. This chapter covers the following sections to help your committee recommend and implement solutions

- Review of results
- Evaluating and prioritizing hazards
- Recommending solutions
- Committee processes for recommending solutions
- Establishing action plans
- Implementing solutions
- OSHA recommendations for controlling hazards

Review of Results

You have identified some of your company's safety and health problems through various hazard assessment methods described in the previous chapter. Now your committee has the information necessary to come up with and implement solutions. Obviously, this is the final goal of the identification process – to review results and correct problems that are dangerous to the worker in the workplace.

A thorough review of results from workplace safety inspections, accident investigation and job hazard analysis are necessary to ensure that you have identified all the problems and hazards in your workplace and can begin to think of ways to correct them. A key to this review of results is to look beyond the obvious.

The following site specific plan will be standard on all Rimrock Construction sites. Superintendent's will fill out this plan and customize it to their job site. The Rimrock Safety Representative will review the specific plan. All sub-contractors will read and sign off on the plan. If a conflict is identified between the safety manuals of the general contractor, any sub-contractor, or the owner, the most stringent requirement shall prevail.

Site Specific Environmental, Health and Safety (EH&S) Plan

Introduction

It is the responsibility of each sub-contractor working on this project to implement, enforce and modify, when necessary, the safety policies and procedures identified here-in. Communication and training are an integral part of the program and should be emphasized over the duration of the job. In order to facilitate the above, every employee on site shall follow the established policies and procedures, report hazardous conditions and mitigate “areas of concern” before an illness, injury, near miss or other incident is realized. Sub-contractors, as well as other persons on this site, are obligated to follow the same rules and regulations that have been implemented for the contractors in accordance with the requirements of, but not limited to; the federal Environmental Protection Agency (EPA), the Occupational Safety and Health Administration (OSHA), Departments of Environmental Protection (DEP), Department of Public Safety, Department of Labor and Workplace Development, and other applicable state and local regulatory requirements.

The responsibility for the implementation, training and enforcement of this program rests with the:

Sub-Contractor, Project Manager / Site Superintendent.

The goal of this program is to provide a healthy and safe working environment for everyone as well as to protect the site and the environment, to the best of our ability. If a conflict is identified between the safety manuals of the general contractor, any sub-contractor, or the owner, the most stringent requirement shall prevail.

Scope

The Site Specific EH&S Plan can and should be used (with applicable modifications) as a guide for projects to assist the contractor and all sub-contractors working on the project. In order to facilitate “best management practices” for this project, the general contractor shall incorporate the most stringent rules and regulations of all on-site contractors and the owner into this program. It is expected that all hazardous conditions identified by personnel on site, a safety officer or a local, state and/or federal inspector will be corrected immediately or referred to a supervisor for corrective action. The General Contractor, through their designee shall be responsible for the enforcement of the rules, regulations and other applicable environmental, health and safety requirements on site, as well as the appropriate disciplinary action for non-compliance.

Primary Requirement

The General Contractor shall make all personnel on site, including sub-contractors aware of this site-specific safety plan prior to their initiation of work. This notification shall include; site specific program content, special project concerns and hazards, owner modifications, the training requirements for the project, including the day and time of the “tool box” talks, the reporting of hazards, illnesses, injuries and “near-misses,” any dangerous or out-of-service equipment, and the location of all the plans, manuals, S.D.S and JHA / JSA’s. All reports, including accidents, incidents, out-of-service equipment and other information related to this plan shall be submitted to the Project Manager/Site Superintendent for corrective action and distribution.

Definitions

Areas of Accountability: Pre-designated area(s) normally located ≥ 50' from the building / construction site, where a headcount is conducted after an emergency evacuation.

Authority Having Jurisdiction (AHJ) : The regulatory agency, typically the city or town inspector charged with code compliance, as it pertains to the specific code.

Barrier Protection: Physical separation of adequate size and strength to prevent unauthorized access to an area, building, section of a building, excavation or space where persons and/or vehicles are excluded or protected.

Competent Person: The two most appropriate definitions, as it pertains to a site-specific safety plan are included here-in:

- A competent person could be either a technically qualified and trained individual for a specific task, such as a scaffold erector or a construction supervisor, or it could be an individual who has the ability to recognize a hazard, and has the ability to promptly correct it.

- A person with the appropriate certification, knowledge, or who is a technically qualified and trained individual for a specific task, or a person who is capable of identifying existing hazards in the workplace, selecting the appropriate control strategy, and has the authority to take prompt corrective action to eliminate the hazards.

Confined Space: Any space that meets the following three criteria:

1. Is large enough and so configured that an employee can bodily enter and perform assigned work.
2. Access doors and panels measuring as an example; 18" x 18", 2' x 2', 3' x 3' etc.
    - manhole(s)
    - tunnels
    - has limited or restricted means of ingress or egress, such as, but not limited to:
    - Boilers, ductwork, elevator hoist-ways, overheads and pits, excavations, pits, stacks, tanks, tunnels, vaults
3. Is not designed for continuous occupancy.

There are only two classifications for confined spaces;

- **Non - Permit Required Confined Space(s):** Is a confined space that does not contain any known or potential hazards (atmospheric, mechanical or physical) that have the potential to cause serious illness, injury or death.
- **Permit Required Confined Space(s):** A confined space that does contain one or more known or potential hazards that could pose a threat to the health and safety of the persons who will enter the space, and for which entry a permit is required. A permit required confined space has one or more of the following characteristics;

    - hazardous atmosphere
    - materials that could engulf / entrap the entrant / occupant
    - has an internal configuration that could trap or asphyxiate the entrant / occupant
    - has air, gas, steam or water under pressure
    - has the potential for extremely high temperatures
    - electrocution hazards
    - greater than ½" of water or other fluid
    - inadequate means of egress
    - any other recognized health and/or safety hazard

Contract: An agreement between two or more parties for the doing, or not doing, of something specified.

Contractor: A person who contracts to furnish supplies or perform work at a certain price or rate. A written agreement between owners, contractors and their sub-contractors. Contractors, unless specifically identified as General Contractor(s), shall include both general and subcontractors.

Employer: A person or business (contractor and/or sub-contractor) that employs one or more people, esp. for wages or salary.

Excavator: Any company or person, including the owner who performs an excavation.

Facility: Any building, pipe, underground enclosure such as a vault or manhole.

Inspector: A person from a local, state or federal regulatory agency who is on site for the purpose of inspecting for compliance.

Multiple Employer Work Site is made up of:

- The Creating Employer: the employer that caused a hazardous condition that violates an OSHA standard.
- The Exposing Employer: an employer whose own employees are exposed to the hazard.
- The Correcting Employer: an employer who is engaged in a common undertaking, on the same work site, as the exposing employer and is responsible for correcting a hazard.
- The Controlling Employer: an employer who has general supervisory authority over the work site, including the power to correct safety and health violations itself or require other to correct them. Control can be established by contractor or, in the absence of explicit contractual provisions, by the exercise of control in practice.

Owner: A person who owns; possessor; proprietor.

Project: A large or major undertaking, esp. one involving considerable money, personnel, and equipment.

Trench: A subsurface excavation > 3' in depth, and is ≤ 15' between soil walls, as measured from the bottom.

This Site Specific EHS Plan is for the: Alteration / Demolition / New Construction / Renovation for:

Name of Building or Project:

Which is located at: **City/Town:**

State:

The project is scheduled to begin _____/_____/_____ and has an anticipated completion date of _____/_____/_____

I. EMERGENCY

Emergency Action Plan **(**29 CFR 1926.35)

Fire Alarms – All employees and visitors are required to evacuate the building or site in the event of a fire alarm, regardless of cause or time.

- For reasons of accountability, the Superintendent shall, before any work is initiated, identify specific **areas of accountability** for each contractor, trade or manageable group.
- Accountability areas shall be ≥ 50' from the building.
    - It is the responsibility of the individual group, (by contractor, trade etc.), to determine whether or not all of their personnel evacuated the building, and if not, to report the names of the missing (or unaccounted person(s)) to the superintendent, who will notify the fire department incident commander, the local police/security department.

Fire – In the event of an actual fire or smoke condition, the previously identified (through training) procedures shall be followed: Notify all persons in the immediate area of the fire to initiate evacuation.

1. **Close** the door to the fire area/room to contain the fire and/or smoke condition after everyone has left area.
2. **Activate Alarm** (fire alarm, horn or other suitable warning device) to initiate building evacuation.
3. **Phone Police** or local Emergency Number (911) or (____) _____ -_____.
4. **Evacuate** the building or **Extinguish** the fire, if properly trained.

Medical Emergency **(29 CFR 1926.50)**

Emergencies *(which include significant lacerations, amputations, head, neck or back injuries, loss of consciousness, allergic reactions, diabetic emergencies, seizures, difficulty breathing, stroke and unknown illness or injuries)* shall require the response of an ambulance. **911** or the local emergency number **(_____) _____ - _____.**

Unless required for reasons of personal safety (such as explosion, fire, structural failure etc.), no person needing emergency first aid shall be relocated, as this may compromise their health, safety and well-being.

- A designated person shall be identified to meet the ambulance at a pre-determined location and direct the ambulance crew into the area or building where the incident has occurred.

Emergency Equipment ***(29 CFR 1926.50(d))***

- First Aid Kits, Fire Extinguishers and Air Horns shall be conspicuously placed by the Exit on each floor.
    - First Aid Kits shall be maintained by the project superintendent, or his/her designee.

Illness and Minor Injuries

- All minor injuries and illness shall be reported as soon as possible.

For minor injuries and illnesses, provided there has been no head or back injuries, loss of consciousness, difficulty breathing, significant bleeding, seizures, diabetic emergency, or decreased level of consciousness, a patient can be transferred to an approved medical facility by an authorized "trained" employee, in a company vehicle. Minor injuries and illnesses might include flu-like symptoms or minor lacerations (less than five stitches).

For this project, the Medical Treatment Facilities are:

Primary Medical Treatment Facility

Medical Facility: _____

Address: _____

City/Town: _____

Telephone #:(_____) _____-_____

Secondary Medical Treatment Facility

Medical Facility: _____

Address: _____

City/Town: _____

Telephone #:(_____) _____-_____

- **Copies of the directions to the Medical Facility are located in**

  _____

Incident / Accident Investigation, Reporting and Record keeping **(29 CFR 1926.22)**

Emergency incidents should take precedence over all investigations, recordkeeping and reporting. Ill or injured employees should be provided with the most appropriate medical response for the incident, as soon as possible.

After the ill or injured employee has been provided with the most appropriate first aid care (ambulance, medical facility or on-site first aid), the supervisor or their designee shall initiate an incident investigation to correct hazards and prevent reoccurrence.

- An incident report, with as much information as possible should be completed within 24 hours.
  - Additional information can be added to the reports, as it becomes available, and when the injured or ill employee has returned to work or can provide the necessary information.

The Project Superintendent shall correct all identified hazards immediately and prevent reoccurrence of the incident and (when necessary) go over the incident and the corrective actions with the project supervisors and/or the employees.

It is the responsibility of the Superintendent to develop a site-specific emergency evacuation plan with procedures and emergency equipment placement for every project.

- An example of an emergency action plan is in the appendix section at the end of the document.

All Hazards Plan

It is the responsibility of the General Contractor to identify other potential emergencies that could occur on site. An All Hazards Plan is a regulatory requirement that indicates the subcontractor considered other risk factors on the project, and that they are initially prepared to respond to the incident.

The All Hazards Plan should include events that are likely to occur on the project or site, such as floods, high winds, potential falls, structural collapse and environmental emergencies.

The subcontractor must be prepared for and be able to notify (in an approved manner) the entire work site about the emergency and the proper evacuation or procedural protocols.

- The site is required to have a distinct means of notification, for emergencies.
- The General Contractor shall provide copies of the plans to all sub-contractors and shall be responsible for all test procedures.
- All subcontractors on site shall follow the "Emergency Action Plan" and "Evacuation Routes", specified by the General Contractor.

Accountability

It is the responsibility of the General Contractor to identify the best possible accountability system for the construction site, and to determine (in advance) a meeting point for all employees on site.

- In case of emergency, such as a fire, location(s) outside of the building shall be identified for the contractors. The location(s) can be separated by sub-contractor(s), trade, or it could be all-inclusive, provided the person in charge could account for each employee. A checklist could be utilized for this purpose.

Access and Egress

All means of egress within the area or building shall be properly maintained for health and safety reasons.

- Personnel must be able to enter and exit the area, building or facility without hazard.
- All corridors and other walk / work surfaces shall be clear for access and egress.
- Boxes, cardboard and other combustible material shall be kept to a minimum to reduce the risk of fire.
- Cords shall be run in a way to reduce trip hazards.

  Corridors shall not be used for the storage or placement of gases.
  - Combustible storage should be placed in a separate area or room, in case of fire.
  - Equipment should be properly stored to prevent trip and fall, and for ease of retrieval.
- Flammable Gas and Liquid storage shall be kept to a minimum and shall be stored in a manner acceptable to the owner and the local fire department.
  - Flammable gases and liquids shall not be placed or otherwise stored in the means of egress, such as a corridor or exit.
  - Flammable and combustible liquids shall be placed in approved metal (self-closing) cans and Flammable Storage Cabinets.
- All floors, unless otherwise permitted by the Building Official, shall have (2) separate and distinct means of egress.
  - If a stairwell must be removed, or temporarily made inaccessible, it shall be the responsibility of the General Contractor to create another means of emergency egress, which could include, but is not limited to;
    - Ladders to lower floor or ground
    - Access to scaffold/staging
  - Whenever an Exit is temporarily closed or relocated, the general contractor shall make the following site modifications;
    - Cover or remove any reference to the existing signage
    - Post exit signage at the new location and
    - Direct employees and visitors to the new or temporary exit, as required
- Lighting is the responsibility of the subcontractor, or their identified designee. Adequate illumination must always be maintained for reasons of safety. The minimum light shall meet the OSHA 10 ft candle requirement as found in 29 CFR 1926.56 Illumination.

- Emergency lighting is required in areas where work may be necessary at night, or in locations below grade, in cases of power failure
- All temporary lighting must have the appropriate guards, as required
- The wattage of the light bulbs shall not exceed the manufacturers specifications for the light fixture

II. ENVIRONMENTAL

Hazardous Materials

- The General Contractor shall make the owner or the owner's designee/representative aware of any hazardous materials found on site that were not previously addressed or identified at the beginning of the project.
- The General Contractor shall notify the owner or the owner's designee/representative about any hazardous material incidents on site, regardless of size or quantity.
    - Leaks, spills or other types of contamination to air, soil or water which include chemicals, gasoline, hydraulic fluids and oils must be reported immediately
        - If the leak or spill is a "reportable quantity" of a chemical, gas or oil (> 10 gallons), spilled directly to water regardless of quantity, or spilled to a direct pathway to water (i.e. storm drain), the owner or the owner's designee / representative must be notified, the local fire department and/or the Department of Environmental Protection shall be notified.
    - Hazardous materials shall be contained and labeled in a manner acceptable to the authority having jurisdiction.
    - Hazardous materials shall be properly labeled, as referenced in the Hazard Communications section of this manual.
    - Hazardous Materials, including paints, adhesives, etc... shall not be left on site, even after a project completion, unless specifically permitted by the owner.

For this project, all hazardous material incidents shall be reported to;

_____	_____	(_____) _____-_____
Name	Company	Telephone Number

Hazardous materials including chemicals, cleaning agents, including those used for power washing of buildings and oil shall not be discharged or disposed of; to driveway, ground, road, sewer, storm drain or trash / waste receptacle or any other non-approved manner.

- The General Contractor/ Sub contractor shall identify, with appropriate environmental assistance, the most appropriate manner in which to properly discard the hazardous material or waste, in accordance with the requirements of the state and federal environmental protection requirements.
    - For additional information and regulatory requirements, see the following sections;
        - Hazardous Waste
        - Solid Waste and Recycling
        - Storm Water
        - Universal Waste General Contractor

Hazardous Waste

The superintendent is ultimately responsible for the disposal and record keeping requirements of hazardous waste generated from the owner's site and processes, such as lead based paint, contaminated materials, and chemicals present at the facility. The General Contractor is responsible for any waste they create on their site that is unrelated to the owner, such as cutting oil, etch and concrete cleaners, cleaning compounds, solvents. The subcontractor in cooperation with the superintendent shall determine how all hazardous waste will be disposed of before, during and after project completion.

- The superintendent is responsible for signing any and all shipping papers related to the owner's hazardous waste.
- The General Contractor is solely responsible for their hazardous waste. This waste must be shipped with the General Contractor as the generator under their EPA Identification number. The owner will take no responsibility for the General Contractor's waste.

For this project all hazardous waste disposal and shipping shall be reported to;

_____	_____	(_____) _____-_____
Name	Company	Telephone Number

All hazardous waste on site (including asbestos, chemicals, gasoline, lead paint, oils etc.), shall;

- Be properly labeled with name of material and the appropriate hazard (corrosive, flammable, reactive or toxic)
- Be properly capped or covered (tight-fitting) to prevent air evaporation or potential spillage
- Be placed in adequate secondary containment, in case of leak or other accidental discharge
    - Secondary containment shall be labeled "**Hazardous Waste**"
- The General Contractor shall be responsible for the inspection of the Hazardous Waste Site
    - All hazardous waste shall be disposed of in a manner approved of by the owner.
        - Hazardous Waste shall not be left on site, even after job completion.

<u>Recycling and Solid Waste</u>

Solid Waste
The following materials are no longer permitted for disposal in Combustion Facilities, Landfills and Transfer Stations in accordance with 310 CMR 19 and 310 CMR 30.

It is the responsibility of the General Contractor for the project to verify proper disposal and to inspect for same.

☐	**Asphalt Pavement, Brick and Concrete:**	Asphalt pavement, brick and concrete from construction activities and demolition of buildings, roads and bridges and similar sources.
☐	**Cathode Ray Tubes:**	Any intact, broken, or processed glass tube used to provide the visual display in televisions, computer monitors and certain specific instruments such as oscilloscopes.
☐	**Glass Containers:**	Glass bottles and jars (soda-lime glass) but excluding light bulbs, Pyrex cookware, plate glass, drinking glasses, windows, windshields and ceramics.
☐	**Lead Batteries:**	Lead-acid batteries used in motor vehicles or stationary applications.
☐	**Leaves:**	Deciduous and coniferous leaf deposition.

☐ **Metal:**	Ferrous and non-ferrous metals derived from used appliances, building materials, industrial equipment, transportation vehicle, and manufacturing processes.
☐ **Metal Containers:**	Aluminum, steel or bi-metal beverage and food containers.
☐ **Recyclable Paper:**	All paper, corrugated cardboard, and paperboard products, except tissue paper, toweling, paper plates and cups, wax-coated corrugated cardboard, and other low-grade paper products.
☐ **Single Polymer Plastics:**	All narrow-neck plastic containers where the diameter of the mouth of the container is less than the diameter of the body of the container. This includes single polymer plastics container labeled 1-6.
☐ **Tires:**	A continuous solid or pneumatic rubber covering intended for use on a motor vehicle. Shredded tires, defined as tires that have been cut, sliced or ground into four of more pieces such that the circular form of the tire has been eliminated, can be land filled.
☐ **White Goods:**	Appliances employing electricity, oil, natural gas or liquefied petroleum gas to preserve or cook food; wash or dry clothing, cooking or kitchen utensils or related items; or to cool or to heat air or water. For purposes of the waste bans, white goods include, but are not limited to, refrigerators, freezers, air conditioners, water coolers, dishwashers, clothes washers, clothes dryers, gas or electric ovens and ranges, and hot water heaters. White goods do not include microwave ovens.
☐ **Wood:**	Treated and untreated wood, including wood waste. “Wood waste” is defined in the solid waste regulations as follows: Wood waste means discarded material consisting of trees, stumps, and brush, including but not limited to sawdust, chips, shavings, and bark. Wood waste does not include new or used lumber or wood from construction and demolition waste and does not include wood pieces or particles containing or likely to contain asbestos, chemical preservatives such as creosote or pentachlorophenol, or paints, stains or other coatings.
☐ **Yard Waste:**	Deciduous and coniferous seasonal deposition (e.g., leaves), grass clippings, weeds, hedge clippings, garden materials, and brush 1” (one) or less in diameter (excluding diseased plants).

Storm Water

All construction sites greater than one acre in size, or are part of a larger construction site, shall have Storm Water Plan (SW3P) in place, as required by the state Department of Environmental Protection and the Federal Environmental Protection Agency. The General Contractor must also file a Notice of Intent (NOI) to use the Construction Multi-sector.

General Permit on the EPA's website. The Storm water Plan and the Notice of Intent must be completed prior to any soil disturbance. Upon completing construction on the site, the General Contractor must file a Notice of Termination (NOT) with the EPA.

- As part of this requirement, all construction sites shall have a storm water protection plan to limit the discharge of construction materials, waste, including chemicals, cleaning materials, mud and sand into a storm drain and other "navigable" waterways.
    - *Navigable - any location (wetland) that has the potential to have water ≥1 month/year.*
        - The General Contractor is responsible for storm water protection on the site and shall have designated a **storm water manager** for the duration of the project to monitor and correct the potential problematic discharge.
        - The storm water program, because it applies to ground water and water run-off must take into consideration all potential wastes leaving the construction site.
            - Acid or power washing of buildings must be controlled in a manner acceptable to the DEP / EPA
            - Areas for the washing of vehicles and concrete equipment must be controlled.
            - Oil must be stored in a manner to prevent the release in the case of a spill. The General Contractor is to determine if SPCC regulations apply. If so, the General Contractor must supply a list of all oil being stored in 55 gallons or larger to the owner and must abide by the owner's SPCC Plan.
- The contractor shall control run-off with appropriate measures that may include, but are not limited to;
    - Catch basin filters
    - Detention and retention areas
    - Neutralization systems
    - Stone drives to limit the spread of mud from the site
    - Silt fences
    - Soil retaining measures
    - Street sweeping (frequent)
- The General Contractor, the sub-contractor (if applicable) and the Owner shall meet and discuss all options available to decide on the best management practices for the control of run-off.

The Storm Water Manager for the General Contractor on the project is;

_____	_____	(_____) _____-_____
Name	Company	Telephone Number

The Storm Water Manager for the Sub Contractor on the project is;

_____	_____	(_____) _____-_____
Name	Company	Telephone Number

Universal waste on the construction site shall include the following materials, which are regulated by the State Department of Environmental Protection (DEP)

- Ballasts
- Batteries
- Computer Monitors
- Light bulbs (except incandescent)
- Equipment containing mercury, such as switches and thermostats

All these materials are regulated by the state and shall be collected and disposed of in accordance with state and federal requirements.

- For this project, all universal waste must be properly labeled and packaged.
- The General Contractor shall box, tape closed and label the containers as to the actual contents.
- The General Contractor shall maintain and inspect (weekly) the universal waste storage area on the job site to ensure regulatory compliance.
- When the containers are full, or there are no other universal wastes to be removed from the site, the General Contractor determines the best disposal method.

The Universal Waste Manager for site is;

_____	_____	(_____) _____-_____
Name	Company	Telephone Number

III. HEALTH

General Health and Sanitation

The General Contractor is responsible for health and sanitation on this project.

- Housekeeping practices are reflective of the site health and sanitation program
- The sub-Contractor shall be responsible for providing the work site with adequate potable water and disposable cups for the purpose of employee hydration.
- The General Contractor shall provide the appropriate sanitary cans for restroom facilities, unless otherwise negotiated with the owner.
- All restroom facilities including sanitary cans shall have, as a minimum disposable toilet paper and towels.

It is the responsibility of the General Contractor to perform a risk assessment of the project, make appropriate notifications of the identified conditions and hazards, properly train the affected employees and take the appropriate measures to best protect the health and well-being of the personnel on site.

- In order to eliminate the hazards referenced above, the General Contractor should choose one or more of the remediation protocols, identified here-in. Best management practices.

Asbestos (29 CFR 1926.1101)

Based on information available, it has been determined that this site has;

☐ **Asbestos** ☐ **No Asbestos** ☐ **Possibility of Asbestos**

Asbestos may be found in the following locations on this project;

☐ Boilers and Heating Systems

☐ Ceiling tiles

☐ Floor tile(s)

- ☐ Glue daubs
- ☐ Insulation (ceiling and wall)
- ☐ Linoleum and cove base
- ☐ Pipe insulation
- ☐ Plaster
- ☐ Roofing adhesives, flashing and membranes
- ☐ Sheetrock and joint compound
- ☐ Window caulking and glazing

If asbestos **is** or **may be** present on site, all employees are required to have **Asbestos Awareness Training.**

- Although some materials can be identified as non-asbestos by touch (such as fiberglass), the only way to confirm whether the material is non-asbestos is to test it.
- All material that has not been tested and has the possibility of being asbestos must be treated as "presumed asbestos containing material" or PACM.

If an employee comes in contact with any PACM, they should immediately contact;

_____	_____	(_____) _____-_____
Name	Company	Telephone Number

Lead **(29 CFR 1926.62)**

Lead contaminated materials, including glazed blocks and tiles, paints, plumbing and stains may be present on site.

- The following materials has tested positive for lead on this project;

☐ **Wood** ☐ **Glazed Block** ☐ **Glazed Tile** ☐ **Paint** ☐ **Steel**

- Lead containing materials shall be properly removed and disposed of using lead safe work practices.
  - Lead contaminated wastes shall not be discarded into a construction dumpster, as the level of lead may exceed a TCLP (*Toxicity Characteristic Leaching Procedure*) test, rendering the dumpster contaminated and unable to be disposed of, except at an approved lead landfill, with appropriate documentation.

- The General Contractor, with the permission of the owner or owner's representative, is responsible for the safe removal and disposal of all lead containing materials.

For this project, the contact person for lead safe work practices and disposal requirements is;

_____	_____	(_____) _____-_____
Name	Company	Telephone Number

Risk Assessment

The General Contractor is responsible for a site risk assessment as it pertains to health hazards on the construction site. The risk assessment is performed to limit the potential of, or exposure to health related issues that could adversely affect personnel on site. The General Contractor should, when necessary, contact an environmental and/or health and safety specialist for health risks that are non-routine or unfamiliar to the contractor(s). The General Contractor should take the following into consideration when performing the required risk assessment:

- Prevent the introduction of problematic chemicals or material on the job site.
- Were the following potential problems taken into consideration?

☐ **Aerosols**
Spray paints

☐ **Dusts**
Silicosis

☐ **Fibers**
Spray-on fireproofing and filters

☐ **Fumes**
Welding and cutting

☐ **Gases**
Carbon monoxide from handling and heating equipment

☐ **Mists**
Acids, liquid droplets and oil

☐ **Mold**

☐ **Smoke**

☐ **Temperature and Humidity**

☐ **Vapors** (solvents, sealers, stains and waterproofing)

Substitute chemicals and materials that are considered hazardous with less hazardous materials or processes

Does the risk assessment include exposure to;

- ☐ Carcinogens
- ☐ Corrosive Chemicals, inclusive of cement
- ☐ Fecal droppings from animals, bats and birds
- ☐ Highly Toxic Materials
- ☐ Irritants
- ☐ Mold
- ☐ Sensitizers
- ☐ Stagnant water and chemicals in mechanical equipment and processes
- ☐ Toxic Chemicals

Did the assessment take into consideration chemicals, materials or processes that could be;

- **Absorbed** (through skin or improper type of gloves or covering)
- **Ingested** (taken in by mouth)
- **Inhaled** (breathed in)
- **Injected** (by stick or bite)
- Reduce potential risks using engineering controls
    - If engineering controls are not feasible, was personal protective equipment, such as a respirator evaluated
    - If a respirator is warranted, is there a respirator program with the company (OSHA Requirement)
    - Eliminate or reduce potential buildup of a chemical, environmental or health related hazard
    - Slow down the release of a potential concern or hazard
    - Separate incompatible chemicals and materials to prevent an unwanted reaction
    - Provide barrier protection
    - Many of the concerns identified in the list above should be resolved or properly dealt with before the project is initiated
    - All hazard assessments should be in writing, as this will indicate that a risk assessment was performed.
    - Risk assessments should include the review of S.D.S, which should then be placed into the appropriate binder, file or cabinet

Does the risk assessment take into consideration the degree of hazard;

- How much of the solvent is being used?
- Is the area or room properly ventilated?
- Hot Works
- Lead Safe Work Practices

    - How is the work being performed?
    - Are personnel working toward or away from the hazard?
    - Dry sweeping vs. Wet Methods or HEPA Vacuuming
    - What is the duration of exposure?
    - Is the environmental temperature an issue (too warm, which may increase vaporization)?
    - Problems with ventilation?
        - What if the exhaust shuts off?
        - Air flow patterns for the area or room
        - Concentration of the chemical or process
        - Housekeeping practices

 Was the appropriate Site-Specific Health Hazard Risk Assessment training performed, and was it documented?

IV. SAFETY

Blasting **(29 CFR 1926.900)**

Blasting is a very specialized field that requires a competent person to be on-site and actively involved at all times. For regulatory and safety reasons, the following are minimum requirements that must be met, when any blasting materials and associated equipment is on site.

- All blasting shall be performed by a competent, licensed person working for a fully insured and bonded blasting contractor.
- Blasting must be approved, by permit, by the authority having jurisdiction (local fire department)
- When blasting must be performed in congested areas, or in close proximity to a facility, highway, road or structure, or any other installation that could be damaged, the blaster shall take all of the appropriate precautions as it pertains to confinement, delaying, initiation, loading of each blast with “approved” mats or other acceptable "best management practices" to control the throw of fragments, for the protection of the employees, or other persons or property within the area.
- Delivery and issuance of explosives shall be made to and from authorized, qualified personnel and placed into approved containers or magazines.
- The use of black powder is prohibited.
- When blasting is necessary, the following shall be required;
    - Unless otherwise permitted by the Authority Having Jurisdiction, blasting shall only be conducted between sun up and sun down.
    - Only authorized, competent, qualified person(s) shall handle blasting equipment, materials and explosives
    - Precautions shall be taken to prevent accidental discharge of electric blasting caps from current induced by cell phones, dust storms, errant power, lightning, radar and radio transmissions, or other sources of electricity.
    - The use of ignition sources not related to actual blasting shall be prohibited. Fires, firearms, flames, heat producing equipment, matches, open flames and smoking is strictly forbidden.
        - 50’ minimum
- All blasting materials and explosives shall be kept in “approved” containers and/or Class II magazines, as required.
- All explosives and blasting agents shall always be accounted for, with appropriate documentation of same.
- No blasting agents, explosives or other related material can be abandoned.
- Explosives, blasting agents, and blasting supplies that are obviously deteriorated or damaged shall not be used.
- Empty boxes, paper and filter packing materials, which previously contained high explosives, shall not be used again for any purpose, but shall be destroyed by a means permitted by the authority having jurisdiction.

- Employees authorized and qualified to prepare explosive charges, or conduct blasting operations shall use every reasonable precaution including, but not limited to;
    - Audible and visual warning signals
    - Barricades and/or flag

Service Company _____

Emergency Telephone Number _____

Confined Space **(29 CFR 1926.21)**

It is the responsibility of the General Contractor to, in cooperation with the subcontractors to determine where confined spaces are or may be located on the construction site. The General Contractor shall identify whether the confined spaces being entered are non-permit or permit required, in accordance with the requirements of OSHA.

- Any confined space which must be entered, including attics, crawl spaces, elevator hoist ways, pits, tanks, tunnels and vaults shall be evaluated by a competent person to aid in the determination of whether a permit is required.
- Non-permit required confined spaces could easily become permit required if (as example), the known or potential hazard is or was introduced into the space.
    - Examples of hazards include, but are not limited to;
        - 1/2" of water on the floor
        - Atmospheric hazards such as **carbon monoxide** (> *35 ppm*), **lower explosive level** (> *10%*), **hydrogen sulfide** (sewer gas) *(> 10 ppm*), **oxygen** deprivation (< *19.5%*) or enrichment (> *23.5%*)
        - Chemical
        - Electrical hazards
        - Engulfment
        - Entrapment
        - Environmental and physical hazards (temperature, fire, hot water and steam etc.)
        - Mechanical hazards (moving objects)
- Permit-required confined spaces, such as those with hazards referenced above shall have the following safety precautions in place, as required.
    - All sewers and storm drains are always "Permit-Required" Confined Spaces, as they can **not** be made safe.
- The following are the minimum requirements for "Permit-Required" Confined Spaces;
    - 4 gas (Oxygen, LEL, CO and H2S) monitor for space (atmospheric evaluation)
    - Personal protective equipment, which might include a tripod for personal rescue
    - Attendant (person remaining outside the confined space) for the purpose of occupant safety
        - Attendant must be equipped with, and know how to use a means of communication to contact a rescue service
        - An authorized, properly trained attendant shall monitor the entrant / occupants within the confined space, the atmospheric / environmental conditions, communication with entrant / occupants and emergency services. *The attendant is not permitted to leave the confined space opening until all entrants / occupants are out of the space, or he / she is relieved by another qualified attendant.*
    - Notification or arrangement of a "designated" rescue service (ex: local fire department)
        - Failure to procure a rescue service (in advance) is an OSHA non-compliance issue
    - Permit, completed in advance, which identifies potential hazards and corrective measures
        - Copies of the permits must be provided to any and all entities that require same, before the confined space is entered.

Designated Rescue Service for the project is:

_____ _____ (_____) _____-_____

Name Company Telephone Number

(29 CFR 1926.550) applies

Cranes, Derricks, Hoists and Lifts **(29 CFR 1910.179)**

reference (520 CMR 6.0)

All crane, derrick, hoists and lift operators who are hoisting and/or moving materials shall be licensed.

- The above requirement applies when the machinery being used has a lift of either 10' in height, the load exceeds 500 lbs., and/or the bucket exceeds 1/4 cubic yard capacity.
- All cranes derricks and lifts shall comply with the requirements of ANSI (American National Standards Institute) B30.5, which is incorporated by reference in OSHA regulations, 29 CFR 1910.179
    - The General Contractor, working with the crane operator shall insure that a “competent person" has been appointed to act as the person-in-charge for all lifts involving cranes, regardless of size and/or weight capacity.
    - A backhoe, or similar piece of equipment used for lifting is considered a crane and is subject to this requirement.

The person-in-charge is required to have a pre-lift plan for regulatory and safety reasons. The plan must include, but is not limited to the following requirements;

- The operators name and proof of certification, as well as the signaler name and verification of training, and all inspections required for the crane.
- Area survey to ensure that the work site is stable and appropriate for the weight and work activities of the crane.
- Description, type and rated capacity of the crane being used for the lift
- The list of the equipment or material being lifted, including weight, dimensions and other applicable information.
- Appropriate sketches or blueprints of how the material will be lifted.
- Boom and swing angles, crane orientations, lifting points, methods of attachment and rated capacity.
- A pre-lift meeting with all personnel that will be involved with the lift, or near same.

The General Contractor or their designee is required to barricade or provide warnings to alert persons in proximity about the overhead work. This shall include, but is not limited to;

- Protection of doorways and exits, which might include redirection to an alternative entrance / exit.
- Tape off hazardous areas, including swing zones and areas where overhead hazards are likely to fall.
- Examples:
    - Removal of dumpsters from the roof.
    - Lifting and/or moving equipment / materials directly overhead of site personnel.
    - Personnel are not permitted to work under the load being lifted or moved.
- Inspections of cranes, derricks and associated attachments shall be made by a competent person prior to each use.
- Cranes, derricks, backhoes and other lifting equipment shall not be used within 15’ (minimum) of power lines > 5kV.

Crane Operators are responsible for operations under their direct control. They shall;

- Not engage in any practice that will divert their attention while operating the hoisting equipment.
- Not operate the lift if their operation is / might be impaired (mentally or physically).
- Perform an equipment assessment (walk around inspection) to verify personnel, equipment and site safety.
- Place appropriate barriers or warning lines around the superstructure to prevent unauthorized entry into the site / area of swing.
- Test all controls and emergency stops.
    - Improperly functioning / working controls must be adjusted / repaired before the equipment is used.
    - If not repairable, the unit must be removed from service and locked and / or tagged "out-of-service".
- Respond appropriately to any signals from a trained "signal person."
- Be responsible for anyone working under their direct control, and shall stop any unsafe or potential unsafe operation until corrections can be made.
- If a "warning signal" is provided, it shall be sounded just before any move is made.
- Secure and make safe any unattended hoisting equipment.
    - When practical, suspended loads shall be landed under brake control.
- Not permit any person to work under / beneath the boom or suspended load.

A competent, authorized and properly trained person shall inspect cranes, derricks and associated equipment, as specified by the manufacturer, prior to each use.

- Crane operators are responsible for their cranes and derricks before, during and after any lift.
    - If the safety of the personnel, equipment or facility is in question, the competent person shall;
        - Stop all hoist activities.
        - Refuse to handle or lift non-conforming loads.

Hoisting employees on a personal platform of cranes and derricks, when steel erection is being conducted is permitted, provided that all provisions of 29 CFR 1926.550 [except 1926.550(g)(2)] are met.

- Headache balls cannot be used to transport personnel.
- Safety latches on crane hooks (regardless of hook capacity and size) shall not be deactivated, removed or disabled.
- Crane Inspections shall;
    - be performed by a competent person and shall include all aspects, as specified by the manufacturer of the crane.

Use of cranes, including lifting procedures shall be done in accordance with manufactures specifications.

Demolition (29 CFR 1926.850)

Before demolition work is initiated, an engineering survey shall be performed by a competent, qualified person to determine the condition of the structure, inclusive of the framing, floors, walls and the possibility of unplanned collapse of any portion of the structure, or any adjacent structures where persons may be exposed.

- The survey must be in writing.

Before demolition of this structure or part there-of is performed, a permit must be acquired from the following regulatory agencies, as a minimum;

- The Local City or Town Building Official, or State Building Official (if appropriate).
- Department of Environmental Protection.
- All utilities must be properly disconnected and made safe, prior to demolition.

☐ **Electric**

☐ **Gas**

☐ **Telecommunications**

☐ **Water**

☐ **Other(s)**

- Blue Stakes shall be contacted, prior to any work that involves digging, inclusive of shoveling.

The General Contractor is responsible for any hazardous conditions that must be removed or made safe, prior to demolition. These conditions may include but are not limited to;

- Asbestos
- Lead paint and contaminated block, tile and wood
- Hazardous Materials and Waste
- Physical damage

For this project, the contact person for hazardous materials and waste, including asbestos and lead is;

_____	_____	(_____) _____-_____
Name	Company	Telephone Number

- All demolition work, which creates dust (regardless of type) shall incorporate the use of dust control methods, such as a water spray, or other engineering controls to limit dust migration.
- If the structure becomes unsafe for personnel inside, the general contractor, under the requirements of the all hazards plan and the emergency Action Plan shall require the immediate evacuation of the structure until such time as it can be assessed by a competent, qualified person such as a registered professional engineer, and then made safe.

Chutes **(29 CFR 1926.252) (29 CFR 1926.852)**

- When chutes are utilized on the construction site, they shall be erected and maintained in accordance with the requirements of OSHA, 29 CFR 1926.252 and 29 CFR 1926.852.

- No material shall be dropped to any point, outside of the exterior walls, from a location above the 2nd floor. From the 1st or 2nd floor the area shall be properly protected to prevent accidental injury or property damage.
- Any chute with an angle steeper than 45 deg., shall be completely enclosed to prevent loss of waste to dumpster.
- All ramps leading to the chute shall have fall protection.
- A gate of substantial strength shall be installed and maintained at the receiving end of each chute. The gate shall always be closed when the chute is not being actively used.
- At the ramp / chute connection, a wheelbarrow stop of at least 4" in height shall be installed.
- When dust is created, it shall be properly controlled to prevent migration to other locations.
- Engineering controls, such as water shall be used to keep dust levels as low as possible, and below regulatory requirements.

Electrical Safety (29 CFR 1926.416)

The person(s) responsible for electrical safety on this project are;

_____	_____	(_____) _____-_____
Superintendent	Company	Telephone Number
_____	_____	(_____) _____-_____
Electrical subcontractor Supervisor	Company	Telephone Number

The General Contractor for this project is responsible for electrical safety, inclusive of the Hazardous Energy Control Policy and Lock Out/Tag Out procedures.

The Hazardous Energy Control Policy must include all known and potential energy sources, including but not limited to;

- electrical
- pneumatic
- plumbing and steam

All electrical power is ***energized*** until the responsible electrician or appropriate competent person has verified and tested the system to make sure that it has been ***de-energized***.

The General Contractor is ultimately responsible for all wiring on site, including temporary wiring. The General Contractor can delegate components of the electrical safety program to the Electrical Contractor, but the primary responsibility rests with the GC.

- The electrical safety program for this project shall include the effective management of the following;

Electrical Cords

- **Must be protected from physical damage**

- Flexible cords must be free of damage, splices and taps.
- Flexible cords shall be properly maintained and stored.
- Twisted cords shall be removed from service and destroyed to prevent future use.
- Flexible cords should not be so placed that they are considered a trip and fall hazard.
- Flexible cords shall have the appropriate grounding pins, or shall be double-insulated.

Extension Cords

- Cords shall not be placed across a means of egress, or left in/on a walk/work surface.
- Shall be connected to a GFCI protected outlet, for the duration of the project.

Lighting **(29 CFR 1926.26 - 1926.56)**

- Shall be adequate for the job site.
- Lighting shall be of the appropriate wattage, and placed in fixtures, including temporary in a manner specified by the lighting manufacturer.
- Emergency lighting is required if work on the project will extend to after daylight hours.
- Emergency lighting is required for below grade areas of the project and other areas where natural lighting is not available, in the event of a power failure.

Power Tools **(29 CFR 1926.302)**

- Portable electrical equipment and tools must be grounded or double insulated.
- The tools shall be free of damage, and if not removed from service.
- Any power tool removed from service, because of damage, shall be labeled out-of-service by the person(s) who discover the deficiency.

Ground Fault Circuit Interrupters (GFCI) **(29 CFR 1926.404)**

- GFCI protected equipment and tools can be accomplished by one of the following;
- A GFCI outlet.
- An outlet protected by a GFCI breaker, or;
- A portable GFCI pigtail.
- GFCI protection for all power tools and flexible cords is required for the duration of the project.
- When permanent wiring for the building / project or site has been completed, GFCI protection shall still be required. All contractors on site shall either;
- Obtain power from a permanently wired GFCI protected outlet, or;
- Utilize a GFCI adapter / pigtail between the power supply and the flexible cord or tool being used.

Lock-Out / Tag-Out **(29 CFR 1926.417)**

- As part of the Hazardous Energy Control Policy, the subcontractor must have a written Lockout / Tagout program on site.
- The Lockout / Tagout program shall take all types of hazardous energy into consideration.
- For this project, the following systems will need to be part of the Lockout / Tagout;

☐ **Chemical**

☐ **Electrical**

☐ **HVAC**

☐ **Plumbing**

☐ **Pneumatic**

☐ **Steam**

☐ **Other(s)**

The General Contractor can default to the electrical contractor's lockout / tagout program. However, the General Contractor remains responsible for the use and implementation of the program.

- As part of the Hazardous Energy Control Policy, the General Contractor must identify the Lockout / Tagout program that will be used on site. This program, typically the most stringent shall be used by all the contractors working on site, and shall incorporate the most stringent Hazardous Energy Program.
- For this project, the General Contractor will use and train to the Hazardous Energy Control Policy of:

☐ **General Contractor**

☐ **Electrical Sub-Contractor**

☐ **Owner**

☐ **Other(s)**

(29 CFR 1926.650)

Excavations **(MGL 82A)**

(520 CMR 14)

No person shall, except in an emergency, make a trench excavation, in any public way, public property, or privately owned land until a permit is obtained from the appropriately designated permitting authority.

Name / Contact Information of Permit Holder: _____

Name / Contact Information of Excavator: _____

Name of the Competent Person: _____

Name of persons performing the excavation of trench: _____

Hoisting License Number: _____ License Grade: _____ Expiration Date of License: _____/_____/_____

Permit expiration date (DIG SAFE): _____/_____/_____

Specific location of trench: _____

Name and contact information of insurer: _____

- The permit requester shall obtain the permit for the excavation of trenches for each project from the appropriate permitting authority.
    - The permit for the excavation / trench on this site shall be obtained from: _____
    - The city or town agency shall electronically notify the Department of Public Safety of the permits issuance and provide the following information;
        - Location of the excavation indicated on the permit
        - The anticipated opening and closing of the trench
        - Name of the permit holder
        - Name of the competent person
    - In order to acquire a permit, the following information shall be submitted to the city or town agency permitting the trench;
        - Completed application
        - Certificate of Insurance
        - Required "reasonable" fee (where applicable)

Permit applications must contain the following;

All permit applications shall include;

- All persons working in / on the trench shall;

  ☐ Be familiar with / read the contractors Trench Safety Program.

- All permits issued shall be posted in plain view of trench site, and
    - Shall have been made available to the permitting authority, any investigator from the Division of Occupational Safety, any inspector from the Department of Public Safety, or any other lawfully authorized authority.
- All excavations, including but not limited to; auguring demolition of structures, plowing, rototilling, test boring, trench and shoveling by hand, inclusive of those on private property require notification of Dig Safe.
- A **trench** is any subsurface excavation > 3' in depth ≤ 16' between soil walls, as measured from edge to edge.
    - The site must be pre-marked before Blue Stakes is notified.
- The notification must be made at least **3 business days** in advance and shall include;
    - Address, Exact Location, Scope of Work, Depth in Feet, Area of Work, Start Date/Time, Excavation Company.
- The excavation section of this site-specific safety manual shall include trenching and shoring.
- All excavations > 4' in depth shall require the following;
- Proper benching, shoring, sloping and/or the use of a trench box.
    - The excavation company must follow the appropriate requirements for excavations, including the stipulations for benching, sloping, shoring and the use of trench boxes. However, it is the responsibility of the General Contractor to ensure that compliance with the State Department of Public Safety and OSHA is being met or exceeded.

- For this project, the **Excavation Company** is:
- _____
- The **Excavation Manager** is: _____

Telephone Number (_____) _____ - _____

For this project, the excavation contractor will be:

☐ **Benching** ☐ **Shielding** ☐ **Shoring** ☐ **Sloping** ☐ **Trench box**

Depth of excavations will not exceed: _____ feet the soil is Class:

☐ **A** ☐ **B** ☐ **C** ☐ **Pre-disturbed**

- Placement of spoils ≥ 3’ from the edge of the trench
  - Large stones, stumps etc., must not be permitted to roll into the excavation
- A ladder, ramp or stairway to be placed within 25’ of the sub-grade work area for means of egress
- All excavations > 4’ in depth shall be monitored for hazardous gases
  - As a minimum, a 4-Gas Monitor (or other appropriate method for the site) shall be used by the excavating company before any work inside the excavation is initiated.
- Any excavation that is or could be ≥ 20’ in depth requires the approval of a Registered Professional Engineer
- If any building, sidewalk or other structural element is, or may be undermined by the excavation, or requires underpinning, a Registered Professional Engineer shall be consulted, and the plans approved.
- All unattended trenches must be covered, barricaded, or backfilled.
  - Covers must be (at minimum) road plates at least 3/4" thick or equivalent
    - Covers must be level and physically secure
  - Barricades must be fences at least 6' in height with no openings > 4" between vertical supports
    - Openings between fence and ground cannot exceed 4"
    - Fence type barriers shall be secured by vertical support members not more than 10' apart
    - There shall be no holes in a solid barrier greater than 4"
    - All horizontal support members shall be located on the trench side of the barrier
    - If a wall of a dwelling, or other permanent structure (< 6' high) can serve as part of the barrier, but the barrier must be at least 6' in height
    - All gates and other means of egress must;
      - Comply with the size and strength provisions indicated above
      - Be securely fastened to adjacent barrier components
      - Allow not more than 4" between gates and barrier components
      - Be securely locked with a padlock, combination lock or other suitable locking device
      - Gates must have all appropriate markings on all sides (signs) indicating;
        - **"DANGER - Do Not Enter, Authorized Personnel Only"**

        - Barriers shall be placed a sufficient distance from trench to be unaffected by changing conditions of the trench site
    - Backfilling must be sufficient to eliminate the trench, or
    - The Excavator may always choose to attend trenches (attendant, guard or police officer)
- All excavations shall be properly protected when open.
- In areas where vehicle traffic is present, the following minimum requirements shall be followed;
    - Barricades or suitable warnings shall be set up to properly make vehicle operators aware of the excavation and work personnel
        - All barriers shall be of adequate strength, and shall be supported in a manner that will allow them to be seen by motorist, and provide a stable support not easily blown over by wind or traffic
        - Trench barriers adjacent to high speed traffic may include traffic control such as;
            - barrels ballasted with sandbags
            - temporary pre-cast concrete barriers
        - Trench barriers shall not have openings > 4" between them
        - Trench barriers shall not have openings between barrier and ground > 4"
        - Trench barriers shall be at sufficient distance from the trench to be unaffected by changing conditions of the trench site
    - Appropriate signage shall be used as part of the hazard identification
- Personnel in the roadway shall don appropriate vests or other suitable means of identification. The use of brightly colored (orange, yellow or bright green) clothing such as tee shirts is acceptable. However, during inclement weather, or for work activities after dark, the use of a lime green / yellow vest with reflective stripes is required.
    - Adequate lighting and warnings with suitable reflective striping must also be incorporated
- Barricades must be fences at least 6’ in height, with no openings greater than 4” between vertical supports and all horizontal supports required to be located on the trench-side of the fencing.
- In areas where pedestrians and construction personnel are present, the following requirements shall be implemented;
- Barrier protection, such as a guardrail system shall be placed around the excavation that meets or exceeds OSHA criteria for fall protection.
    - When bridges or other temporary walk surfaces are used over the excavation, the use of guardrails with mid rails and toe boards is required.
- If warning lines (caution tape or rope with flags every 6’) are to be used, the warning line must be at least 6’ back from the edge of the excavation to provide suitable warning.
- Employees working in or around excavations shall have and don appropriate personal protective equipment, including hard hats.
- Employees are not permitted to be beneath of or near loads handled by excavation equipment. This includes but is not limited to being in the trench.
- Vehicles backing up to a trench or excavation must have one or more of the following in place
    - Barricades, Spotter with hand signal knowledge, Stop Logs or Curbs or other suitable warning devices
- All excavations ≥ 4’ in depth shall be properly monitored for “hazardous atmospheres”
- The use of a 4-Gas Monitor is appropriate to determine levels of oxygen, carbon monoxide, flammability /LEL and Hydrogen Sulfide (sewer gas). If the potential for other gases are present, they must be tested for as well.
    - 4-Gas Monitor shall be in place and operational for hot work activities in all trenches and excavations
- A competent person must evaluate all excavations for hazardous conditions, and correct same before any entry is made.
- All covers must be road plates at least ¾” thick or equivalent, and placed over an opening must be able to withstand 4 times the heaviest potential load for that site
- The subcontractor is required to properly protect and secure all excavations and trenches at the end of each day. A fence of at least 6’ in height, or higher, as specified by the owner shall be provided and maintained.
- All the following sanctions are possible, in the event of a fatality, serious injury, failure to utilize proper methods and effective protective systems, or other conditions that pose a serious threat to life, limb or property;
    - Suspension or revocation of permits
    - Notices of Non-Compliance or Notices of Violation (NOV)
    - Fines

Fall Protection **(29 CFR 1926.500)**

In accordance with the requirements of OSHA 29 CFR 1926.500, all employers are required to provide fall protection equipment and training to their employees when working at elevations ≥ 6' above a lower level, which includes but is not limited to the ground, platforms, roof or dangerous equipment. The subcontractor on this project is responsible for their employees, as well as the secondary sub-contractors, and shall have a "competent person" on-site at all times. The "Competent Person" on this project for Fall Protection Requirements is;

_____ (_____) _____ - _____

Name Telephone Number

For work on the roof, the contractor will utilize the following safety practices;

____ ☐ **Fall Protection Equipment** ____ ☐ **Guardrails** ____ ☐ **Warning Lines** ____ ☐ **Monitor**

Steel Erections _____' for Steel Erection _____' for Connectors

Guardrails shall be at least 42" in height (+/- 3") with mid rails and toe boards in place. If materials are placed on the elevated surfaces, higher than the level of the toe board, a protective measure shall be attached to the elevated surface (guardrail system) to prevent the storage from being displaced, over the edge of the toe boards If the protective measure used is netting/screening or similar attached to the guardrail system is used on the exterior scaffold / staging, it's use must be approved of by a "competent person" for the scaffolding / staging company and the local fire department for fire retardance.

_____ _____ (___) _____-_____

Name of Competent Person Company Telephone Number

All wall openings, including windows with elevation differences >6' shall be properly protected with suitable guardrails or other recognized fall protection systems. When holes or openings are used for the passage of materials, such as through a window or elevated level of scaffolding/staging, the opening must be guarded on at least 3 sides when being used for the transfer of materials, and the 4th side, when not being used should be protected with a suitable (removable) guardrail or gate as specified by the competent person.

Guardrails are required around points of access, such as a ladder-way. The open side of the opening shall have a gate or be off set to prevent person(s) from falling through or into the opening. When the use of ladders or stilts are required that places the user above the level of fall protection, the competent person shall select an appropriate means of fall protection to cover the increase in height.

Options include the use of harness and lifelines, extending the guardrail system up, or placing the workers in a guardrail system in an elevated platform. When using warning lines for fall protection, in place of guardrail systems, the warning lines must be;

- Rigged and supported to a height of 39 – 45”
- The lowest point is 34” – 39”
- Be flagged every 6’

Fall Protection Equipment including, but not limited to harnesses, lanyards, deceleration devices, anchors, straps and other fall protection equipment shall be:

Inspected by a competent person before each use for damage, deficiencies and replacement.

- Any fall protection equipment that has been damaged, must be removed from service and labeled out-of-service.
- Kept clean and placed in suitable containers to prevent exposure to abuse, damage and adverse environmental conditions.
- Holes ≥ 2” (inches) in diameter in a walk or work area must be covered or otherwise protected to prevent items, materials and tools from falling through.
- The hole cover must be labeled “HOLE” or “COVER”
- All ramps, stairs and walkways, including those that are temporary are required to have hand / guard rails on both sides if there are ≥ 3 steps, or a drop of ≥ 6’.

Roof Work

- All roof work which is greater than 6’ above a lower level is required to have fall protection, including flat and low-slope roofs.
- A competent person must identify the appropriate means of fall protection to be used, for the work being performed.

For this project, the roof slopes are:

No Slope (Flat)

☐ **< 4:12** ☐ **> 4:12, < 6:12** ☐ **> 6:12, < 8:12** ☐ **≥ 8:12**

The use of the following types of fall protection will be required:

☐ **Controlled Access Zones**

☐ **Guardrails**

☐ **Monitor(s)**

☐ **Scaffold/Staging**

☐ **Slide Guards**

☐ **Warning Lines**

☐ **Other:**

_____

For this project the use of a roof monitor

is permitted ☐ is not permitted ☐

If a roof monitor is used as fall protection, the roof must be flat (no pitch) and less than 50' in length and width, the monitor is not permitted to perform any work, shall wear a reflective vest or blue hard hat and shall not permit any equipment to be running during the roof work.

Warning **lines, if used on**

The roof for fall protection must:

- Be placed at least 6' back from the roofs edge,
- Be flagged every 6' in contrasting color,
- Not be permitted (at any point) to be lower than 34" above the roof, and
- Be able to withstand a force of 16 lbs. applied at the stanchions.

No person, unless performing work between the warning line and the roofs edge is permitted outside of the warning line.

Residential Construction - Fall Protection

Fall protection requirements for residential construction shall comply with the requirements of **OSHA 29 CFR 1926.501(b) (13)** for work ≥ 6' above the lower level.

Residential construction activities can utilize alternative fall protection procedures, provided the alternative provides the same or greater level of protection.

Fall Protection requirements and training shall include;

- Falling object prevention
- Installing of the 1st two trusses
- Procedures for working at the peak
- Procedures for the prevention of falls
- Staging and securing of equipment and materials
- Placement of slide guards
- Restricting of unauthorized access
- Prevention of potential falls through holes, sky-lights etc.
- Bad weather modifications

Fire Prevention

(29 CFR 1926.24)

(29CFR 1926.150)

Fire Detection

In the event of a fire alarm, all persons within the building are required to evacuate as referenced in the Emergency Action Program section referenced at the beginning of the site specific environmental health and safety program.

Fire Extinguishers

Shall be conspicuously placed in appropriate areas of the construction or project site. As a minimum, a suitable (code compliant) extinguisher must be placed at;

- Each EXIT door on all floors.
- Within 25' of all hot work activities and operations, as well as on each welding cart.

Fire Extinguishers on site shall have the following;

- Annual (in date) inspection tag.
- A gauge indicating fully charged, and
- Pin with security seal.

Fire extinguishers shall only be used by personnel who have been trained to use this equipment.

Persons without training shall evacuate the building.

In the event of a fire emergency, regardless of size, the following shall occur;

- Notify person(s) within the immediate vicinity of the fire, and request that they evacuate.
- Leave the area or room, and if possible close the door to the room.
- Activate the closest fire alarm pull station, which is typically located next to the stairs or exit door.
- From a safe location, such as outside by cell phone, dial the local emergency number or 911 and report the emergency.
- If the above requirements have been completed, you are trained, and you are comfortable with the size of the fire and the use of the extinguisher, then attempt to extinguish the fire, but do not place yourself at risk.
- Report all fires, and complete the appropriate incident reports. Return any damaged, defective, discharged or outdated extinguisher to the project superintendent for replacement.

Fire Suppression

- For new construction in buildings that are > 3 stories in height, the standpipe system shall be installed as the building is constructed (as a dry system) for the local fire department.
- For alterations and renovations, existing sprinklers and/or standpipes must remain in place and operational until it is necessary to remove parts there-of.
- Whenever the fire suppression system must be altered, shut-down or removed from service, the local fire department shall be notified in advance.
    - General Contractor shall also notify the owner and verify notification of owner's insurance company.

Heating Equipment

(29 CFR 1926.153)
(29 CFR 1926.154)
(527 CMR 10)
(527 CMR 20)

- Heating equipment used on site shall meet the requirements of OSHA 29 CFR 1926.53; 1926.154 and the local and state fire prevention regulations.
    - Permits are required for the use of salamanders and other heating equipment that utilize natural gas and/or propane.
        - Propane gas tanks and cylinders require;
            - Permits for the storage and use of gas.
            - A suitable base.
            - Gas cylinders require a chain or strap for security, as wires and coat hangers are not permitted.
    - No flammable or combustible gases or liquids, or open flames can be located near any means of egress on a construction site. If heaters are near a door, the fuel supplying same shall be a minimum of 25' from the door.
    - When heating devices are utilized on site, which require combustible fuels, including coal, fuels, gases and wood, an approved carbon monoxide detector shall be used to verify that levels of carbon monoxide do not exceed 30ppm.

Housekeeping

(29 CFR 1926.25) (527 CMR 39)

- The Sub-contractor is responsible for the overall housekeeping practices in their work area.
- As a minimum, the aisles, exits and other parts of the means of egress shall be properly maintained and free of unnecessary storage and waste.
- Sawdust and other combustible materials such as cardboard and paper shall be removed daily to reduce the risk of injury and fire.
- Trip and fall hazards shall be removed as soon as possible, especially in areas considered to be walk / work surfaces.
- Dumpsters ≥ 6 cubic yards in size, located on a construction site require a permit from the fire department.
    - The dumpster shall not be placed up against the building under construction, unless approved by the local fire department.
    - The dumpster, in accordance with the requirements of the building code shall be immediately emptied, when full.

Housekeeping practices on this project is extremely important. In order to reduce the risk of fire, prevent injuries and reduce the risk of a regulatory inspection, housekeeping must be maintained.

- Waste shall be discarded in a suitable container.
- Sawdust and rags should be placed in a metal (approved) container with tight (proper fitting) lid.
- All waste containers (inside the building) shall be emptied at least daily.
- Corridors and other walk / work areas shall not be used for storage.

Flammable / Combustible Liquids

(29 CFR 1926.152)

(527 CMR 20)

(527 CMR 14)

- Shall be placed in appropriate containers and cabinets.
- The cabinets and containers shall be NFPA compliant, as required by the local building and fire departments.
- Shall not be in a means of egress or exit.
- Shall be labeled properly (without abbreviation). The name of the chemical and the appropriate hazard must appear on the “appropriate” container.

Welding / Cutting / Hot Work Activities

(29 CFR 1926 350 – 29CFR 1926.354)

(527 CMR 6)

Brazing, cutting, heating, soldering, welding and other spark producing work on this job requires the acquisition of a Hot Work Permit, as required by the local fire department and OSHA.

- The basic requirements of a Hot Work Permit are;
  - The area(s) in which the Hot Work will be performed must be inspected.
  - All containers, pipes and tanks that were used for other than water or steam shall first be purged and cleaned.
  - All combustible material shall be located at least 35’ away from the Hot Work Area.
  - Fire extinguishers must be of proper size and type for the Hot Work activity, and shall be located within 25’ of the Hot Work Area.
    - Exhaust ventilation or other smoke evacuation / neutralization system shall be used at the area of Hot Work to reduce employee exposure.

For this project, the Hot Work Permit and Site Inspection is the responsibility of;

_____	_____	(_____) _____-_____
Name	Company	Telephone Number

Hazard Communication and Right-to-Know

(29 CFR 1926.59)

(29 CFR 1910.1200)

All contractors working on this project are required to have a written Hazard Communication Program as required by OSHA.

- Every employee on site must have proof of Hazard Communication / Right-to-Know Training.

Each contractor on site shall have a binder or other General Contractor approved manual with all the Safety Data Sheets (SDS) for the products that will be used on the job site. The binder shall be all-inclusive and up to date.

- The General Contractor will maintain all SDS binders in the project / site office for the duration of the project.

  For any material left on site, after project completion, the GC shall provide a copy of the SDS to the owner.

- All SDS located in the binder shall be less than 5 years old.

☐ SDS's provided by Sub-Contractor

Every container located on site shall be properly labeled, including those that contain water.

  - The use of abbreviations or chemical symbols is **not** permitted. All container contents must be completely spelled out.
  - The labels must be suitable for the environment. Containers placed outdoors shall not have labels that fade or deteriorate because of exposure to rain, snow or sunlight.

Every container shall identify the chemical hazard as well (i.e. corrosive, flammable, reactive or poison/toxic).

All warning labels and placards must be in place, and of the correct size and color to warn employees of potential hazards.

- All labels and warnings shall face forward for purposes of inspection and emergency response.

Ladders & Stairways (29 CFR 1926.1053 - 29 CFR 1926.1060)

- Only Type I and Type II ladders shall be used on this project.
- All ladders shall be inspected before use, and shall be removed from service if broken, damaged or unsafe.
  - The above referenced ladder must be tagged out – of – service and reported to the supervisor by the person performing the inspection.
  - Ladders shall not be painted or covered in any manner that will hide cracks and other defects.
  - Ladders shall have all the appropriate warning and danger labels in place, maintained in legible condition.
- Ladders must be utilized in a manner specified by the manufacturer.
- The General Contractor shall determine the type of fall protection that shall be used when working with a ladder on the job site.
  - Tying the ladder off, or having a person "spot" the ladder are possibilities.
- The ladder must be the appropriate size and type for the work being performed.
- Metal ladders shall not be used around electrical equipment such as power lines, transformers and electric panels.

Extension, Fly or Straight Ladders shall...

- Be pitched at the required 1:4 ratio.
- Be tied or otherwise secured to the structure or elevated surface to prevent tipping or falling.
- Be extended at least 3 (preferably 5) rungs above the elevated surface to be accessed.

  - The top 3 rungs of the extension, fly or straight ladder shall not be used as a step!

Fixed Ladders shall...

- Be made and installed for the environment it is intended to serve.
- Be manufactured and installed in accordance with the ANSI Standard for Fixed Ladders.
  - Construction
  - Elevations
  - Fall protection
  - Spacing from walls (≥ 7" from wall to rung)

The subcontract shall verify that a suitable and approved means of fall protection will be affixed to the fixed ladder.

- Both permanent and temporary fixed ladders.
- Be inspected by a "competent person" for structural integrity and general safety.

Job Made Ladders shall...

- Be constructed in accordance with the requirements of OSHA.

Step Ladders shall...

- Be opened completely with spreaders locked in place.
- Not be used as straight ladders.
- Be tall enough to perform the necessary work.
- The top 2 steps of a step ladder shall not be used for standing.

Lasers **(29 CFR 1926.54)**

- The General Contractor is responsible for the use of Lasers on the job Site.
- Lasers are regulated by their hazards. The laser(s) being used on this site are;

☐ ☐ ☐ ☐ ☐

Class I **Class II** **Class IIIa** **Class IIIb** **Class IV**

- Class II and IIIa lasers are often found on construction sites for the purpose of aligning and leveling.
- In order to use a laser on a construction site, the employee must be properly trained, and have proof of training.
- When the laser is not being actively used (breaks, lunch, or other extended periods of > 10 minutes) the laser shall be shut-off.
- The GC must ensure that all entrances to the work area where lasers are being used shall be labeled with the appropriate approved DANGER or WARNING signs that indicate a Class II or IIIa laser is in use.
  - Lasers must have appropriate labels, stickers and warnings affixed, which shall be maintained in good condition.
  - Reflective surfaces, including mirrors shall not be in areas where lasers are in use.
  - Specialized protective eye wear may be required.

Machine and Equipment Guarding **[29 CFR 1926.300(b) (1)]**

- Machine guarding shall meet the requirements of OSHA.
- All exposed blades shall be guarded to prevent accidental injury.
- All belts and pulley's will be protected with a suitable guard to prevent accidental contact.
- All table saws shall have the appropriate blade guards, anti-kickback devices and push sticks.
- The GC shall be responsible for determining what equipment shall have guards, and the appropriate guard for the equipment or machine.
    - Guards shall be used and installed in accordance with manufacturers specifications.

Permits

The General Contractor is responsible for the procurement of all appropriate permits for the project. **For this project, the following permits will be required;**

☐ **Air Quality for Demolition**

☐ **Asbestos**

☐ **Building** ☐ Alteration ☐ Construction ☐ Demolition ☐ Renovation

☐ **One call**

☐ **Dumpster** ☐ (≥ 6 cubic yards)

☐ **Electrical**

☐ **Excavation**

☐ **Explosives**

☐ **Fire Detection**

☐ **Fire Suppression**

☐ **Flammable Liquid**

☐ **Gas** ☐ Natural ☐ Propane

☐ **Hot Work**

☐ **Plumbing**

☐ **Salamanders**

☐ **Other(s):** _____

(29 CFR 1926.28)

(29 CFR 1926.95)

Personal Protective Equipment

The General Contractor shall be responsible for employees wearing the appropriate personal protective equipment on the construction site, if there is an exposure to a hazardous condition, or if regulations require the use of specified equipment to reduce the hazards on site.

Hazard Assessment - The General Contractor shall perform a hazard assessment for this project. During the assessment, the contractor(s) shall identify potential areas of concern, such as;

- Sources of motion, such as machines and tools
- High and low temperatures
- Chemical Exposures
- Health related hazards
- Sources of radiation, such as lasers
- Falling and sharp objects
- Electrical hazards

- Personal Protective Equipment **(PPE)** includes, but is not limited to the following;
- **Eyes / Face**

Eye protection for this project shall include the following;

_____ ☐ **Safety Glasses** (*with side shields*)

_____ ☐ **Goggles**

_____ ☐ **Face Shield**

_____ ☐ **Specialized Eyewear**

- Safety glasses shall be used for impact protection and shall be ANSI Z87 rated.
- Prescription safety glasses shall have side shields in place, if being used as safety glasses.
- Goggles shall be worn whenever chemicals are used, or there is a splash potential.
- Face Shields are secondary protection. They must be worn over safety glasses or goggles.

- Eye Protections for this project shall be worn;
- When performing work that involves impact.
- When using chemicals.

Fall Protection **(29 CFR 1926 500)**

- Shall be supplied and maintained by the appropriate contractor(s).
- The subcontractor is responsible for the use of fall protection on site.
- All fall protection equipment shall be properly inspected before use, and shall be maintained in accordance with the requirements of the manufacturer.
- Fall protection shall be kept clean and stored in appropriate containers (when not in use) to protect it from environmental conditions and other damage.

Foot Protection **(29 CFR 1926.96)**

- For this project the use of foot protection is required _____ not required _____
- Foot protection shall be work-type specific (i.e. EH – Electrical Hazards)

Hand Protection

- For this project, the following types of hand protection shall be used;
- Chemical Resistant Gloves for the following materials:
    - _____
- Appropriate Gloves for the task being performed.
- Other:
    - _____

(29 CFR 1926.52)

Hearing Protection **(29 CFR 1926.101)**

The subcontractor is responsible for hearing conservation and protection on this work site. Through the General Contractor or the appropriate sub-contractor, all employees shall be provided with hearing protection to reduce the dB levels in accordance with OSHA requirements.

- The GC shall make the following hearing protection available;
    - Ear Plugs
    - Ear Muffs
    - Other Engineering Control:
    - _____

Head Protection **(29 CFR 1926.100)**

The General Contractor is responsible for the use of head protection on the work site.

- For the duration of this project, hard hats will be required in all areas of the job site.
- In order to remove a hard hat inside the building, permission must be obtained (in advance) for reasons of liability from the General Contractor or their designated representative.

Respiratory Protection (29 CFR 1926.103)

Respiratory protection on this job site is the responsibility of the General Contractor.

Any company (General Contractor or Sub-Contractor) wishing to use a respirator shall have a written Respirator Program that meets the requirements of OSHA.

- Only persons that have been medically evaluated to wear a respirator can be provided with a respirator.
- Contractors are completely responsible for persons using respirators on site. Even when the respirator is purchased and brought to the site by the employee, without prior company knowledge, the company is still responsible for the health and safety of that employee, who may be using the inappropriate respiratory protection.
- Because a dust mask is a negative pressure respirator, it must be included in a written respirator program, and the employee must be approved to wear it.

Exception (Voluntary use): if the employee asks to wear a respirator (not required to), it can be provided .

Aerial (Personnel) Lifts

(29 CFR 1910.66)

(29 CFR 1926.453)

- Personnel lifts such as articulating booms, single person upright lifts (i.e. Genie, JLG and Uprights) and scissor lifts shall be used in a manner specified by the manufacturer, in accordance with the requirements of OSHA 29 CFR 1910.66.
- All articulating booms, including Genie lifts and truck mounted articulating booms are required to have personal fall protection equipment, consisting of approved full body harness and lanyards.
- Scissor Lifts, as well as Genie, JLG and Upright Lifts that are equipped with a guardrail system do not require the use of a full body harness and lanyard, as the cage (guardrail) is considered fall protection.
    - **Exception:** If manufacturers specifications or company policy indicate that the full body harness and lanyard (or similar) is required, the use of same shall be mandated.
- Any person using a personnel lift must be properly trained, in accordance with manufacturer's specifications.
- All lifts shall bear the following manuals and warnings, in legible condition;
    - The operator's manual shall always be located on the lift, for ease of reference.
    - All danger and warning stickers shall be attached to the lift and shall be in legible condition.
- Personnel lifts shall be inspected before each use, and must be removed from service if a deficiency is noted.
    - All safety devices and related equipment shall by tested as part of the inspection for proper operation.
    - The lift, if damaged or otherwise impaired shall be tagged "out-of-service" to prevent use, until repaired.
        - Lifts shall only be repaired or altered by a service technician approved by the manufacturer.
- Whenever a lift is utilized (exterior or interior), the area / site shall be inspected for hazards, which include, but are not limited to;
    - Overhead concerns (i.e. beams and columns, lights, sprinklers, etc.)
    - Flooring and ground abnormalities (i.e. holes, unstable / soft ground, floor vents and grates)
- Personnel who utilize one of the lifts referenced above can use same to access a higher-level platform, provided;
    - They are attached to the structural component of the lift (with harness and dual lanyard) that provides them with the ability to have fall protection attached to the lift, and another lanyard that can be attached to an adequate, recognized anchor point on the elevated surface, before the primary lanyard is disconnected from the personnel lift.

H-Pile and Sheet Pile Driving (29 CFR 1926.603)

- Boilers and piping systems which are a part of, or used with, pile driving equipment shall meet the applicable requirements of the American Society of Mechanical Engineers, Power Boilers (section I).
- All pressure vessels which are a part of, or used with, pile driving equipment shall meet the applicable requirements of the American Society of Mechanical Engineers, Pressure Vessels (section VIII).
- Stop blocks shall be provided for the leads to prevent the hammer from being raised against the head block.
- A blocking device, capable of safely supporting the weight of the hammer, shall always be provided for placement in the leads under the hammer while employees are working under the hammer.
- Guards shall be provided across the top of the head block to prevent the cable from jumping out of the sheaves.
- Fixed leads shall be provided with ladder, and adequate rings, or similar attachment points, so that the loft worker may engage his safety belt lanyard to the leads.
- Safety chains, or equivalent means, shall be provided for each hose connection to prevent the line from thrashing around in case the coupling becomes disconnected.
- Guys, outriggers, thrust outs, or counterbalances shall be provided as necessary to maintain stability of pile driver rigs.
- Pile driving from barges and floats. Barges or floats supporting pile driving operations shall meet the applicable requirements of 1926.605. Also see Item 3. entitled Marine Operations and Equipment.
- Engineers and winchmen shall accept signals only from designated signalmen.
- All employees shall be kept clear when piling is being hoisted into the leads.

Power Tools (29 CFR 1926.300 – 29 CFR 1926.307)

- All hand and power tools shall be maintained in safe condition.
    - Electrical cords shall be without damage or splice.
        - Badly twisted primary and extension cords shall be removed from service.
    - On all construction sites, the use of Ground Fault Circuit Interrupters (GFCI) is required.
        - When the electrical service has been completed, inspected and approved for the site, and the temporary service has been removed or is no longer in use, the use of GFCI (including pigtails and fixed) is still required.
- Guards shall be used on all equipment with exposed and moving parts, that have the potential to place employees at risk.
    - Guards shall have openings small enough to prevent accidental finger access/exposure.
    - Guards removed for maintenance and repair shall be replaced immediately after the work is performed.
    - If the guard(s) must be removed, the power to the equipment, machine or power tool shall be unplugged or de-energized by circuit breaker or disconnect.
        - See Lock-Out / Tag-Out requirements in the Electrical section.
- Blade guards are required for all table saws.
    - Push-sticks shall be located next to, and shall be used for work on table saws, as required.
- Air compressors used for pneumatic equipment shall not be used for removing dust or other particulates from clothing or equipment / tools unless the pressure has been regulated down to below 15 psi.
- Any and all tools found to be damaged or defective shall be removed from service and tagged "**out-of-service**" to prevent accidental use. Damaged or defective equipment and tools shall include, but not be limited to;
    - Missing ground (pin).
    - Equipment and tools from which a shock was received.
    - Equipment, tools and cords that have been taped to cover physical damage.
- Contractors using tools in hazardous areas shall verify that the equipment or tools can be used in that type of environment.
    - Flammable and Combustible Liquids - Intrinsically Safe Equipment
    - Wet Areas - Ground Fault Circuit Interrupters

(29 CFR 1910.212)

(29 CFR 1910.213)

(29 CFR 1917.151)

Saws

- Any automatic cutoff saw that strokes continuously without the operator being able to control each stroke shall not be used.
- Saw frames or tables shall be constructed with lugs cast on the frame or with an equivalent means to limit the size of the saw blade that can be mounted, to avoid over-speed caused by mounting a saw larger than intended.
- A mechanical or electrical power control shall be provided on each machine to make it possible for the operator to cut off the power from each machine without leaving his position at the point of operation.
- All portions of the saw blade shall be enclosed or guarded, except for the working portion of the blade between the bottom of the guide rolls and the table. Bandsaw wheels shall be fully encased. The outside periphery of the enclosure shall be solid. The front and back of the band wheels shall be either enclosed by solid material or by wire mesh or perforated metal. Such mesh or perforated metal shall be not less than 0.037 inch (U.S. Gage No. 20), and the openings shall be not greater than 3/8“. Solid material used for this purpose shall be of an equivalent strength and firmness. The guard for the portion of the blade between the sliding guide and the upper-saw-wheel guard shall protect the saw blade at the front and outer side. This portion of the guard shall be self-adjusting to raise and lower with the guide. The upper-wheel guard shall be made to conform to the travel of the saw on the wheel.
- Hand-fed circular ripsaws and hand-fed circular crosscut table saws. Unless fixed or manually adjustable enclosures or guarding provides equivalent protection, hand-fed circular ripsaws and hand-fed circular crosscut table saws shall be guarded as follows to keep employees clear of any danger zones.
- All cracked saws shall be removed from service.

Radial Saws

- The upper hood shall completely enclose the upper portion of the blade down to a point that will include the end of the saw arbor. The upper hood shall be constructed in such a manner and of such material that it will protect the operator from flying splinters, broken saw teeth, etc., and will deflect sawdust away from the operator. The sides of the lower exposed portion of the blade shall be guarded to the full diameter of the blade by a device that will automatically adjust itself to the thickness of the stock and remain in contact with stock being cut to give maximum protection possible for the operation being performed.

(29 CFR 1910.602 applies)

Powered Industrial Trucks / Forklifts / Lulls

(29 CFR 1910.178 reference)

Powered Industrial Trucks (including Forklifts) shall be operated in accordance with the requirements of **OSHA 29 CFR 1910.178.**

The General Contractor for the site is responsible for the safe operation of the powered industrial trucks. The General Contractor shall insure that the following requirements are met;

____ ☐ The operator can operate the forklift.

____ ☐ The operator has a current driver's license**.**

____ ☐ The operator has proof of training, and documentation to prove successful completion of a class, such as a certification card**.**

____ ☐ The powered industrial trucks used on this job site have been inspected by an authorized representative of the manufacturer within the last year.

____ ☐ All manuals, tags, labels and warnings are in place on the truck, and are legible.

____ ☐ The powered industrial truck has been evaluated for operation within the building.

____ ☐ The General Contractor shall verify that the Powered Industrial Truck will not exhaust carbon monoxide into the building by using a carbon monoxide monitor.

Lifts used inside shall have carbon monoxide scrubbing systems or be properly exhausted to prevent carbon monoxide accumulation.

Roadway Safety

In accordance with the OSHA Memorandum of Understanding (MOU) General Duty Clause of December 2002, the construction industry safety standards require that traffic control signs, signals, barricades or devices protecting employees and the public shall conform to either;

- Federal Highway Administration (FHWA) Manual on Uniform Traffic Control Devices (MUTCD), 1988 edition, or;
- Federal Highway Administration (FHWA) Manual on Uniform Traffic Control Devices (MUTCD), Millennium edition.
- Roadway safety specifications shall meet the requirements of the local police department.
- Before any road work is initiated, plans and modifications must be approved by the local and/or state police
- In areas where vehicle traffic is present, the following minimum requirements shall be followed;
- Barricades or suitable warnings shall be set up to properly make vehicle operators aware of the excavation and work personnel.
    - Appropriate signage shall be used as part of the hazard identification.
- Personnel in the roadway shall don appropriate vests or other suitable means of identification. The use of brightly colored (orange, yellow or bright green) clothing such as tee shirts is acceptable. However, during inclement weather, or for work activities after dark, the use of a lime green / yellow class 3 vests with retro-reflective stripes is mandatory.
    - Adequate and appropriate lighting and warnings with suitable reflective striping must also be incorporated.

(29 CFR 1926.451)

Scaffolds and Staging

(29 CFR 1910.28) reference

Scaffold systems shall be constructed and maintained in accordance with the requirements of OSHA and ANSI A10.8 - 1988.

- Scaffolds shall be constructed in accordance with the requirements of manufacturer's specification.
- At all times, during the erection of the scaffold system, the "competent person" for the company building the scaffold system shall remain on site.

_____ (_____) _____-_____

Name Telephone Number

- Scaffold systems ≥ 125' in height must be approved by a Registered Professional Engineer.
- Scaffold systems shall not be placed within 10' of a power line, unless properly protected, or the power source de-energized.
- All scaffolds and staging must be protected from vehicular damage, by means of a barrier.
- If the height to base ratio is > 4:1, the scaffold system must be physically restrained from tipping.
    - Anchors to building must not exceed 30' horizontally or 26' vertically.
- Footing shall be set upon sound, rigid and suitable objects, not barrels, boxes, brick or other unstable objects.
- Screw jacks shall not extend more than 12" below the bottom of the nut or top of caster.
- Access to upper levels of scaffold systems shall be made by anchored portable ladders, a fixed ladder, ramp or runway with guard and handrails, stairway, or a legitimate built-in ladder frame on the sides of the scaffold that are ≥ 10" wide and ≤ 16.5" in height.
- Top rails shall be between 36 – 45" in height above work surface.
- Mid rail must be between 18 – 22 ½" in height.
- Toe boards must be a minimum of 3 ½" above the work surface.
    - When any materials are placed above the level of a toe board, inclusive of bricks and tools, an appropriate guard or shield must be installed to prevent items from falling over the edge.
        - Plywood or another substantial barrier.
- All wall and work surfaces shall be fully decked, with no space (except around roles) greater than 1".
- "Approved" planks must bear the label, mark, seal or stamp of a recognized agency such as ANSI or OSHA.
- Planks cannot be painted or covered, as this may conceal deficiencies.
- Planks cannot have large knots, excessive grain slope, checks, cracks, decay, insect damage.
- "Approved" planks must lap end supports or bearers.
    - Platforms < 10' long shall have planks that are > 6" or ≤ 12", unless cleated or otherwise restrained.
    - Platforms > 10' long shall have planks that are ≥ 12" or ≤ 19", unless cleated or otherwise restrained.
- If planks are abutted, the ends shall rest on separate support surface.
- Overlap should only occur over supports, and shall not be less than 12", unless platforms are nailed together or otherwise restrained.
- Walk / work surfaces must be free of burrs, nails, sharps edges, snow and ice, grease, mud and oil, and any other material or items that make it unsafe. There should be no slip, trip or fall hazards.
- All doorways shall be properly and completely protected from the potential hazard of falling items.

Site Security

Pedestrian, Personnel and Vehicle Protection

- The General Contractor shall discuss site security and personnel and vehicle safety with the owner, or the owner's representative before any work is initiated.
- It is the responsibility of the General Contractor to, when necessary, meet with and address any issues that may fall under the jurisdiction of the local fire and police departments.
- The General Contractor shall take steps necessary to protect the public and maintain work areas that meet or adjoin public ways, sidewalks, building entrances (aisles, corridors, lobbies and other common areas), stairways and roads.
    - The contractor shall erect, install and maintain the appropriate barricades, barriers, fences, guardrails, overhead protection, partitions, signs, shields, and/or other interim controls to protect the health, safety and well-being of the general public.
        - Warning signs must be conspicuously posted and adequate in number for protection of the general public.
        - When signs used for exits must be temporarily blocked or obstructed, the signs shall be covered or otherwise blanked to prevent use.
            - Temporary exits shall be identified from the former exits with new signage with directional arrows to permit safe egress of the public and workforce.
            - The Exit signs shall be red or green in color, with each letter at least 6" in height with a ¾" stroke (width).
- Work shall only be performed during appropriate hours, subject to the requirements of the city or town, and as specified by contract.
- All guardrails to protect the general public and workforce from the potential of fall shall be of adequate strength and shall be able to withstand a down and outward pressure of 200lbs, in accordance with OSHA.

Smoking

Smoking is not permitted in the building under construction, or within ____ 'of the building. A designated smoking area has been identified, away from all potential hazards.

The smoking area is in the following locations:

_____

_____

_____

Steel Erection (29 CFR 1926.750 – 29 CFR 1926.761)

Company: _____

Person: _____

For this section, please also review the sections on Cranes and Fall Protection

- A pre-planning meeting is required for steel erection and the use of overhead cranes. The general contractor, appropriate sub-contractors and all other parties responsible for the work shall meet, review and modify as necessary all aspects of the site steel erection, before work is initiated.
- A Site-Specific Erection Plan with alternate means and methods must be provided.
- Pre-construction conferences and site inspections must be held between the Steel Erector, the General (controlling Contractor) and all applicable Project Engineers and Fabricators before starting the steel erection.
- The Controlling Contractor must provide a written notification to the steel erector insuring that;
    - Concrete footings, piers and walls have cured to a level that will provide adequate strength to support any forces imposed during steel erection.
    - Anchor bolt repairs, replacements and modifications were done with the approval of the Project Structural Engineer of Record.
    - A site-specific erection plan is developed during one or more pre-construction conference and site inspections involving the erector, the controlling contractor and others such as the project engineer and the fabricator.

Steel Erection Training

Employee training for all aspects of steel erection must be provided by a qualified person. It must include as a minimum;

- Recognition and identification of fall hazards.
- Use and operation of protective systems and equipment.
- Protection from falls.
- Site inspections and safety requirements.
- Multiple-lift rigging.
- Correcting.
- Hoisting.
- Hooking and unhooking.

- Before authorizing the steel erection, the General Contractor shall ensure that the Steel Erector has the following written notifications;
- Commencement of Steel Erection – Proof that the concrete meets the ASTM standards for strength. Site Layout of the project for roads, equipment movement and stability of area for operation of cranes.
- Pre-Planning of Overhead Hoisting Operations.
- Site Specific Erection Plan;
    - Sequence of steel erection activity.
    - Description and operation of cranes, and derricks to be used on site.
    - Including the pre-shift visual inspection of the equipment referenced above.
    - Description of steel erection activities and procedures shall include;
        - Identification of the Qualified Rigger:
        - Including multiple lift rigging methods, procedures and requirements.
        - Employee and pedestrian safety under and around the work area.
        - Maintaining walk / work surfaces.
        - Metal decking handling procedures.
        - Protection of floor, roof and wall openings.
        - Column anchorage procedures.
        - Beam and column requirements.
        - Open web steel joists installation and safety.
            - Hooking and unhooking loads.
            - Initial corrections.

Steel Erection Fall Protection

All employees on a walk / work surface with an unprotected edge >15' above the lower level must be protected by the conventional fall protection, unless a lower level is specified by the owner, General Contractor and/or the steel erector.

Connectors must be protected by conventional fall protection when working on surface with an unprotected edge that is more than 2 stories or 30' above a lower level.

- Perimeter Safety cables must be installed at the final interior and exterior perimeters of multi-story structures, as soon as the decking has been installed.
    - While working at heights between 15' - 30', connectors must be provided with a complete personal fall arrest system or other allowable fall protection and wear the equipment necessary for tying off.
    - Controlled Decking Zones (CDZ) can be established as a substitute for fall protection where metal decking is initially being installed and forms the leading edge of a work area >15, ≤30' above the lower level.
        - Employees who are not engaged in leading edge work and properly trained in the hazards involved, are prohibited from entering the CDZ.
            - CDZ cannot be >90' x 90' from any leading edge.
            - CDZ shall not exceed 3,000 square feet of unsecured decking.
            - CDZ must be clearing identified.
                - Contrasting flags space every 6'

- Description of fall protection procedures to be used on site.

Vehicle Operation and Safety (29 CFR 1926.600 – 29 CFR 1926.601)

All vehicles, regardless of size shall be operated by a competent, licensed operator in accordance with the requirements of the appropriate state, Department of Transportation (DOT) and Registry of Motor Vehicles (RMV).

Any vehicle greater than 26,000lbs, or as specified by the owner, general contractor shall have operators who are evaluated randomly, or as needed for alcohol and drugs as specified by the Department of Transportation.

- Any operator, believed to be under the influence of alcohols, drugs or other medication (including over-the-counter) cough/cold and/or sleep medications shall be removed from vehicle operation, tested in accordance with the DOT and, if determined to be under the influence, shall be driven home by a means other than by themselves in their respective vehicle.
- Any vehicle greater than 10,000 lbs. or higher.
- Vehicles shall be inspected, repaired or serviced by qualified mechanics / personnel.
- All vehicles shall be inspected before each shift by the operator / competent person. All safety issues shall be immediately repaired, or the vehicle removed from service and labeled as out-of-service to prevent unauthorized operation or use.
- Vehicle operators shall not, while driving, utilize cell phones or consume food and/or beverages.
- Vehicle operators shall not operate vehicles unless seat belts are in use.
- Vehicles used for the transport of materials shall have the materials properly secured and/or covered.
    - Dump trucks shall utilize covers or tarps when transporting any material over a public way.
    - Gas cylinders shall be transported in the upright position, and shall be secured by chain or strap.
- Vehicles in tow shall be attached by solid bar, not by chain.
- All construction vehicles shall be equipped with the appropriate, charged, inspected and conspicuously placed fire extinguisher.
- All passengers in a vehicle shall be seated and shall wear seat belts.
    - Personnel shall not be permitted to ride in the cargo area or pick-up body regardless of length of trip.

- Vehicles not in use shall have the keys removed from the ignition and placed in a safe location to prevent unauthorized use.
- The General Contractor is responsible for the placement and security of all vehicles on the construction or project site.

Weather Conditions

1. Spring

    - Thawing – ground that was once frozen may now be subject to thawing action. Care must be taken when placing heavy loads on ground level that may shift due to thawing action.

2. Summer

    - Heat Related Illnesses – the Emergency Action Plan must be kept up to date in order to handle heat related illnesses such as heat exhaustion and heat stroke which may arise in the summer months.
    - First Aid – members of the Emergency Action Plan must be properly trained in order to handle such heat related illnesses.
    - Drinking Water – adequate potable drinking water must be provided on site so that the workers can drink ample fluids throughout the day.

3. Autumn

    - Housekeeping – fallen leaves, branches, limbs, etc.… that may create a housekeeping situation must be cleaned up before it creates a slip/fall hazard.

4. Winter

    - Clothing – adequate layers of clothing must be worn so that the workers are adequately protected from frigid conditions.
    - Snow and Ice – all outside work areas, walkways, sidewalks, etc.… must be properly cleared, sanded/salted and maintained to prevent a possible slip hazard.
    - Cold Related Illnesses – the Emergency Action Plan must be kept up to date in order to handle cold related illnesses such as frost bite and hypothermia, which could arise during the winter months.
    - First Aid – members of the Emergency Action Plan must be properly trained in order to handle cold related illnesses.
    - Building Access – if permanent elements of the building design is missing during construction (i.e. snow guards, gutters, canopies, etc.…), then attention should be given to those accessible areas around the building perimeter in order to deal with the elements such as rain, freezing rain, ice and snow.

V. TRAINING

Employee Training **(29 CFR 1926.21)**

Training must be provided by competent personnel.

Training must be provided for all personnel, specific to the types of work being performed by same.

- Training must be provided for, but shall not be limited to: Fall Protection, Forklifts, Lockout/Tagout, Personnel Lifts, Respiratory Protection.

Specific types of training such as those referenced above are not included in a typical 10hr or 30hr OSHA Class and must be conducted as a standalone class in accordance with the requirements of the Occupational Health and Safety Administration (OSHA).

Most training can be provided by the General Contractor through “Tool Box” talks, training or similar. The General Contractor must have proof of training, which can include, but is not limited to:

- Sign-in sheets.
- Quizzes.
- Training can also be provided by an outside agency or company with special knowledge on the topic being covered.
- Trainer must be competent in the subject material.
- Sign in sheets or quizzes can be used for record of attendance.
- Trainer providing the information shall provide a copy of training documentation, including information covered.

A copy of the training documentation and the accompanying rosters should be maintained by the General Contractor. Copy of said training will be provided to superintendent weekly.

The Tool Box / Training Sessions for this project or site shall be held on;

Day of the Week _____ at _____: _____ am / pm

New Employees

New subcontractor’s Employees will also be provided with a copy of their employer’s health and safety manual at the time of hire to work on this site. All new employees will be provided with new employee orientation training for the type of work that they will be initially performing. New Employee training must cover the following topics and shall be provided before any work is initiated at this Rimrock site.

- Hazard Communication and Right-to-Know Training.
- Emergency Action Plans and Procedures.
- Personnel Protective Equipment.
- All other applicable work-related activities that they will encounter on their first 3 days of work.

Job Hazard Analysis (JHA) or Job Safety Analysis (JSA)

A JHA or JSA shall be developed for all non-routine activities, as well as for major construction operations. The Analysis shall be performed by a competent person and shall be appropriately documented. A copy of the JHA / JSA shall be provided to the company safety officer or their safety representative.

The JHA or JSA is performed to be used as an operating procedure and shall be made available for review and training for personnel performing the identified work.

- A copy of the JHA / JSA shall remain on site.

Sample Emergency Action Plan (EAP)

An Emergency Action Plan (EAP) is required and shall be implemented on every project, as outlined by the General Contractor. Proper plans, procedures and protocols shall be in place and posted before any project is initiated.

The General Contractor shall perform a risk / all hazards assessment of the project to best determine possible scenarios and response actions and shall provide the necessary training before beginning work.

In most cases, building evacuation will be necessary, such as for fires, smoke conditions, building instability or collapse, chemical or odor concerns, carbon monoxide etc. In each case, evacuation from the building (at least 50') shall be required.

Emergency Air Horns shall be placed with fire extinguishers at every exit door and shall be maintained. One long blast for fire and all other emergencies.

Because life safety on site is the most important concern, everyone should leave the building. After evacuation, a designated person shall notify the local fire department, ambulance service, police department and Rimrock safety Manager from a safe location.

Emergency Telephone Numbers

- **Police 911**
- **Fire 911**
- **Ambulance 911**
- **Hospital 911**

SAMPLE

FIRE EVACUATION PLAN

Date_____

Project Address_____

Superintendent_____

Fire extinguishers have been placed,

_____

_____

_____

In the event of a fire or a need to evacuate air horns have been placed,

_____

_____

If any person should become aware of a fire or a need to evacuate the job site, that person will sound alarm by giving one long blast of the air horn.

Fight a fire ONLY if:

- The fire department has been notified of the fire.
- The fire is small and confined to its area of origin.
- You have a way out and can fight the fire with your back to the exit.
- You have the proper extinguisher, in good working order, and you know how to use it!

If you're not sure of your ability or the fire extinguishers capacity to contain the fire, leave the area.

If you hear an alarm; Evacuate to the designated assemble area. For this site the assemble area is

_____

_____

Report the incident to your Foreman so he/she can determine that all personal have safely evacuated the site. Each Foreman will inform the superintendent of any missing personnel. Remain outside and stay at the assemble area unless it is unsafe to do so. Do not go back into the structures. Stay at assemble area unless it is unsafe to do so. If you must move from the assemble area do so as a group. To help avoid confusion, only the Superintendent should report the incident to the Fire Department or Emergency Personnel upon their arrival on site.

All personnel should:

- Learn at least two escape routes.
- Learn the emergency exits from your area.
- Never use an elevator as part of your escape route.
- Learn to activate the fire / evacuation alarm.
- Learn to recognize alarm sound.
- Take an active part in ensuring you understand what is expected from you in a fire or evacuation.

ALL WORK ON THE SITE IS TO STOP

Incident Report

To be filled out within 24 hours of incident

☐ Recordable ☐ Non-Recordable

☐ Illness ☐ Injury ☐ Hazardous Incident

☐ Full Time ☐ Part Time ☐ Casual ☐ Student

Name:_____, _____ ____ ___/___/_____
Last Name First Name M.I. Report Date

Dept:_____ **Sub. Dept:**_____ **Job Title:**_____ ___/___/_____
Date of Hire

INCIDENT DATE: ____/____/_____ **INCIDENT TIME**: _____A.M./P.M.

Room:_____ **Building:**_____ **Area:**_____

BODY PART INJURED:_____ INJURY TYPE:_____ ACCIDENT TYPE:_____

Injury Caused By:_____ Equipment/Manufacturer:_____ Model #:_____ Serial #:_____

Chemical/Cleaning Agent or Hazardous Material Involved:_____ Was Personal Protective Clothing/Equipment Used? _____

If so, what?_____ Property Damage:_____ Describe Damage:_____

INJURY REPORTED TO:_____ **Date**:___/___/_____ **Time**:_____A.M/P.M.

Task being performed at the time of incident:_____

Employee's supervisor - complete the following

Ambulance Requested: ☐ Yes ☐ No First Aid Provided (excluding ambulance personnel):_____ By Whom:_____

Transported to:_____ **Incident Cause**: ☐ Unsafe Act ☐ Unsafe Condition ☐ Unsafe Equip ☐ No Training ☐ Poor Hskp ☐ Material Handling ☐ Other

Incident Investigated by: ☐ Human Resources ☐ Campus Police ☐ Safety Officer ☐ Supervisor ☐ Other Date of Investigation:___/___/_____

Name of Investigator(s):_____ Time of Investigation:_____A.M./P.M.

Witnesses:_____

Does Incident Warrant Further Investigation? ☐ Yes ☐ No By Whom? ☐ Dept. Head ☐ Human Resources ☐ Safety Officer ☐ Supervisor

Mandatory Field -
Events and conditions that contributed to the incident:_____

Mandatory Field -
Supervisor recommendation(s) for corrective action:_____

_____ ___/___/_____ _____ ___/___/_____
Employee's Signature **Date** **Supervisor's Signature** **Date**

_____ ___/___/_____ _____ ___/___/_____
Safety Officer's Signature **Date** **President / CEO's Signature** **Date**

Site Specific Safety Plan

Building: _____ Site Address: _____ Date: ____/____/_____

Permits (Posted)

__ Building (Alteration / Construction /Demolition / Renovation / Repair) __ Confined Space (Permit / Non-Permit) __ DEP (Permit for Demo)
__ Dig Safe __ Electric __ Excavation __ Fire (Dumpster / Gas / Hot Work / Salamanders / Tar Kettles) __ Gas / Plumbing

❑ City / Town Noise Restrictions – Permitted hours of operation are: ___:___ am / pm - ___:___ am / pm

Postings (Federal and State)

__ Accident/Incident Reporting __ Equal Employee Opportunity __ Evacuation Plans __ Fair Labor __ Family/Medical Leave
__ OSHA __ OSHA 300 __ Prevailing Wage __USERRA 38 U.S.C. __ Other: _____

Site Security

__ Fence/Gate __ Hard Hats __ Eye Protection __ No Trespass __ Other: _____

❑ Site security (including off-hours) is the responsibility of the General Contractor.
❑ Verify Emergency Vehicle access to construction site.

Equipment / Material (Alternate) Storage Area: _____

__ Flammable / Combustible Gases and Liquids Other Hazardous Equipment / Materials: _____

Training Certificates, Licenses and Documentation (sign-ins)

__ Asbestos/Lead __ Confined Space __ First Aid/CPR __ Fork Lift __ Hazard Com __ Laser(s)
__ OSHA 10hr/30hr __ Respiratory Protection __ Scaffold/Staging __ Steel Erection __ Other: _____

Safety Meeting / Training (Day of Week and Time): Day: _____ Time: _____ __ Incident Reports to Owner

Owner Specific Training Requirements: _____

Special Concerns __ Asbestos (caulk, glaze, pipes, plaster etc) __ Dust (Nuisance) __ Lead __ PCB's (caulks and oils)
Health and Sanitation __ Site Housekeeping __ Sani-Cans __ Water and Cups __ Other: _____
Traffic Control __ Barrels/Cones (10' apart) __ Flagger(s) __ Police Officers __ Vests

SAFETY SECTION

Required Policies and Procedures

__ Company Env., Health & Safety Manual __ Site Specific Env., Health & Safety Manual __ Owner's Env., Health & Safety Manual

__ Confined Space __ Emergency Action Plan __ Exposure Control/Blood Borne Pathogens __ Excavations/Trenching __ Fall Protection/Staging

__ Fork Lifts __ Hazard Communication __ Hot Work/Gas __ Electrical/Lockout/Tagout __ Ladders __ PPE/ Respiratory Program

- OSHA (10 most cited issues) - Green Font

Cranes / Lifts / Hoists	__ Training / Certificates	__ Equip Inspected	__ Lift Plans Approved	__ Fall Protection
Electrical Safety	__ Electrical/Ext Cords	__ No Trip/Fall Haz	__ Grounding Pins	__ GFCI's in Use and Tested
Emergency Action Plan	__ Accountability System	__ CPR/1st Aid	__ Fires, Alarms/Evacuation	__ Extinguishers/1st Aid Kits __ 2 Egress/Floor
Excavations / Trenching	__ Shore/Slope/Box	__ Spoils (>3')	__ Ladders (25')	__ 4 gas Monitor __ Warning Lines or Guards
Fall Protection (> 6')	__ Guards/Toeboards	__ Warning Lines	__ Holes >2" Covered	__ Roof Precautions (Guards / Monitors)
Hot Works	__ Permits	__ Equip Inspected	__ Fire Extinguishers	__ Fire Watch __ Housekeeping
Ladders	__ Step (open / locked)	__ Extension 1:4	__ 3 – 5 Rungs above	__ Ladder tied off __ Inspected
Laser(s)	__ Class ____ Laser	__ Required Signs	__ Required Eye/Face Prot.	__ Required Training
Lighting / Signage	__ Adequate Day/Night	__ Exits (2' AFF)	__ Emergency Lighting	__ Other: _____
Personal Protective Equip.	__ Eye/Face Protection	__ Foot Protection	__ Head Protection	__ Hearing Protection __ Respiratory Prot.
Power Tools	__ GFCI Protected	__ Guards	__ Push Sticks	__ Inspected __ Serviced
Scaffolding / Staging	__ Competent Person	__ Setup (Proper)	__ No Floor / Fall Openings	__ Rails/Toebards/Guards __ Housekeeping
Steel Erection	__ Competent Person	__ Fall Protection Requirements	6'	15' 30"
Walk / Work Surfaces	__ Proper Housekeeping	__ Floor Openings	__ Wall Openings/Guards	

ENVIRONMENTAL SECTION

Backflow Requirements	__ Backflow Devices in Use			
Dust Control	Type of Dust: _____	__ Permits	__ Water Mist/Engineering	__ Enclosed Chute (>45 deg) __
Hazardous Material/Waste	__ Notify Owner	__ Report Leaks	__ Universal Waste (bulbs, ballasts etc	__ Covers / Labels /Containment
Storm Water Controls	__ Storm Water Mgr	__ Permits	__ Run-off Control	__ Drain Covers / Filters __ Street Sweeping
Volatile Organic Cmpd VOC	__ Hazard Reduction	__ PPE/Respirator	__ Engineering Control	__ Fire and Safety Procedures

HEALTH ASSESSMENT

__Asbestos __Birds/Bats __CO __Chemical __Heavy Metals __Lead __Mold __PCB

SAFETY ORIENTATION CHECKLIST

Employee Name: Click here to enter text.
Hire Date: Click here to enter text. Job Name/Number: Click here to enter a date.

Name: Click here to enter text.
Title: Click here to enter text.
Hire Date: Click here to enter text.
Cell Number: Click here to enter text.
Orientation given by: Click here to enter text.
Date: Click here to enter a date.

General Information
☐ Employer's safety rules and regulations
☐ Drug and alcohol program (safety manual)
☐ If there is a safety problem, take care of it at the time or report it immediately
☐ Location of emergency plan
☐ Toolbox safety meetings
☐ Day of week Click here to enter text.
☐ Blood borne pathogens policy (video)

Incident Reporting
☐ Reporting near misses, accidents, and incidents
☐ Report all injuries to supervisors immediately
☐ Location of site-designated medical clinic
☐ For serious injuries, dial 911 and location of phones

Required Personal Protective Equipment (PPE)
☐ Hard hats
☐ Mandatory eye protection
☐ Work boots
☐ Sleeved shirts
☐ Long pants
☐ Other Click here to enter text.

Hazardous Materials
☐ If any questions about the material being used, ask supervisor
☐ Safety data sheet (SDS) locations
☐ Explain the use of the SDS
☐ Need a SDS for all material brought to site
☐ Materials being used on the site
☐ Other Click here to enter text.

Fall Protection
☐ No exposure to fall over six feet
☐ Use of fall prevention/fall arresting equipment
☐ Use and maintenance of guard rails and perimeter protection
☐ Use of ladders and scaffolds
☐ Other Click here to enter text.

Struck By
☐ Watch for mobile equipment
☐ Back up alarms use required on job
☐ Stay out from under suspended loads
☐ Stay away. Guards swing radius of cane
☐ Other Click here to enter text.

Electrical
☐ Assured grounding and /or GFCI program used on job
☐ Electrical equipment inspections to be maintained
☐ Other Click here to enter text.

Specific Hazards
☐ Lockout/tagout
☐ Fire plan
☐ Safety manual reviewed
☐ Other Click here to enter text.

I have received a copy of the Company Safety Manual ☐ Yes ☐ No
I understand the above new hire orientation ☐ Yes ☐ No

Employee Signature _____

New Employee Safety Orientation Program

Climbing on or off flatbeds;

a. Climb onto the flatbed using a rolling ladder. If a ladder is unavailable climb up using the ICC bar or a step on the front of the trailer.
b. Always maintain three points of contact (two hands and a foot or two feet and a hand) when entering or exiting the trailer.
c. Be aware where the edge of the trailer is in relation to you.
d. Never back up towards the edge; always face it when moving in that direction.
e. Never jump off the trailer; always climb down.

Working from heights

a. Never enter an area with a fall hazard of six feet or greater.
b. Fall protection is required in all fall hazard areas.
c. Training is required for all employees prior to using fall protection.

Burning

a. Only trained and authorized employees are permitted to use burning equipment.
b. A hot work permit issued by the site supervisor may be required in non-designated areas. Check with the onsite supervisor before hot work begins.
c. Safety glasses that are approved for cutting or burning must be worn. Never look directly at a flame of the torch head without the proper eye goggles or glasses.
d. Staring at a lit torch head without PPE, will cause welders flash and could result in severe eye injury.

Bodily Fluids

a. Do not touch or try to clean up bodily fluids such as blood or vomit.
b. A direct exposure to bodily fluids could result in contracting HIV or hepatitis.
c. Only trained employees with proper PPE which should include, but not be limited to, latex gloves and safety glasses. Only trained employees are authorized to handle this type of hazardous material.
d. If you are exposed to any bodily fluids, notify your supervisor immediately.

Medical Emergencies

a. If someone needs emergency medical care, follow the guidelines below:
b. If you are trained in first aid, and have proper equipment, help the injured person. Be sure that someone calls 911 if necessary.
c. Ensure that an employee stands at the entrance to direct the EMS crew to the injured personnel.
d. Inform your supervisor of the situation.

Fire Procedures

a. If any person should become aware of a fire, that person will sound an alarm. Fight a fire ONLY if:
    i) The fire department has been notified of the fire.
    ii) The fire is small and confined to its area of origin.
    iii) You have a way out and can fight the fire with your back to the exit.
    iv) You have the proper extinguisher, in good working order, and you know how to use it. If you are not sure of your ability or the fire extinguisher's capacity to contain the fire, leave the area.
b. If you hear an alarm:
    i) Evacuate to designated assemble area.
    ii) Report to your supervisor so he/she can determine that all personnel have safely evacuated the site. Each foreman will inform the supervisor of missing personnel.
    iii) Remain outside; do not go back into the structure.
    iv) Stay in assemble area unless it is unsafe to do so. If you must move from the assemble area, do so as a group. Stay together.

Fire Extinguishers (new hires will watch video)

a. Keep in mind that a fire extinguisher generally has about one minute of retardant.

b. To use a fire extinguisher, remember P.A.S.S:

P - Pull the pin
A - Aim at the base of the fire
S - Squeeze the handle
S - Sweep the base of the fire.

Accident Reporting

a. Early Intervention in accidents is important to ensure employees receive appropriate medical treatment. If an accident should occur, it is imperative that the following procedures be followed.

i) All injuries/accidents should be reported to that employee's immediate supervisor as soon as possible, even if no medical attention is required.

ii) Assess the severity of injury. If the injured work requires emergency medical care call 911.

iii) In all situations contact Kevin Nilsson if possible, inform Kevin before taking employee for medical care.

iv) The injured employee's supervisor or appropriately designated individual should complete the G&A employee accident report. He/she is responsible for submitting these reports to Kevin as soon as possible, but no later than 24 hours after the accident.

v) The injured employee will be escorted to a medical facility. A list of approved facilities has been provided. A treatment authorization form will need to be completed and provided to the medical facility at time of treatment. Injured employees should not be left alone while being treated.

vi) As per G&A policy, a drug screen may be run on an injured employee at the time of treatment. This needs to be indicated on the treatment authorization form. If the employee refuses the test, he/she will be subject to disciplinary action.

Drug Testing

a. The company drug testing program is intended to eliminate the use of illegal drugs, alcohol and other controlled substances at work sites. This program is designed solely for the benefit of our employees. This program will provide reasonable safety on the job and protection from offending individuals.

b. Drug and alcohol testing will be administered under the following conditions.

i) To any employee when there is reasonable suspicion that he/she is under the influence of illegal drugs or alcohol.

ii) To any employee who is involved in a workplace accident which causes property damage, or which requires examination and/ or treatment by a licensed physician or medical facility.

iii) Drug testing can be, without prior notice, to any employee who previously has been required to undergo chemical dependency treatment or evaluation, or who is participating in a chemical dependency treatment program.

iv) Refusing a drug test as stated above shall be grounds for discharge.

Disciplinary Action

a. Willing disregarding safety rules or established safety practices will result in immediate dismissal.

Operators

b. Only personal who have completed both formal instruction and hands – on training under the direction of a competent, experienced trainer and have successfully passed a comprehensive examination on subject matter covered in both the formal and hands – on components of the training class.

c. Cause for requiring the operator to be recertified before the expiration period include: if the operator is assigned to operate a different type of equipment. Conditions at the workplace that effect safety operations change. The operator has been cited for operating in an unsafe manner. The operator has been involved in an accident or in a near – miss incident. The operator has received an overall unsafe operation evaluation.

Required P.P.E (NEW HIRE WILL WATCH VIDEO)

a. Safety glasses and hard hats are always required to be worn when on the construction site.

b. Hearing protection: Work areas or job tasks where significant noise exposure exists should be brought to the attention of the Safety Department. Noise exposure includes continuous, intermittent and impulse (less than one second long and greater than one second delay) noises. If sound level measurements indicate that excessive noise exposure exists, relating to OSHA permissible noise levels, investigation of engineering controls or administrative controls (e.g. rotation of employees or limiting time on tasks) to reduce exposure is necessary. If such measures do not reduce the noise level sufficiently, employee personal protective equipment (ear plugs or muffs) will be necessary.

c. Cut resistant gloves and arm guards are required for all banding activities.

d. Face shield, safety glasses, gloves and hearing protection are required for all grinding activities.

e. Gloves are required to be worn when handling sheets of steel, scraps or bands.

f. Dust masks: Dust mask is a flexible pad held over the nose and mouth by elastic or rubber straps to protect against dusts encountered during construction or cleaning activities, such as dusts from drywall, concrete, wood, fiberglass, silica (from ceramic or glass production), or sweeping. A dust mask is worn in the same fashion as a paint mask or surgical mask, but it is dangerous to confuse the three because they each protect against specific airborne dangers. Using the wrong mask for a job can present a significant and possibly deadly danger as many dust masks with widely varied levels of protection may look similar, and even masks that do not protect against dust at all, such as paint masks and surgical masks may look similar to dust masks. Mis fitting masks are also a danger as they allow material to bypass the mask entirely. A correct fit may not be as critical in masks that are intended to protect against splattering liquids or mists. Dust masks are manufactured to protect against only certain dangers, and do not protect against chemicals such as vapors and mists. For this reason, it is dangerous to confuse dust masks with paint masks.

Dust masks are a cheaper, lighter, and possibly more comfortable alternative to, but may not provide as much protection, and may be more susceptible to misuse or poor fit.
Some dust masks include improvements such as having two straps behind the head (one upper and one lower), having a strip of aluminum on the outside across the bridge of the nose that can be bent for a custom fit, and having a strip of foam rubber on the inside across the bridge of the nose to ensure a good seal even if the aluminum on the outside does not fit.
Dust masks that incorporate these improvements into their design often receive the NIOSH N95 rating, which is indicated by the letters "N95" being printed directly on the mask, and are often the required rating for masks used by construction workers working around non-poisonous dusts.

Eye and Face Protection: Faculty, staff, students, contractors, and visitors shall wear the appropriate eye and face protection when working with or around hazardous chemicals/materials/equipment including but not limited to:

a. Handling of hot solids, liquids, or molten metals.
b. Flying particles from chiseling, milling, sawing, turning, shaping, cutting, etc.
c. Heat treatment, tempering, or kiln firing of any metal or other materials.
d. Lasers.
e. Intense light radiation (UV and IR) from gas or electric arc welding, glassblowing, torch brazing, oxygen cutting, etc.
f. Repair or servicing of any vehicle.
g. Working with or around chemicals and gases.

Eye protection choices include the following:

a. Safety Glasses: Ordinary prescription glasses do not provide adequate protection. Eye protection must conform to the American National Standards Institute (ANSI), Standard Z87.1-1989. Look for this stamp on the inside of the safety glass frame. Prescription safety glasses are recommended for employees who must routinely wear safety glasses in lieu of fitting safety glasses over their personal glasses. All safety glasses shall have side protection. Whenever protection against splashing is a concern, "Chemical Splash Goggles" must be worn.

b. Goggles: Goggles are intended for use when protection is needed against chemicals or particles. Impact protection goggles which contain perforations on the sides of goggle are not to be used for chemical splash protection, therefore are not recommended. Splash goggles which contain shielded vents at the top of the goggle are appropriate for chemical splash protection and provide limited eye impact protection. Goggles only protect the eyes, offering no protection for the face and neck.

c. Face Shields: Full face shields provide the face and throat and partial protection from flying particles and liquid splash. For maximum protection against chemical splash, a full-face shield should be used in combination with chemical splash goggles. Face shields are appropriate as secondary protection when implosion (e.g. vacuum applications) or explosion hazards are present. Face shields which are contoured to protect the sides of the neck as well as frontal protection are preferred.

d. Eye Protection for Intense Light Sources: (Welding, glassblowing, gas welding, oxygen cutting, torch brazing, laser use, etc.) The radiation produced by welding, covers a broad range of the spectrum of light. Exposure to ultraviolet light (UV-B) from welding operations can cause "welders flash," a painful inflammable of the outer layer of the cornea. Arc welding or arc cutting operations, including submerged arc welding, require the use of welding helmets with an appropriate filter lens. Goggles with filter plates or tinted glass are available for glassblowing and other operations where intense light sources are encountered, including but not limited to, gas welding or oxygen cutting operations. Spectacles with suitable filter lenses may be appropriate for light gas welding operations, torch brazing, or inspection. See Filter Lenses for assistance in selection of appropriate shade selection. Users and visitors to Laser use areas (the laser nominal hazard zone) must be protected with suitable laser protection eye wear. Contact the laser manufacturer.

Machine Safety

Never try to operate equipment you are not familiar with or trained to operate. Never place hands in areas where there are moving parts or crush zones. Never reach into a machine that is moving or operating.

Electrical Safety

Only trained maintenance employees are authorized to conduct trouble shooting or electrical repairs. Do not attempt any electrical maintenance activities you are not trained or authorized to conduct. Never use a damaged extension cord or any other piece of damaged equipment. Never use electrical equipment in damp or wet areas.

Lock Out Tag Out

A safety procedure which is used in industry and research settings to ensure that dangerous machines are properly shut off and not started up again prior to the completion of maintenance or servicing work. It requires that hazardous power sources be "isolated and rendered inoperative" before any repair procedure is started. "Lock and tag" work in conjunction with a lock usually locking the device or the power source with the hasp and placing it in such a position that no hazardous power sources can be turned on. The procedure requires that a tag be affixed to the locked device indicating that it should not be turned on. If you ever see a red lock, yellow lock or a danger tag on a machine it is locked out for repairs. Never try to start a locked-out machine. Never remove a lock or tags. All machines being serviced must be locked out. Only trained and authorized maintenance employees can lock out a machine.

Group Lock Out

When two or more subcontractors are working on different parts of a larger overall system, the locked-out device is first secured with a folding scissors clamp that has many padlock holes capable of holding it closed. Each subcontractor applies their own padlock to the clamp. The locked-out device cannot be activated until all workers have signed off on their portion of the project and removed their padlock from the clamp.

In the United States a lock selected by color, shape or size (e.g. red padlock) is used to designate a standard safety device, locking and securing hazardous energy. No two keys or locks should ever be the same. A person's lock and tag must not be removed by anyone other than the individual who installed the lock and tag unless removal is accomplished under the direction of the Supervisor.

Machine Guarding

Never remove a guard from a machine. Do not use any machines with a guard missing, report the problem immediately to your supervisor. Never reach around a guard. Never rig or bypass a guard.

Lifting, warm up before you lift. Have a Plan Before you Lift – make sure you have a clear path to where you would like to set down the object you are lifting. Test the Load – if the load seems too heavy for you, make sure you have someone help you out. Keep your back relatively straight and bend your knees. Tighten your abdominals to stabilize the low back before you lift. Keep your feet slightly greater than shoulder width apart so you have a good base of support. Use the power of your thighs to lift the load. Your gluteal and thigh muscles are much more capable of lifting heavy objects. Keep the load close to your body at the level of your waist if possible. This decreases the torque on your low back.

Hazcom- S.D.S SHEETS (new hire will watch video).

A Safety Data Sheet (formerly called Material Safety Data Sheet) is a detailed informational document prepared by the manufacturer or importer of a hazardous chemical. It describes the physical and chemical properties of the product. SDSs contain useful information such as toxicity, flash point, procedures for spills and leaks, storage guidelines, and exposure control.

The federal Hazard Communication Standard, revised in 2012, now requires chemical manufacturers, distributors, and importers to provide new Safety Data Sheets in a uniform format that includes the section numbers, headings, and associated information below.

- Section 1 – Identification identifies the chemical on the SDS as well as the recommended uses. It also provides the essential contact information of the supplier.
- Section 2 – Hazard(s) identification includes the hazards of the chemical and the appropriate warning information associated with those hazards.
- Section 3 – Composition/information on ingredients identifies the ingredient(s) contained in the product indicated on the SDS, including impurities and stabilizing additives. This section includes information on substances, mixtures, and all chemicals where a trade secret is claimed.
- Section 4 – First-aid measures describes the initial care that should be given by untrained responders to an individual who has been exposed to the chemical.
- Section 5 – Fire-fighting measures lists recommendations for fighting a fire caused by the chemical, including suitable extinguishing techniques, equipment, and chemical hazards from fire.
- Section 6 – Accidental release measures provides recommendations on the appropriate response to spills, leaks, or releases, including containment and cleanup practices to prevent or minimize exposure to people, properties, or the environment. It may also include recommendations distinguishing between responses for large and small spills where the spill volume has a significant impact on the hazard.
- Section 7 – Handling and storage provides guidance on the safe handling practices and conditions for safe storage of chemicals, including incompatibilities.
- Section 8 – Exposure controls/personal protection indicates the exposure limits, engineering controls, and personal protective equipment (PPE) measures that can be used to minimize worker exposure.
- Section 9 – Physical and chemical properties identifies physical and chemical properties associated with the substance or mixture.

- Section 10 – Stability and reactivity describes the reactivity hazards of the chemical and the chemical stability information. This section is broken into 3 parts: reactivity, chemical stability, and other.
- Section 11 – Toxicological information identifies toxicological and health effects information or indicates that such data are not available. This includes routes of exposure, related symptoms, acute and chronic effects, and numerical measures of toxicity.
- Section 12 – Ecological information provides information to evaluate the environmental impact of the chemical(s) if it were released to the environment.
- Section 13 – Disposal considerations provides guidance on proper disposal practices, recycling or reclamation of the chemical(s) or its container, and safe handling practices. To minimize exposure, this section should also refer the reader to Section 8 (Exposure Controls/Personal Protection) of the SDS.
- Section 14 – Transport information includes guidance on classification information for shipping and transporting of hazardous chemical(s) by road, air, rail, or sea.
- Section 15 – Regulatory information identifies the safety, health, and environmental regulations specific for the product that is not indicated anywhere else on the SDS.
- Section 16 – Other information indicates when the SDS was prepared or when the last known revision was made. The SDS may also state where the changes have been made to the previous version. You may wish to contact the supplier for an explanation of the changes. Other useful information also may be included here.

Confined Space- What to do

- Do not enter permit-required confined spaces without being trained and without having a permit to enter.
- Review, understand and follow the procedures before entering permit required confined spaces and know how and when to exit.
- Before entry, identify any physical hazards.
- Before and during entry, test and monitor for oxygen content, flammability, toxicity or explosive hazards as necessary.
- Use employer's fall protection, rescue, air monitoring, ventilation, lighting and communications equipment according to entry procedures.
- Always maintain contact with a trained attendant visually, via phone, or by two-way.

House Keeping

DO

- Gather up and remove debris to keep the work site orderly.
- Plan for the adequate disposal of scrap, waste and surplus materials.
- Keep the work area and all equipment tidy. Designate areas for waste materials and provide containers.
- Keep stairways, passageways, ladders, scaffold and gangways free of material, supplies and obstructions.
- Secure loose or light material that is stored on roofs or on open floors.
- Keep materials at least 2m (5 ft.) from openings, roof edges, excavations or trenches.
- Remove or bend over nails protruding from lumber.
- Keep hoses, power cords, welding leads, etc. from laying in heavily travelled walkways or areas.
- Ensure structural openings are covered/protected adequately (e.g. sumps, shafts, floor openings, etc.)
- Store flammable or explosive materials such as gasoline, oil and cleaning agents apart from other materials.
- Keep flammable and explosive materials in proper containers with contents clearly marked.
- Dispose of greasy, oily rags and other flammable materials in approved containers.
- Store full barrels in an upright position.
- Keep gasoline and oil barrels on a barrel rack.
- Store empty barrels separately.

- Post signs prohibiting smoking, open flames and other ignition sources in areas where flammable and explosive materials are stored or used.
- Store and chain all compressed gas cylinders in an upright position.
- Mark empty cylinders with the letters "MT," and store them separately from full or partially full cylinders.
- Ventilate all storage areas properly.
- Ensure that all electric fixtures and switches are explosion-proof where flammable materials are stored.
- Use grounding straps equipped with clamps on containers to prevent static electricity buildup.
- Provide the appropriate fire extinguishers for the materials found on-site. Keep fire extinguisher stations clear and accessible.

DO NOT

- Do not permit rubbish to fall freely from any level of the project. Use chutes or other approved devices to discard materials.
- Do not throw tools or other materials.
- Do not raise or lower any tool or equipment by its own cable or supply hose.

Ladders

Do not use ladders until you have been shown the correct way to set up and use that specific ladder by your supervisor or a person that is competent in the use of the ladder.

At Rimrock Construction, we believe that ensuring the safety of our employees, subcontractors and any other visitors to our job sites or offices is a moral obligation. Here, safety is not a competing priority with schedules or profitability, it is a company value that is invested and embedded in the way we undertake our business.

At Rimrock we recognize provincial regulations for what they are: minimum standards to be rigorously upheld and exceeded where best practice dictates and where the safety of workers is not assured.

We believe that safety is everybody's responsibility, every minute of every day on every job. Our goal is to create and sustain an environment and culture where everybody understands, accepts, and actively shares in this responsibility knowing that the lives that we are affecting extend well beyond our own.

To this end, Rimrock Construction commits that every reasonable effort shall be taken in the interest of accident prevention to provide for safe and healthy working conditions, to eliminate hazards that can cause injury to workers or damage to property and equipment, and to promote a culture of shared accountability.

We will work with our employees, our subcontractors, our clients and our suppliers in a spirit of consultation and co-operation to achieve this. We will work with our employees both directly and through their safety representatives and their joint health and safety committees.

Together, we will be a leader in occupational health and safety.

Kevin Nilsson, CHST
Safety Director

HAZARD COMMUNICATION PROGRAM

General

The following hazard communication program has been established for Rimrock.

This program will be available for review by all employees.

Hazard Determination

Rimrock Construction will rely on safety data sheets obtained from product suppliers to meet hazard determination requirements.

Labeling

1. Subcontractors will be responsible for seeing that all containers entering the workplace are properly labeled.
2. All labels shall be checked for:
    a. Identity of the material.
    b. Appropriate hazard warning for the material.
    c. Name and address of the responsible party. (Only if the container is received from the manufacturer, distributor, or importer.)
3. Each Subcontractor shall be responsible for ensuring that all portable containers used in their work area are labeled correctly with the appropriate identity and hazard warnings of the containers contents.

Safety Data Sheets (SDSs)

- Subcontractors will be responsible for compiling the SDS sheets and turning them over to the Superintendent who will maintain the master SDS file. The file will be kept at the onsite office.
- Additional copies of SDS's for employee use are at the onsite office.
- SDS's will be available for review to all employees during each work shift. Copies will be available upon request to the Superintendent.
- Posters identifying the person responsible for maintaining SDS's and where the SDS's are located are posted at the onsite office. Posters notifying employees when new or revised SDS's are received will be in the same location(s).
- If a required SDS is not received, subcontractor shall contact the supplier, in writing, to request the SDS. If an SDS is not received after two such requests, the superintendent shall contact the Safety Director for assistance in obtaining the SDS.

Employee Information and Training

1. The Safety Department shall coordinate and maintain records of employee hazard communication training, including attendance rosters.
2. Before their initial work assignment, each new employee will attend a hazard communication training class. The class will provide the following information and training:
    a. Information:
        i. The requirements of the OSHA Hazard Communication Standard
        ii. All operations in their work area where hazardous chemicals are present
        iii. Location and availability of the written hazard communication program, the list of hazardous chemicals, and the SDS

b. Training:

i. Methods and observations that can be used to detect the presence or release of hazardous chemicals in the work area.

ii. Physical and health hazards of the hazardous chemicals.

iii. Measures the employees should take to protect from these hazards.

iv. Details of the hazard communication program--including explanation of labeling system and SDS's and how employees can obtain and use hazard information.

3. The employee shall be informed that:

a. The employer is prohibited from discharging, or discriminating against, an employee who exercises his/her rights to obtain information regarding hazardous chemicals used in the workplace.

b. As an alternative to requesting an SDS from the employer, the employee can seek assistance from the OSHA Construction Safety and Health Division, or the OSHA General Industry Safety and Health Division, to obtain the desired SDS. A sign or OSHA poster will be posted with the address and telephone number of the OSHA Divisions responsible for such requests.

4. Before any new physical or health hazard is introduced into the workplace, each employee who may be exposed to the substance will be given information in the same manner as during the hazard communication training class.

Hazardous Non-Routine Tasks

1. Occasionally, employees are required to perform non-routine tasks (i.e., clean reactor vessels, enter confined spaces, etc.). Prior to starting work in such areas, each employee will be given information about the hazards of the area or procedure. This information will include:

a. Specific chemical hazards.

b. Protection/safety measures the employee can take to lessen risks of performing the task.

c. Measures the company has taken to eliminate or control the hazard, including:

i. Air monitoring
ii. Ventilation requirements
iii. Use of respirators
iv. Use of attendants to observe procedures
v. Emergency procedures

2. It is the policy of Rimrock that no employee will begin performance of a non-routine task without first receiving appropriate safety and health training.

Multi-Employer Worksites - Informing Contractors

1. If our company exposes any employee of another employer to any hazardous chemicals that we produce, use, or store, the following information will be supplied to that employer:

a. The hazardous chemicals they may encounter.
b. Measures their employees can take to control or eliminate exposure to the hazardous chemicals.
c. The container and pipe labeling system used on-site.
d. Where applicable SDS's can be reviewed or obtained.

2. Periodically, our employees may potentially be exposed to hazardous chemicals brought on our site by another employer. When this occurs, we will obtain from that employer information pertaining to the types of chemicals brought on-site, and measures that should be taken to control or eliminate exposure to the chemicals.
3. It is the responsibility of the Superintendent to ensure that such information is provided and/or obtained prior to any services being performed by the off-site employer.

List of Hazardous Chemicals

A list of all hazardous chemicals used by Rimrock is available at all on site offices. Further information regarding any of these chemicals can be obtained by reviewing its respective SDS.

Materials which can be purchased by the ordinary household consumer, and which are used in the same fashion and amount as by the ordinary household consumer, are not required to be included in this list. (It is suggested that you maintain a separate list of all materials you consider to be "consumer use" materials).

ACCIDENT REPORTING

Early Intervention in accidents is important to ensure employees receive appropriate medical treatment. If an accident should occur, it is imperative that the following procedures be followed.

- All injuries/accidents should be reported to that employee's immediate supervisor as soon as possible, even if no medical attention is required.
- Assess the severity of injury. If the injured work requires emergency medical care call 911.
- In all situations contact Kevin Nilsson if possible, inform Kevin before taking employee for medical care.
- The injured employee's supervisor or appropriately designated individual should complete the G&A employee accident report. He/she is responsible for submitting these reports to Kevin as soon as possible, but no later than 24 hours after the accident.
- The injured employee will be escorted to a medical facility. A list of approved facilities has been provided. A treatment authorization form will need to be completed and provided to the medical facility at time of treatment. Injured employees should not be left alone while being treated.
- As per G&A policy, a drug screen may be run on an injured employee at the time of treatment. This needs to be indicated on the treatment authorization form. If the employee refuses the test, he/she will be subject to disciplinary action.

Burley WorkMed
1501 Hilland Ave
Burley, ID 83318
(208) 677-6428
M-F 8-5

Intermountain WorkMed
201 E 5900 S #100
Murray, UT 84107
(801) 288-4900
M-F 8-5

Layton WorkMed
2075 N. University Park Blvd.
(1200 W) 2nd floor
Layton, UT 84041
(801) 776-4444
M-F 7:30-3:30

Mt. Pleasant WorkMed
1100 S Medical Dr.
Mt. Pleasant, UT 84647
(435) 462-3471
M-F 8-5

Cedar City WorkMed
962 S Sage Dr.
Cedar City, UT 84720
(435) 865-3460
M-F 8-5

Intermountain WorkMed
830 N 980 W
Orem, UT 84057
(801) 724-4000
M-F 8-5

Logan WorkMed
412 N 200 E
Logan, UT 84321
(435) 713-2850
M-Th 8:30-5, F 8:30-4

Ogden WorkMed
1355 W 3400 S
Ogden, UT 84401
(801) 387-6150
M-F 8-5

Intermountain WorkMed
1685 W 2200 S
Salt Lake City, UT 84119
(801) 972-8850

Intermountain WorkMed
385 S 400 E
Springville, UT 84663
(801) 491-6400
M-F 8-5

Moroni WorkMed
51 E Main St
Moroni, UT 84646
(435) 436-5250
M,T,Th,F 9-4:30, W 9-12

Park City Family Health & Urgent Care
1665 Bonanza Dr.
Park City, UT 84060
(435) 649-7640
M-F 8-9

St. George WorkMed
385 N 3050 E
St. George, UT 84790
(435) 251-2630
M-F 9-5

Tremonton WorkMed
440 W 600 N
Tremonton, UT 84337
(435) 257-4035
M-F 8-5

U of U Healthcare Occupational Medicine Center at Redwood Health Center
1525 W 2100 S
Salt Lake City, UT 84119
(801) 213-9777
M-F 8-5

U of U Healthcare Occupational Medicine Clinic at South Jordan Health Center 5126 W Daybreak Parkway South Jordan, UT 84095
(801) 213-9777
M-F 8-5

Drug Free Workplace Policy

Purpose and Coverage

The company values its employees and customers and recognizes the need for a safe, productive and healthy work environment. Employees who abuse drugs and/or alcohol are less productive, less dependable, and are a critical threat to the safety, security and welfare of co-workers, customers, vendors, those who do business with G&A Partners desire to provide a safe, productive work environment for our employees.

Accordingly, it is the policy of the company to maintain a work environment free from the use and abuse of illegal drugs and alcohol. Compliance with this policy is a condition of employment. Failure to comply with this policy may result in termination without warning. If questions arise regarding this policy, please direct them to the Human Resources department or G&A Partners Customer Care Center.

This policy covers all employees of the company, including employees who are also covered by and subject to rules regarding the use of illegal drugs and alcohol under the United States Department of Transportation (DOT) regulations. Employees who are covered by and subject to the DOT regulations must comply with this policy and the company's DOT-Regulated Drivers' Drug and Alcohol Policy. Co-employees under the direction and control of Rimrock Construction may also be required to be tested if required under a client's drug and/or alcohol testing policy, provided the testing is in accordance with the policy and the policy complies with applicable law.

This policy, by its terms, also covers applicants insofar as applicants, after a conditional offer of employment has been made, must take and pass a pre-employment drug test. Applicants, however, are not entitled to participate in any employee assistance or rehabilitation program offered by the company to its employees.

Non-Discrimination

In accordance with the requirements of the Americans with Disabilities Act and the Americans with Disabilities Act Amendment Act, and applicable state law, the company does not discriminate against employees or applicants who are qualified individuals with a disability. This includes individuals who are not currently engaged in use of illegal drugs and who do not otherwise violate the provisions of this policy, including but not limited to individuals who: 1) have successfully completed a supervised rehabilitation program and are no longer engaging in illegal drug use; 2) have otherwise been rehabilitated successfully and are no longer engaging in such use; or 3) are participating in a supervised rehabilitation program and are no longer engaging in such use.

Inspections

The company reserves the right to inspect vehicles, premises, and property (including offices, desks, lockers, and other repositories) and personal effects (such as lunch boxes/bags, purses, gym bags, backpacks, handbags, briefcases, packages, or coats) where there is a reasonable cause to believe that an employee has violated this policy.

Definitions

For the purposes of this policy, "employee" means an employee, independent contractor, or person working for an independent contractor who performs services for compensation, in whatever form for the company.

"DRUG" means a controlled substance, as defined in schedules I through V of section 202 of the controlled substances act, 21 USC & 812, including cocaine, opiates, marijuana, amphetamines, phencyclidine (PCP).

The term "illegal drug" includes all drugs in the possession or use of which are made unlawful under federal, state, or local law. "Illegal drug" does not include drugs obtained and taken under supervision by and in accordance with prescriptions or other instructions issued by a licensed health care professional and other drugs otherwise authorized to be used under the controlled substance act.

Under the influence of alcohol means 1) the presence of alcohol in the individual's system which equals or exceeds a blood alcohol content (BAC) of .04; or 2) behavior, appearance, speech, or bodily odors that lead a supervisor or manager to reasonably suspect that the employee is impaired by alcohol during working time or on company premises.

"DILUTE SPECIMEN" means a urine specimen with creatine and specific gravity values that are so diminished they are not consistent with human urine.

"DURING WORKING TIME" means time during which the employee is in fact representing the company's interests (including while assigned to a client's site). The term also includes all paid break and meal periods.

"SUBSTITUTED SPECIMEN" means a urine specimen with a creatine and specific gravity values that are so diminished that are not consistent with human urine.

"ADULTERATED SPECIMEN" means urine specimen that has been altered as evidenced by test results showing whether a substance that is not a normal constituent for a urine specimen or an abnormal concentration of an endogenous substance.

Policy Prohibitions
Employees are strictly prohibited from engaging in the conduct listed below.

With respect to illegal drugs, employees violate this policy by engaging in the following conduct, whether during work time or on the company's premises or property or not:

- Bringing and/or storing (including in a desk, locker, automobile, or other repository) illegal drugs, hallucinogens, or drug paraphernalia on the company's premises or property.
- Having possession of, being under the influence of, testing positive for, or otherwise having in one's system, illegal drugs or their metabolites.
- Using, consuming, transporting, distributing, or attempting to distribute, manufacturing, selling or dispensing illegal drugs.
- Engaging in activity that results in a conviction, and/or a conviction or plea of guilty relative to any criminal drug offence while employed by the company. All employees must notify the company in writing of any criminal drug conviction no later than five calendar days after such conviction.
- Abuse of prescription drugs which includes exceeding the recommended prescribed dosage or using others' prescribed medications.
- Switching, tampering with or adulterating any specimen or sample collected under this policy, or attempting to do so, or refusing to cooperate with the terms of this policy.
- Refusing a test, including conduct obstructing testing such as failure to sign necessary paperwork, failing to report to the collection site at the appointed time and failing to remain available for a post-accident test.
- Failure to consent to, participate in an abide by the terms and recommendations of any Employee Assistance Program (EAP) assessment or rehabilitation program to which the company makes a referral, including but not limited to, failure to follow recommendations, if any, regarding behavior modification and abstinence or failure to be available for any prescribed continuing or follow-up sessions.
- Failure to advise a supervisor or manager of the use of a prescription or over-counter-drug which may alter the employee's ability to perform the essential functions of his or her job- Note: where lawful, we have contracted with our laboratories and medical review officers (MRO), to take additional measures in the event of detection of prescription drugs that you have not informed us of where prescription drugs are detected, an occupational health physician, likely the Medical review Officer, will review the essential requirements of your job, and, if the medication listed would, in the physician's opinion after a review of an investigation into the facts, affect your ability to perform those functions, the MRO will inform the company of the prescription, and the company reserves the right to initiate an interactive process and to work with you to decide how, if at all, these circumstances would affect your employment status, or…
- Failure of employees to notify his or her supervisor before going to work if 1) he/she believes that he/she is under the influence of drugs and/or 2) is taking medication that may prohibit the employee from discharging his/her duties in a safe manner.

The company will not generally consider use of medical marijuana or hemp products a valid medical explanation for a positive marijuana test result except where required by state law.

Any questions about this prohibition should be directed to G&A Partners' Drug Program Coordinator.

With respect to alcohol, employees that violate this policy by engaging in the following conduct during work time or on company premises or property which includes all company work sites, company owned or leased vehicles, vehicles used for company purposes, and client premises or property:

- Bringing and/or storing (including a desk, locker, automobile, or other repository alcohol on the company premises or property as defined above.
- Having possession of, being under the influence of, testing positive for or having in one's system, alcohol.
- Using, consuming, transporting, distributing, or attempting to distribute, manufacturing, selling or dispensing alcohol.
- Engaging in activity that results in a conviction, and/or a conviction or plea of guilty relative to any criminal drug offence while employed by the company. All employees must notify the company in writing of any criminal alcohol conviction no later than five calendar days after such conviction.
- Switching, tampering with or adulterating any specimen or sample collected under this policy, or attempting to do so, or refusing to cooperate with the terms of this policy.
- Refusing to cooperate with the terms of this policy which includes submitting to questioning, alcohol testing, medical or physical tests or examinations, when requested or conducted by the company or its designee. Refusing a test, includes conduct obstructing testing such as failure to sign necessary paperwork, failing to report to the collection site at the appointed time and failing to remain available for a post-accident test.
- Failure to consent to, participate in and abide by the terms and recommendations of any Employee Assistance Program (EAP) assessment or rehabilitation program to which the company makes a referral, including but not limited to, failure to follow recommendations, if any, regarding behavior modification and abstinence or failure to be available for any prescribed continuing or follow-up sessions.
- Failure of employees to notify his/her supervisor before going to work if he/she believes that he/she is under the influence of alcohol.

There may be occasions when it is permissible to consume reasonable amounts or alcohol during regular work hours, if consumption of alcohol is authorized in advance in writing by an authorized member of company management. Examples of occasions that might qualify for exemption include business functions, office celebrations, professional events or professional association meetings, business travel, or marketing/entertaining clients or potential clients. Employees who choose to consume alcohol at such functions are expected to act responsibly and to refrain from becoming intoxicated or impaired.

Notwithstanding the foregoing exceptions, employees understand that it is a violation of this policy to drive any vehicle while under the influence of alcohol, or the employee believes that he or she is under the influence of alcohol. Managers or employees who find themselves in these circumstances are expected to ensure that the involved employee or employees do not drive, but instead take a taxicab and/ or stay at a hotel.

Employees who engage in any of the prohibited conduct listed above are in violation of this policy and are subject to discipline, up to and including immediate termination at the company's discretion.

While the discipline imposed will depend on the circumstances, ordinarily certain offenses will result in immediate termination (i.e. possession, sale or use of illegal drugs on the company's premises or during working time).

In the event an employee is not terminated for a policy violation, the company reserves the right to refer employees with a verified positive drug and/or confirmed alcohol test for assessment, counseling, rehabilitation services or treatment by a rehabilitation service provider, substance abuse professional, or other qualified person licensed or certified in accordance with applicable state law to provide chemical dependency counseling and to require any employee so referred to enter into and abide by one or more of the following:

- A rehabilitation agreement and/or a Return-to-Work Agreement. Costs associated with this benefit may be covered by the employee's medical insurance plan; however, any costs not covered by the employee's medical insurance plan and which are not otherwise required to be paid by any applicable plan are entirely the employee's sole responsibility.

Testing

The company reserves the right, within the limits of federal, state, and local laws, to examine and test for the presence of drugs and/or alcohol. Under the conditions of this policy, applicants or employees may be asked to submit to a medical examination and/or submit to urine, hair, saliva, blood, or breath testing for drugs and/or alcohol.

Circumstances of Testing

The types of testing performed by the company may include, but are not limited to the following:

Pre-Employment/Pre-Placement

The company makes all offers of employment subject to and conditioned on the applicant submitting to a pre-hire drug test and receiving a negative test result. Applicants applying for safety-sensitive jobs may also be required to submit a pre-hire alcohol test and receive a negative test result.

If the applicant tests positive, or if the applicant refuses to undergo testing, the offer of employment will be withdrawn.

Post-Accident

A drug and/or alcohol test will be conducted for all employees whose acts, or failures to act, appear to have caused or contributed to an accident occurring during work time, on work premises, or while operating a company provided vehicle. Covered accidents include accidents that result in 1) personal injury to employees or to others which necessitates emergency first aid and/or off-site medical attention; and/or 2) damage to the company's property.

Employees are expected to report an accident immediately, and to remain available for post-accident testing. If circumstances require an employee to leave the scene of an accident, the employee must make a good faith attempt to notify the company of his or her location as soon as possible. Any employee who fails to report any work-related accident is in violation of this policy and is subject to disciplinary action, up to and including termination. Employees asked to submit to such tests will be escorted to the collection site and then sent home until test results are received. All employees sent for post-accident testing will be placed on a non-disciplinary suspension until the company receives the test results. Hourly employees will not be compensated for time missed from work if the test is positive but will be compensated if the test is negative. Employees who test positive on a post-accident testing will be placed on a non-disciplinary suspension until the company receives the test results. Hourly employees will not be compensated if the test is negative. Employees who test positive on a post-accident test may be ineligible for workers' compensation benefits.

Random

Employees are subject to unannounced drug tests on a random selection basis. Employees in safety-sensitive roles may also be subject to random alcohol testing.

Random selection basis means a mechanism for selection of employees that: 1) Result in an equal probability that any employee from a group of employees subject to the selection mechanism will be selected, and 2) does not give the company discretion to waive the selection of any employee selected under the mechanism.

Please consult your supervisor if you have questions with respect to whether your position is considered safety sensitive.

Reasonable Suspicion

Employees will be asked to submit to drug and/or alcohol test if reasonable suspicion exists indicating that the employee is under the influence of illegal drugs or alcohol. Such determinations will be made by a supervisor or manager based upon factors such as behavior, speech, appearance, and bodily odors. Employees asked to submit to such tests will be escorted to the collection site and then sent home until test results are received.

All employees sent for reasonable suspicion testing will be placed on a non-disciplinary suspension until the company receives the test results. Hourly employees will not be compensated for time missed from work if the test is positive but will be compensated if the test is negative.

Return to Duty

Employees who have tested positive and whose employment is not being terminated consequently will be required to submit to an evaluation for substance abuse dependence and to complete any education and/or treatment prescribed by a substance abuse professional. Once released to return to work, the employee must take and pass a drug and/or alcohol test prior to returning to work.

Follow-up

An employee who has been removed voluntarily or otherwise from his or her job duties on the basis of a verified positive drug test result and/or confirmed positive alcohol test result will be subject, following the return to work, to unannounced drug and/or alcohol testing.

The testing will be unannounced and may continue up to 24 months from the return-to-work date.

Testing Methods

Consent: No alcohol test may be administered, sample collected, or drug test conducted on any sample without the written consent of the person being tested. However, a person’s refusal to submit to a proper test will be viewed as a refusal to test and will subject the person to disciplinary action, up to and including termination.

- Test Costs: Rimrock Construction will pay the costs of all drug and/or alcohol tests if it is required of employees and applicants.
- Collection & Chain-of-Custody: Persons being tested will be asked to provide a test sample by the collection site person or medical personnel. Procedures for the collection of specimens will allow for reasonable individual privacy. Urine specimens will be tested for temperature and may be subject to other validation procedures as appropriate. Dilute urine specimens may require a recollection. The collection site person and the person being tested will always maintain chain-of-custody procedures for specimens.

- Testing Methods: Drug test specimens may include urine, hair, or saliva. All drug test samples will be screened using an immunoassay technique and all presumptive positive drug tests will be confirmed using gas chromatography/mass spectrometry (GC/MS). All confirmatory drug tests will be conducted by a laboratory certified by the Federal Substance Abuse and Mental Health Services Administration to conduct workplace drug testing. Alcohol tests may be conducted using breath, saliva, or blood, and will ordinarily be conducted and confirmed immediately at the collection location. A test result showing 0.04 percent or more alcohol in an individual's system will be considered a positive test result. Tests will seek only information about the presence of drugs and alcohol (or their metabolites) in an individual's body and will not test for any medical condition. Prescription and over the counter medications may cause a positive drug test result.
- Notification: The company has contracted with a Medical Review Officer (MRO) (a health care professional with an expertise in toxicology) who will attempt to contact any individual whose drug test sample is confirmed positive by the laboratory. The MRO will offer the individual whose drug test sample is confirmed positive by the laboratory. The MRO will offer the individual an opportunity to discuss, in confidence, any legitimate reasons he or she may have that would explain the positive drug test. If the individual provides an explanation acceptable to the MRO that the positive drug test result is due to factors other than the consumption of illegal drugs or other prohibited behavior, the MRO will order the positive test result to be disregarded and will report the test as negative. Otherwise, the MRO will verify the test as positive. The MRO may also review test results that are apparently diluted, substituted, or adulterated, and verify those test results as well.
- Test Results: Where required by state law, individuals will be provided with a copy of their own test result.
- Right to Retest: An individual who tests positive for drugs may request that his or her original sample be sent to a different certified laboratory for another confirmatory test, at the individual's expense, although G&A Partners may suspend, transfer, or take other appropriate actions pending the results of a re-test.
- Negative Dilute Specimens: If the company's MRO informs the company that a negative drug test was dilute, the following will apply:
- Dilute Negative with low Creatinine: If the MRO indicates that the laboratory reported the specimen as negative dilute with a creatinine concentration of the specimen equal to or greater than 2mg/dL but less than or equal to 5mg/dL, the company will immediately instruct the employee to undergo a recollection under direct observation so that people who may naturally produce low creatinine levels will not be reported as having substituted their specimens.
- Other Dilute Negative: Otherwise, if the creatinine concentration of the dilute specimen is greater than 5 mg/dL but less than 20mg/dL, the company will direct the particular individual to take another test immediately for all test types (i.e. pre-employment, post-accident, random, reasonable suspicion, return to duty or follow-up). Such recollections will be unobserved.

Instead of a second urine collection, the company may also elect to require the individual to submit to another form of test, such as saliva or hair test.

A refusal to submit to the second test as directed by the company will be deemed a test refusal.

With respect to dilute recollections/retests, the result of the second test-not the original dilute result-will be the test of record upon which the company will rely.

If the second test is also a dilute negative, the test will be treated as a negative test result.

Confidentiality and Privacy

All drug and alcohol test results are reported to G&A Partners' Drug Program Coordinator and are considered confidential. Results will only be disclosed with the company (and, where authorized, to the individual's assigned client) on a need-to-know basis and as allowed by law and retained in a secure location with controlled access. Information about an employee's medical condition or history obtained in connection with a drug and alcohol test will be kept in a separate file and apart from the employee's personnel file.

The release of an individual's drug and alcohol test results and other information gained in the testing process will only be otherwise disclosed in accordance with an individual's written authorization or as otherwise required or permitted by applicable law.

Employees or applicants will not be observed while providing a urine specimen unless there is reason to believe the employee or applicant has tampered with, adulterated, switched or attempted to tamper with, adulterate or switch a urine specimen. Except where limited by law, one situation in which the company reserves the right to make an observed collection is when a laboratory reports a specimen as having a low creatinine concentration (i.e., a creatinine concentration greater than or equal to two mg/dL and less than or equal to five mg/dL and the MRO reports the specimen as negative and dilute.

Education and Training

G&A Partners has available information and educational materials regarding problems associated with drug and alcohol abuse in the workplace and available resources for dealing with or responding to substance abuse problems.

Employees may request this information by contacting the Human Resource representative for their location or from G&A Partners Customer Care Center. We also provide training for supervisors and managers.

Consent

As a condition of employment or continued employment, applicants and employees must sign a consent form, which will be provided to them along with a copy of this policy. Refusal to sign the consent form will result in withdrawal of a conditional job offer and/or termination.

Reservations of Rights

This policy supersedes and revokes any other company practice or policy relating to the use of drugs and alcohol in the workplace and drug and/or alcohol testing except for the DOT-Regulated Drivers' Drug and Alcohol Policy. The company reserves the right to interpret and administer this policy, and at any time and at its sole discretion, amend, supplement, modify, revoke, rescind or change this policy, in whole or in part, with or without notice and with or without consideration. This policy is not an express or implied contract of employment nor is it to be interpreted as such. Additionally, this policy does not in any way affect or change the status of any at-will employee. At-will employees continue to be free to terminate their employment or resign from employment at any time and the company continues to be free to terminate employees, with or without cause, with or without notice, for any lawful reason or for no reason at all.

Nothing in this policy is a promise or guarantee or should be construed as a promise or guarantee that the company will follow in any circumstances any course of action, disciplinary, rehabilitative or otherwise.

Attire

Discretion in style of dress and behavior is essential to the efficient and professional operation of the company. Employees are therefore required to dress in appropriate attire and to behave in a professional, businesslike manner. Please use good judgment in your choice of work clothes. Distracting clothing, hairstyles, tattoos, piercings, etc. do not portray a professional attitude and you may be asked to comply with these standards before returning to work. Employees failing to adhere to proper Rimrock standards with respect to appearance are subject to disciplinary action.

Safety Violation Warning Notice

Subcontractor: Click here to enter text.

Date: Click here to enter a date.

Project: Click here to enter text.

Rimrock Construction, LLC is committed to the safety and wellbeing of all personnel working in any capacity on Rimrock Construction, LLC project sites.

We appreciate the efforts of all subcontractors who comply with the safety measures implemented at each project site. To ensure the safety of all trades working on Rimrock projects, this “Safety Violation Warning Notice” is being issued for the following reason(s).

Violation: Click here to enter text.

Disciplinary Action: Click here to enter text.

Subcontractor Signature: _____

Rimrock Construction, LLC: _____

1st Warning: Click here to enter a date.

2nd Warning: Click here to enter a date.

3rd Warning – Suspension from project

SAFETY MANAGEMENT SYSTEM (SMS) AUDIT

The sample audit and safety inspection checklist contained herein is designed to help you evaluate the quality of your company's safety management system design and performance. It should be reviewed at least annually to look at each of the critical components of the SMS to determine what is working well and what changes, if any, are needed. When you identify needs that should be addressed, you have the basis for a new safety and health objective for program improvement. This audit does not replace any provisions, standard, or rule contained in the OSHA Act of 1970.

____ Does the company have a comprehensive written safety and health program that addresses the following key elements:

- Management commitment
- Employee involvement
- Management and labor accountability
- Incident and accident investigation policy and procedures
- Safety training
- Hazard identification and control
- Periodic program review

____ Has responsibility for developing and monitoring the safety and health program been delegated to a person or office?

____ Has responsibility for carrying out the safety and health program been assigned to all levels of the line organization (managers and supervisors) and employees?

____ Are managers and supervisors carrying out their safety and health supervision, training, and enforcement responsibilities?

____ Are employees carrying out their safety and health compliance and reporting responsibilities?

____ Is there an accountability system for ensuring managers and supervisors carry out their safety and health supervision, training and enforcement responsibilities?

____ Is there an accountability system for ensuring employees comply with safety and health rules and hazard/ injury reporting responsibilities?

____ Is there a system that provides communication with affected employees on occupational safety and health matters (meetings, training programs, posting, written communications, a system of hazard reporting, etc.)?

____ Does the communication system include provisions designed to encourage employees to inform the employer of hazards at the work site without fear of reprisal?

____ Is there a system for identifying and evaluating workplace hazards whenever new substances, processes, procedures or equipment are introduced into the workplace, and whenever the employer receives notification of a new or previously unrecognized hazard?

____ Are periodic inspections for safety and health scheduled and carried out by managers and supervisors, and the safety committee?

____ Are inspection records kept which identify unsafe conditions and practices?

____ Is there an incident and accident investigation program?

____ Are unsafe and unhealthy conditions and work practices corrected immediately, with the most hazardous exposures corrected first?

____ Do employees know the safety and health hazards specific to their job assignment?

____ Is training provided to all employees when they are first hired and when they receive new job assignments?

____ Are training needs of employees evaluated whenever new substances, procedures, or equipment are introduced into the workplace, and whenever the employer received notification of a new or previously unrecognized hazard?

____ Are records kept documenting safety and health training for each employee by name or other identifier, training dates, types of training, and training provider?

____ Does the employer have a labor-management safety and health committee?

Safety Inspection Checklists

Since OSHA regulations are quite extensive, these audits are by no means all inclusive. You should add to them or delete items which don't apply to your operations. More information regarding rules which may apply to your workplace is available from Federal or State OSHA.

- Additional VDT Workstation Criteria
- Chemical Exposures
- Compressed Gas and Cylinders
- Compressors and Compressed Gas
- Confined Spaces
- Cranes and Hoists
- Electrical Safety
- Elevated Surfaces
- Emergency Action Plan
- Environmental Controls
- Ergonomics
- Exit or Egress
- Exit Doors
- Eye Protection
- Fire Protection
- Flammable and Combustible Materials
- Floor and Wall Openings
- General Work Environment
- Hand Tools and Equipment
- Hazard Communication
- Hearing Conservation
- Identification of Piping Systems
- Industrial Trucks - Forklifts
- Infection Control
- Injury and Illness Prevention Program
- Lockout/Tagout Procedures
- Machine Guarding
- Materials Handling
- Medical Services and First Aid
- Noise
- Personal Protective Equipment and Clothing
- Posting
- Portable Ladders
- Portable (Power-operated) Tools and Equipment
- Recommended VDT Workstation Criteria
- Recordkeeping
- Safety Committees
- Spray Finishing Operations
- Stairs and Stairways
- Tire Inflation
- Transporting Employees and Materials
- Ventilation for Indoor Air Quality
- Video Display Terminals
- Walkways
- Welding, Cutting and Brazing

Abrasive Wheel Equipment Grinders

____ Is the work rest used and kept adjusted to within 1/8 inch of the wheel?

____ Is the adjustable tongue on the top side of the grinder used and kept adjusted within 1/4 inch of the wheel?

____ Do side guards cover the spindle, nut, flange, and 75 percent of the wheel diameter?

____ Are bench and pedestal grinders permanently mounted?

____ Are goggles or face shields always worn when grinding?

____ Is the maximum RPM rating of each abrasive wheel compatible with the RPM rating of the grinder motor?

____ Are fixed or permanently mounted grinders connected to their electrical supply system with metallic conduit or by another permanent wiring method?

____ Does each grinder have an individual on/off switch?

____ Is each electrically operated grinder effectively grounded?

____ Before mounting new abrasive wheels, are they visually inspected and ring tested?

____ Are dust collectors and powered exhausts provided on grinders used in operations that produce large amounts of dust?

____ To prevent coolant from splashing workers, are splash guards mounted on grinders that use coolant?

____ Is cleanliness maintained around grinders?

Chemical Exposures

____ Is employee exposure to chemicals kept within acceptable levels?

____ Are eyewash fountains and safety showers provided in areas where caustic corrosive chemicals are handled?

____ Are all employees required to use personal protective equipment when handling chemicals?

____ Are flammable or toxic chemicals kept in closed containers when not in use?

____ Where corrosive liquids are frequently handled in open containers or drawn from storage vessels or pipelines, are adequate means provided to neutralize or dispose of spills or overflows?

____ Have standard operating procedures been established, and are they being followed, when cleaning up chemical spills?

____ When needed for emergency use, are respirators stored in a convenient, clean, and sanitary location?

____ Are emergency-use respirators adequate for the various conditions under which they may be used?

____ Are employees prohibited from eating in areas where hazardous chemicals are present?

____ Is personal protective equipment provided, used, and maintained whenever necessary?

____ Are there written standard operating procedures for selecting and using respirators where needed?

____ Are employees instructed on the correct usage and limitations of respirators?

____ Are the respirators NIOSH-approved for each application?

____ Are respirators inspected and cleaned, sanitized, and maintained regularly?

_____ Are employees familiar with Threshold Limit Value (TLV) or Permissible Exposure Limit (PEL) of airborne contaminants and physical agents used in your workplace?

_____ Have industrial hygienists or environmental health specialists evaluated your work operations?

_____ If internal combustion engines are used, is carbon monoxide kept within acceptable levels?

_____ Is vacuuming used rather than blowing or sweeping dusts whenever possible for cleanups?

Compressors and Compressed Air

_____ Are compressors equipped with pressure-relief valves and pressure gauges?

_____ Are compressor air intakes installed and equipped to ensure that only clean, uncontaminated air enters the compressor?

_____ Are air filters installed on the compressor intake?

_____ Are compressors operated and lubricated in accordance with the manufacturer's recommendations?

_____ Are safety devices on compressed air systems checked frequently?

_____ Before any repair work is done on the pressure systems of the compressor, is the pressure bled off and the system locked out?

_____ Are signs posted to warn of the automatic starting feature of the compressors?

_____ Is the belt drive system totally enclosed to provide protection on the front, back, top, and sides?

_____ Is it strictly prohibited to direct compressed air toward a person?

_____ Are employees prohibited from using compressed air (at over 29 psi) for cleaning purposes?

_____ Are employees prohibited from cleaning off clothing with compressed air?

_____ When using compressed air for cleaning, do employees use personal protective equipment?

_____ Are safety chains or other suitable locking devices used at couplings of high-pressure hose lines where a connection failure would create a hazard?

_____ Before compressed air is used to empty containers of liquid, is the safe working pressure of the container checked?

_____ When compressed air is used with abrasive blast cleaning equipment, is the operating valve a type that must be held open manually?

_____ When compressed air is used to inflate auto tires, is a clip-on chuck (and an inline regulator present to 40 psi) required?

_____ Is it prohibited to use compressed air to clean up or move combustible dust, if such action could cause the dust to be suspended in the air and cause a fire or explosion?

_____ If plastic piping is used, is it the plastic approved for airline service? (ABS is Okay - PVC is not)

Compressed Gas & Cylinders

_____ Are cylinders with water-weight capacity over 30 pounds equipped with means for connecting a valve protector or device, or with a collar or recess to protect the valve?

_____ Are cylinders legibly marked to clearly identify the gas contained?

____ Are compressed gas cylinders located or stored in areas where they will not be damaged by passing or falling objects or be subject to tampering by unauthorized persons?

____ Are cylinders containing liquefied fuel gas stored or transported in a position so that the safety relief device is always in direct contact with the vapor space in the cylinder?

____ Are valve protectors always placed on cylinders when the cylinders are not in use or connected for use?

____ Are all valves closed off before a cylinder is moved, when the cylinder is empty, and at the completion of each job?

____ Are low-pressure fuel-gas cylinders checked periodically for corrosion, general distortion, cracks, or any other defect that might indicate a weakness or render them unfit for service?

____ Does the periodic check of low-pressure fuel-gas cylinders include a close inspection of the bottom of each cylinder

Confined Spaces

____ Is there a written permit confined space program?

____ Is the program available for inspection?

____ Are confined spaces thoroughly emptied of any corrosive or hazardous substances, such as acids or caustics, before entry?

____ Before entry, are all pipelines to a confined space containing inert, toxic, flammable, or corrosive materials valves off and blanked or disconnected and separated?

____ Are all impellers, agitators, or other moving equipment inside confined spaces locked out if they present a hazard?

____ Is either natural or mechanical ventilation provided prior to confined space entry?

____ Before entry, are appropriate atmospheric tests performed to check for oxygen deficiency, toxic substances, and explosive concentrations in the confined space?

____ Is adequate lighting provided for the work being performed in the confined space?

____ Is the atmosphere inside the confined space frequently tested or continuously monitored during the work process?

____ Is there an attendant standing by outside the confined space, whose sole responsibility is to watch the work in progress, sound an alarm if necessary, and help render assistance?

____ Is the attendant or other employees prohibited from entering the confined space without lifelines and respiratory equipment if there is an emergency?

____ Are all rescuers appropriately trained and using approved, recently inspected equipment?

____ Does all rescue equipment allow for lifting employees vertically through a top opening?

____ Are rescue personnel first aid trained and immediately available?

____ Is there an effective communication system in place whenever respiratory equipment is used, and the employee in the confined space is out of sight of the attendant?

____ Is approved respiratory equipment required if the atmosphere inside the confined space cannot be made acceptable?

____ Is all portable electrical equipment used inside confined spaces either grounded and insulated or equipped with ground-fault protection

____ Before gas welding or burning is started in a confined space, are hoses checked for leaks, compressed gas bottles forbidden inside the confined space, torches lighted only outside the confined space area, and the confined space area tested for an explosive atmosphere each time before a lighted torch is taken into the confined space?

____ When using oxygen-consuming equipment (such as salamanders, torches, furnaces) in a confined space, is air provided to assure combustion without reducing the oxygen concentration of the atmosphere below 19.5 percent by volume?

_____ Whenever combustion-type equipment is used in a confined space, are provisions made to ensure that the exhaust gases are vented outside the enclosure?

____ Is each confined space checked for decaying vegetation or animal matter which may produce methane?

____ Is the confined space checked for possible industrial waste which could contain toxic properties?

____ If the confined space is below the ground and near areas where motor vehicles are operating, is it possible for vehicle exhaust or carbon monoxide to enter the space?

Cranes and Hoists

____ Are cranes visually inspected for defective components prior to the start of any work shift?

____ Are all electrically operated cranes effectively grounded?

____ Is a crane preventive maintenance program established?

____ Is the load chart clearly visible to the operator?

____ Are all operators trained, and provided with the operator's manual for the crane being operated?

____ Have construction industry crane operators been issued a valid operator's card?

____ Are operating controls clearly identified?

____ Is a fire extinguisher provided at the operator's station?

____ Is the rated capacity visibly marked on each crane?

____ Is an audible warning device mounted on each crane?

____ Are cranes with booms that could fall over backward, equipped with boomstops?

____ Does each crane have a certificate indicating that testing and examinations have been performed?

____ Are crane inspection and maintenance records maintained and available for inspection?

Electrical Safety

____ Are workplace electricians familiar with the OSHA electrical safety code?

____ Are contractors responsible for compliance with all OSHA rules related to contract work being accomplished?

____ Are all employees required to report (as soon as practical) any obvious hazard to life or property observed in connection with electrical equipment or lines?

____ Are employees instructed to make preliminary inspections and/or appropriate tests to determine what conditions exist before starting work on electrical equipment or lines?

____ When electrical equipment or lines are to be serviced, maintained, or adjusted, are necessary switches opened, locked out, and/or tagged?

____ Are portable hand-held electrical tools and equipment grounded or else are they of the double-insulated type?

_____ Are electrical appliances such as vacuum cleaners, polishers, and vending machines grounded?

_____ Do extension cords have a grounding conductor?

_____ Are multiple plug adapters prohibited?

_____ Are ground-fault circuit interrupters installed on each temporary 15 or 20 ampere, 120-volt AC circuit at locations where construction, demolition, modifications, alterations, or excavations are being performed?

_____ Are all temporary circuits protected by suitable disconnecting switches or plug connectors at the junction with permanent wiring?

_____ Is exposed wiring and cords with frayed or deteriorated insulation repaired or replaced promptly?

_____ Are flexible cords and cables free of splices or taps?

_____ Are clamps or other securing means provided on flexible cords or cables at plugs, receptacles, tools, equipment, and is the cord jacket securely held in place?

_____ Are all cords, cable, and raceway connections intact and secure?

_____ In wet or damp locations, are electrical tools and equipment appropriate for the use or locations (otherwise protected)?

_____ Is the location of electrical power lines and cables (overhead, underground, underfloor, other side of walls) determined before digging, drilling, or similar work is started?

_____ Is the use of metal measuring tapes, ropes, hand lines, or similar devices with metallic thread woven into the fabric, prohibited where these could encounter energized parts of equipment or circuit conductors?

_____ Is the use of metal ladders prohibited in areas where the ladder or the person using the ladder could encounter energized parts of equipment, fixtures, or circuit conductors?

_____ Are all disconnecting means always opened before fuses are replaced?

_____ Do all interior wiring systems include provisions for grounding metal parts or electrical raceways, equipment, and enclosures?

_____ Are all electrical raceways and enclosures securely fastened in place?

_____ Are all energized parts of electrical circuits and equipment guarded against accidental contact by approved cabinets or enclosures?

_____ Is enough access and working space provided and maintained around all electrical equipment to permit ready and safe operations and maintenance?

_____ Are all unused openings (including conduit knockouts) of electrical enclosures and fittings closed with appropriate covers, plugs or plates?

_____ Are electrical enclosures such as switches, receptacles, and junction boxes provided with tight-fitting covers or plates?

_____ Are employees prohibited from working alone on energized lines or equipment over 600 volts?

_____ Are employees forbidden from working closer than 10 feet of high-voltage (over 750 volts) line?

Elevated Surfaces

_____ Are signs posted, when appropriate, showing elevated floor load capacity?

_____ Are elevated surfaces (more than four feet above the floor or ground) provided with standard guardrails?

____ Are all elevated surfaces (beneath which people or machinery could be exposed with fall objects) provided with standard toe boards?

____ Is a permanent means of access/egress provided to elevated work surfaces?

____ Is material on elevated surfaces piled, stacked, or racked in a manner to prevent tipping, falling, collapsing, rolling, or spreading?

____ Are dock boards or bridge plates used when transferring materials between docks and trucks or railcars?

____ When in use, are dock boards or bridge plates secured in place?

Emergency Action Plan

____ Has an emergency action plan been developed?

____ Have emergency escape procedures and routes been developed and communicated to all employees?

____ Do employees who must remain to operate critical plant operations before evacuating know the proper procedures?

____ Is the employee alarm system that provides warning for emergency action recognizable and perceptible above ambient conditions?

____ Are alarm systems properly maintained and tested regularly?

____ Is the emergency action plan reviewed and revised periodically?

____ Do employees know their responsibilities for reporting emergencies, actions during an emergency, and for performing rescue and medical duties?

Environmental Controls

____ Are all work areas properly lighted?

____ Are hazardous substances identified which may cause harm by inhalation, ingestion, skin absorption, or contact?

____ Are employees aware of the hazards involved with the various chemicals they may be exposed to in their environment, such as ammonia, chlorine, explosives, and caustics?

____ Is the work area's ventilation system appropriate for the work being performed?

____ Are proper precautions being taken when handling asbestos and other fibrous materials?

____ Are caution labels and signs used to warn of asbestos?

____ Is the possible presence of asbestos determined prior to the beginning of any repair, demolition, construction, or reconstruction work?

____ Are asbestos-covered surfaces kept in good repair to prevent release of fibers?

____ Are wet methods used (when practicable) to prevent emission of airborne asbestos fibers, silica dust, and similar hazardous materials?

____ Is vacuuming with appropriate equipment conducted, rather than blowing or sweeping dust?

____ Are grinders, saws, and other machines that produce respirable dusts vented to an industrial collector or central exhaust system?

_____ Are all local exhaust ventilation systems designed and operated properly (at the airflow and volume necessary) for the application? Are the ducts free of obstructions? Have you checked to ensure that the belts are not slipping?

_____ Is personal protective equipment provided, used, and maintained whenever required?

_____ Are there written standard operating procedures for the selection and use of respirators?

_____ Are restrooms and washrooms kept clean and sanitary?

_____ Is all water (provided for drinking, washing, and cooking) potable?

_____ Are all outlets for water (that is not suitable for drinking) clearly identified?

_____ Are employees instructed in the proper manner of lifting heavy objects?

_____ Where heat is a problem, have all fixed work areas been provided with a proper means of cooling?

_____ Are employees working on streets and roadways, where they are exposed to the hazards of traffic, required to wear high-visibility clothing?

_____ Are exhaust stacks and air intakes located so that contaminated air will not be recirculated within a building or other enclosed area?

Ergonomics

_____ Are workstations and tasks assessed for ergonomics hazards?

_____ Is a medical surveillance program established to detect possible ergonomic injuries and hazards early-on?

_____ Can the work be performed without eye strain or glare to employees?

_____ Can the task be done without repetitive lifting of the arms above the shoulder level?

_____ Can the task be done without the worker having to hold his or her elbows out and away from the body?

_____ Can workers keep their hand and wrists in a neutral position when working?

_____ Are mechanical assists available to the worker performing materials-handling tasks?

_____ Can the task be done without having to stoop the neck and shoulders to view the work?

_____ Are pressure points on any part of the body (wrists, forearms, back of thighs) being avoided?

_____ Can the work be done using the larger muscles of the body?

_____ Are there enough rest breaks, in addition to the regular rest breaks, to relieve stress from repetitive motion tasks?

_____ Are tools, instruments and machinery shaped, positioned, and handled so that tasks can be performed comfortably?

_____ Are all pieces of furniture adjusted, positioned, and arranged to minimize strain on the body?

_____ Are unnecessary distances eliminated when moving materials?

_____ Are lifts confined within the knuckle to shoulder zone?

_____ Does the task require fixed work postures?

_____ Is work arranged so that workers are not required to lift and carry to much weight?

_____ If workers must push or pull objects using great amounts of force, are mechanical aids provided?

Exit or Egress

____ Are all exits marked with an exit sign and illuminated by a reliable light source?

____ Are the directions to exits, if not immediately apparent, marked with visible signs?

____ Are doors, passageways, or stairways, that are neither exits nor access to exits and which could be mistaken for exits, appropriately marked “NOT AN EXIT,” or “TO BASEMENT,” “STOREROOM” and the like?

____ Are exit signs provided with the word “EXIT” in lettering at least five inches high and the stroke of the lettering at least 1/2 inch wide?

____ Are exit doors side-hinged?

____ Are all exits kept free of obstructions and unlocked?

____ Are at least two means of egress provided from elevated platforms, pits or rooms where the absence of a second exit would increase the risk of injury from hot, poisonous, corrosive, suffocating, flammable, or explosive substances?

____ Are there enough exits to permit prompt escape in case of emergency?

____ Are the number of exits from each floor of a building and the number of exits from the building itself appropriate for the building occupancy load?

____ When workers must exit through glass doors, storm doors and such, are the doors fully tempered and meeting safety requirements for human impact?

Exit Doors

____ Are doors which are required to serve as exits designed and constructed so that the way of exit travel is obvious and direct?

____ Are windows (which could be mistaken for exit doors) made inaccessible by barriers or railing?

____ Are exit doors able to open from the direction of exit travel without the use of a key or any special knowledge or effort?

____ Is a revolving, sliding, or overhead door prohibited from serving as a required exit door?

____ When panic hardware is installed on a required exit door, will it allow the door to open by applying a force of 15 pounds or less in the direction of the exit traffic?

____ Are doors on cold-storage rooms provided with an inside release mechanism which will release the latch and open the door even if it is padlocked or otherwise locked on the outside?

____ When exit doors open directly onto any street, alley, or other areas where vehicles may be operated, are adequate barriers and warnings provided to prevent employees from stepping directly into the path of traffic?

____ Are doors that swing in both directions and are located between rooms where there is frequent traffic, provided with viewing panels in each door?

Fire Protection

____ Does the company have a written fire prevention plan?

____ Does the plan describe the type of fire protection equipment and/or systems used?

____ Have practices and procedures been established to control potential fire hazards and ignition sources?

____ Are employees aware of the fire hazards of the materials and processes to which they are exposed?

_____ Is the local fire department well acquainted with company facilities, location, and specific hazards?

_____ Is the fire alarm system tested as required?

_____ Are sprinkler heads protected by metal guards when exposed to physical damage?

_____ Is proper clearance maintained below sprinkler heads?

_____ Are portable fire extinguishers mounted in readily assessable locations?

_____ Are fire extinguishers mounted in readily assessable locations?

_____ Are fire extinguishers recharged regularly and then noted on the inspection tag?

_____ Are employees trained in the use of extinguishers and fire protection procedures?

Flammable and Combustible Materials

_____ Are combustible scrap, debris, and waste materials stored in covered metal receptacles, and removed from the work site promptly?

_____ Are proper storage methods used to minimize the risk of fire and spontaneous combustion?

_____ Are approved containers and tanks used for the storage and handling of flammable and combustible liquids?

_____ Are all connections on drums and combustible liquid piping (vapor and liquid) tight?

_____ Are all flammable liquids kept in closed containers when not in use?

_____ Are Bulk drums of flammable liquids grounded and bonded to containers during dispensing?

_____ Do storage rooms for flammable and combustible liquids have explosion-proof lights?

_____ Do storage rooms for flammables and combustible liquids have mechanical or gravity ventilation?

_____ Are safe practices followed when liquid petroleum gas is stored, handled, and used?

_____ Are liquefied petroleum storage tanks guarded to prevent damage from vehicles?

_____ Are all solvent wastes and flammable liquids kept in fire-resistant, covered containers until they are removed from the work site?

_____ Is vacuuming used whenever possible, rather than blowing or sweeping combustible dust?

_____ Are fire separators placed between containers of combustibles or flammables when stacked on upon another (to assure their support and stability)?

_____ Are fuel-gas cylinders and oxygen cylinders separated by distance, fire-resistant barriers or other means while in storage?

_____ If a Halon 1301 fire extinguisher is used, can employees evacuate within the specified time (for that extinguisher)?

_____ Are appropriate fire extinguishers mounted within 75 feet of outside areas containing flammable liquids, and within 10 feet of any inside storage area for such materials.

_____ Is the transfer/withdrawal of flammable or combustible liquids performed by trained personnel?

_____ Are fire extinguishers mounted so that employees do not have to travel more than 75 feet for a Class A fire or 50 feet for a Class B fire?

_____ Are employees trained in the use of fire extinguishers?

____ Are all extinguishers serviced, maintained, and tagged at intervals not to exceed one year? Is a record maintained of required monthly checks of extinguishers?

____ Are all extinguishers fully charged and in their designated places? Are extinguishers free from obstruction or blockage?

____ Where sprinkler systems are permanently installed, are the nozzle heads directed or arranged so that water will not be sprayed into operating electrical switchboards and equipment?

____ Are “NO SMOKING” signs posted where appropriate in areas where flammable or combustible materials are used or stored?

____ Are “NO SMOKING” signs posted on liquefied petroleum gas tanks?

____ Are “NO SMOKING” rules enforced in areas involving storage and use of flammable materials?

____ Are safety cans used (for dispensing flammable or combustible liquids) at the point of use?

____ Are all spills of flammable or combustible liquids cleaned up promptly?

Floor & Wall Openings

____ Are floor holes or openings guarded by a cover, guardrail, or equivalent on all sides (except at entrance to stairways or ladders)?

____ Are toe boards installed around the edges of a permanent floor opening (where persons may pass below the opening)?

____ Are skylight screens of such construction and mounting that they will withstand a load of at least 200 lbs.

____ Is the glass in windows, doors, and glass walls (which may be subject to human impact) of sufficient thickness and type for all conditions of use?

____ Are grates or similar covers over floor openings, such as floor drains, of such design that foot traffic or rolling equipment will not be caught by the grate spacing?

____ Are unused portions of service pits and pits not actually in use either covered or protected by guardrails or equivalent?

General Work Environment

____ Are all work sites clean and orderly?

____ Are work surfaces kept dry or appropriate means taken to assure the surfaces are slip-resistant?

____ Are all spilled materials or liquids cleaned up immediately?

____ Is combustible scrap, debris, and waste stored safely and removed from the work site promptly?

____ Are covered metal waste cans used for oily and paint-soaked waste?

____ Are the minimum number of toilets and washing facilities provided?

____ Are all toilets and washing facilities clean and sanitary?

____ Are all work areas adequately lighted?

Hand Tools & Equipment

____ Are all tools and equipment (both company and employee-owned) in good working condition?

____ Are hand tools such as chisels or punches (which develop mushroomed heads during use) conditioned or replaced as necessary?

____ Are broken or fractured handles on hammers, axes, or similar equipment replaced promptly?

____ Are appropriate handles used on files and similar tools?

____ Are appropriate safety glasses, face shields, and similar equipment used while using hand tools or equipment which might produce flying materials or be subject to breakage?

____ Are jacks checked periodically to assure that they are in good operating condition?

____ Are tool handles wedged tightly in the head of all tools?

____ Are tool-cutting edges kept sharp so the tool will move smoothly without binding or skipping?

____ Is eye and face protection used when driving hardened or tempered tools, bits, or nails?

Hazard Communication

____ Have you compiled a list of hazardous substances that are used in your workplace?

____ Is there a written hazard communications program dealing with Safety Data Sheets (SDS), labeling, and employee training?

____ Is there a person designated responsible for SDS's, container labeling, and employee training?

____ Is each container for hazardous substances (vat, bottles, and storage tanks) labeled with product identity and an appropriate hazard warning (communicating the specific health hazard and physical hazards)?

____ Is there a SDS readily available for each hazardous substance used?

____ How are employees of other employers (contractors, etc.) informed of hazardous substances and labeling etc.?

____ Is a hazard communication training program in place?

____ Does the written hazard communication program contain all information required in OSHA safety and health standards?

____ Are employees familiar with the hazardous chemicals they use daily, including emergency procedures?

____ Are SDS's placed and made readily available in a central location where most of the work is being accomplished?

Hearing Conservation

____ Are there areas in the workplace where continuous noise levels exceed 85 dBA?

____ Are noise levels being measured using a sound level meter or an octave band analyzer, and records of these levels being kept?

____ Has the company tried isolating noisy machinery from the rest of your operation?

____ Have engineering controls been used to reduce excessive noise?

____ Where engineering controls are not feasible, are administrative controls (worker rotation) being used to minimize individual employee exposure to noise?

____ Is there an ongoing preventive health program to educate employees in safe levels of noise and exposure, effects of noise on their health, and use of personal protection?

____ Are employees who are exposed to continuous noise above 85 dBA retrained annually?

____ Have work areas (where noise levels make voice communication difficult) been identified and posted?

____ Is approved hearing protection equipment (noise attenuating devices) used by every employee working in areas where noise levels exceed 90 dBA?

____ Are employees properly fitted, and instructed in the proper use and care of hearing protection?

____ Are employees exposed to continuous noise above 85 dBA given periodic audiometric testing to ensure that the company has an effective hearing protection system?

Infection Control

____ Are employees potentially exposed to infectious agents in body fluids?

____ Have occasions of potential occupational exposure been identified and documented?

____ Has a training and information program been provided for employees exposed to or potentially exposed to blood or other body fluids?

____ Have infection control procedures been instituted where appropriate, such as ventilation, universal precautions, workplace practices, and personal protective equipment?

____ Are employees aware of specific workplace practices to follow when appropriate (hand washing, handling sharp instruments, handling laundry, disposing contaminated materials, reusable equipment, etc.)?

____ Is personal protective equipment provided to employees, and in all appropriate locations?

____ Is the necessary equipment (mouthpieces, resuscitation bags, and other ventilation devices) provided for administering mouth-to-mouth resuscitation on potentially infected patients?

____ Are facilities/equipment to comply with workplace practices available, such as hand washing sinks, biohazard tags and labels, sharps containers, and detergents/disinfectants to clean up spills?

____ Is all equipment, and environmental and working surfaces cleaned and disinfected after contact with blood or potentially infectious materials?

____ Is infectious waste placed in closable, leak-proof holders with proper labels?

____ Has medical surveillance including HBV evaluation, antibody testing, and vaccination been made available to potentially exposed employees?

____ How often is training done and does it cover: universal precautions, personal protective equipment, workplace practices, needle stick exposure/management, and Hepatitis B vaccination?

Industrial Trucks - Forklifts

____ Are only trained personnel allowed to operate industrial trucks?

____ Is substantial overhead protective equipment provided on high-lift rider equipment?

____ Are the required lift-truck operating rules posted and enforced and is the capacity rating posted in plain view of the operator?

____ Is directional lighting provided on each industrial truck that operates in an area with less than two foot-candles per square foot of general lighting?

____ Does each industrial truck have a warning horn, whistle, gong, or other device which can be clearly heard above the normal noise in the area where operated?

____ Are the brakes on each industrial truck capable of bring the vehicle to a complete and safe stop when fully loaded?

____ Will the industrial truck's parking brake effectively prevent the vehicle from moving when unattended?

____ Are industrial trucks operating in areas where flammable gases or vapors, combustible dust, or ignitable fibers may be present in the atmosphere, approved for such locations?

____ Are motorized hand and hand/rider trucks so designed that the brakes are applied and power to the drive motor shuts off when the operator releases his/her grip on the device that controls the travel?

____ Are industrial trucks with internal combustion engines (and operated in building or enclosed areas) carefully checked to ensure such operation do not cause harmful concentrations of dangerous gases or fumes?

Injury and Illness Prevention Program

____ Is top management commitment evident?

____ Is there a system in place to identify and control workplace hazards?

____ Are systems in place to ensure management and labor accountability?

- Managers are generally accountable for safety supervision, training, and enforcement of safety and health rules.
- Employees are generally accountable for complying with safety and health rules, reporting hazards, and reporting injuries.

____ Are procedures in place to investigate workplace accidents?

____ Is safety and health training provided for management and employees?

____ Are procedures in place to encourage and promote employee involvement in the safety and health program?

____ Does management periodically evaluate the safety and health program?

Lockout/Tagout Procedures

____ Is all machinery or equipment (capable of movement) required to be de-energized or disengaged and locked out during cleaning, servicing, adjusting, or setting-up operations?

____ Is it prohibited to lock out control circuits in lieu of locking out main power disconnects?

____ Are all equipment control valve handles provided with a means of lock out?

____ Does the lockout/tagout procedure require that stored energy (i.e., mechanical, hydraulic, air) be released or blocked before equipment is locked out for repairs?

____ Are appropriate employees provided with individually keyed personal safety locks?

____ Are employees required to keep personal control of their keys(s) while they have safety locks in use?

____ Is it required that employees check the safety of the lockout by attempting to start up after making sure no one is exposed?

____ Where the power disconnecting means for equipment does not also disconnect the electrical control circuit:

____ Are the appropriate electrical enclosures identified?

____ Are means provided to assure the control circuit can also be disconnected and locked out?

Machine Guarding

_____ Is there an employee training program for safe methods of machine guarding?

_____ Is there adequate supervision to ensure that employees are following safe machine operating procedures?

_____ Is there a regular program of safety inspection for machinery and equipment?

_____ Is all machinery and equipment clean and properly maintained?

_____ Is enough clearance provided around and between machines to allow for safe operations, set up and servicing, material handling, and waste removal?

_____ Is equipment and machinery securely placed and anchored when necessary to prevent tipping or other movement that could result in personal injury?

_____ Is there a power shut-off switch within reach of the operator's position at each machine?

_____ Are the non-current-carrying metal parts of electrically operated machines bonded and grounded?

_____ Are foot-operated switches guarded or arranged to prevent accidental actuation by personnel or falling objects?

_____ Are manually operating valves and switches (controlling the operation of equipment and machines) clearly identified and readily accessible?

_____ Are all emergency-stop buttons colored red?

_____ Are all pulleys and belts (that are located within seven feet of the floor or working level) properly guarded?

_____ Are all moving chains and gears properly guarded?

_____ Are methods provided to protect the operator and other employees in the machine area from hazards created at the point of operation, ingoing nip points, rotating parts, flying chips, and sparks?

_____ Are machinery guards secured and arranged so they do not offer a hazard in their use?

_____ If special hand tools are used for placing and removing material, do they protect the operator's hands?

_____ Are revolving drums, barrels, and containers (required to be guarded by an enclosure that is interlocked with the drive mechanism so that revolution cannot occur) guarded?

_____ Do arbors and mandrels have firm and secure bearings, and are they free from play?

_____ Are provisions made to prevent machines from automatically starting when power is restored (following a power failure or shutdown)?

_____ Are machines constructed to be free from excessive vibration (when the largest size tool is mounted and run at full speed)?

_____ If machinery is cleaned with compressed air, is air pressure controlled and personal protective equipment or other safeguards used to protect operators and other workers from eye and body injury?

_____ Are fan blades protected with a guard having openings no larger than 1/2 inch when operating within seven feet of the floor?

_____ Are saws used for ripping equipped with anti-kickback devices and spreaders?

_____ Are radial arm saws guarded and so arranged that the cutting head will gently return to the back of the table when released?

Materials Handling

____ Are materials stored in a manner to prevent sprain or strain injuries to employees when retrieving the materials?

____ Is there safe clearance for equipment through aisles and doorways?

____ Are aisle ways permanently marked, and kept clear to allow safe passage?

____ Are motorized vehicles and mechanized equipment inspected daily or prior to use?

____ Are containers of combustibles or flammables, when stacked while being moved, always separated by dunnage enough to provide stability?

____ Are dock boards (bridge plates) used when loading and unloading operations are taking place between vehicle and docks?

____ Are trucks and trailers secured from movement during loading and unloading?

____ Are hand trucks maintained in safe operating condition?

____ Are chutes equipped with side boards of enough height to prevent materials from falling off?

____ Are chutes and gravity roller sections firmly placed or secured to prevent displacement?

____ At the delivery end of rollers or chutes, are provisions made to break the movement of materials?

____ Are materials handled at a uniform level to prevent lifting or twisting injuries?

____ Are material-handling aids used to lift or transfer heavy or awkward objects?

____ Are pallets usually inspected before loading and/or moving?

____ Are hooks with safety latches or other devices used when hoisting materials so that slings or load attachments won't accidentally slip off the hoist hooks?

____ Are securing chains, ropes, chokers or slings adequate for the job being performed?

____ When hoisting materials or equipment, are provisions made to ensure that no one will be passing under suspended loads?

Medical Services and First Aid

____ Has an emergency medical plan been developed?

____ Are emergency phone numbers posted?

____ Are first aid kits easily accessible to each work area, with necessary supplies available, periodically inspected and replenished as needed?

____ Are means provided for quick drenching of flushing of the eyes and body in areas where caustic or corrosive liquids or materials are handled?

Personal Protective Equipment & Clothing

____ Are jobs or tasks assessed for hazards that require personal protective equipment?

____ Are hazard assessments properly certified?

____ Is training on the use, care and disposal of PPE conducted and documented?

____ Are protective goggles or face shields provided and worn where there is any danger of flying particles or corrosive materials?

____ Are approved safety glasses required to be worn at all times in areas where there is risk of eye injury such as punctures, abrasions, contusions, or burns?

____ Are protective gloves, aprons, shields or other protection provided against cuts, corrosive liquids, and chemicals?

_____ Are hard hats provided and worn where danger of flying or falling objects exists?

_____ Are hard hats inspected periodically for damage to the shell and suspension system?

_____ Is appropriate foot protection required where there is risk of foot injury from hot, corrosive, poisonous substances, falling objects, crushing, or penetrating actions?

_____ Are approved respirators provided for regular or emergency use where needed?

_____ Is all protective equipment maintained in a sanitary condition and ready for use?

_____ Are eyewash facilities and quick-drench showers within a work area where employees are exposed to caustic or corrosive materials?

_____ When lunches are eaten on the premises, are they eaten in areas where there is no exposure to toxic materials or other health hazards?

_____ Is protection against the effects of occupational noise exposure provided when sound levels exceed those of the OSHA noise and hearing conservation standard?

Piping Systems

_____ When non-potable water is piped through a facility, are outlets or taps posted to alert employees that it is unsafe and not to be used for drinking, washing, or personal use?

_____ When hazardous substances are transported through above-ground piping, is each pipeline identified?

_____ Have asbestos-covered pipelines been identified?

_____ When pipelines are identified by colored paint, are all visible parts of the line well identified?

_____ When pipelines are identified by color-painted bands or tapes, are these located at reasonable intervals, at each outlet, valve, or connection?

_____ When the contents of pipelines are identified by name or abbreviations, is the information readily visible on the pipe near each valve or outlet?

_____ When pipelines carrying hazardous substances are identified with tags, are the tags constructed of durable material, the message clearly and permanently distinguishable, and tags installed at each valve or outlet?

_____ When pipelines are heated by electricity, steam, or other external source, are suitable warning signs or tags placed at unions, valves, or other serviceable parts of the system?

Posting

_____ Is the required OSHA safety poster(s) displayed in a prominent location where all employees are likely to see it?

_____ Are other OSHA posters and notices properly displayed, such as:

- Field Sanitation Notice for farm workers?
- Safety Committee meeting minutes with attachments?
- OSHA 300 Log Summary as required.
- Citations

_____ Are emergency telephone numbers posted where they can be readily used in case of emergency?

_____ Where employees may be exposed to any toxic substances or harmful physical agents, has appropriate information concerning employee access to medical and exposure records and Safety Data Sheets (MSDS) been posted or otherwise made readily available to affected employees?

_____ Are signs regarding exits from buildings, room capacity, floor loading, exposure to x-ray, microwave, or other harmful radiation or substances posted where required?

Portable Ladders

____ Are all ladders maintained in good condition, joints between steps and side rails tight, all hardware and fittings securely attached, and movable parts operating freely without binding or undue play?

____ Are nonslip safety feet provided on each ladder including metal or rung ladders?

____ Are ladder rungs and steps free of grease and oil?

____ Is it prohibited to place a ladder in front of doors opening toward the ladder except when the door is blocked open, locked, or guarded?

____ Is it prohibited to place ladders on boxes, barrels, or other unstable bases to obtain additional height?

____ Are employees instructed to face the ladder when ascending/descending?

____ Are employees prohibited from using ladders that are broken, missing steps, rungs or cleats, broken side rails, or other faulty equipment?

____ Are employees instructed not to use the top step of ordinary stepladders as a step?

____ When portable rung ladders are used to gain access to elevated platforms, roofs, and the like, does the ladder always extend at least three feet above the elevated surface?

____ Is it required that when portable rung or cleat-type ladders are used, the base is so placed that slipping will not occur, or it is lashed or otherwise held in place?

____ Are portable metal ladders legibly marked with signs reading “CAUTION - Do Not Use Around Electrical Equipment” or equivalent wording?

____ Are rungs of ladders uniformly spaced at 12 inches, center to center?

Portable (Power-Operated) Tools & Equipment

____ Are grinders, saws, and similar equipment provided with appropriate safety guards?

____ Are power tools used with the shield or guard recommended by the manufacturer?

____ Are portable circular saws equipped with guards above and below the base shoe?

____ Are circular saw guards checked to assure guarding of the lower blade portion?

____ Are rotating or moving parts of equipment guarded to prevent physical contact?

____ Are all cord-connected, electrically operated tools and equipment effectively grounded or of the approved double-insulated type?

____ Are effective guards in place over belts, pulleys, chains, and sprockets on equipment such as concrete mixers, air compressors, and the like?

____ Are portable fans provided with full guards having openings of 1/2 inch or less?

____ Is hoisting equipment available and used for lifting heavy objects, and are hoist ratings and characteristics appropriate for the task?

____ Are ground-fault circuit interrupters (provided on all temporary 15 and 20 ampere circuits) used during periods of construction?

_____ Are pneumatic and hydraulic hoses on power-operated tools checked regularly for deterioration or damage?

Recordkeeping

_____ Are all occupational injuries and illnesses, except minor injuries requiring only first aid, being recorded as required on the OSHA Form 200?

_____ Are copies of the OSHA Form 200 and First Report of Injury, Form 101, kept for five years?

_____ Have arrangements been made to maintain required records for the legal period for each specific type of record?

_____ Are operating permits and records current for such items as elevators, pressure vessels, and liquefied petroleum gas tanks?

_____ Are employee safety and health training records maintained?

_____ Is documentation of safety inspections and corrections maintained?

Safety Committees

_____ Is an active safety committee in place and composed of members according to State OSHA safety and health rules?

_____ Are records kept documenting safety and health training for each employee by name or other identifier, training dates, type(s) of training, and training provider?

_____ Does the committee meet at least once a month or as often as required by State OSHA safety and health rules?

_____ Is a written record of safety committee meetings distributed to affected employees, and maintained for review according to State OSHA safety and health rules?

_____ Does the safety committee conduct regular safety inspections or audits?

_____ Does the safety committee review the results of safety inspections and offer recommendations to management for corrective actions?

_____ Does the committee review accident and near-miss investigations and, where necessary, submit recommendations to prevent future incidents?

_____ Does the committee involve all workers in the safety and health program?

_____ Has the safety committee developed safety programs, such as accident investigation procedures, according to State OSHA requirements?

_____ Have safety committee members been trained and instructed in duties, responsibilities, hazard identification and control, and accident investigation procedures?

Spray Finishing Operations

_____ Is adequate ventilation assured before spray operations are started?

_____ Is mechanical ventilation provided when spraying is performed in enclosed areas?

_____ Is the spray area free of hot surfaces?

_____ Is the spray area at least 20 feet from flames, sparks, operating electrical motors, and other ignition sources?

_____ Are the portable lamps used to illuminate spray areas suitable for use in a hazardous location?

_____ Is approved respiratory equipment provided and used during spraying operations?

____ Do solvents used for cleaning have a flash point of 100 degrees (F) or more?

____ Are fire control sprinkler heads kept clean?

____ Are “NO SMOKING” signs posted in the spray areas, paint rooms, paint booths, and paint storage areas? ____

Is the spray area kept clean of combustible residue?

____ Are spray booths constructed of metal, masonry, or other substantial noncombustible material?

____ Is infrared drying apparatus kept out of the spray area during spraying operations?

____ Is the spray booth completely ventilated before the drying apparatus is used?

____ Is the electric drying apparatus properly grounded?

____ Do all drying spaces have adequate ventilation?

____ Are lighting fixtures for spray booths located outside the booth, and the interior lighted through sealed clear panels?

____ Are the electric motors for exhaust fans placed outside booths or ducts?

____ Are belts and pulleys inside the booth fully enclosed?

____ Do ducts have access doors to allow cleaning?

Stairs and Stairways

____ Are standard stair rails and handrails present on all stairways having four or more risers?

____ Are all stairways at least 22 inches wide?

____ Do stairs have at least 6.5 feet overhead clearance?

____ Do stairs angle no more than 50 degrees and no less than 30 degrees?

____ Are step risers on stairs uniform from top to bottom, with no riser spacing greater than 7.5 inches?

____ Are steps on stairs and stairways designed or provided with a surface that renders them slip resistant?

____ Are stairway handrails located between 30-34 inches above the leading edge of stair treads?

____ Do stairway handrails capable of withstanding a load of 200 pounds applied in any direction?

____ Where stairs or stairways exit directly into any area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees from stepping into the path of traffic?

Tire Inflation

____ Where tires are mounted and/or inflated on drop-center wheels, is a safe practice procedure posted and enforced?

____ Where tires are mounted and/or inflated on wheels with split rims and/or retainer rings, is a safe practice procedure posted and enforced?

____ Does each tire inflation hose have a clip-on chuck with at least 24 inches of hose between the chuck and an inline valve and gauge?

____ Does the tire-inflation control valve automatically shut off the air flow when the valve is released?

____ Is a tire-retaining device such as a cage rack used while inflating tires mounted on split rims or rims using retainer rings?

____ Are employees strictly forbidden from taking a position directly over or in front of a tire while it is being inflated?

Transporting Employees and Materials

____ Do employees operating vehicles on public thoroughfares have operator licenses?

____ Are motor vehicle drivers trained in defensive driving, and proper use of the vehicle?

____ Are seat belts provided and are employees required to use them?

____ Does each van, bus, or truck routinely used to transport employees have an adequate number of seats?

____ When employees are transported by truck, are provisions provided to prevent their falling from the vehicle?

____ When transporting employees, are vehicles equipped with lamps, brakes, horns, mirrors, windshields, and turn signals that are in good repair?

____ Are transport vehicles provided with handrails, steps, stirrups, or similar devices that have been placed and arranged so employees can safely mount or dismount?

____ Is a fully charged fire extinguisher in good condition, with at least “4 B:C” rating maintained in each employee transport vehicle?

____ When cutting tools with sharp edges are carried in passenger compartments of employee transport vehicles, are they placed in closed boxes or containers which are secured in place?

____ Are employees prohibited from riding on top of any load which can shift, topple, or otherwise become unstable?

____ Are materials that could shift and enter the cab secured or barricaded?

Ventilation for Indoor Air Quality

____ Does your HVAC system provide at least the quantity of outdoor air designed into the system at the time the building was constructed?

____ Is the HVAC system inspected at least annually and maintained in a clean and efficient manner?

____ Are efforts made to purchase furnishings or building treatments which do not give off toxic or offensive vapors?

____ Are indoor air quality complaints investigated, and the results conveyed to workers?

Video Display Terminals

____ Can work be performed without eye strain or glare to the employee?

____ Can workers keep their hand and wrists in a neutral position when working?

____ Can the task be done without having to stoop the neck and shoulders to view the task?

____ Are pressure points on any part of the body (wrists, forearms, back of thighs) being avoided?

____ Are there enough rest breaks, in addition to the regular rest breaks, to relieve stress from repetitive motion tasks?

____ Are all pieces of furniture adjusted, positioned, and arranged to minimize strain on the body?

____ Are fixed work postures avoided in the task?

____ Is the VDT monitor positioned in front of the employee so that the employee does not have to keep his or her neck turned to the side?

____ Is the topmost line of display on the VDT monitor positioned at or slightly below eye level (for bifocal wearers)?

____ Is the mouse positioned and used as close to the employee's lap as possible (not off to the side so that the employee must extend the arm to work the mouse)?

____ Is the height of the work surface adjustable 23 inches to 28 inches in height?

____ Is the width of the work surface at least 30 inches?

____ Is the viewing distance 16 inches to 22 inches for close-range focusing?

____ Is the thickness of the work surface at least one inch?

____ Is knee-room height a minimum of 26.2 inches non-adjustable surface and 24 inches adjustable surface?

____ Is knee room width at least 20 inches?

____ Is seat height adjustable 16 inches to 20.5 inches?

____ Is seat size 13 inches to 17 inches in depth, and 17.7 inches to 20 inches in width with "waterfall" front edge?

____ Is the seat slope adjustable 0 degrees to 10 degrees backward slope?

____ Is the backrest size 15 inches to 20 inches high and 13 inches wide?

____ Is backrest height adjustable 3 inches to 6 inches above the seat?

____ Is the backrest tilt adjustable to 15 degrees?

____ Is the angle between the backrest and seat between 90 degrees and 105 degrees?

____ Is the angle between the seat and lower leg between 60 degrees and 100 degrees?

____ Does the angle between the upper arm and forearm in relation to keyboard form a 90-degree angle, and are the hands in a reasonably straight line with the forearm?

____ Are footrests provided if the operator cannot keep both feet flat on the floor when chair height is properly adjusted to the work surface?

____ Are keyboards detached from the console and do they have palmrests?

____ Are monitor screens readable with no perceptible flicker and is a brightness control available?

____ Is the monitor placed at right angles to windows?

____ Do windows have curtains, drapes or blinds to reduce bright outside light?

____ Are operators trained on how to adjust workstation equipment?

____ To reduce fatigue, do operators maintain good posture, conduct body and eye exercises, rest regularly, and vary work activity?

Walkways

____ Are aisles and passageways kept clear and are they at least 22 inches wide?

____ Are aisles and walkways appropriately marked?

____ Are wet surfaces covered with non-slip materials?

____ Are openings or holes in the floors or other reading surfaces repaired or otherwise made safe?

_____ Is there safe clearance for walking and aisles where vehicles are operating?

_____ Are materials or equipment stored so sharp objects cannot obstruct the walkway?

_____ Are changes of direction or elevations readily identifiable?

_____ Are aisles or walkways that pass near moving or operating machinery, welding operations, or similar operations arranged so employees will not be subjected to potential hazards?

_____ Is there adequate headroom for the entire length of any walkway?

_____ Are standard guardrails provided wherever aisle or walkway surfaces are elevated more than four feet above any adjacent floor or the ground?

_____ Are bridges provided over conveyors and similar hazards?

Welding, Cutting & Brazing

_____ Are only authorized and trained personnel permitted to use welding, cutting, or brazing equipment?

_____ Are compressed gas cylinders regularly examined for signs of defect, deep rusting, or leakage?

_____ Are cylinders kept away from sources of heat?

_____ Is it prohibited to use cylinders as rollers or supports?

_____ Are empty cylinders appropriately marked, their valves closed, and valve-protection caps placed on them?

_____ Are signs reading: “DANGER - NO SMOKING, MATCHES OR OPEN LIGHTS,” or the equivalent posted?

_____ Unless secured on special truck, are regulators removed and valve-protection caps put in place before moving cylinders?

_____ Do cylinders without fixed hand wheels have keys, handles, or nonadjustable wrenches on stem valves when in service?

_____ Are liquefied gases stored and shipped with the valve end up, and with valve covers in place?

_____ Before a regulator is removed, is the valve closed, and then gas released from the regulator?

_____ Is open circuit (no load) voltage of arc welding and cutting machines as low as possible, and not in excess of the recommended limit?

_____ Are electrodes removed from the holders when not in use?

_____ Is it required that electric power to the welder be shut off when no one is in attendance?

_____ Is suitable fire extinguishing equipment available for immediate use?

_____ Is the welder forbidden to coil or loop welding electrode cable around his or her body?

_____ Are work and electrode lead cable frequently inspected for wear and damage, and replaced when needed?

_____ Do means for connecting cable lengths have adequate insulation?

_____ When the object to be welded cannot be moved and fire hazards cannot be removed, are shields used to confine heat, sparks, and slag?

_____ Are fire watchers assigned when welding or cutting is performed in locations where a serious fire might develop?

_____ When welding is done on all metal walls, are precautions taken to protect combustibles on the other side?

____ Before hot work begins, are drums, barrels, tanks, and other containers so thoroughly cleaned and tested that no substances remain that could explode, ignite, or produce toxic vapors?

____ Do eye protection helmets, hand shields, and goggles meet appropriate standards?

____ Are employees exposed to the hazards created by welding, cutting, or brazing operations protected with personal protective equipment and clothing?

____ Is a check made for adequate ventilation in and where welding or cutting is performed?

____ When working in confined space, are environmental monitoring test taken and means provided for quick removal of welders in case of an emergency?

Emergency phone numbers

Post by each phone

Facility Address

Fire:	911
Police:	911
Medical Facility	Click here to enter text.
Business Hours	Click here to enter text.

Non-Business Hours

BOMB THREAT CHECKLIST

Your Name: _____

Time: _____

Date: _____

Caller's Identity: ☐ Male ☐ Female

Approximate Age Click here to enter text.

Origin of call: ☐ Local ☐ Long Distance ☐ Phone Booth ☐ Internal

Caller's Voice is:

☐ Slow	☐ Distinct	☐ Slurred	☐ Laugh
☐ Fast	☐ Raspy	☐ Deep	☐ Emotional
☐ Loud	☐ Stutter	☐ Distorted	☐ Irrational
☐ Foreign	☐ High Pitch	☐ Angry	
☐ Calm	☐ Drunk	☐ Nasal	

Background Noise: ☐ Office ☐ Factory ☐ Animals ☐ Party ☐ Quiet ☐ Train ☐ Other Voices

Bomb Facts: Keep the caller talking. If the caller seems agreeable to further conversation, ask questions, like:

- When is the bomb going to explode? What hour? Time remaining?
- Where is the bomb? Building? Area?
- What kind of bomb is it? What does it look like? Do you know who placed the bomb?
- Where are you now?
- What is your name and address?
- Did the caller appear familiar with the plant or building by their description of the bomb location?

Fire Prevention Program

Purpose

The company fire safety plan has been developed to work in conjunction with company emergency plans and other safety programs. This includes reviewing all new building construction and renovations to ensure compliance with applicable state, local, and national fire and life safety standards. Fire prevention measures reduce the incidence of fires by eliminating opportunities for ignition of flammable materials.

Responsibilities

Management

- Ensure all fire prevention methods are established and enforced.
- Ensure fire suppression systems such as sprinklers and extinguishers are periodically inspected and maintained on a high degree of working order.
- Train supervisors to use fire extinguishers for incipient fires.
- Train employees on evacuation routes and procedures.

Supervisors

- Closely monitor the use of flammable materials and liquids.
- Train assigned employees in the safe storage, use and handling of flammable materials.
- Ensure flammable material storage areas are properly maintained.

Employees

- Use, store and transfer flammable materials in accordance with provided training.
- Do not mix flammable materials.
- Immediately report violations of the fire safety program.

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

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 non-sparking 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, reactive, and corrosivity also must be considered. Also, a gas that is flammable could produce toxic combustion products.

Fire Extinguishers

A portable fire extinguisher is a “first aid” device and is effective when used while the fire is small. The use of fire extinguishers 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.

Location and Marking of Extinguishers

Extinguishers will be conspicuously located and readily accessible for immediate use in the event of fire. They will be located along normal paths of travel and egress. Wall recesses and /or flush-mounted cabinets will be used as extinguisher locations whenever possible.

Extinguishers will be clearly visible. In locations where visual obstruction cannot be completely avoided, directional arrows will be provided to indicate the location of extinguishers and the arrows will be marked with the extinguisher classification.

If extinguishers intended for different classes of fire are located together, they will be conspicuously marked to ensure that proper class extinguisher selection is made at the time of a fire. Extinguisher classification markings will be located on the front of the shell above or below the extinguisher nameplate. Markings will be of a size and form to be legible from three feet.

Condition

Portable extinguishers will be maintained in a fully charged and operable condition. They will always be kept in their designated locations when not being used. When extinguishers are removed for maintenance or testing, a fully charged and operable replacement unit will be provided.

Mounting and Distribution of Extinguishers

Extinguishers will be installed on hangers, brackets, in cabinets, or on shelves. Extinguishers having a gross weight not exceeding 40 pounds will be so installed that the top of the extinguisher is not more than three and a half feet above the floor.

Extinguishers mounted in cabinets or wall recesses or set on shelves will be placed so that the extinguisher operating instructions face outward. The location of such extinguishers will be made conscious by marking the cabinet or wall recess in a contrasting color which will distinguish it from the normal décor.

Extinguishers must be distributed in such a way that the amount of time needed to travel to their location and back to the fire does not allow the fire to get out of control. OSHA requires that the travel distance for Class A and Class D extinguishers not exceed 75 feet. The maximum travel distance for Class B extinguishers is 50 feet because flammable liquid fires can get out of control faster than Class A fires. There is no maximum travel distance specified for Class C extinguishers, but they must be distributed based on appropriate patterns for class A and B hazards.

Inspection and Maintenance

Once an extinguisher is selected, purchased, and installed, it is the responsibility of _____ to oversee the inspection, maintenance, and testing of fire extinguishers to ensure that they are in proper working condition and have not been tampered with or physically damaged.

Fire Safety Inspection & Housekeeping

First line supervisors and safety committees are responsible for conducting work site surveys that include observations of compliance with the fire safety program. These surveys should include observations of worksite safety and housekeeping issues and should specifically address proper storage of chemicals and supplies, unobstructed access to fire extinguishers, and emergency evacuation routes. Also, they should determine if an emergency evacuation plan is present in work areas and that personnel are familiar with the plan.

Emergency Exits

Every exit will be clearly visible, or the route to it conspicuously identified in such a manner that every occupant of the building will readily know the direction of escape from any point. At no time will it exist to be blocked.

Any doorway or passageway which is not an exit or access to an exit, but which may be mistaken for an exit, will be identified by a sign reading “Not an Exit” or a sign indicating its actual use (i.e. Storeroom). Exits and accesses to exits will be marked by a readily visible sign. Each exit sign (other than internally illuminated signs) will be illuminated by a reliable light source providing not less than five-foot candles on the illuminated surface.

Emergency Plan for Persons with Disabilities

The first line supervisor is assigned to the responsibility to assist Persons with Disabilities (PWD) under their supervision. An alternate assistant will be chosen by the supervisor. The role of the two assistants is to report to their assigned person, and to either assist in evacuation or assure that the PWD is removed from danger.

Supervisors, alternates, and the person with a disability will be trained on available escape routes and methods.

A list of persons with disabilities is kept in the _____ office.

Visitors who have disabilities will be assisted in a manner like that of company employees. The host of the person with disabilities will assist in their evacuation.

Emergencies Involving Fire

Fire Alarms

In the event of a fire emergency, a fire alarm will sound for the building.

Evacuation Routes & Plans

Each facility shall have an emergency evacuation plan. All emergency exits shall conform to NFPA standards.

Should evacuation be necessary, go to the nearest exit or stairway and proceed to an area of refuge outside the building. Most stairways are fire resistant and present barriers to smoke if the doors are kept closed.

Do not use elevators. Should the fire involve the control panel of the elevator or the electrical system of the building, power in the building may be cut and you could be trapped between floors. Also, the elevator shaft can become a flue, lending itself to the passage and accumulation of hot gases and smoke generated by the fire.

Emergency Coordinators/Supervisors

Emergency Coordinators/Supervisors will be responsible for verifying personnel have evacuated from their assigned areas.

Fire Emergency Procedures

If you discover a fire:

1. Activate the nearest fire alarm
2. Notify your supervisor and other occupants

Fight the fire ONLY if:

1. The fire department has been notified of the fire,
   AND
2. The fire is small and confined to its area of origin,
   AND
3. You have a way out and can fight the fire with your back to an exit,
   AND
4. You have the proper extinguisher, in good working order, AND know how to use it.
5. If you are not sure of your ability or the fire extinguisher's capacity to contain the fire, leave the area.

If you hear the fire alarm:

1. Evacuate the area, close windows, turn off gas jets, and close doors as you leave.
2. Leave the building and move away from exits and out of the way of emergency operations.
3. Assemble in a designated area.
4. Report to the monitor so he/she can determine that all personnel have evacuated your area.
5. Remain outside until competent authorities state it is safe to re-enter.

Evacuation Routes:

1. Learn at least two escape routes, and emergency exits from your area.
2. Learn to activate a fire alarm.
3. Never use an elevator as part of your escape route.
4. Learn to recognize alarm sounds.
5. Take an active part in fire evacuation drills.