

SECTION 3 – GENERAL SAFETY AND HEALTH GUIDELINES PAGE | 1

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

FIRST AID AND MEDICAL TREATMENT

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

- Report all injuries immediately, no matter how minor, to your supervisor and or jobsite office. Treatment will be forthcoming and the incident will be recorded.
- You must notify your supervisor and or the jobsite office prior to leaving the jobsite because of an injury or illness, whether personal or work related.
- All medical treatment for work related injuries must be obtained from workers compensation clinic or urgent care clinic authorized for the jobsite unless you have received PRIOR WRITTEN AUTHORIZATION from the management to use a different facility.
- Prior to returning to work after a lost time injury or illness, you must present a medical clearance to the jobsite office or safety department from the attending physician.
- If you have a physical handicap, such as diabetes, impaired eyesight, or hearing, back or heart trouble, hernia, aversion to heights, tell your supervisor. You won't be expected to do a job, which might result in injury to yourself or someone else.

General Rules

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

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

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

Defective and damaged equipment

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HOUSEKEEPING AND ACCESS

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

Hazards

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

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

Hazard Control

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

FALL PROTECTION

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

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

- Hazard Elimination: eliminating the hazard is the first and most preferred option. Can the fall hazard be eliminated? Can different process be used to keep the workers from being exposed to fall hazards?
- Passive Fall Protection: physical barriers such as guardrail systems and floor hole covers are considered passive

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

Personal Fall Arrest System (PFAS)

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

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

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

Guardrails and Hole Covers

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

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

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

LADDERS

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

- Keep all ladders in good condition and free of defects.
- Inspect ladders before use for broken rungs or other defects so falls don't happen. Broken or damaged ladders must not be used. Repair or destroy them immediately. Ladders to be repaired must be tagged "DO NOT USE."
- Secure ladders near the top and/or at the bottom to prevent them from slipping and causing falls.
- Do not use ladders for purposes other than intended. Ladders are not to be used as a scaffold or for other purposes.

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

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

ELECTRIC SAFETY

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

The force carried by electricity is measured in volts

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

Current is the flow of electricity. It is measured in amperes (amps). The amount of current that can flow through a circuit is determined by the resistance of the circuit. The resistance of a circuit is measured in ohms (ohm symbol). The relationship between voltage, current, and resistance is given by Ohm's Law: $V = IR$, where V is voltage, I is current, and R is resistance.

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

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

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- When you are welding near other workers, they must be protected from the arc rays by noncombustible screens or must wear adequate eye protection.
- The frames of all welding machines must be grounded (except reverse polarity types).

Burning

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

Storage & Handling of Cylinders

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

MATERIAL STORAGE & HANDLING

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

MANUAL LIFTING

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

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