



Safety and Health Manual

September 11, 2020

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SAFETY MANUAL REVIEW AND UPDATE LOG

Manual Approved and Implemented

September 11, 2020

PART 1

GENERAL SAFETY AND HEALTH MANUAL

Part 1 General Safety and Health Manual is a section of overall safety operations and guidelines to meet OSHA, Insurance and Company Safety objectives. Parts 2 through 7 are sections to back-up and support the overall management and documentation of the Company Safety Program.

Policy Statement

InLine (from this point forward referred to as the “Company”) has a moral and business obligation to provide a safe work environment for its employees, subcontractors and the public. It is, therefore, the Company's policy to abide by the Occupational Safety and Health Standards and to initiate and maintain appropriate practices that promote safety in the work environment.

All management and supervisory personnel are charged with the responsibility for planning safety into each work task and for preventing the occurrence of incidents and/or controlling conditions / actions that could lead to occupational injuries or illness. The ultimate success of a safety program depends upon the full cooperation of each individual employee. Management at the Company assumes the responsibility and is prepared to take the necessary actions to see that safety rules and practices are enforced.

Our goal is to totally eliminate accidents from our operations.

Goal and Purpose

The goal of InLine is to ensure that safety and health efforts are so successful that accidents and injuries are eliminated.

The purpose of this Safety and Health Manual is to provide a set of policies and requirements that management and employees can use as guidelines in their efforts to ensure a safe working environment and reach the company's goal of zero accidents and injuries.

Objectives

To reflect management's commitment to provide a safe and healthy working environment for all employees, subcontractors and vendors.

To establish a set of policies and requirements that management and employees can use as guidelines in their efforts to ensure a safe and healthy working environment.

To be in compliance with federal, state and local safety and health regulations.

To be in compliance with our clients' safety and health rules and regulations.

Achieve our goals of ...zero injuries
 ...zero lost time accidents
 ...zero O.S.H.A. violations

Overview of Safety and Health Manual

This Safety and Health Manual is presented as a guide for achieving a high degree of safety within all areas of the company. It is not intended to cover all situations concerning safety, which may arise. Rather, it is presented to instill in each employee an understanding of the importance of safety and the aspiration that the employee will expand his/her awareness to safety and apply it to all aspects of their work.

The OSHA CFR 29 Part 1910 Book and OSHA CFR 29 Part 1926 Book are used and referenced when additional standards, additional graphs or additional charts are required.

Responsibilities

Management, Project Managers, Field Supervisors, subcontractors, vendors, visitors and all employees are responsible for the compliance with this Safety and Health Manual.

A summary of each party's responsibilities is outlined below.

Management

It is the responsibility of management to establish rules and programs designed to promote safety and health; to make known to all employees the established rules and programs and to impress upon all employees the responsibility and accountability of everyone to maintain a safe and healthful workplace.

Management will ensure that appropriate safety and health training is provided, that inspections are performed and that accident investigations are conducted and reviewed.

Management will designate a person to administer the Safety and Health Program, which includes the general Safety and Health Manual and any specific Safety and Health Manuals.

Management will observe, enforce and follow all safety rules, regulations and policies.

Safety Manager

- 1) Answer questions concerning the Safety and Health Manual.
- 2) Keep all copies of the Safety and Health Manual up to date.
- 3) Keep all documentation concerning the Safety and Health Manual up to date.
- 4) Coordinate the items below

The Safety Manager is responsible for the complete administration of InLine's Safety Manual and the following items.

- Monitor all job sites / areas for compliance with InLine Safety Manual.
- Assure safety inspections (self & outsiders) are conducted.
- Disciplinary and enforcement procedures.
- Safety training to company employees.
- Administrative support for all safety related items and activities.
- Monitor Motor Vehicle Reports (MVR).
- Monitor Safety Training Requirements.
- Publish Safety Information.
- Employee safety training records.
- Insurance coordinating.
- Accident Tracking.

Safety Manager

Name: Matthew T. Whisenhunt
Cell: 251-644-4477

Project Managers

Project Managers are responsible for maintaining safe and healthful working conditions under their supervision.

- a) Project Managers will review all written warnings and take appropriate disciplinary action.
- b) Project Managers are responsible for requiring conformance to safety and health standards by subcontractors.
- c) Project Managers are responsible for providing the general public, protection from company operations.

Project Managers and Field Supervisors

Project Managers and Field Supervisors are responsible for coordinating their safety efforts with each other.

- a) Project Managers and Field Supervisors are responsible for pre - planning the job site(s).
- b) Project Managers and Field Supervisors are responsible for reviewing all Accident Reports.
- c) Project Managers and Field Supervisors are responsible for seeing that preventative measures are taken to ensure that Accidents do not occur.
- d) The Project Managers and Field Supervisors are responsible for issuing verbal warnings and written warnings when safety and health rules, regulations or company policies are violated and submitting reports for review to the Safety Manager.

Field Supervisors

Field Supervisors are responsible for maintaining safe and healthful working conditions on their job site(s).

- a) Field Supervisors are responsible for carrying out the planning of the Project Managers and making the Project Managers aware of any new conditions or hazards that may arise.
- b) Field Supervisors will continually conduct (at least daily) inspections of job site(s) material or equipment. The Field Supervisors conducting these inspections must be capable of identifying existing and predictable hazards in the work environment, of identifying working conditions which are unsanitary, hazardous, or dangerous to employees, and of identifying unsafe behavior. In addition, Field Supervisors must have the authority to take prompt corrective measures to eliminate or control hazards and correct unsafe behavior.
- c) Field Supervisors will ensure that prompt medical attention for any injured employee is available and will report all accidents and injuries to Project Managers and/or the Safety Coordinator.
- d) Field Supervisors will ensure personnel protective equipment is available and is being used correctly. Training on PPE is provided, on the job site, by the Field Supervisors.
- e) Field Supervisors are responsible for filling out the Accident Report within 24 hours of the Accident.
- f) Field Supervisors are responsible for having the appropriate up to date SDS sheets on the job site.
- g) Field Supervisors are responsible for all weekly safety training. All weekly safety training shall be documented & maintained at each job site or main office.
- h) Field Supervisors are responsible for ensuring all safety rules & regulations are adhered to on the job site, by ALL employees, workers, visitors, subcontractors, etc.
- i) Field Supervisors are responsible for submitting Accident Reports and reviewing all Accidents with the Safety Manager.

Drivers

Drivers are always expected to drive safely. Drivers will abide by all federal and state laws regarding the safe operation of vehicles on public roads.

Drivers must meet the requirements outlined in the section “Rules for Drivers”.

Operators

Operators are always expected to operate their equipment safely.

Operators of heavy equipment must meet the requirements in the section “Rules for Operators”.

Employees

It is the responsibility of all employees to work safely to ensure their own safety as well as the safety of coworkers and others. Employees are encouraged to ask for assistance when unsure about how to safely perform any task.

- a) Employees are required to report any unsafe acts or conditions to their supervisor. Management will not take any reprimand against employees for such notifications.
- b) Employees are required to attend and participate in all safety briefs/talks and/or safety training sessions that the company conducts.
- c) Employees are responsible for using and maintaining all personal protective equipment that is provided by the employer or the employee.
- d) Employees shall follow all OSHA and company safety rules, regulations and/or policies.

Subcontractors, Vendors and Suppliers

All subcontractors, vendors and suppliers shall abide by all safety rules.

All subcontractors, vendors and suppliers are required to provide competent persons and/or adequate supervision to perform all activities for InLine’s in the safest manner possible.

The InLine’s Safety Manual and the OSHA standards are the minimum requirements.

Architects, Engineers, Owners and Visitors

Architects, Engineers, Owners and Visitors shall abide by all safety rules.

Safety and Health Procedures

The safety and health goal and objectives will be realized by implementation of policies outlined under the following headings:

- Accountability
- Enforcement - Progressive Discipline Procedures
- Bidding / Estimating
- Pre - Planning
- Employee Participation
- Site Safety Inspections
- Accident Investigations and Prevention
- Personal Protection Equipment
- New & Re - Hired Employee Orientation
- Safety Training
- Technical Support
- Documentation

Accountability

Project Managers and Field Supervisors are accountable for improving the safety performance of personnel under their supervision.

A Safety Committee will be established.

It is the duty of the Safety Committee to see that the company has the cleanest safety record possible. The Safety Manager is always available to consult with any employee who has safety concerns. The Safety Manager shall answer any questions an employee may have and resolve any safety problems that arise.

If any employee has knowledge of any existing safety hazard, and they have brought it to their supervisor's attention without results, please respond to the Safety Manager, and the situation will be investigated.

This safety program is presented as a guide for achieving a high degree of safety within all areas of the company. It is not intended to cover all situations concerning safety, which may arise. Rather, it is presented to instill in each employee an understanding of the importance of safety and the aspiration that the employee will expand his/her awareness to safety and apply it to all aspects of their work.

Enforcement - Progressive Discipline Procedures

Project Managers, Field Supervisors, or any employee found violating any of the safety and health policies outlined in the Safety and Health Manual, or participating in any other hazardous activity on the job site or while performing activities for the company, will be subject to the following progressive discipline procedures.

First Violation: A written warning, followed by an explanation and/or training.

Second Violation: A written warning, management review of written warning; followed by one of the following actions:

- Suspension, without pay
- Subject to termination

Third Violation: Subject to termination

Exceptions:

1. The progressive discipline procedures will be suspended if an employee commits a gross violation of these Safety and Health Manuals or participates in an unsafe act that poses an immediate danger to the life and health of themselves, other employees/Subcontractors or the public.
2. If an employee commits a substance abuse violation, (as described in the Substance Abuse Program) the employee is subject to the disciplinary measures outlined under the Substance Abuse Program.

Bidding / Estimating

Bidding / estimating will include consideration for the elimination or control of safety and health hazards, and all items in the company Safety and Health Manual.

Pre - Planning

The pre - planning of jobs will include attention to the elimination or control of safety and health hazards, and all items in the company Safety and Health Manual.

Employee Participation

Employees are encouraged to make the company aware of any safety and health issues or concerns.

Employees are encouraged to make recommendations for the elimination or control of safety and health hazards.

All safety and health issues brought up by the employees will be reviewed and responded to by management in a timely manner.

Site Safety Inspections

Site safety inspections will be conducted by the Safety Manager on a regular basis to determine job site hazards, methods to eliminate or control the hazards and ensure that safe work practices are being implemented.

Accident Investigation and Accident Prevention

Accidents and Incidents will be investigated to prevent future mishaps.

- a) All Accidents and Incidents must be reported to the Safety Manager.
- b) An Accident Investigation Report must be filled out for each Accident by the Supervisor of the employee involved in the Accident.
- c) All Accidents and Incidents will be reviewed by the Safety Manager to determine future prevention measures.

Definitions:

Accident: An "accident" is one in which 1) a fatality occurs, or 2) an individual in the accident immediately receives medical treatment, whether on-site or away from the accident scene, 3) a driver of a commercial motor vehicle receives a citation for a moving traffic violation arising from an accident or 4) there is damage to company property, the property of others or public property.

Incident: An "incident" or "near miss" is an event that could have resulted in an accident.

Personal Protective Equipment(PPE)

All employees will be trained on the proper use and maintenance of personal protective equipment.

New and Re-Hired Employee Orientation

The Safety and Health Manual will be reviewed with all new hired and/or re-hired employees prior to beginning work. New hired and/or re-hired employees will be required, prior to beginning work, to sign a statement of employee understanding regarding the Safety and Health Manual.

Safety Training

Safety training will be documented and entered into employee's personnel files and safety records.

Company Wide Safety Training

Company-wide safety training will be conducted on an annual basis, or as deemed necessary by the Safety Manager. These safety training events will cover company-wide safety and health topics as well as OSHA required safety training.

Project Managers and Field Supervisors Safety Training

Project Managers and Field Supervisors meetings will be conducted on a regularly scheduled basis. Some of the topics for these meetings will focus on their responsibility as outlined in the Safety and Health Manual.

They will be trained on hazard identification, hazard control and training other employees, subcontractors and vendors on safe work practices and procedures.

On - Site Safety Training

On - site safety training will cover such topics as:

- a) Safety rules and/or regulations.
- b) Site specific hazards.
- c) Safe work practices.
- d) Procedures being used to eliminate specific hazards.
- e) Safety training on personal protective equipment.
- f) Other safety topics the Project Manager, Field Supervisors, State Coordinator or the Safety Manager deem necessary.

Daily Safety Talks

Field Supervisors are responsible for daily safety training on site specific safety and health hazards.

Field Supervisors document each session topic and attendance is recorded.

Specialized and/or Specific Safety Training

Specialized safety training will be conducted on an "as needed" basis by the company for specific job-related functions.

Technical Support

Outside technical support, for assistance, to eliminate or control safety and health hazards will be provided on an "as needed" basis by the company.

Documentation

All documentation relating to the Safety and Health Manual will be kept up-to-date and filed in such a manner that it will be readily accessible. Project Managers and Field Supervisors are required to file all appropriate documentation in a timely manner with the Safety Manager.

Emergency and First Aid

Field Supervisors, with the aid of the Safety Manager, will determine the emergency phone numbers for each job site. Field Supervisors will communicate the emergency numbers in such a manner that every employee on a job site will be aware of the location of the emergency phone numbers.

Remote job sites should have at least 1 (one) person trained in emergency 1st Aid & CPR.

Emergency Procedures

Field Supervisors should instruct employees on emergency procedures for the specific job site before work begins. Although the emergency procedures at each job site may vary somewhat, the basic procedures are as follows:

- Don't panic.
- If needed, call for help / 911.
- Provide the dispatcher with detailed information.
- In case of a trench cave in or confined space accident, do not attempt to rescue unless trained in rescue procedures.
- Provide first aid if qualified to do so.
- Don't move injured person unless his or her life is in danger from sources other than the injury.
- Secure the site.
- Shut down the equipment, if necessary.
- Account for everybody on the site.
- Notify the Safety Manager of emergency within 1 (one) hour.

Fire

In the event of a fire the procedures are:

- Use fire extinguisher to put out small fires.
- Evacuate the work area.
- Call fire department / 911.
- Meet at designated location.
- Notify the Safety Manager of the fire within 1 (one) hour.

First Aid

First aid for minor injuries can be administered on the job site. If the injury requires immediate medical treatment beyond first aid, Field Supervisors will call the appropriate emergency number to receive immediate medical treatment.

If the injury does not require immediate medical treatment, but does require medical treatment beyond first aid, the Field Supervisors shall arrange transportation for the employee to the appropriate emergency medical facility.

If the injury is minor, and first aid treatment is required by the Field Supervisors, appropriate action should be taken to prevent exposure to blood borne pathogens and the exchange of body fluids.

All employees must notify their supervisor and the Safety Manager of any first aid uses or occurrences.

Accident Reporting and Record Keeping

- All accidents must be reported to the Safety Manager or the State Director within 1 hour.
- All eye, neck, back and knee accidents / injuries require immediate medical attention, no matter how minor.
- Accident reports must be 100% complete and turned in to Safety Manager within 24 hours of accident. All accidents require:
 - a) First Report of Accident (via app, phone call)
 - b) Substance Abuse Results Form (if applicable)
 - c) Follow up Incident report

InLine will maintain an OSHA 300 form (log and summary or equivalent) of all recordable injuries and illnesses resulting in a fatality, hospitalization, lost workdays, medical treatment, and/or loss of consciousness.

The previous year OSHA 300-A summary shall be posted by February 1 of each year and remain posted until August 30.

The OSHA 300, (log and summary), the OSHA 301, (supplementary record or company accident report), shall be retained for five years following the end of the year to which it relates.

Within 8 hours after its occurrence, an employment accident which is fatal to one (1) or more employees shall be reported either orally or in writing, to the nearest OSHA Area Coordinator. Also, within 24 hours after its occurrence, any employment accidents which result in inpatient hospitalization, amputation, or loss of an eye to one (1) or more employees shall be reported either orally or in writing, to the nearest OSHA Area Coordinator. 1-800-321-OSHA (1-800-321-6742)

Subcontractor Selection

Safety and health performance will be one of the criteria used to select subcontractors. The safety and health guidelines outlined below will be used to evaluate subcontractors.

- a) Insurance Certificate
- b) Safety and Health Manual
- c) Substance Abuse Program

Safety and Health Manual Revision

The Safety and Health Manual is a working document and will be revised and updated as necessary. At a minimum, the Safety and Health Manual will be reviewed and updated on an annual basis.

Safety Bulletin Board

A "Safety Bulletin Board" will be established with up-to-date and current safety information. Many other safety related items will be available in the "Safety Bulletin Board" area.

Distribution of the Safety and Health Manual

Up-to-date copies of the Safety and Health Manual will be available to all employees, subcontractors and vendors through the Safety Manager. In addition, Project Managers and Field Supervisors will have up-to-date copies of the Safety and Health Manual located in the Employee ITS folder.

PART 2

JOB SITE SPECIFIC SAFETY RULES

Part 2 Jobsite Specific Safety Rules is a section of specific safety rules and regulations (OSHA 1926) for the construction job site. Please refer to Part 4 Specific Safety and Health Policies, Programs and Plans for additional safety policies and in-depth, detailed procedures on certain safety issues and work task.

Abrasive Grinding

Abrasive wheel bench or stand grinders must have safety guards strong enough to withstand bursting wheels. [1926.303(b) & (c)(1)]

Adjust work rest on grinders to a clearance not to exceed 1/8 inch between rest and wheel surface. [1926.303(c)(2)]

Inspect abrasive wheels before mounting. [1926.303(c)(7)]

Always leave wheel in safe working condition for next user.

Access / Egress

Do not jump on or off equipment and/or vehicles.

Use only safe means of access / egress to and from work areas. Safe means includes ladders, ramps and stairs. Jumping from or to work areas is not allowed, nor is sliding down cables, ropes or guy-wires.

Keep all equipment, vehicles, footwear, access areas, etc., clean at all times.

Aerial Lifts

All modifications to any aerial lift, must have written approval from the manufacturer. [1926.453(a)(2)]

Employees shall have adequate training and proper authorization prior to operating any Aerial Lift. [1926.453(b)(2)(ii)]

Employees shall always stand firmly on the floor of the basket and shall not sit or climb on the edge of the basket or use planks, ladders, or other devices for a work position. [1926.453(b)(2)(iv)]

A body harness shall be worn and a lanyard attached to the boom or basket when working from an aerial lift. [1926.453(b)(2)(v)]

Never remove the guardrail while the aerial lift is in use. Always use the safety chain while the aerial lift is in use.

Never disconnect the back-up alarm on an aerial lift.

Never dismount the aerial lift until it is all the way down.

Always alert other employees on the aerial lift prior to changing the height or the position of the aerial lift.

Use extreme caution when using the aerial lift on uneven surfaces.

Use extreme caution to avoid head injuries from overhead objects when lifting aerial lift.

Air Tools

Secure pneumatic tools to hose in a positive manner to prevent accidental disconnection. [1926.302(b)(1)]

Install and maintain safety clips or retainers on pneumatic impact tools to prevent attachments from being accidentally expelled. [1926.302(b)(2)]

The manufacturer's safe operating pressure for all fittings shall not be exceeded. [1926.302(b)(5)]

Clothing

All clothing shall be maintained in good shape and worn correctly.

No clothing shall be worn at work that has excessive holes.

Cut off/Sleeveless Shirts are not allowed.

Short pants are not allowed.

No clothing shall be excessively loose, no “hanging” clothes, no “baggy” pants, etc.

Compressed Air, use of

Compressed air used for cleaning purposes may not exceed 30 psi, and then only in conjunction with effective chip guarding and personal protective equipment. [1926.302(b)(4)]

The use of compressed air to clean off yourself or other workers is not allowed.

Concrete and Masonry Construction

No construction loads shall be placed on the structure until the structure is capable of supporting the load. [1926.701(a)]

All protruding reinforced steel onto and into which employees could fall, shall be guarded to eliminate the hazard of impalement. [1926.701(b)]

No employee shall work under concrete bucket while the bucket is being elevated or lowered into position. [1926.701(e)(1)]

Only authorized employees shall be allowed in the “limited access zone” of masonry walls construction. [1926.706(a)(1) thru (a)(5)]

Confined Spaces

All employees required to enter into confined or enclosed spaces must be instructed as to the nature of the hazards involved, the necessary precautions to be taken, and in the use of required protective and emergency equipment. The employer shall comply with any specific regulations that apply to work in dangerous or potentially dangerous areas. Confined or enclosed spaces include, but are not limited to, storage tanks, process vessels, bins, boilers, ventilation or exhaust ducts, sewers, underground utility vaults, tunnels, pipelines and open top spaces more than 4 feet deep, such as pits, tubs, vaults, and vessels. [1926.21(b)(6)(i) and (ii)]

Cranes

The controlling entity must: ensure that ground preparations necessary to meet the requirements in paragraph (b) of this section are provided. [1926.1402(c)(1)]

Upon completion of assembly, the equipment must be inspected by a qualified person to assure that it is configured in accordance with manufacturer equipment criteria. [1926.1412(c)(1)]

The employer must comply with all manufacturer procedures applicable to the operational functions of equipment, including its use with attachments. [1926.1417(a)]

Whenever there is a concern as to safety, the Operator must have the authority to stop and refuse to handle loads until a qualified person has determined that safety has been assured. [1926.1418]

Train each employee assigned to work on or near the equipment ("Authorized Personnel") in how to recognize struck-by and pinch / crush hazard areas posed by the rotating superstructure. [1926.1424(a)(2)(i)]

Employers must ensure that the operators of cranes have qualification or certification prior to use.

At / near any Power lines, before the beginning of any equipment operation, the employer must identify the work zone and assess the hazards.

All safety devices and operational aids required shall be installed and operational.

The employer of the signal person must ensure that each signal person meets the Qualification Requirements.

Drinking Water

An adequate supply of potable water shall be provided in all places of employment. [1926.51(a)(1)]

Potable water containers shall be capable of being tightly closed and be equipped with a tap. [1926.51(a)(2)]

The common drinking cup is prohibited. Cup dispensers and disposable cups shall be provided. [1926.51(a)(4)]

A sanitary container for unused cups and a receptacle for used cups shall be provided. [1926.51(a)(5)]

Electrical - General

These sections apply to installations, both temporary and permanent, used on the job site. [1926.402(a)]

All electrical conductors and equipment shall be approved. [1926.403(a)]

The employers shall ensure that electrical equipment is free from recognized hazards that are likely to cause death or serious harm to employees. [1926.403(b)]

Splices must be soldered wire connections with insulation equal to the cable. Gel Splices are acceptable as well [1926.403(e)]

All 120-volt, single phase, 15- and 20- ampere receptacles used for temporary power during construction must be protected by G.F.C.I. [1926.404(b)(1)(ii)] Flexible cords and cables shall be protected from damage.

[1926.405(a)(2)(ii)(I)]

All extension cords must be 3 - wire type, protected from damage, and not fastened with staples, hung from nails or suspended from wires and sized appropriately for the load and voltage drop. [1926.405(a)(2)(ii)(J)] & [1926.416(e)(2)]

No employee may work in proximity to any electric power circuit that may be contacted during the course of work, unless protected against electric shock by de-energizing circuit and grounding it or by guarding with effective insulation. [1926.416(a)(1)]

Workspaces, walkways and similar locations shall be kept clear of cords. [1926.416(b)(2)]

Worn or frayed electrical cords or cables shall not be used. [1926.416(e)(1)]

All extension cords shall be inspected daily, prior to use, for damage or defects.

Only qualified electricians are allowed to make electrical repairs on equipment, tools, etc.

Employee / Subcontractor Conduct

No “catcalling” and/or any form of sexual harassment will be tolerated.

Any employee caught stealing anything, will be terminated.

All employees of this company and all subcontractor employees are required to follow all our client’s safety rules and regulations.

All employees of this company and all subcontractor employees shall follow all federal, state and local laws and regulations at all times while on company projects, company property and/or during company business hours.

Excavation and Trenching

The estimated location of utility installations, such as sewer, telephone, fuel, electric, water lines, or any other underground installations, that reasonably may be expected to be encountered during excavation work, shall be determined prior to opening an excavation. [1926.651(b)(1)]

Utility companies or owners shall be contacted within established customary local response times, advised of the proposed work, and asked to establish the location of the utility underground installations prior to the start of actual excavation. When utility companies or owners cannot respond to a request to locate underground utility installations within 24 hours (unless a longer period is required by state or local law), or cannot establish the exact location of these installations, the company may proceed, provided the company does so with caution, and provided detection equipment or other acceptable means to locate utility installations are used. [1926.651(b)(2)]

Each employee in an excavation shall be protected from cave-ins by an adequate protective system except when:

- Excavations are made entirely in stable rock; or excavations are less than five feet in depth and examination of the ground by a competent person provided no indication of a potential cave-in. [1926.652(a)(1)(i) & (a)(1)(ii)]

Employees shall be protected from excavated or other materials or equipment that could pose a hazard by falling or rolling into excavations. Protection shall be provided by placing and keeping such materials or equipment at least two feet from the edge of the excavations, or by the use of retaining devices that are sufficient to prevent materials or equipment from falling or rolling into excavations, or by a combination of both if necessary. [1926.651(j)(2)]

Daily inspections of excavations, the adjacent areas and protective systems shall be made by a competent person for evidence of a situation that could result in possible cave-ins, indications of failure of protective systems, hazardous atmospheres, or other hazardous conditions. An inspection shall be conducted by a competent person prior to the start of work and as needed throughout the shift. Inspections shall also be made after every rainstorm or other hazard- increasing occurrence. These inspections are only required when employee exposure is anticipated. [1926.651(k)(1)]

Where a competent person finds evidence of a situation that could result in a possible cave-in, indications of failure of protective systems, hazardous atmospheres, or other hazardous conditions, exposed employees shall be removed from the hazardous area until the necessary precautions have been taken to ensure their safety. [1926.651(k)(2)]

A stairway, ladder, ramp or other safe means of egress shall be located in trench excavations that are four feet or more in depth so as to require no more than 25-feet of lateral travel for employees. [1926.651(c)(2)]

Where employees or equipment are required or permitted to cross over excavations, walkways or bridges with standard guardrails shall be provided. [1926.651(l)] & [1926.501(b)(7)]

Eye and Face Protection

Eye and face protection must be worn when machines or operations present potential eye or face injury. [1926.102(a)(1)]

Eye and face protective equipment shall meet all requirements of ANSI Z 87.1-1968, "Practice of Occupational and Educational Eye and Face Protection". [1926.102(a)(2)]

Goggles will be worn over any employee owned prescription glasses that do not meet industrial safety standards when safety glasses are required. [1926.102(a)(3)]

Fall Protection

Where employees are exposed to falling 6 feet or more from an unprotected side or edge, the employer must select and use a guardrail system, safety net system, or a personal fall arrest system to protect the worker from falls. [1926.501(b)(1)]

A personal fall arrest system consists of an anchorage, connectors, a body harness and may include a lanyard, a deceleration device, lifeline or a suitable combination of these. [1926.500 (b)] & [1926.502(d)]

Each employee in a hoist area shall be protected from falling 6 feet or more by guardrail systems or personal fall arrest systems. If guardrail systems (or chain gate or guardrail) or portions thereof must be removed to facilitate hoisting operations, as during the landing of materials, and a worker must lean through the access opening or out over the edge of the access opening to receive or guide equipment and materials, that employee must be protected by a personal fall arrest system. [1926.501(b)(3)]

Each employee using ramps, runways, and other walkways shall be protected from falling 6 feet or more by guardrail systems. [1926.501(b)(6)]

Each employee at the edge of an excavation 6 feet deep or more shall be protected from falling by guardrail systems, fences, barricades, or covers. Where walkways are provided to permit employees to cross over excavations, guardrails are required on the walkway if it is 6 feet or more above the excavation. [1926.501(b)(7)]

Fire Protection

A fire protection program is to be followed throughout phases of the construction and demolition work involved. It shall provide for effective firefighting equipment to be available without delay and designed to effectively meet all fire hazards as they occur. [1926.150(a)(1)]

Firefighting equipment shall be conspicuously located and readily accessible at all times, and periodically inspected and maintained in operating condition. [1926.150(a)(2) through (a)(4)] Report any inoperative or missing equipment to your supervisor.

Fire extinguishers, rated not less than 2A, will be provided for each 3,000 square feet of building area (or major fraction). Travel distance from any point to the nearest fire extinguisher may not exceed 100 feet. [1926.150(c)(1)(i)]

First Aid

The employer shall insure the availability of medical personnel for advice and consultation on matters of occupational health. [1926.50(a)]

Provisions shall be made prior to commencement of the project for prompt medical attention in case of serious injury. [1926.50(b)]

In the absence of an infirmary, clinic, hospital, or physician, that is reasonably accessible in terms of time and distance to the worksite, which is available for the treatment of injured employees, a person who has a valid certificate in first-aid training from the U.S. Bureau of Mines, the American Red Cross, or equivalent training that can be verified by documentary evidence, shall be available at the worksite to render first aid. [1926.50(c)]

First aid supplies shall be easily accessible when required. [1926.50(d)(1)]

The contents of the first aid kit shall be placed in a weatherproof container with individual sealed packages for each type of item and shall be checked by the employer before being sent out on each job and at least weekly on each job to ensure that the expended items are replaced. [1926.50(d)(2)]

Proper equipment for prompt transportation of the injured person to a physician or hospital, or a communication system for contacting necessary ambulance service, shall be provided. [1926.50(e)]

In areas where 911 is not available, the telephone numbers of the physicians, hospitals, or ambulances shall be conspicuously posted. [1926.50(f)]

Where the eyes or body of any person may be exposed to injurious corrosive materials, suitable facilities for quick drenching or flushing of the eyes and body shall be provided within the work area for immediate emergency use. [1926.50(g)]

Flagging Personnel

When signs, signals, and barricades do not provide necessary protection on or adjacent to a highway or street, flag personnel or other appropriate traffic controls shall be provided. [1926.200] & [1926.201]

Flag personnel shall wear highly visible garments while flagging. Warning garments worn at night will have reflector material. [1926.200] & [1926.201] & [1926.651(d)]

Always follow state D.O.T. requirements and MUTCD Manual.

Flammable and Combustible Liquids

No more than 25 gallons shall be stored in a room outside of an approved storage cabinet. [1926.152(b)(1)]

Only approved containers and portable tanks shall be used for storage and handling of flammable and combustible liquids. [1926.152(a)(1)] & [1926.155(L)]

Post conspicuous and legible signs prohibiting smoking in service and refueling areas. [1926.152(g)(9)]

No smoking within 25' of any fuel storage and/or fueling operations.

Foot Protection

Employees shall wear steel-toe work shoes or work boots that give ankle support and have a hard sole. No sneakers, tennis shoes or open toed shoes are permitted on the job site.

Additional toe protection shall be used when required.

Forklift Safety

The employer shall certify that each operator has been trained and evaluated as required by 1910.178(L)(6). [1926.602(d)]

Forklift extensions should always be close to the ground when driving forklift un-loaded.

When forklift is being used to move material, be cautious of overhead objects such as lights, power lines, etc.

Always use caution and watch out for people around corners. Always blow the horn when going through a doorway or around a corner.

Only one person is allowed on forklift at a time.

Gases, Vapors, Fumes, Dusts, and Mists

Exposure to toxic gases, vapors, fumes, dusts, and mists at a concentration above those specified in the "Threshold Limit Values of Airborne Contaminants for 1970" of the ACGIH, shall be avoided. (American Conference of Government Industrial Hygienists) [1926.55(a)]

When engineering and administrative controls are not feasible to achieve full compliance, protective equipment or other protective measures shall be used to keep the exposure of employees to air contaminants within the limits prescribed. Any equipment and technical measures used for this purpose must first be approved for each particular use by a competent industrial hygienist or other technically qualified person. [1926.55(b)]

Hand Protection

Employees should be aware of hand hazards such as pinch points, sharp objects, hot objects, etc. and wear appropriate gloves to protect hands and lower arms at all times while handling tools and/or materials.

Hand Tools

Employers shall not issue or permit the use of unsafe hand tools. [1926.301(a)]

Wrenches shall not be used when jaws are sprung to the point slippage occurs. Keep impact tools free of mushroomed heads. Keep wooden tool handles free of splinters or cracks and assure a tight connection between the tool head and the handle. [1926.301(b), (c) & (d)]

Electric - power operated tools shall either be approved double insulated or be properly grounded and used with ground fault circuit interrupters. [1926.302(a) & 1926.404(b)(1)]

Hard Hats

Employees working in areas where there is a possible danger of head injury from impact, or from falling or flying objects, or from electrical shock or burns, shall be protected by protective helmets. [1926.100]

All employees are required to wear hard hats while working on any construction project or areas of an existing facility, which has been designated as a "Hard Hat Area." This includes visitors, subcontractors, engineers, inspectors or any other person that has authorization to be in the project area.

Hard hats are to be worn correctly at all times and are not to be altered by drilling or cutting or have any additional items added to the outside of the hard hat other than a head lamp, face shields with proper attachments or safety/site stickers. When additional personal protective equipment is needed to be attached to the hard hat, only hard hats designed for this purpose may be used.

Protective hard hats shall meet ANSI requirements Personal Protection-Protective Headgear for Industrial Workers Z89.1-1986.

Hearing Protection

When engineering or administrative controls fail to reduce sound levels within the limits of Table D-2, ear protective devices shall be provided and used. [1926.52(b) & 1926.101(a)]

In all cases where sound levels exceed the values shown in Table D-2 of the Safety and Health Standards, a continuing, effective hearing conservation program shall be administered. [1926.52(d)(1)]

Table D-2 Permissible Noise Exposures

Duration Per Day, Hours	Sound Level DBA Slow Response
8	90
6	92
4	95
3	97
2	100
1 ½	102
1	105
½	110
¼ or less	115

Plain cotton is not an acceptable protective device. [1926.101(c)]

Heating Devices, Temporary

When heating devices are used, fresh air shall be supplied to maintain the safety and health of all employees. [1926.154(a)(1)]

Heat Stress

Employees are encouraged to drink plenty of water during workdays.

During work in hot environments, workers should use the lightest weight or "breathable" protective garments that give adequate protection.

Heavy and minimal work activities should be alternated.

Housekeeping / Clean-up

Clean up all work areas every day, including but not limited to, job site, vehicles, shop, office, equipment, tools, etc. Scrap lumber and other debris will be kept clear from work areas at all times. [1926.25(a)]

Remove combustible scrap and debris at regular intervals. [1926.25(b)]

Containers will be provided for collection and separation of all refuse. Covers are required on containers used for flammable or harmful substances. [1926.25(c)]

Nails shall be withdrawn from used lumber. [1926.250(b)(8)(i)]

Whenever materials and/or trash are dropped more than 20 feet, an enclosed chute shall be used. [1926.252(a)]

At the end of each phase of work, return all tools and excess material to proper storage. Clean up all debris before moving on to the next phase. Each employee is responsible for keeping their work area(s) clean.

All vehicles and/or equipment must be free of loose debris, dirt, mud, etc., before operation on public roads.

Ladders

Job-made ladders are not permitted to be used unless is constructed for their intended use and/or load. Rungs and/or cleats will be uniformly spaced, no more than 12 inches apart and approved by the Safety Manager. [1926.1053(a)(3)(i) & (a)(3)(ii)]

Place portable ladders on a substantial base at a 4-1 pitch, have clear access at top and bottom, extend a minimum of 36 inches above landing or, where not practical, provide grab rails. Secure against movement while in use. [1926.1053(b)(1) thru (b)(7)]

Portable metal ladders may not be used for electrical work or where they may contact electrical conductors. [1926.1053(b)(12)]

Portable and fixed ladders with broken or missing rungs or steps, broken or split side rails, or with other faulty or defective construction are prohibited. When ladders with such defects are discovered, withdraw them from service immediately. [1926.1053(b)(16)]

All employees working in a trench, four feet or more in depth, must be within 25 feet of a ladder, ramp, or stairs. [1926.651(c)(2)]

Under no circumstances will an employee use anything other than a ladder, scaffold or ramp to enter and exit excavations over four feet in depth. These methods will also be wholly within a protective system if the excavation is over five feet in depth. If a ramp is used, the slope shall be flat enough for employees to enter and exit in an upright position.

No ladders shall be used in a horizontal position as platforms, runways, or scaffolds. Extension ladders must be retracted before transporting.

All ladders must be secure. Always face ladders and use three points of contact when going up or down.

Materials and tools should be hoisted up or down ladders with a rope, cable or other safe hoisting methods.

Never use the top 2 rungs of an extension ladder or the top step of a stepladder.

Lighting

Construction area, ramps, walkways, corridors, offices, shops, sheds and storage areas shall be adequately lighted. [1926.56(a) & (b)]

Additional lighting and maintenance of lighting shall be provided as necessary, including but not limited to stairways, aisle ways, and entry / exit areas.

Liquified Petroleum Gas

Each system shall have containers, valves, connectors, manifold valve assemblies, and regulators of an approved type. [1926.153(a)(1)]

All cylinders shall meet DOT specifications. [1926.153(a)(2)]

Every container and vaporizer shall be provided with one or more approved safety relief valves or devices. [1926.153(d)(1)]

Containers shall be placed upright on firm foundations or otherwise firmly secured. [1926.153(g) & (h)(11)]

Portable heaters shall be equipped with an approved automatic device to shut off the flow of gas in the event of flame failure. [1926.153(h)(8)]

Storage of LPG within buildings is prohibited. [1926.153(j)]

Storage locations shall have at least one approved portable fire extinguisher, rated not less than 20-b: c. [1926.153(L)]

Lock Out / Tag Out

Controls that are to be deactivated during the course of work on energized or de-energized equipment or circuits shall be tagged. [1926.417(a)]

Equipment or circuits that are de-energized shall be rendered inoperative and shall have tags attached at all points where such equipment or circuits can be energized. [1926.417(b)]

Tags shall be placed to identify plainly the equipment or circuits being worked on. [1926.417(c)]

Manual Lifting

Employees should be prepared for the lifting task assigned and use their legs, not their back to lift. Employees must obtain assistance when lifting any object that weighs more than 50lbs.

Motor Vehicles and Construction Equipment

Check all vehicles in use at the beginning of each workday to assure all parts, equipment and accessories affecting safe operation are in proper operating condition and free from defects. All defects shall be corrected before placing vehicle in service. [1926.601(b)(14)]

No employee shall use any motor vehicle, earthmoving, or compacting equipment having an obstructed view to the rear unless:

- Vehicle has a reverse signal alarm distinguishable from the surrounding noise level,
or
- Vehicle is backed up only when an observer signals it is safe to do so. [1926.601(b)(4)]

Willful destruction of company property (such as cutting back-up alarm wires or seatbelts) shall result in immediate dismissal.

Personal Protective Equipment

The employer is responsible for requiring the wearing of appropriate personal protective equipment in all operations where there is an exposure to hazardous conditions, or where the need is indicated for using such equipment to reduce the hazards to the employees. [1926.28(a)]

Where employees provide their own protective equipment, the employer shall be responsible to assure its adequacy, including proper maintenance, and sanitation of such equipment. [1926.95(b)]

Employees working over or near water, where the danger of drowning exists, shall be provided with U.S. Coast Guard-approved life jackets or buoyant work vests. [1926.106(a)]

All employees are required to wear the appropriate personal protective equipment when required, by any and all rules and regulations set forth by our clients and/or any federal, state or local rules and regulations.

For clarity, “when required” includes, but is not limited to:

- when required by OSHA
- when required by work task
- when required by posted signage
- when required by client

Powder - Actuated Tools

Only trained employees shall operate powder – actuated tools. [1926.302(e)(1)]

Protection of the Public

All company personnel are charged with aiding in the protection of the public including, as your job description dictates, installation and maintenance of signs, signals, lights, fences, guardrails, ramps, temporary sidewalks, barricades, overhead protection, etc. as may be necessary and always give the public the “right of way.”

Respiratory Protection

In emergencies, when engineering or administrative controls are not effective in maintaining acceptable atmospheres, appropriate respiratory protective equipment shall be provided by the employer and shall be used. [1926.103] & [1910.134]

Respiratory protective devices shall be approved by the National Institute for Occupational Safety and Health or acceptable to the U.S. Department of Labor for the specific contaminant to which the employee is exposed. [1926.103] & [1910.134]

Respiratory protective devices shall be appropriate for the hazardous material involved and the extent and nature of the work requirements and conditions. [1926.103] & [1910.134]

Employees required to use respiratory protective devices, shall be thoroughly trained in their use. [1926.103] & [1910.134]

Respiratory protective equipment shall be inspected regularly and maintained in good condition. [1926.103] & [1910.134]

All employees are required to use an approved dust mask or respirator when drilling, cutting or chipping into concrete or any other material that produces Silica dust when water is not sufficient enough to control dust.

Rules for Drivers of Vehicles

No employee shall operate vehicles without DOT screening, adequate training and proper authorization. Drivers must not take chances. To arrive safely is more important than to arrive on time. At all times, be cautious of other drivers on the road.

Display a positive company image while driving any vehicle.

Positively no tailgating. Maintain a proper distance between you and all other drivers.

Obey all speed limits and **observe extreme caution in school zones**.

Each employee who drives a vehicle must have a valid driver's license for that type of vehicle. Prior to being hired to operate that vehicle, your license will be checked by the management of the Company and annually thereafter. It is the employee's responsibility to maintain a valid license.

Drivers should also refer to Part 2, in the section titled "Motor Vehicles and Construction Equipment."

When pulling a trailer, compressor, or other unit, always hook up safety chains and put a pin through the hitch.

Anyone pulling a trailer or piece of equipment is responsible for checking for proper tags, tires, lights, signals, mirrors, fuel, etc.

All accidents must be reported to the Safety Manager within 1 hour.

If an accident occurs, the driver must follow the procedures as outlined in the Substance Abuse Program.

No unauthorized "Riders" in any company vehicles.

Rules for Operators

No employee shall operate equipment without adequate training & proper authorization.

Operators shall not operate any equipment that is not in safe working order.

Operators shall inspect their equipment prior to beginning work to ensure the equipment is in safe condition.

Operators will also refer to Part 2, in the section titled "Motor Vehicles and Construction Equipment".

All accidents must be reported to the Safety Manager within 1 hour.

If an accident occurs, the operator must follow the procedures as outlined in the Substance Abuse Program.

No "Riders" on equipment.

No employee shall ride any piece of equipment in any fashion or ride on anything attached to a piece of equipment such as a pipe or other equipment. If an employee is on or in a piece of motorized movable equipment, it shall be equipped with a seat (if intended for sit-down operation) and a seat belt and the seat belt shall be worn snugly.

All forklift operators require specific training prior to operating the equipment.

Saws

Portable, power-driven circular saws will be equipped with guards above and below the base plate or shoe. The lower guard will cover the saw to depth of teeth, except for minimum arc required to allow proper retraction and contact with the work and will automatically return to covering position when blade is removed from the work. [1926.304(d)]

Radial saws will have an upper guard, which completely encloses upper half of saw blade. The sides of the lower exposed portion of blade will be guarded by a device that will automatically adjust to the thickness of and remain in contact with material being cut. Radial saws will be installed so the cutting head will return to starting position when released by operator. [1926.304(g)]

All swing or cut-off saws will be provided with a hood that will completely enclose the upper half of the saw.

All portions of band saw blades will be enclosed or guarded, except for working portion of blades between bottom of guide rolls and table.

No modification to guards will be authorized without written approval from the manufacturer.

Scissor Lifts

Employees shall have adequate training and proper authorization prior to operation.

All modifications to any scissor lift, must have written approval from the manufacturer.

Employees shall always stand firmly on the floor of the basket and shall not sit or climb on the edge of the basket or use planks, ladders, or any other device as a work platform.

Never remove lift guardrails while lift is in operation. Always latch guardrail chain while lift is in operation.

Never disable reverse alarm beeper on lift.

Do not exit a lift until it has reached its lowest position.

Always advise other workers on lift prior to changing height or position.

Use extreme caution when operating lift on uneven surfaces.

Use extreme caution to avoid head injuries from objects above when raising lift.

Signs

For the protection of all, signs such as "No Smoking", "Laser in Use", "Keep Out", "Eye Protection Required", "Out of Order – Do Not Use" and "Authorized Personnel" will be posted as needed.

Employees will obey these signs and directions.

Smoking Policy

Smoking is not allowed in offices, warehouses, company vehicles, or around flammable or explosive areas.

Clients and customers smoking policies shall be followed. Smoking is only allowed in designated areas.

Stop Work Procedure

All contractors and employees have the obligation and the authority to stop work at any time where questions or concerns regarding the health and safety of any one person exists.

No work will resume until all stop work issues and concerns have been properly addressed and documented.

The proper steps to a Stop Work Authority includes; stop work, notify management, correct stop work issue, properly document, resume work.

When an unsafe condition is identified, the Stop Work Procedure will be initiated, coordinated by management, initiated in a positive manner, notify all affected personnel and supervision of the issue, correct the issue, properly document the issue and how it was corrected and resume all work once safe to do so.

Storage

All materials stored in tiers will be secured to prevent sliding, falling or collapse. [1926.250(a)(1)]

Aisles and passageways will be kept clear and in good repair. [1926.250(a)(3)]

Weeds and grass in outside storage areas shall be kept under control. [1926.151(c)(3)]

Stored materials may not obstruct exits. [1926.151(d)(1)]

Materials will be stored with due regard to fire characteristics. [1926.151(d)(2)]

Flammable liquids must be kept in approved containers. [1926.152(a)(1)]

Washing Facilities

The employer shall provide adequate washing facilities for employees engaged in operations involving harmful substances. [1926.51(f)]

Washing facilities shall be in near proximity to the worksite and shall be so equipped as to enable employees to remove all harmful substances. [1926.51(f)]

Wire Ropes, Chains, Ropes and other Rigging Equipment

Wire ropes, chains, ropes and other rigging equipment will be inspected prior to use and as necessary during use to assure their safety. Remove defective rigging equipment from service immediately. [1926.251(a)(1)]

Job or shop hooks and links, or makeshift fasteners, formed from bolts, rods or other such attachments will not be used in rigging "systems". [1926.251(b)(3)]

When U-bolts are used for eye splices, the U-bolt will be applied so the "U" section is in contact with dead end of rope. [1926.251(c)(5)(i)] Never "saddle a dead horse".

Working / Walking under Suspended Loads

Employees shall NOT work / walk under any suspended load. [1926.701(e)(1) & (2)] Plan your work and train your crew prior to performing activities with cranes and rigging.

PART 3

SHOP / YARD / OFFICE SPECIFIC SAFETY RULES

Part 3 Shop / Yard / Office Specific Safety Rules is a section of specific safety rules and regulations (OSHA 1910) for the Shop, Yard or Office. Please refer to Part 4 Specific Safety and Health Policies, Programs and Plans for additional safety policies and in-depth, detailed procedures on certain safety issues and work task.

Abrasive Grinding

Machine guarding. Abrasive wheels shall be used only on machines provided with safety guards as defined in the following paragraphs of this section. [1910.215(a)(1)]

The safety guard shall cover the entire spindle end nut, and flange projections. [1910.215(a)(2)]

On offhand grinding machines, work rests shall be used to support the work. They shall be of rigid construction and designed to be adjustable to allow for wheel wear. Work rests shall be kept adjusted closely to the wheel with a maximum opening of one-eighth inch. [1910.215(a)(4)]

The angular exposure of the grinding periphery and sides for safety guards used on machines known as bench and floor stands should not exceed 90 degrees or one-fourth of the periphery. [1910.215(b)(3)]

Immediately before mounting, all wheels shall be closely inspected by the user (ring test) to make sure they have not been damaged in transit, storage or otherwise. The spindle speed of the machine shall be checked to be certain that it does not exceed the maximum operating speed marked on the wheel. [1910.215(d)(1)]

Always leave wheel in working condition for next user.

Access / Egress

Do not jump on or off equipment and/or vehicles.

Keep all equipment, vehicles, footwear, access areas, etc., clean at all times.

Use only safe means of access / egress to and from work areas.

Aerial Lifts

Lift controls shall be tested each day prior to use. [1910.67(c)(2)(i)]

Only trained persons shall operate aerial lifts. [1910.67(c)(2)(ii)]

Employees shall always stand firmly on the floor of the basket and shall not sit or climb on the edge of the basket or use planks, ladders or other devices for a work position. [1910.67(c)(2)(iv)]

A body belt shall be worn, and a lanyard attached to the boom or basket when working from an aerial lift. [1910.67(c)(2)(v)]

Never remove the guardrail while the aerial lift is in use. Always use the safety chain while the aerial lift is in use.

Never disconnect the backup alarm on an aerial lift.

Never dismount the aerial lift until it is all the way down.

Always alert other employees on the aerial lift prior to changing the height or the position of the aerial lift.

Use extreme caution when using the aerial lift on uneven surfaces

Use extreme caution to avoid head injuries from overhead objects when lifting aerial lift

Air Tools

Pneumatic power tools shall have a tool retainer installed on each piece of utilization equipment which, without such a retainer, may eject the tool. [1910.243(b)(1)]

Hose and hose connections used for conducting compressed air to utilization equipment shall be designed for the pressure and service to which they are subject. [1910.243(b)(2)]

Clothing

All clothing shall be maintained in good shape and worn correctly.

No clothing shall be worn at work that has excessive holes.

Cut off/Sleeveless Shirts are not allowed.

Short pants are not allowed.

No clothing shall be excessively loose, no "hanging" clothes, no "baggy" pants, etc.

Compressed Air, use of

Compressed air used for cleaning purposes may not exceed 30 psi, and then only in conjunction with effective chip guarding and personal protective equipment. [1910.242(b)]

The use of compressed air to clean off yourself or other workers is not allowed.

Compressed Gas Cylinders

Oxygen and fuel gas cylinders (inside storage), shall be separated 20-feet. [1910.253(b)(2)(ii)]

Cylinder valves will be closed when work is finished and when cylinders are empty or being moved. [1910.253(b)(2)(iii)]

Put valve protection caps in place before compressed gas cylinders are transported, moved or stored. [1910.253(b)(2)(iv)]

Keep cylinders at a safe distance, or shield from welding or cutting operations and place where they cannot become part of an electrical circuit. [1910.253(b)(5)(ii)(J)]

Confined Spaces

The employer shall evaluate the workplace to determine if any spaces are permit-required confined spaces. [1910.146(c)(1)] Note: Proper application of the decision flow chart in Appendix A to 1910.146 would facilitate compliance with this requirement.

If the workplace contains permit spaces, the employer shall inform exposed employees, by posting signs or by any other equally effective means, of the existence and location of and the danger posed by the permit spaces. [1910.146(c)(2)]

All employees required to enter into confined or enclosed spaces must be instructed as to the nature of the hazards involved, the necessary precautions to be taken, and in the use of required protective and emergency equipment. The employer shall comply with any specific regulations that apply to work in dangerous or potentially dangerous areas. Confined or enclosed spaces include, but are not limited to, storage tanks, process vessels, bins, boilers, ventilation or exhaust ducts, sewers, underground utility vaults, tunnels, pipelines and open top spaces more than 4 feet deep, such as pits, tubs, vaults, and vessels.

Only trained and authorized employees are allowed to work in and around confined spaces.

All entrants, attendants or entry supervisors must be fully trained in confined space entry / exit procedures and trained in the 1910.146 OSHA standards.

Cranes and Hoist

All manufacturer specifications and limitations must be adhered to. [1910.179]

All equipment shall be inspected, by a competent person, prior to use. [1910.179(j)(1)(i)]

Drinking Water

An adequate supply of potable water shall be provided in all places of employment. [1910.141(b)(1)(i)]

Potable water containers shall be capable of being tightly closed and be equipped with a tap. [1910.141(b)(1)(iii)]

The common drinking cup is prohibited. [1910.141(b)(1)(vi)]

Electrical - General

Electrical equipment may not be used unless the manufacturer's name, trademark or other descriptive marking by which the organization responsible for the product may be identified. [1910.303(e)]

Portable cord and plug connected equipment and flexible cord sets (extension cords) shall be visually inspected before each use on any shift for external defects. [1910.334(a)(2)(i)]

No cord or tool with a damaged ground plug shall be used. [1910.334(a)(2)(ii)]

All extension cords shall be inspected daily, prior to use, for damage or defects.

Workspaces, walkways and similar locations shall be kept clear of cords.

No cord or tool with a damaged ground plug shall be used. Worn or frayed cables may not be used.

Only qualified electricians are allowed to make electrical repairs on equipment, tools, etc.

Employee Conduct

No "catcalling" and/or any form of sexual harassment will be tolerated.

Willful destruction of company property may result in immediate dismissal.

Any employee caught stealing anything, will be terminated.

Exit Routes and Signage

At least two exits routes must be available in a workplace to permit prompt evacuation of employees and other building occupants during an emergency. [1910.36(b)(1)]

Exits shall be clearly marked and free of obstructions. [1910.37(a)(3)]

For the protection of all, signs such as "No Smoking", "Laser in Use", "Keep Out", "Eye Protection Required", "Out of Order – Do Not Use" and "Authorized Personnel" will be posted as needed.

Employees will obey these signs and directions.

Eye and Face Protection

Eye and face protection shall be worn when exposed to eye or face hazards from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, or potentially injurious light radiation. [1910.133(a)(1)]

Goggles will be worn over any employee owned prescription glasses that do not meet industrial safety standards when safety glasses are required. [1910.133(a)(3)]

Employees involved in welding operations must wear filter lenses or plates of the proper shade number. [1910.133(a)(5)]

Eye and face protective equipment shall meet all requirements of ANSI Z 87.1-1968, "Practice of Occupational and Educational Eye and Face Protection". [1910.133(b)(1)]

Employees exposed to laser beams shall be furnished suitable laser safety goggles, which will protect for the specific wavelength of the laser and be optical density (O.D.) adequate for the energy involved.

Fall Protection

Every open sided floor or platform 4 feet or more above adjacent floor or ground level shall be guarded by a standard railing. [1910.23(c)(1)]

Regardless of height, open-sided floors, walkways, platforms, or runways above or adjacent to dangerous equipment, pickling or galvanizing tanks, degreasing units, and similar hazards shall be guarded with a standard railing and toe board. [1910.23(c)(3)]

Every flight of stairs having four or more risers shall be equipped with standard stair railings or standard stair handrails as specified in paragraphs (d)(1)(i) through (v) of this section, the width of the stair to be measured clear of all obstructions except handrails. [1910.23(d)(1)]

A standard railing shall consist of top rail, intermediate rail, and posts, and shall have a vertical height of 42 inches nominal from upper surface of top rail to floor, platform, runway, or ramp level. The top rail shall be smooth surfaced throughout the length of the railing. The intermediate rail shall be approximately halfway between the top rail and the floor, platform, runway, or ramp. The ends of the rail shall not overhang the terminal posts except where such overhang does not constitute a projection hazard. [1910.23(e)(1)]

A stair railing shall be of construction similar to a standard railing, but the vertical height shall be not more than 34 inches nor less than 30 inches from upper surface of top rail to surface of tread in line with face of riser at forward edge of tread. [1910.23(e)(2)]

Fire Protection

The employer shall maintain and inspect, at least annually, firefighting equipment to assure the safe operational condition of the equipment. [1910.156(d)]

The employer shall provide portable fire extinguishers and shall mount, locate and identify them so that they are readily accessible to employees without subjecting the employees to possible injury. [1910.157(c)(1)]

The employer shall distribute portable fire extinguishers for use by employees on Class A & Class D fires so that the travel distance for employee to any extinguishers is 75 feet or less. [1910.157(d)(2)] & [1910.157(d)(6)] and a Class B & Class C fire so that the travel is 50 feet or less. [1910.157(d)(4)] & [1910.157(d)(5)]

First Aid

The employer shall insure the availability of medical personnel for advice and consultation on matters of occupational health. [1910.151(a)]

In the absence of an infirmary, clinic, hospital, or physician, that is reasonably accessible in terms of time and distance to the worksite, which is available for the treatment of injured employees, a person who has a valid certificate in first-aid training from the U.S. Bureau of Mines, the American Red Cross, or equivalent training that can be verified by documentary evidence, shall be available at the worksite to render first aid. [1910.151(b)]

First aid supplies shall be easily accessible when required. [1910.151(b)]

Where the eyes or body of any person may be exposed to injurious corrosive materials, suitable facilities for quick drenching or flushing of the eyes and body shall be provided within the work area for immediate emergency use. [1910.151(c)]

The contents of the first aid kit shall be placed in a weatherproof container with individual sealed packages for each type of item and shall be checked by the employer at least weekly to ensure that the expended items are replaced.

Proper equipment for prompt transportation of the injured person to a physician or hospital, or a communication system for contacting necessary ambulance service, shall be provided.

In areas where 911 is not available, the telephone numbers of the physicians, hospitals, or ambulances shall be conspicuously posted.

Flammable and Combustible Liquids

This paragraph shall apply only to the storage of flammable or combustible liquids in drums or other containers (including flammable aerosols) not exceeding 60 gallons individual capacity and those portable tanks not exceeding 660 gallons individual capacity. [1910.106(d)(1)(i)]

Only approved containers and portable tanks shall be used. Metal containers and portable tanks meeting the requirements of and containing products authorized by chapter I, title 49 of the Code of Federal Regulations (regulations issued by the Hazardous Materials Regulations Board, Department of Transportation), shall be deemed to be acceptable. [1910.106(d)(2)(i)]

Flammable or combustible liquids, including stock for sale, shall not be stored so as to limit use of exits, stairways, or areas normally used for the safe egress of people. [1910.106(d)(5)(i)]

Storage shall be prohibited except that which is required for maintenance and operation of building and operation of equipment. Such storage shall be kept in closed metal containers stored in a storage cabinet or in safety cans or in an inside storage room not having a door that opens into that portion of the building used by the public. [1910.106(d)(5)(iii)]

Suitable fire control devices, such as small hose or portable fire extinguishers, shall be available at locations where flammable or combustible liquids are stored. [1910.106(d)(7)(i)]

Foot Protection

Employees shall wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, and where employee's feet are exposed to electrical hazards. [1910.136(a)]

No sneakers, tennis shoes or open toed shoes are permitted in the shop / yard areas.

Forklift Safety

The employer shall certify that each operator has been trained and evaluated as required by 1910.178(L)(6). Employees shall have adequate training and proper authorization prior to operation

Forklift extensions should always be no more than two inches off the floor when driving forklift un-loaded.

When forklift is being used to move material, be cautious of overhead objects such as conduit, lights, etc.

Never speed or turn too quickly. When forklift is not in use the brake should be set and the machine in park.

Always use caution and watch out for people around corners. Always blow the horn when going through a doorway or around a corner.

Only one person is allowed on forklift at a time.

Gases, Vapors, Fumes, Dusts, and Mists

Exposure to toxic gases, vapors, fumes, dusts, and mists at a concentration above those specified in the "Threshold Limit Values of Airborne Contaminants for 1970" of the ACGIH, shall be avoided. (American Conference of Government Industrial Hygienists)

When engineering and administrative controls are not feasible to achieve full compliance, protective equipment or other protective measures shall be used to keep the exposure of employees to air contaminants within the limits prescribed. Any equipment and technical measures used for this purpose must first be approved for each particular use by a competent industrial hygienist or other technically qualified person.

Hand Tools

Employers shall not issue or permit the use of unsafe hand tools. [1910.242(a)]

Hard Hats

The employer shall ensure that each affected employee wears a protective helmet when working in areas where there is a potential for injury to the head from falling objects. [1910.135(a)(1)]

Hard hats shall be worn according to the manufacturer's recommendations.

Hearing Protection

When engineering or administrative controls fail to reduce sound levels within the limits of Table G-16, ear protective devices shall be provided and used. [1910.95(a)]

In all cases where sound levels exceed the values shown in the Safety and Health Standards, a continuing, effective hearing conservation program shall be administered. [1910.95(c)(1)]

Housekeeping / Clean-up

General Requirements

All places of employment, passageways, storerooms, and service rooms shall be kept clean and orderly and in a sanitary condition. [1910.22(a)(1)]

Clean up all areas every day, including but not limited to, vehicles, shop, office, equipment, tools, etc. Trash and debris will always be kept clear from work areas.

Containers will be provided for collection and separation of all trash.

At the end of each phase of work, return all tools and excess material to proper storage. Clean up all debris before moving on to the next phase. Each employee is responsible for keeping their work areas clean.

Aisles and Passageways

Where mechanical handling equipment is used sufficient safe clearance shall be allowed for aisles, at loading docks, through doorways and whenever turns or passage must be made. Aisles and passageways shall be kept clear and in good repairs, with no obstruction across or in aisles that could create a hazard. [1910.22(b)(1)]

Handling Materials

Where mechanical handling equipment is used sufficient safe clearance shall be allowed for aisles, at loading docks, through doorways and whenever turns or passage must be made. Aisles and passageways shall be kept clear and in good repair, with no obstruction across or in aisles that could create a hazard. Permanent aisles and passageways shall be appropriately marked. [1910.176(c)]

Ladders

Ladders must always be maintained in good usable condition. [1910.26(c)(2)(iv)]

A simple rule for setting up a ladder at the proper angle is to place the base a distance from the vertical wall equal to $\frac{1}{4}$ the working length of the ladder. [1910.26(c)(3)(i)]

No ladders shall be used in a horizontal position as platforms, runways, or scaffolds. Extension ladders must be retracted before transporting. [1910.26(c)(3)(vii)]

All ladders must be secured top and bottom. Always face ladders when going up or down. [1910.26(c)(3)(v)]

Portable ladders shall have nonconductive side-rails if they are used where the employee or the ladder could contact exposed energized parts. [1910.333(c)(7)]

Never use the top or the top step of a stepladder. [1910.25(d)(2)(xii)]

No ladder should be used to gain access to a roof unless the top of the ladder shall extend at least 3 feet above the point of support, at eave, gutter or roof line. [1910.25(d)(2)(xv)]

Materials and tools should be hoisted up or down ladders with a rope, cable or other safe hoisting methods.

Lasers

Only qualified and trained employees shall be assigned to install, adjust and operate laser equipment.

"Laser in Use" signs shall be posted at all times lasers are in operation.

Lighting

Each exit route must be adequately lighted so that an employee with normal vision can see along the exit route. [1910.37(b)(1)]

Additional lighting if needed and maintenance of lighting shall be provided at stairways, aisle ways, walkways and entry / exit areas of all work areas.

Liquefied Petroleum Gas

Containers, and first stage regulating equipment if used, shall be located outside of buildings, except under one or more of the following. [1910.110(b)(6)(i)(a)] through [1910.110(b)(6)(i)(ix)] & [1910.110(6)(i)]

Engines on vehicles shall be shut down while fueling if the fueling operation involves venting to the atmosphere. [1910.110(e)(2)(v)]

No more than two LP-Gas containers shall be used on an industrial truck for motor fuel purposes. [1910.110(e)(13)(ii)]

Lock Out / Tag Out

Controls that are to be deactivated during the course of work on energized or de-energized equipment or circuits shall be tagged. [1910.147]

Equipment or circuits that are de-energized shall be rendered inoperative and shall have tags attached at all points where such equipment or circuits can be energized. [1910.147]

Tags shall be placed to identify plainly the equipment or circuits being worked on. [1910.147]

Manual Lifting

Employees should be prepared for lifting task assigned and use legs to lift, instead of back or obtain assistance.

Office Safety

Office work is generally considered relatively safe; however, conditions and unsafe practices occur that can and do cause accidents.

Exercise care in lifting office machines, filing cases, ledgers, boxes, and bundles of office supplies. All persons lifting any material should observe proper lifting positions so as to lift with the leg muscles rather than putting unnecessary strain on the back. Large boxes or bundles of supplies should be moved by hand truck or unpacked and handled in smaller loads.

Bulky objects should not be carried in such a way as to obstruct the view ahead or interfere with free use of handrails on stairways. Get help if necessary.

Liquids spilled on floors shall be cleaned up immediately. Loose objects, such as paper clips, pencils, and other small objects, should be kept off the floors.

Desk and file cabinet drawers should be kept closed except when being used. Open only one drawer at the time to avoid tipping the cabinet.

Walk, do not run ... in hallways or up and down stairways. Always use handrails and "grab rails" on stairways.

Pointed objects, such as knives, and scissors, should not be carried in the pocket with the point exposed. Letter openers, knives, blades, and scissors should be used with care and properly stored when not in use.

Defective electrical cords or connections on office machines shall be removed from service until repaired.

Personal Protective Equipment

Protective equipment, including personal protective equipment for eyes, face, head, and extremities, protective clothing, respiratory devices and protective shields and barriers, shall be provided, used and maintained in a sanitary and reliable condition whenever it is necessary by reason of hazards of processes or environment, chemical hazards, radiological hazards or mechanical irritants encountered in a manner capable of causing injury or impairment in the function of any part of the body through absorption, inhalation or physical contact. [1910.132(a)]

Defective or damaged personal protective equipment shall not be used. [1910.132(e)]

The employer is responsible for requiring the wearing of appropriate personal protective equipment in all operations where there is an exposure to hazardous conditions, or where the need is indicated for using such equipment to reduce the hazards to the employees.

Respiratory Protection

Employees required to use respiratory protective devices, shall be thoroughly trained in their use. [1910.134]

When engineering or administrative controls are not effective in maintaining acceptable atmospheres, appropriate respiratory protective equipment shall be provided by the employer and shall be used. [1910.134(a)(1)]

Respiratory protective devices shall be approved by the National Institute for Occupational Safety and Health or acceptable to the U.S. Department of Labor for the specific contaminant to which the employee is exposed. [1910.134]

The employer shall select and provide an appropriate respirator based on the respirator hazard to which the worker is exposed and workplace and user factors that affect respirator performance and reliability. [1910.134(d)(1)(i)]

The employer shall select a NIOSH – certified respirator. [1910.134(d)(1)(ii)]

The employer shall provide a medical evaluation to determine the employee's ability to use a respirator. [1910.134(e)(1)]

Respiratory protective equipment shall be cleaned and maintained in good condition. [1910.134(h)(1)(i)]

Rules for Drivers of Vehicles

No employee shall operate vehicles without adequate training and proper authorization.

Display a positive company image while driving any vehicle.

Positively no tailgating. Maintain a proper distance between you and all other drivers.

Each employee who drives a vehicle must have a valid driver's license for that type of vehicle. Prior to being hired to operate that vehicle, your license will be checked by the management of the Company. It is the employee's responsibility to maintain a valid license thereafter.

When pulling a trailer, compressor, tack wagon, or other unit, always hook up safety chains and put a pin through the hitch.

Anyone pulling a trailer is responsible for checking for proper tags, tires, lights, signals, mirrors, fuel, etc. All accidents must be reported to the office within 1 hour.

If an accident occurs, the driver must follow the procedures as outlined in the Substance Abuse Program.

No unauthorized "Riders" in vehicles.

Rules for Operators

No employee shall operate equipment without adequate training & proper authorization.

Operators shall not operate any equipment that is not in safe working order.

Operators shall inspect their equipment prior to beginning work to ensure the equipment is in safe condition.

All accidents must be reported to the office within 1 hour.

If an accident occurs, the operator must follow the procedures as outlined in the Substance Abuse Program.

No "Riders" on equipment.

No employee shall ride any piece of equipment in any fashion or ride on anything attached to a piece of equipment such as a pipe or other equipment. If an employee is on or in a piece of motorized movable equipment, it shall be equipped with a seat (if intended for sit-down operation) and a seat belt and the seat belt shall be worn snugly.

All forklift operators require specific training prior to operating the equipment.

Scaffolds

Scaffold means any temporary elevated platform (supported or suspended) and its supporting structure (including points of anchorage) used for supporting employees or material or both.

Scaffolds shall be furnished and erected in accordance with this standard for persons engaged in work that cannot be done safely from the ground or from solid construction, except that ladders used for such work shall conform to. [1910.25] & [1910.26] & [1910.28(a)(1)]

Fall protection – such as a guardrail and/or a personal fall arrest system – must be provided for each employee working on a scaffold more than 10 feet above a lower level. [1910.28(b)(15)]

Scissor Lifts

Employees shall have adequate training and proper authorization prior to operation.

All modifications to any scissor lift, must have written approval from the manufacturer.

Employees shall always stand firmly on the floor of the basket and shall not sit or climb on the edge of the basket or use planks, ladders, or any other device as a work platform.

Never remove lift guardrails while lift is in operation.

Always latch guardrail chain while lift is in operation.

Always advise other workers on lift prior to changing height or position.

Use extreme caution when operating lift on uneven surfaces.

Use extreme caution to avoid head injuries from objects above when raising lift.

Smoking Policy

No smoking around flammable or explosive areas. Both clients and customers smoking policies shall be followed.

Smoking is only allowed in designated areas.

Storage

Aisles and passageways will be kept clear and in good repair. [1910.176(a)]

All materials stored in tiers will be secured to prevent sliding, falling or collapse. [1910.176(b)]

Materials will be stored with due regard to fire characteristics, Weeds and grass in outside storage areas shall be kept under control. [1910.176(c)]

Toilets

Toilets shall be provided in all places of employment in accordance with table J-1. [1910.141(c)(1)(i)]

Washing Facilities

The employer shall provide adequate washing facilities for employees engaged in operations where hazardous substances may be harmful to employees. Such facilities shall be in near proximity to the worksite; in areas where exposures are below permissible exposure limits, and which are under controls of the employer; and shall be so equipped as to enable employees to remove hazardous substances from themselves. [1910.120(n)(6)]

Welding, Cutting, Heating and Brazing

Employers shall instruct employees in the safe use of welding equipment.

All workers shall follow the requirements set forth in the OSHA standards in accordance with welding, cutting and brazing. [1910.252] thru [1910.255]

If the object to be welded or cut cannot readily be moved, all movable hazards in the vicinity shall be taken to a safe place. [1910.252(a)(1)(i)]

Proper precautions (isolating welding and cutting, removing fire hazards from the vicinity, providing a fire watch, etc.) for fire prevention shall be taken in areas where welding or other "hot work" is being done. No welding, cutting or heating will be done where application of flammable paints, or presence of other flammable compounds, or heavy dust concentrations, creates a fire hazard. Equip torches with anti-flashback devices. See fire prevention precautions. [1910.252(a)(2)(xv)]

Cylinders shall be kept away from radiators and other sources of heat. [1910.253(b)(2)(i)]

Inside of buildings, cylinders shall be stored in a well-protected, ventilated, dry location, at least 20 feet from highly combustible materials such as oil or excelsior. Cylinders should be stored in definitely assigned places away from elevators, stairs, or gangways. Assigned storage spaces shall be located where cylinders will not be knocked over or damaged by passing or falling objects, or subject to tampering by unauthorized persons. Cylinders shall not be kept in unventilated enclosures such as lockers and cupboards. [1910.253(b)(2)(ii)]

Valve protection caps, where a cylinder is designed to accept a cap, shall always be in place, hand tight, except when cylinders are in use or connected for use. [1910.253(b)(2)(iv)]

Employees exposed to the hazards created by welding, cutting, or brazing operations shall be protected by personal protective equipment in accordance with the requirements of [1910.132]. Appropriate protective clothing required for any welding operation will vary with the size, nature and location of the work to be performed. [1910.252(b)(3)]

Oxygen cylinders shall not be stored near highly combustible material, especially oil and grease; or near reserve stocks of carbide and acetylene or other fuel gas cylinders, or near any other substance likely to cause or accelerate fire; or in an acetylene generator compartment. [1910.253(b)(4)(i)]

Oxygen cylinders in storage shall be separated from fuel-gas cylinders or combustible materials (especially oil or grease), a minimum distance of 20 feet or by a noncombustible barrier at least 5 feet high having a fire-resistance rating of at least one-half hour. [1910.253(b)(4)(iii)]

Welding equipment shall be chosen for safe application to the work to be done as specified in paragraph (b) of this section. [1910.254(a)(1)]

Unless cylinders are secured in a special truck, regulators shall be removed and valve-protection caps, when provided for, shall be put in place before cylinders are moved. [1910.253(b)(5)]

Workmen designated to operate arc welding equipment shall have been properly instructed and qualified to operate such equipment as specified in paragraph (d) of this section. [1910.254(a)(3)]

Printed rules and instructions covering operation of equipment supplied by the manufacturers shall be strictly followed. [1910.254(d)(6)]

Electrode holders when not in use shall be so placed that they cannot make electrical contact with persons, conducting objects, fuel or compressed gas tanks. [1910.254(d)(7)]

Cables with splices within 10 feet of the holder shall not be used. The welder should not coil or loop welding electrode cable around parts of his body. [1910.254(d)(8)]

The operator should report any equipment defect or safety hazard to his supervisor and the use of the equipment shall be discontinued until its safety has been assured. Repairs shall be made only by qualified personnel. [1910.254(d)(9)(i)]

Cables with damaged insulation or exposed bare conductors shall be replaced. Joining lengths of work and electrode cables shall be done by the use of connecting means specifically intended for the purpose. The connecting means shall have insulation adequate for the service conditions. [1910.254(d)(9)(iii)]

General mechanical or local exhaust ventilation or airline respirators shall be provided, as required, when welding, cutting or heating:

- zinc, lead, cadmium, mercury, or beryllium bearing, based or coated material in enclosed spaces
- stainless steel with inert-gas equipment
- in confined spaces or
- where an unusual condition can cause an unsafe accumulation of contaminants

Welding electrode stubs shall be collected in metal containers and not dropped on the floor or other walking / working surface.

Torches shall be lighted ONLY by friction lighters or other approved devices. Cigarette lighters and/or matches are NOT approved lighting devices!

Wire Ropes, Chains, Ropes and other Rigging Equipment

Wire ropes, chains, ropes and other rigging equipment will be inspected prior to use and as necessary during use to assure their safety. Remove defective rigging equipment from service immediately. [1910.184]

Job or shop hooks and links, or makeshift fasteners, formed from bolts, rods or other such attachments will not be used in rigging "systems".

When U-bolts are used for eye splices, the U-bolt will be applied so the "U" section is in contact with dead end of rope. Never "saddle a dead horse".

PART 4

SPECIFIC SAFETY AND HEALTH POLICIES, PROGRAMS AND PLANS

Part 4 Specific Safety and Health Policies, Programs and Plans is a section of additional safety policies and in-depth, detailed procedures on certain safety issues and work task. Please refer to Part 2 and Part 3 for Specific Safety and Health rules and regulations (OSHA 1926 & 1910).

InLine

SUBSTANCE ABUSE POLICY

Policy Statement

InLine Substance Abuse Policy (hereafter referred to as Substance Abuse Policy or Policy) prohibits the use, possession, selling, distributing, or transportation of illegal drugs, alcohol, or other controlled substances, that are not being taken in accordance with a prescription, on company premises or on company property, or on company related business.

The terms “company premises” or “company property” for the purpose of this Policy, includes all property owned, leased, used, or under the control of InLine, including, but not limited to, the job site, structures, land, automobiles, trucks, vehicles, buildings, offices and facilities. This Policy also includes any other work location or mode of transportation to and from those locations while in the course and scope of company employment.

All test results will be kept confidential with other personnel records.

Failure to comply with this Policy will result in termination.

Terms and conditions of this Policy are subject to change at the sole discretion of InLine.

Substance Abuse Policy Rules

InLine Substance Abuse Policy requires employees and, subject to the terms of applicable commercial agreements, the employee of any subcontractor, vendor or supplier, to adhere to the following rules:

1. Reporting to and/or being at work under the influence of illegal drugs, unauthorized controlled substances, alcohol or other intoxicants is not allowed.
2. The on-site use, manufacture, distribution, dispensing, possession, sale, or purchase of illegal drugs, drug paraphernalia, or any unauthorized controlled substance is not allowed.
3. Reporting to and/or being at work under the influence of prescribed or over the counter drugs where such use prevents the employee from performing the duties of the job or poses a safety risk to the employee, other persons or property is prohibited. Legally prescribed drugs may be permitted on the work site or company property provided the drugs are contained in the original prescription container and are prescribed by an authorized medical practitioner for current use by the person in possession. It is the employee's responsibility to inform their supervisor if he/she is taking a prescribed drug, which his/her attending physician has advised may have adverse side-affects.
4. Failure to report to supervisor any accident or injury or late reporting of any accident or injury may result in denial of any claims.
5. Refusal to comply with authorized searches is prohibited.
6. Reporting within five days, of any drug or alcohol related conviction, including a “guilty” plea or a “nolo contendere” plea is required.
7. Refusal to sign Policy Acknowledgement, refusal to sign drug and/or alcohol consent and release forms, refusal to cooperate fully with testing lab / clinic requests; refusal to provide a urine or blood sample for testing, or refusal to cooperate with InLine Substance Abuse Policy in any other way is prohibited.

Occasions for Drug & Alcohol Testing

InLine will require drug and/or alcohol testing (urinalysis and/or blood) under, but not limited to, the following conditions:

Applicants for Employment

All applicants for employment or new hires with InLine will be subject to all aspects of this Policy as a condition of employment. All applicants or new hires for employment must submit to a drug screen test prior to starting work.

Post Accidents

Employees will be tested after the occurrence of a workplace accident or incident resulting in personal injury, injury of coworkers, damage to property or workplace circumstances which could have resulted in personal injury or damage to property.

Reasonable Suspicion

All employees are subject to testing for reasonable suspicion.

Random

All employees are subject to unannounced random drug tests.

Disciplinary Action

Positive Drug / Alcohol Tests

Any employee who tests positive for an unauthorized controlled substance, illegal drug or alcohol, as determined by the testing laboratory's testing thresholds after an initial drug / alcohol screen and a second confirmatory test, will be terminated. Applicants who test positive will not be eligible for employment. New hires, who are allowed to work pending receipt of test results, will be terminated if results are positive.

Refusal to Comply with Substance Abuse Policy

Any refusal by applicant or employee to submit a urine or blood sample for testing under this Policy will be treated as a positive drug test and applicant will not be hired or employee will be terminated. Any applicant or employee who refuses to execute the necessary paperwork, or who fails to disclose ingested drugs, or who refuses to cooperate with a search, or otherwise fails to cooperate with the Substance Abuse Policy will be treated in the same manner.

Subcontractors and Suppliers

Subcontractors and suppliers, subject to the terms of applicable commercial agreements, will be required to test their employee(s) and furnish results to InLine should any of their employees violate Policy rules. Any subcontractor or supplier employee who refuses to be tested or who tests positive will not be permitted to work on property under the control of InLine.

INLINE HAZARD COMMUNICATION PROGRAM

The Hazard Communication Program has been developed by the company in accordance with OSHA Regulations 1926.21 and 1926.59 and 1910.1200. Employees will be trained under the guidelines of the program.

Any questions or comments regarding the Hazard Communication Program should be directed to the supervisor and/or Management.

Chemical Inventory

Hazardous chemicals are inventoried by the office on a regular basis. Any new chemicals brought to the work site by the Company will be included on the hazardous chemical inventory list.

Container Labeling

All chemicals on-site are used from an original container or a temporary container, only in small quantities for immediate use. Any chemical left after work is completed must be returned to the original container, if it is not returned to the original container it must be labeled. No unmarked containers of any size are to be left in the work area unattended.

The Company will rely on the manufacturer's applied labels whenever possible and will ensure that these labels are not removed or if damaged are replaced. Each container will be labeled with the identity of the hazardous chemical and any appropriate hazard warnings.

Safety Data Sheets (SDS)

The Company will have an up-to-date copy of the safety data sheets (SDS). Each SDS will be in English and shall contain:

- a) The name of the chemical.
- b) The physical hazards.
- c) The health hazards.
- d) The primary route of entry.
- e) The OSHA permissible exposure limit.
- f) Any general precautions for safe handling.
- g) The date of preparation or the date of the last change to the SDS.
- h) The name, address and telephone number of the chemical manufacturer.

SDS are kept at the office and are accessible to all employees. Job specific SDS will be readily available to the employees working on specific job sites. If an employee cannot locate an SDS sheet contact the office.

Supervisors are responsible for having the appropriate up to date SDS available to employees.

Employee Training in Hazard Communication

General

Employees are trained to work safely with hazardous chemicals. Employee training will include:

- a) Methods that may be used to detect a release of hazardous chemicals in the workplace.
- b) Physical and health hazards associated with chemicals.
- c) Protective measure to be taken.
- d) Safe work practices, emergency response and use of personnel protective equipment.
- e) Information on the Hazardous Communication Standard.
- f) Labeling and warning systems.
- g) The employees Right to Know.
- h) Understanding of the Safety Data Sheet (SDS).
- i) Global Harmonization
- j) Pictograms

On - Site Training

Supervisors are responsible for site specific hazardous chemical training. Training includes:

- a) Types of chemicals on the job site.
- b) Hazards created by chemicals on the job site.
- c) First aid and emergency procedures, when exposed to specific chemicals.
- d) Using appropriate personnel protective equipment for hazardous chemical handling.

Hazards of Non - Routine Tasks

Supervisors inform employees of any special tasks that may arise which would involve possible exposure to hazardous chemicals.

Review of safe work procedures and use of required PPE is conducted prior to the start of such tasks. Where necessary, areas are posted to indicate the nature of the hazard involved.

Multi - Employer Workplaces

Other on - site employers are required to adhere to the provisions of the Hazard Communication Standard.

The Company will provide to other employers on multi - employer job sites, copies of SDS on hazardous chemicals that are used by the Company. Those employers will be responsible for providing their employees with the information necessary to prevent exposure to the Company's hazardous chemicals.

Employers working on the job site with the Company will provide the Company with SDS on each hazardous chemical that they use on the job site. The Company is responsible for providing its employees with the information necessary to prevent exposure to the other employer's hazardous chemicals.

INLINE

FALL PROTECTION POLICY

Purpose

This Fall Protection Policy is designed to provide guidance for all InLine job sites for establishing procedures to identify, evaluate, and control falls from elevations at all times. This program focuses on orientation, training, and enforcement to ensure fall protection guidelines are implemented and adhered to by all project personnel. The purpose of Fall Protection Policy is to provide maximum protection against falls.

The management of InLine has adopted a Fall Protection Policy to eliminate fall accidents in our operations. Management and supervision will be responsible and accountable for ensuring the success of the program by integrating this program into the company's operations.

Goal

The goal of this program is to eliminate all falls from elevations by identifying and managing fall exposures.

Responsibility

All levels of management and supervision are responsible for supporting and enforcing this program to ensure 100% compliance by all personnel. Management, estimating, scheduling, and project management personnel are responsible for pre-planning safety into the job by identifying and predicting potential fall exposures both during the preconstruction phase and during construction. Each discipline shall plan safety into the job with priorities placed on engineering solutions to the hazards.

Personal fall protection systems shall only be used as a backup method to primary fall protection systems, such as guardrails, or when there is no other feasible or practical means for safely accomplishing the work.

Accountability

All levels of management and supervision shall be accountable for the safety of job site personnel. Job site supervision is directly responsible for using the Fall Protection Policy as a means to control falls from elevations. Management teams shall have the goal of zero fall-related accidents for each job site. Measurement of performance will take into account actual results related to this goal. The direct costs of any accident will be charged to the cost of the job site involved. Management, estimating, and scheduling personnel shall be accountable for pre-planning, designing, budgeting, and scheduling Fall Protection into each job site.

Pre-Construction Planning

Pre-planning must begin during the pre-bid phase of each job site and continue.

1. Pre-Bid Phase:
 - A. Management:
Management shall review plans for job sites during the pre-bid phase to determine the nature and scope of Fall Protection needs, as well as any necessary design changes and engineering controls needed.
 - B. Estimating:
Estimating personnel must include the cost for Fall Protection into the bid / proposal. Input from management should be utilized as necessary. The cost of subcontract bids should include the cost of implementing an acceptable Fall Protection Policy.
 - C. Contract Administration:
The subcontract should include language requiring a Fall Protection Policy.

2. Pre-Startup:

- A. Management:
The management team shall hold a review meeting prior to startup of any work on a job site. The purpose of the meeting shall be to review plans and to identify and evaluate all potential fall exposures in each phase of construction.
- B. Supervisors:
The regular Fall Protection inspection must be incorporated into an overall Fall Protection Policy.
- C. Scheduling:
Design changes, engineering controls, and installation of fall protection devices, i.e. anchorages, guardrails, etc., must be incorporated into the schedule to ensure completion in a timely manner.

Pre – Task Safety Analysis

Supervisors must analyze all elevated tasks prior to assigning work to determine all existing and potential fall protection needs and to ensure adequate fall protection systems are provided.

Employee Safety Training

Pre-task safety instruction must be given to each person assigned to work in elevated areas prior to commencing work activities. New hire safety orientation training must be conducted for all new hires immediately upon the beginning of employment. The orientation shall include the company's Fall Protection Policy, procedures, and work rules. Regular safety training will be held with all field crews. Fall Protection should be included in these training sessions on a regular basis or when an upcoming work assignment may involve unusual or non-routine fall exposures. Written documentation of all employees training shall be maintained.

Procedures

Fall protection systems shall include, but are not limited to; the following fall exposure areas:

- A. Building construction activities
 - Formwork
 - Reinforcing steel deliveries, rigging, erection
 - Concrete placement
 - Structural / miscellaneous steel erection
 - Precast concrete erection
- B. Scaffolding / Hoisting activities
 - Aerial lifts
 - Movable ladders
 - Crane erection / dismantling
 - Hoisting areas including platforms, docks, chutes
- C. Floor / Wall penetrations and exposures
 - Elevator shafts
 - Stairways
 - MEP shafts
 - Perimeter edges
- D. All exterior skin installation including, but not limited to, roofing, stone, masonry, waterproofing, and glazing
- E. Excavation / Trenching

INLINE CONFINED SPACE PLAN

General Procedures for Entering a Confined Space Area

- Have adequate ventilation and lighting in place.
- Always check oxygen, explosive and toxic gas levels with certified testing equipment.
- Wear proper personal protective equipment necessary for task at hand.
- Have safety “attendant” in place at all times.
- Wear full body harness with lifeline attached when necessary for work that generates toxic fumes.
- Take frequent breaks and come up for fresh air.

Emergency Procedures for Injured Person

- Follow normal procedures for injured person and fire (call 911).
- Never enter without testing oxygen, explosive and toxic gas levels.
- Wear proper personal protective equipment.
- The man basket and/or full body harness shall be used for retrieval of the injured worker.
- Never enter the area without assistance and a safety “attendant” in place.
- If you are not sure of the situation, wait for the proper emergency medical personnel.

***Note: Over 60% of workers that die in a confined space area are attempting to rescue other workers.

***Note: Please refer to 1910.146 for specific safety rules and regulations for Confined Space Entry.

Confined Space Entry Plan

Before entering the confined space, make sure that there is adequate ventilation and lighting. Oxygen levels, explosive levels and toxic fume levels shall be tested, before entering and periodically while in the confined space. The proper personal protective equipment (safety glasses, hard hats, hard soled shoes, proper respirator required for task at hand, etc.) shall ALWAYS be worn.

The safety “attendant” shall be in place at all times while work is being performed. If the safety “attendant” should leave his area for any reason, the alternate safety “attendant” shall be in place before work continues.

Anyone required to work in a confined space where welding, waterproofing, grinding of concrete, or any other related activity that generates toxic fumes will ALWAYS be required to wear a full body harness with lifeline attached.

Before entering the confined space area, the following procedures must be reviewed and understood by each employee.

Atmosphere

The atmosphere must be tested each time before entering a confined space, especially during times when the task at hand creates toxic fumes and/or could cause an oxygen enriched or depleted environment.

- A. The normal oxygen level is approximately 21%. The minimum oxygen level to enter a confined space without a self-contained breathing apparatus is 19.5%. If the oxygen level is greater than 23.5%, the environment is oxygen enriched, and flammables and combustibles burn more violently and can ignite more rapidly.
- B. Only a trained, qualified person shall test the atmosphere for oxygen, explosives and gases. The following gases are typical gases that may be found in a confined space:
 - . Hydrogen sulfide
 - . Carbon monoxide
 - . Methane
 - . Carbon dioxide
- C. Always test the bottom, middle, and top of the confined space area. Some gases are lighter or heavier and settle at different elevations.

Ventilation

Ventilation is the preferred method of eliminating atmospheric hazards over wearing respirators.

- A. Ensure that there is adequate ventilation and lighting.
- B. ALWAYS maintain ventilation and lighting.
- C. NEVER use pure oxygen to ventilate an atmosphere.
- D. If the oxygen level is below 19.5% rapid fatigue will be experienced.
- E. If the oxygen level is above 23.5%, the atmosphere becomes extremely flammable and combustible. If a fire should develop, everything will ignite or burn rapidly.

Attendant

- A. A safety “attendant” shall ALWAYS be within voice and/or radio contact with all workers inside the confined space. The safety “attendant” should not leave his position for any reason while an employee is in a Confined Space.
- B. The safety “attendant” shall be trained in the job site emergency plans for fire and/or injured person, as well as, have contact with the job site 911 contact person for an emergency.
- C. The “safety attendant” shall not perform any other duties other than to monitor the workers inside the Confined Space.
- D. The safety “attendant” shall always have a fire extinguisher on hand.
- E. The safety “attendant” shall be highly distinguishable from the other workers in the area.

Respiratory Protection

- A. The proper respirator must be worn to match the task at hand.
- B. The workers must be properly trained in how to correctly wear and inspect the respirator they are required to wear, prior to use.
- C. Any welding, cutting, brazing, painting, grinding, waterproofing, etc., which may produce toxic gases and/or deplete or enrich the oxygen levels in the confined space require that all workers inside the confined space wear full body harness with a life line attached in the event of an emergency with retrieval necessary. These operations may also create a combustible atmosphere, which will also require the full body harness with the lifeline attached.
- D. If any operation causes an oxygen level of less than 19.5% and/or creates a combustible atmosphere where proper ventilation cannot increase the oxygen to acceptable levels, a self-contained breathing apparatus, may be required to be worn by all workers. If a self-contained breathing apparatus is worn, proper training will be required for all workers, including the safety “attendant”.

Confined Space Entry Team

- A. “Entrant”

All workers / entrants of the confined space shall be thoroughly trained in the Confined Space Plan.
- B. “Attendant”

All workers / entrants shall be constantly monitored by an attendant trained in the Confined Space Plan.
- C. “Entry Supervisor”

Entry Supervisors shall supervise all Confined Space operations. Entry Supervisors shall be trained in the Confined Space Plan.

INLINE RESPIRATOR POLICY

Introduction

Occasionally a few employees of InLine may be asked to enter into work areas where they will need to wear respirators for protection. Respirators protect employees from contaminated dusts, fogs, fumes, mists, gases, smokes, sprays, and vapors. When possible, InLine will take appropriate steps to eliminate such hazards by using proper engineering controls, such as enclosures, specialized ventilation, etc. However, when these steps and/or controls are not feasible, employees selected by InLine may be required to use respirators.

Only specially trained and designated employees will be permitted to wear respirators. All activity involving employee use of respirators is strictly governed and regulated by this Written Respirator Policy. This Policy was prepared by InLine to assist with complying with OSHA regulations 1926.103 & 1910.134.

Purpose of Respirator Use

As noted above, only a few specially trained employees will be asked to wear respirators ... and then only in special situations. Any employees wearing respirators must always follow this Policy. Failure to follow this Policy could lead to termination of employment.

Training and Instruction for Employees

Both supervisors and employees will be trained in the Respirator Policy. These employees will attend individualized training sessions and will be required to review written material, view training videotapes, and/or participate in other training activities as directed by the Company.

The Company will keep records concerning their training. Specifically, Company records will show the names of employees attending the training, the dates and location of the training, and the identity of the trainer.

Training will provide employees an opportunity to:

- Handle the respirator
- Have the respirator properly fitted
- Test its face piece-to-face seal
- Wear the respirator in normal air for a long period to become familiar with it
- Wear the respirator in a test atmosphere

Each employee must receive fitting instructions, which include:

- How to wear the respirator
- How to adjust it
- How to determine proper respirator fit

Employees will also be trained and otherwise informed of the limits of respirators.

Inspection of Respirators

InLine will conduct frequent inspections of respirators to make sure that the respirators are properly selected, used, cleaned, and otherwise maintained. Air cylinders must be fully charged according to manufacturer's instructions. Inspections must ensure that all regulators and warning devices are functioning properly, as they were designed.

Respirator inspections shall include the following:

- Check of tightness of all connections and face piece, headbands, valves, connecting tubes and canisters.
- Check of all rubber or elastic parts for pliability or deterioration
- Stretching all rubber or elastic parts with a massaging motion

Cleaning, Disinfection, and Storage

All respirators must be regularly cleaned and disinfected. Employees must comply with the manufacturer's recommendations for cleaning and disinfection. Respirators used by more than one employee must be thoroughly cleaned after each use.

While not in use, respirators must be stored in a clean, convenient, and sanitary location. They are not to be left lying around the facility. Respirators must be kept away from dust, sunlight, heat, extreme cold, excessive moisture, and chemicals. Respirators used for emergency situations must always be easily accessible and stored in special compartments - not in toolboxes or lockers (unless stored in a carrying case).

All respirators must be routinely inspected during cleaning and disinfection. Any parts found to be worn, broken, or deteriorated must be promptly replaced. Any broken respirator must be tagged accordingly and taken out of service.

Respirators used for emergency situations will be automatically inspected after each use and once each month.

Employer Surveillance and Evaluation

InLine will regularly survey the conditions of all work areas and will assess any employee exposure or stress. This surveillance shall be ongoing. Any evidence of employee exposure or stress shall be reported to upper management and the local health care professional involved with this Policy.

The Company will also conduct regular inspections of respirator procedures and practices. These inspections will help the Company evaluate the effectiveness of this Policy and ensure the safety of all affected employees.

Special Rules - Face Piece Seals

All masks and face pieces must make a proper, airtight seal. Respirators shall not be worn if it is not possible to obtain a proper seal. No beards, sideburns, or anything that projects under the face piece that could compromise a proper seal, are permitted.

Employees who need to use corrective lenses must be extremely careful to make sure that the glasses do not prevent a proper seal. Employees must not wear contact lenses in contaminated atmospheres.

Medical Evaluation of Participating Employees

Employee assigned to tasks requiring use of respirators must first pass a physical examination given by a physician. The examination will ensure that the employee is physically able to perform the related work and use the respirators. Each employee trained to use a respirator will have his or her physical ability and medical status reviewed by the physician at least once each year. These evaluations shall be documented and kept with other records from this Policy, such as training records.

29 CFR 1910.134 Appendix D Information for Employees Using Respirators When Not Required Under the Standard

Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged, even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker. Sometimes, workers may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. If your employer provides respirators for your voluntary use, or if you provide your own respirator, you need to take certain precautions to be sure that the respirator itself does not present a hazard.

You should do the following:

- Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirator's limitations.
- Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.
- Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designed. For example, a respirator designed to filter dust particles will not protect you against gases, vapors, or very small solid particles of fumes or smoke.
- Keep track of your respirator so that you do not mistakenly use someone else's respirator.

INLINE LOCK OUT / TAG OUT PROGRAM

General

Lock Out / Tag Out is the preferred method of isolating machines or equipment from energy sources. The following simple procedure is provided for use in both lock out / tag out programs. This procedure may be used when there are limited numbers or types of machines or equipment or there is a single power source. For more complex systems, a more comprehensive procedure will need to be developed, documented, and utilized.

Purpose

This procedure establishes the minimum requirements for the lock out / tag out of energy isolating devices. It shall be used to ensure that the machine or equipment is isolated from all potentially hazardous energy and locked out or tagged out before employees perform any servicing or maintenance activities where the unexpected energization, start-up or release of stored energy could cause injury.

Responsibility

Appropriate employees shall be instructed in the safety significance and importance of the lock out / tag out procedure. Each new or transferred employee who is affected and other employees whose work operations are or may be in the area shall be instructed in the purpose and use of the lock out / tag out procedure.

Preparation for Lock Out or Tag Out

Make a survey to locate and identify all isolating devices to be certain which switch(es), valve(s), or other energy isolating devices apply to the equipment to be locked out or tagged out. More than one energy source (electrical, mechanical, or others) may be involved.

Sequence of Lock Out / Tag Out System Procedure

1. Notify all affected employees that a lock out / tag out system is going to be utilized and the reason, therefore. The authorized employee shall know the type and magnitude of energy that the machine or equipment utilizes and shall understand the hazards thereof.
2. If the machine or equipment is operating, shut it down by the normal stopping procedure (depress stop button, open toggle switch, etc.).
3. Operate the switch, valve, or other energy isolating device(s) so that the equipment is isolated from its energy source(s). Stored energy, such as that in springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc., must be dissipated or restrained by methods such as repositioning, blocking, bleeding down, etc.
4. Lock out / tag out the energy isolating devices with assigned individual lock(s) and/or tag(s).
5. After ensuring that no personnel are exposed and as a check on having disconnected the energy sources, operate the push button or other normal operating controls to make certain the equipment will not operate.

CAUTION: Return operating control(s) to "neutral" or "off" position after the test.

6. The equipment is now locked out or tagged out.

Restoring the Machines and/or the Equipment to Normal Production Operations

1. After the servicing and/or maintenance is complete and equipment is ready for normal production operations, check the area around the machines or equipment to ensure that no one is exposed.
2. After all tools have been removed from the machine or equipment, guards have been reinstalled, and employees are in the clear, remove all lock out / tag out devices to restore energy to the machine or equipment.

Procedure involving more than one Person

In the preceding steps, if more than one individual is required to lock out / tag out equipment, each shall place his/her own personal lock out device / tag out device on the energy isolating devices(s). When an energy isolating device cannot accept multiple locks or tags, a multiple lock out / tag out device (hasp) may be used. If a lock out is used, a single lock may be used to lock out the machine or equipment with the key being placed in a lock out box or cabinet, which allows the use of multiple locks to secure it. Each employee will then use his/her own lock to secure the box or cabinet. As each person no longer needs to maintain his or her lock out protection, that person will remove his/her lock from the box or cabinet.

Basic Rules for using Lock Out / Tag Out System Procedures

All equipment shall be locked out or tagged out to protect against accidental or inadvertent operation when such operation could cause injury to personnel. Do not attempt to operate any switch, valve, or other energy isolating device where it is locked out or tagged out.

INLINE

VEHICLE SAFETY POLICY

Employees of InLine are required to adhere to the following guidelines when operating any vehicle leased, rented, borrowed or owned by InLine or when operating a personal vehicle for company business.

- All drivers will be held accountable for safe operation and maintenance of company vehicles and for the safe operation of a personal vehicle for company business.
- Only approved drivers may operate company vehicles. Drivers of personal vehicles on company business must also be approved by InLine.
- All drivers must submit a copy of their driver's license to the InLine so that a driver's Motor Vehicle Record may be reviewed for motor vehicle history.
- Motor vehicle records will be reviewed once a year. If at this time, there are excessive violations or accidents found, driving privileges of company vehicles may be revoked for a period to be determined by InLine.
- The driver of a company vehicle must maintain a maintenance log on the vehicle in Samsara. The log should include the date, work performed on the vehicle, and the mileage shown on the odometer at the time the work was performed. This includes oil and filter changes, tire rotations / replacements, brake replacement, body and engine work etc.
- Any vehicle repair or maintenance expense in excess of \$300.00 for any single expenditure or in the aggregate for any quarter must be approved in advance by your supervisor.
- The Safety Coordinator of InLine will perform a vehicle inspection twice per year. This inspection will include a review of the maintenance logbook and a visual inspection of the vehicle.
- A Supervisor's Report of Accident for Vehicles must be completed and sent to the Safety Manager whenever an accident has occurred involving any company vehicle. This report is to be completed by the supervisor responsible for the vehicle no matter who is at fault. A copy of the police report should be attached, along with the estimates from the repair shop.
- Company vehicles driven for personal use are to be driven only by the approved driver who is responsible for the vehicle. Other family members and friends shall not operate a company vehicle.
- Operating a company vehicle while under the influence of alcohol, drugs, etc. is prohibited and shall result in immediate termination of employment.
- Employees who use the auto allowance and/or mileage reimbursement in lieu of a company provided vehicle shall provide proof of auto insurance and limits for review and approval by InLine.
- Employees who are charged with moving traffic violations while driving will be solely responsible for all penalties that result from such actions.
- Failure to follow any of the policies listed above may be grounds for termination of driving privileges or dismissal from employment.

INLINE

CELL PHONE AND ELECTRONIC DEVICE POLICY

Policy Statement

All employees of InLine are required to adhere to the following guidelines while using a personal mobile phone or company mobile phone while at work or conducting any company business. For purposes of this policy, the term "cell phone" or "mobile phone" is defined as any handheld electronic device with the ability to receive and/or transmit voice, text or data messages without a cable connection.

Purpose

The purpose of this policy is to provide guidelines for the use of cell phones or data devices for company business. In addition, this policy is designed to provide guidance to employees regarding the proper use of cellular devices (phones, PDA's, etc.) for voice or data communication; to ensure that the use of cellular technology for company business is correctly authorized and appropriate.

Management Responsibility

- Supervisors are responsible for educating subordinates about appropriate cellular telephone procedures and monitoring their usage.
- The Manager will review this policy with any employee that is issued a cell phone.
- Management will review monthly cellular telephone bills of responsible employees to determine appropriate usage.
- Management will ensure employees are aware of the importance of protecting confidential and sensitive information held while using a cell phone.

Employee Responsibility

- Employees assigned company supplied cell phones are responsible for compliance with all regulations and policies.
- Employees using company cell phones are responsible for securing them. Losses shall be reported immediately to the appropriate Supervisor.
- Employees may be held liable for lost, stolen, or damaged cell phone equipment or accessories.
- Employees will not store any customer or confidential information on their cell phones.
- Non-exempt employees must have prior approval before using their cell phones for wireless handheld devices for business purposes after regularly schedules work hours.
- Misuse or abuse of this policy may result in disciplinary action, up to and including dismissal from service.

General Use at Work

While at work, employees should limit mobile phone use to company business. Employees should restrict personal calls, regardless of the phone being used to while at lunch or while on scheduled breaks. Excessive personal phone calls are counterproductive and distracting to other workers.

Construction Sites

Mobile phones shall not be used while on constructions sites if the use of the mobile phone creates an unsafe condition. Examples include but are not limited to:

- Working from heights
- Working near heavy equipment
- Working in roadways

While Driving

It is illegal in most states and against InLine policy to use a handheld mobile phone while driving if you are a novice driver, a bus driver or if you are driving a vehicle which requires a CDL.

It is illegal in most states and against InLine policy to text while driving ANY vehicle.

It is against Federal Law and against InLine policy to use any mobile or cellular device while driving a vehicle which requires a CDL unless the device is 100% hand free.

Safe Use Guidelines

Employees must follow the guidelines outlined below to insure the safe use of all cell phone equipment.

- Employees should refrain from the use of cell phones while driving.
- Allow incoming calls to go to voice mail whenever possible.
- Check voice mail and return calls only when the vehicle is off the road.
- Do not text message while driving a vehicle.
- Pull off the road to a safe place such as a parking lot to make necessary calls or use computer.
- Always dial the phone when the vehicle is not moving.
- Suspend cell phone usage during hazardous driving situations, such as heavy traffic or bad weather.
- Never take notes while driving.
- Keep any necessary conversations as brief as possible while on the road.
- Use speed dialing or voice dialing as much as possible.
- Use the phone with hands-free equipment.
- Never look up phone number or other information while driving.
- Refrain from conducting stressful conversations while driving.
- Employees are prohibited from texting while operating a vehicle on company business.
- Safe driving is always important and must take priority over cell phone conversations.
- Employees who are charged with traffic violations resulting from the use of their cell phones while driving will be solely responsible for all penalties that result from such actions.

Other Restrictions

Employees must adhere to all federal, state, or local rules and regulations regarding the use of cell phones while driving. Accordingly, employees must not use cell phones if such conduct is prohibited by federal, state, or local laws, regulations or other ordinances.

The use of personal cell phones while at work may present a hazard or distraction to the user and or coworkers. This policy is meant to ensure that cell phone use while at work is both safe and does not disrupt business operations. Unless otherwise authorized, employees may only use personal cell phones for emergency purposes, while at work.

PART 5

EMPLOYEE SAFETY ORIENTATION PACKAGE

The Employee Safety Orientation Package is used to communicate and train employees to the Company Safety Rules, Regulations, Policies, Programs and Plans.

The Employee Safety Orientation Package is to be reviewed and signed by all employees upon implementation of this Safety and Health Manual.

The Employee Safety Orientation Package is to be reviewed and signed by all NEW employees upon hire, but BEFORE the start of work.



**EMPLOYEE
SAFETY
ORIENTATION
PACKAGE**

INLINE SAFETY PROGRAM ACKNOWLEDGEMENT FORM

InLine has a moral and business obligation to provide a safe work environment for its employees, subcontractors and the public. It is, therefore, the Company's policy to abide by the Occupational Safety and Health Standards and to initiate and maintain appropriate practices and procedures that promote safety in the work environment.

My signature below certifies that I have this day reviewed the InLine Safety Manual.

The Safety Manual and Company Safety Rules were either read by me or reviewed with me by the Safety Manager of InLine.

I agree to be guided by the safety instructions issued by my supervisors and will report to them all unsafe conditions or practices observed on the work site.

I understand that any violation of the safety rules or refusal to comply with an OSHA "Safety and Health Regulation" is grounds for dismissal.

Signature

Date

INLINE
ACCIDENT REPORTING AND MEDICAL SERVICES

All accidents must be reported to the Safety Manager or the State Administrator within 1 hour.

All eye, neck, back and knee accidents / injuries require immediate medical attention, no matter how minor.

Accident reports must be 100% complete and turned in to Safety Manager within 24 hours of accident.

Except under emergency conditions, I will obtain first aid treatment at the work site for all injuries and will report to the supervisor before leaving to obtain additional medical attention.

Signature

Date

INLINE
CONSTRUCTION JOBSITE SAFETY RULES

1. Use and/or possession of intoxicants, alcohol or drugs are not allowed.
2. Hard hats, eye protection and gloves shall be worn by all employees on the jobsite when required.
3. Long pants and shirt with 4" minimum sleeves are required at all times.
4. Hard sole shoes with steel or composite toe are required – no tennis shoes.
5. Ear protection, and respiratory protection devices shall be worn when required.
6. Only authorized personnel are permitted to operate equipment / vehicles.
7. No riders on machinery or equipment. Seat belt use is required at all times. Riding in the back of trucks is prohibited.
8. All machinery must have operable backup alarms at all times. Seatbelts shall be used on all vehicles and equipment.
9. Fall protection is always required while working at heights greater than 6ft.
10. Report all accidents, unsafe conditions / practices and emergencies to your supervisor immediately.

Signature

Date

INLINE
EMPLOYEE CERTIFICATE OF AGREEMENT
WITH SUBSTANCE ABUSE POLICY

I hereby consent to submit to specimen tests as shall be determined by InLine in the selection process of applicants for employment, for the purpose of determining the drug content thereof.

I agree that InLine may collect these specimens via a third-party collection site. The collection site may test or send specimens to a testing laboratory designated by the company for analysis.

I further agree to and hereby authorize the release of the results of said tests to the company.

I understand that it is the current use of illegal drugs that would prohibit me from being employed at this company.

I further agree to hold harmless the company and its agents (including the above named physician or clinic) from any liability arising in whole or part, out of the collection of specimens, testing, and use of the information from said testing in connection with the company's consideration of my application of employment.

I further agree that a reproduced copy of this pre-employment consent and release form shall have the same force and effect as the original.

I have carefully read the foregoing and fully understand its contents.

I acknowledge that my signing of this consent and release form is a voluntary act on my part and that I have not been coerced into signing this document by anyone.

I do hereby certify that I have received and read the InLine Substance Abuse and Testing Policy.

I understand that if my performance indicates it is necessary, or in the case of random testing, I will submit to a substance abuse test.

I also understand that failure to comply with a substance abuse test request, or a positive result may lead to termination of employment and denial of unemployment benefits.

I understand that failure to submit to a substance abuse test, or a positive test result may affect my right to obtain workers' compensation benefits.

I further agree to and hereby authorize the release of the results of said tests to the company. Nothing in this consent form is to be construed as a contract between the parties.

Print Name

Signature

Date

INLINE

HAZARD COMMUNICATION ACKNOWLEDGEMENT FORM

My signature below certifies that I have read and understand this certificate. I know that this company has an active Hazard Communication Safety Program. I understand that my responsibility is to observe and follow safe work guidelines when working with hazardous products. I further understand the following:

Most hazards will fall into five broad categories:

1. Flammables and combustibles
2. Compressed gases
3. Poisons
4. Corrosives
5. Irritants

A hazardous substance can endanger our wellbeing in four ways:

1. Inhaled
2. Ingested
3. Absorbed
4. Injected

Safety Data Sheets (SDS) contain the following information:

1. How to properly handle and store
2. Outline spill cleanup procedures
3. Medical and first aid procedures

I know where the SDS, emergency supplies, and emergency phone numbers are located.

I understand how to read, interpret and use the SDS.

I will, when working with hazardous products in containers, follow the guidelines outlined on labels which explain the dangers of the product and the proper way to use this product.

I also understand that the hazardous chemical list, InLine Hazard Communication Program, and the SDS are available for my review upon request.

I agree to observe and follow safe work practices while working for InLine.

Signature

Date

INLINE FIRE EXTINGUISHER SAFETY

- Four things needed to maintain a fire:

1. Fuel
2. Heat
3. Oxygen
4. Chain reaction

Take away any one of the first three and the fire will be out.

- Stay upwind of a fire when using a fire extinguisher.
- Stay back 8 to 10 feet from a grease fire because the force of the pressure / powder from the fire extinguisher may cause the grease to splash.
- The main three classes of fire extinguisher ratings:

Class A	Wood, paper, plastic
Class B	Flammable liquids
Class C	Electrical

- **PASS** is the word used to train people properly to use a fire extinguisher.

Pull the pin.

Aim the extinguisher at base of fire.

Squeeze the handle.

Sweep extinguisher from side to side from outside towards center of fire.

- A 10lb. B.C. rated extinguisher should be within 50'-0" of any 5 gallons of fuel.
- A 20 lb. B.C. rated extinguisher should be within 25'-0" maximum 75'-0" of any Liquefied Petroleum Gas tanks or any other fuel tanks greater than 5 gallons capacity.
- All fires no matter how small must be reported immediately to supervisor.
- Mount fire extinguisher: Minimum of 48" from the floor, but no more than 60" off the floor
- The distance one should stand from the base of the fire is written on the fire extinguisher.
For example: (2 ½ lb.) Minimum distance is 6' (20 lb.) minimum distance is 12'.
- Everyone should check the fire extinguisher in work area daily to make sure it has adequate pressure and that the pin is still in the proper place.
- Fire extinguishers shall be serviced at least once a year.
- At each testing, a maintenance tag will be placed on the extinguisher to show the inspection date.

Signature

Date

INLINE EMERGENCY PLAN

1. An emergency plan is a set of rules or procedures to be followed by all personnel in the event of an emergency.
2. The emergency plan is maintained by the company and is implemented by the Supervisor. The emergency plan determines the proper access / egress of emergency equipment and/or personnel into or out of the area, in case of emergency.
3. Supervisors will be directed to key locations, to assist in an emergency.
4. Each employee is expected to follow directions of supervisors and cooperate in any emergency action effort.
5. Personnel should evacuate the area in an orderly fashion, when instructed to do so by the s u p e r v i s o r .
6. If you become aware of an emergency situation or any injury, notify a supervisor immediately.
7. Notify supervisor of the location of emergency so that 911 can be called.
8. All personnel shall evacuate the area in an orderly manner and reassemble in the designated location.
9. All supervisors are responsible for knowing the location and number of employees at all times.
10. All personnel will be accounted for to ensure that everyone has evacuated the area.
11. Personnel are strictly forbidden to discuss project conditions, incidents, or emergencies with the owner, client, media, press or any person not associated with the emergency.

Signature

Date

INLINE

29 CFR 1910.134 Appendix D Information for Employees Using Respirators When Not Required Under the Standard

Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged, even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker. Sometimes, workers may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. If your employer provides respirators for your voluntary use, or if you provide your own respirator, you need to take certain precautions to be sure that the respirator itself does not present a hazard.

You should do the following:

- Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirator's limitations.
- Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.
- Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designed. For example, a respirator designed to filter dust particles will not protect you against gases, vapors, or very small solid particles of fumes or smoke.
- Keep track of your respirator so that you do not mistakenly use someone else's respirator.

Signature

Date

INLINE LADDER SAFETY

All ladders shall be inspected prior to use.

The use of ladders with broken or missing rungs, broken or split side rails, or other faulty or defective construction is prohibited.

Portable ladder feet shall be placed on a substantial base, on a 4 to 1 pitch and the area around the top and bottom of the ladder should always be kept clear and clean.

Ladders shall not be used in a horizontal position as platforms, runways, or scaffolds.

Portable ladders shall be tied, blocked or otherwise secured to prevent movement.

All ladders shall extend 36 inches above the landing.

Avoid the use of metal ladders when the possibility of contact with electrical power exists.

Always clean mud or greasy substances from shoes before climbing up ladder.

Always face the ladder and use three points of contact when climbing up or down.

It is dangerous to reach out too far from a ladder in any direction, keep your "center of gravity" as close to the ladder as possible. Move the ladder, as the work requires. Never "walk" or "scoot" ladders while in use.

Never use the top two rungs of an extension ladder or the top step of a step ladder.

Never use a step ladder as a straight ladder.

Signature

Date

INLINE

HOUSEKEEPING / CLEAN UP

No one should create hazards for other workers and employees by leaving objects like pipes, carts, boxes, barrels and other trash / debris in the access path, walkways and work areas.

Housekeeping is an important part of our daily work. With the cooperation of everyone we can keep all areas clean, neat, organized and free from tripping hazards.

A clean workplace reduces fire hazards.

Housekeeping should be part of your continuous and DAILY routine.

Follow these steps to help keep your work areas clean and organized:

- Always check / inspect your workplace DAILY.
- Dispose of wastepaper, cardboard, lunch and/or break trash, shipping material, scrap material, etc. into the appropriate container DAILY.
- Clean up anything that is spilled on the floor as soon as possible.
- Keep all aisles, access paths, walkways clear of obstruction...these areas are for people access, not material storage.
- Store all materials neatly and keep them away from traffic access areas and walkway access areas.
- Use nonflammable containers for disposing of scrap and waste substances.
- Always put tools back in their proper places. Tools left on the floor are a hazard!
- Know all locations of first aid and firefighting equipment.

Take time to think SAFELY!

“Safety Is No Accident”

Signature

Date

INLINE ELECTRICAL SAFETY

These regulations apply to electrical installations used on the job, both temporary and permanent installations:

- Extension cords used with portable electrical tools and appliance shall be of three-wire types. Grounds are never to be removed from the extension cords.
- Temporary lights shall be equipped with guards to prevent accidental breakage and/or accidental contact with the bulb.
- Temporary lights shall not be suspended by their electric cords unless cords and lights are designed for this means of suspension.
- Splices of any kind are not allowed. Electrical tape is not an equivalent replacement for the exterior sheathing.
- Electrical and extension cords or cables should not to be laid on floors, in walkways, etc., unless it is impractical to do otherwise. They should be suspended or secured in such a way as not to block or hang in walkways, hallways, doorways, or work areas.
- Panel boxes shall have a cover on them at all times, except when being serviced; and when a temporary cover is in place, it should be marked "DANGER - HIGH VOLTAGE" to denote live current.
- Minimum working distances established by OSHA will be followed by unqualified and qualified electricians and workers. The OSHA 1910 Book and OSHA 1926 Book are used and referenced for minimum working distances. De-energized parts not locked or tagged shall be treated as live parts.
- Conductive materials or conductive equipment, such as ducts and pipes shall be avoided. If work is required around conductive material or conductive equipment safe work practices such as those included in this Safety Manual and items listed in Lock-out / Tag-out Program shall be followed.
- Conductive clothing or jewelry shall not be worn when electrical hazards are present, unless the clothing or jewelry is rendered non-conductive by covering, wrapping or other insulation methods.

Use these basic safety procedures when using electrical extension cords:

- Visually inspect the cord for damaged and exposed conductors. If the cord is in damaged condition, don't use it.
- Inspect to make sure the ground prong is in good condition and the cord provides a satisfactory ground for the electrical tools being used.
- Don't drag cords over rough surfaces and don't use them to lift or pull materials. Don't string electrical cords through water or oil and grease. Also, don't hammer nails or staples into cords.
- Disconnect electrical cords at the receptacle. When not in use, the electrical cord should be rolled-up and stored.
- Only round cords that are rated for heavy duty use are allowed on the jobsite. Never use flat power cords on a jobsite.
- Always use GFCI electrical outlets and/or GFCI "pig-tails".

Signature

Date

INLINE EMPLOYEE SAFETY ORIENTATION

I have been verbally and visually orientated and/or trained to all InLine safety rules, regulations and/or policies.
I have also been trained to the InLine Safety Manual.

These items include, but are not limited to:

- Safety Acknowledgement Form
- Construction Jobsite Safety Rules
- Substance Abuse Policy
- Hazard Communication Program
- Safety Data Sheets
- Regular Safety Training
- Fire Extinguisher Safety
- Fall Protection Safety
- Emergency Plan
- Personal Protection Equipment (PPE)
- Ladder and Stair Safety
- Housekeeping / Clean-Up
- Electrical Safety
- Vehicle Safety
- Cell Phone and Electronic Device Safety
- Accident Reporting
- Safety Violation Warning System

Questions / Comments: _____

Signature

Date

PART 6

COMPANY SAFETY FORMS

INLINE COMPANY REPORT OF ACCIDENT

This form is to be used in conjunction with OSHA 301 Form

Jobsite: _____

Jobsite Number: _____

Date of Injury: _____

Name of Injured: _____

Age: _____

Employed By: _____

SS#: _____

Occupation: _____

Drug / Alcohol Test Performed? Yes _____ No _____

Description of Occurrence (Include location, time of day, related details, and resulting injuries.)

Witness:

Name: _____ Employed by: _____

Drug / Alcohol Test: Yes _____ No _____

Comments: _____

Did any unsafe conditions exist? _____

Did employee contribute to accident? _____

Corrective action taken? _____

Signature

Supervisor Signature

**INLINE
SUBCONTRACTOR'S
REPORT OF ACCIDENT**

This form is to be used in conjunction with OSHA 301 Form

Jobsite: _____ Jobsite Number: _____

Date of Injury: _____ Name of Injured: _____

Age: _____ Employed By: _____

SS#: _____ Occupation: _____

Drug / Alcohol Test Performed? Yes _____ No _____

Description of Occurrence (Include location, time of day, related details, and resulting injuries.)

Witness:

Name: _____ Employed by: _____

Drug / Alcohol Test: Yes _____ No _____

Comments: _____

Did any unsafe conditions exist? _____

Did employee contribute to accident? _____

Corrective action taken? _____

Signature

Supervisor Signature

Signature

Supervisor Signature

INLINE VEHICLE ACCIDENT REPORT

Date: _____ Name: _____

State and City Accident Occurred: _____

Name of Injured Persons: _____

Make and Model of Company Vehicle: _____

Description of Damage to InLine Vehicle: _____

Description of Damage to Other Vehicles and/or Property: _____

Description of Accident: _____

Signature: _____

INLINE SAFETY WARNING

On this date, _____ and time, _____

at this location _____

employee (name), _____

working for (company) _____

failed to comply with the safety rules and/or policies: _____

1st Offense - written warning

2nd Offense - written warning, subject to termination

3rd Offense - subject to termination

Action taken to correct safety warning: _____

Employee Signature

Date

Supervisor Signature

Date

INLINE
OBSERVER BEHAVIOR / FOR-CAUSE
RECORDING FORM

Name of Employee Observed: _____

Location / Department: _____ Date: _____

Time of Observation: From: _____ AM _____ PM

To: _____ AM _____ PM

OBSERVED PERSONAL BEHAVIOR (check all appropriate items):

- | | | | |
|-------------------------------------|---|-------------------------------------|--|
| 1. SPEECH | 2. AWARENESS | 3. BALANCE | 4. WALKING |
| <input type="checkbox"/> Normal | <input type="checkbox"/> Normal | <input type="checkbox"/> Normal | <input type="checkbox"/> Normal |
| <input type="checkbox"/> Incoherent | <input type="checkbox"/> Confused | <input type="checkbox"/> Swaying | <input type="checkbox"/> Stumbling |
| <input type="checkbox"/> Confused | <input type="checkbox"/> Sleepy | <input type="checkbox"/> Staggering | <input type="checkbox"/> Swaying |
| <input type="checkbox"/> Slurred | <input type="checkbox"/> Paranoid | <input type="checkbox"/> Falling | <input type="checkbox"/> Arms Raised Forward |
| <input type="checkbox"/> Whispering | <input type="checkbox"/> Lack of Coordination | | <input type="checkbox"/> Falling |
| <input type="checkbox"/> Silent | | | <input type="checkbox"/> Reaching |

5. Description of other observed actions or behavior indicative of possible drug use:
(Be specific and objective).

6. Description of action taken: _____

7. Name / Title of Observing Management or Witnesses:

A. Print Name: _____ Sign Name: _____

Title: _____ Date: _____

B. Print Name: _____ Sign Name: _____

Title: _____ Date: _____

THIS FORM MUST BE PREPARED WHEN AN EMPLOYEE IS SUSPECTED OF DRUG USE.

INLINE
SAFETY PROGRAM
SUBCONTRACTOR
ACKNOWLEDGEMENT FORM

My signature below certifies that I understand OSHA Safety & Health Regulations and that I understand InLine has an active Safety Program and that I agree to follow these rules, regulations and programs while on InLine work sites. I will report all unsafe conditions or practices observed on the work site.

I understand that any violation of the InLine Safety Program or refusal to comply with the OSHA Safety & Health Regulations are grounds for removal from InLine work site.

I understand that all Subcontractor employees, vendors, etc. are required to follow OSHA Safety & Health Regulations and InLine Safety Program as a minimum, at all times on the work site.

- Report all injuries, accidents and/or incidents to InLine immediately.
- All Subcontractor employees must wear appropriate safe, construction clothing while on work site. (Hard soled shoes, long pants, full shirts with a minimum 4" sleeve, etc.)
- The proper Personal Protective Equipment must be provided and used when required. Hard hats are required at all times on InLine work sites.
- The work site, work area, storage areas, etc. will be kept clean and organized at all times. Subcontractors are responsible for continuous clean-up, daily clean-up, end of the activity clean-up, final clean-up, lunch / break area clean-up, etc.
- All tools (power and hand) and all equipment / vehicles must be in a good, clean, well maintained, safe condition to be on InLine work sites.
- All electrical cords must be maintained in a good, safe condition.
- All employees on InLine work sites must attend safety training at least once per week. Notes from safety training and attendance must be documented.
- Subcontractors must provide First Aid kits, medical services and emergency procedures for all its employees.
- Fresh, clean water and drinking cups must be provided for employees.
- Subcontractors must assure employee knowledge of the location of SDS sheets.
- Each Subcontractor must have a "Competent Person" onsite during construction activities. "Proof" of safety training and competency must be available upon request.

Print Name of Subcontractor _____

Print Person's Name _____

Person's Signature _____ Date _____

INLINE

Guide to Address Fall Hazards Construction Jobsites

Jobsite Name _____

Jobsite Location _____

Today's Date: _____

Plan Effective Dates: from _____ to _____

Name of Competent Person
preparing this Plan (print): _____

Criteria used to determine Fall Hazards as per Subpart M of CFR 29 Part 1926 (Construction):

		YES	NO
1.	Unprotected sides and edges over 6' above a lower level		
2.	Leading edge over 6' above a lower level		
3.	Hoist area over 6' above a lower level		
4.	Holes and/or skylights over 6' above a lower level		
5.	Work on formwork / reinforcing steel over 6' above lower level		
6.	Ramps, runways, other walkways over 6' above lower level		
7.	Working at edge or crossing over excavation over 6' deep		
8.	Working above dangerous equipment less than 6' below		
9.	Performing overhand brick laying or related work above 6'		
10.	Roofing work on Low slope roof over 6' above lower level		
11.	Roofing work on Steep roof over 6' above lower level		
12.	Engaged in precast concrete erection work above 6'		
13.	Engaged in residential work over 6' above a lower level		
14.	Working on, at, above, or near wall opening over 6' above LL		
15.	Any other walking / working surface above 6'		

List any area where there was a "YES" response:

1. _____

How do we address this hazard? _____

2. How do we address this hazard? _____

3. _____
How do we address this hazard? _____

4. _____
How do we address this hazard? _____

5. _____
How do we address this hazard? _____

6. _____
How do we address this hazard? _____

NOTE: Guardrail systems, safety net systems, or personal fall arrest systems must be considered first. Employees engaged in “leading edge activities”, “precast concrete erection activities” or “residential construction activities” ... after proving it would be infeasible or more dangerous to consider one of those conventional three fall protection measures, may devise a fall protection plan that is adequate in preventing fall hazards.

Company policies:

- Ladders: In addition to the rules covered in Subpart X and our Company Safety Manual, InLine also requires personal fall protection for employees working on a stepladder or supported ladder within 10' of an unprotected side, edge, or hoist area which is over 6' above a lower level. A second employee will hold and steady the ladder until the personal fall arrest system is installed for the employee using the ladder, and likewise when the same is removed.
- Scaffolds: In addition to the rules covered in Subpart L, InLine also requires guard rail on all scaffolds on working surfaces over 10' above a lower level.
- Boom lifts: Any and all employees in a boom lift will wear the proper personal fall protection devices which will be properly attached to a point in the basket so designated by the manufacturer.

Hoist areas: Where guardrail must be taken down temporarily, it is the strict policy of InLine to establish a controlled access zone with a safety monitor and with working personnel attached to either a tether or a retractable lifeline. When the guardrail system is reinstalled, either the superintendent or site safety person will inspect before removing the CAZ and safety monitor. Should any of this occur after or before the working hours of the superintendent or safety person, the CAZ will remain until clearance is given to remove it.

Holes: Holes over 2" in their least dimension must be covered, secured from moving, color coded and/or identified as a hole cover ("Hole Cover"). We will do this on any hole we create and will inform the controlling contractor when our employees are exposed to such holes created by others and not properly covered, marked or guard railed, and toe boarded.

Harnesses: Only full body harnesses are allowed; no safety belts. Lanyards shall be 6' or less in length and shall be made of synthetic fibers only. When using lanyards, a "shock absorber" shall be installed between the anchorage and the lanyard. When attaching the body harness to an anchorage using a retractable device, no shock absorber shall be used. Double locking snap hooks shall be utilized at all times. Snap hooks can only be attached to body harnesses or anchorages; never to another snap hook and never back to the same lanyard they are attached to.

Anchorage: Anchorage points for most applications will have a capacity of at least 5000# and 3000# for retractable. Most scaffold manufacturers are on record as saying the scaffold shall not be used as an anchorage for fall protection; we concur. All anchorages shall be inspected by a competent person before utilizing, and such inspection shall be documented. Manufacturer's anchorages such as in an aerial lift need only be inspected at delivery and the before each use.

Inspections: Our designated competent person, _____, shall inspect body harnesses, lanyards, shock absorbers, lifelines, retractable, rope grabs, and anchorages before each shift. Such inspections shall be documented and retained for six months past the completion of the project involved. For that purpose, each item will carry an identification number where practical.

Signature

Date

INLINE

Site Specific Safety Plan Construction Jobsites

Date Submitted: _____

Name of Project: _____

Project Address: _____

General

Our company safety manual has been written specifically for and tailored to InLine. The InLine safety manual addresses most of the hazards anticipated on this project.

A copy of our current Safety Manual and Safety Data Sheets will be provided upon request.

Site Specific Safety

1. InLine's "Site Specific Safety Plan" and general safety rules and regulations are implemented by our Project Managers

Project Manager for this project

2. Identification of safety hazards, plan to address safety hazards and enforcement of safety rules and regulations will be conducted by our designated Supervisors / Competent Persons.

Name of Supervisor / Competent Person for this project

3. Weekly Safety Training Sessions are conducted. These weekly safety training sessions will address specific safety rules and/or site-specific safety issues on the project. Weekly safety training sessions are documented and available upon request.

4. InLine personnel and InLine subcontractors are required to attend and participate in weekly safety training sessions.
5. The use of the necessary and required PPE and the inspection of the necessary and required PPE will be conducted by the supervisors and workers on the project.
6. First Aid kits will be available to InLine personnel.
7. On site accidents and injuries are reported within one hour to InLine.
8. InLine has an active substance abuse policy in effect.
9. Safety violations are issued based on company enforcement disciplinary policy.
10. InLine subcontractors are required to follow InLine Safety Manual and InLine site specific safety plans, as a minimum.
11. Please see attached list of "hazard assessment" and "hazard abatement".

Please contact me if you have any questions or additional needs.

Thank You,

Signature of InLine Manager

Printed Name of InLine Manager

Date

InLine

Project Name:

Project Address:

Plan Prepared By:

Note: This plan is a reasonable effort to identify possible hazards and risks associated with this site. It is not comprehensive in nature and does not encompass all hazards, preventions or remedies for listed hazards. In the event the information contained in this Hazard Assessment and Abatement plan conflicts with OSHA 1926 code, then the OSHA 1926 code will prevail.

Hazard / Risk	Assessment	Abatement
Head Injury	Impact, falling / flying objects and electrical can cause injuries to the head	Personnel will wear hard hats when required by hazard and/or when client requires the use of hard hats
Eye / Face Injury	Flying or falling foreign objects can cause eye and/or face injuries	Personnel shall wear eye and/or face protection during drilling, cutting, chipping, sanding, grinding and scraping type of activities
Hearing Injury	Personnel can be subjected to loud noises from tools, equipment and activities	Personnel shall wear hearing protection anytime sound levels are above 90 decibels or long-term exposure to loud noises
Hand Injury	Hands can be injured, cut or punctured when handling tools and/or materials	Personnel shall wear gloves or other hand protection when handling abrasive, heavy or sharp materials
Back Injury	Improper lifting techniques or attempting to lift too much can cause back injury	Personnel should lift items while bending at the knees. Also, personnel should get assistance when lifting large or heavy items
Foot Injury	Foot injury can result from exposed nails, falling objects and uneven surfaces	Personnel should wear work boots with a good sole and ankle support. Steel toe work boots should be worn when required
General Body Injury	Bodily injury can result from operations, activities, environment and other personnel	Personnel shall wear appropriate PPE. Personnel shall wear good clothing, work boots, long pants and shirt with a 4" minimum sleeve
Respiratory Injury	Dust, gases and vapors can result in injuries to the respiratory system	Personnel are required to wear respiratory protection when required. Ventilation, wet cutting, etc. shall be used, if possible
Chemical Hazards	Chemical hazards are present on jobsites and can be created with incorrect handling or usage	Safety Data Sheets will be available at client facilities, in company trucks or a company offices

InLine

Project Name:

Project Address:

Plan Prepared By:

Note: This plan is a reasonable effort to identify possible hazards and risks associated with this site. It is not comprehensive in nature and does not encompass all hazards, preventions or remedies for listed hazards. In the event the information contained in this Hazard Assessment and Abatement plan conflicts with OSHA 1926 code, then the OSHA 1926 code will prevail.

Hazard / Risk	Assessment	Abatement
Slip / Trip / Falls	Slip, Trips and Falls usually result from lack of traction, poor housekeeping and improper storage	Works areas will be kept clean and clear of obstructions. Storage areas should be stacked neatly and with adequate access
Tool Hazards	Tools can create hazards with missing or damaged guards, cords or switches	Tools will be inspected to assure in safe operating condition, guards are in place, cords are in good shape, including ground prongs
Ladder Hazards	Improper use of extension ladders and step ladders can result in injuries	Personnel are required to be trained on ladder use and use proper ladders and proper ladder use techniques.
Fall from Elevations	Personnel can be injured from falls from elevations are a major source of accidents and injuries	Personnel shall never work from unprotected heights. Ladders, scissors lifts or aerial lifts shall be utilized.
Electrical Hazards	Personnel can be injured by electrical hazards of tools, equipment and building electrical systems	Personnel are reminded to wear appropriate PPE, not to work in proximity of energized electrical circuits or utilize Lock Out / Tag Out
Struck By Hazards	Personnel can be injured by being struck by falling, flying or moving objects, tools or equipment	Personnel are reminded to wear PPE, not work under suspended loads and to be aware of workplace surroundings
Caught In Between Hazards	Personnel can be injured by crushing or pinching between objects, walls or other equipment	Personnel are reminded to wear appropriate PPE, not to work in "pinch points" and to be aware of workplace surroundings

PART 7

SAFETY DATA SHEETS (SDS)

SAFETY DATA SHEET (SDS)

A Safety Data Sheet (SDS) is a fact sheet for a chemical which poses a physical or health hazard at your work site. SDS must be in English and contain the following information:

- Identity of the chemical (as used on the label)
- Physical hazards
- Health hazards
- Primary routes of entry
- Whether it is a carcinogen
- Precautions for safe handling and use
- Emergency and first aid procedures
- Date of preparation of last revision
- Name, address, and telephone number of manufacturer, importer, or other responsible party

If relevant information in one of the categories was unavailable at the time of preparation, the SDS must indicate that no information was found. Blank spaces are not permitted. If you find a blank space on a SDS, contact your supervisor.

Your company must have a SDS for each hazardous chemical it uses. Copies must be made readily available at your work sites. When you travel between work sites during the day, the SDS may be kept at a central location.

If there are workers from other companies at your work site, they must be made aware of the chemicals you use and the location of your SDS. They must do the same for you. All SDS can be at a central location and managed by the general contractor.

Labels and Labeling Requirements

Containers of hazardous chemicals must be labeled in English. Information may also be presented in other languages for non-English speaking employees, but English is required. It is required that labels contain the following information:

- Identity of the hazardous chemical
- Appropriate hazard warnings
- Name and address of the chemical manufacturer, importer, or other responsible party
- Pictograms

On individual stationary containers you may use signs, placards, batch tickets, or printed operating procedures in place of labels.

Where the chemical is intended only for the use of the employee marking the transfer during his or her work shift, the company is not required to label portable transfer vessels. If, however, that vessel or container is transferred for use on another work shift, it must carry a label.

How to Read an SDS

An SDS must precede or accompany the initial shipment but does not have to be physically attached to it. If you receive subsequent shipments of the same item, a new SDS is not required to be sent to you unless the chemical make-up of the product changes.

To ensure proper record keeping and maintenance of SDS, you should:

- Make sure any employee who purchases supplies for your company is on the lookout for SDS.
- Include a request for an SDS and a label that meets the requirements of the Hazard Communications Standard on all purchase orders.
- Ask for an SDS for any material bearing a label indicating it is a hazard unless a SDS is already on file.
- To deal with the multi-employer situation, you may request information from other contractors on the site about hazardous substances and chemicals known to be at the site.

While SDS will appear in many different formats, they will contain essentially the same information. The information on a SDS is extremely technical in nature and should be used as a reference or as a backup to information on a label. An SDS tracking OSHA Form 174 would offer the following information:

SECTION 1 – IDENTIFICATION

1. Chemical name, as it appears on the label.
2. Manufacturer's name and address.
3. Emergency telephone number in the event of an emergency involving the substance.
4. Date prepared and the signature of the preparer.

SECTION II – HAZARDOUS INGREDIENTS / IDENTITY INFORMATION

1. Hazardous Components: Contains the specific chemical identity, its formula, and any common names it is known by.
2. OSHA Permissible Exposure Limits (PEL): PEL is the permissible maximum amount of the chemical a person may be safely exposed to without harm.
3. American Conference of Governmental Industrial Hygienists Threshold Limit Value (TLV): TLV is the concentration of a chemical in the air that can be breathed for five consecutive eight-hour workdays by most persons without harmful effects. It is generally expressed in parts per million.
4. Other limits recommended: Any other recommended limitation on the use of the chemical by any agency, scientific group, or organization should be included.

SECTION III – PHYSICAL / CHEMICAL CHARACTERISTICS

1. Boiling Point: The temperature at which a liquid boil.
2. Vapor Pressure (mm Hg): Vapor pressure measures a liquid's tendency to evaporate. The higher the pressure, the faster it will evaporate.
3. Vapor Density: Indicates the weight of an equal volume of air. If a vapor is heavier than air (vapor density greater than 1), it will sink to the ground. If it is lighter than air (vapor density less than 1), it will rise.
4. Solubility in Water: Indicates whether the chemical can mix with water in any ratio without separating.
5. Appearance and Odor: A brief description of the chemical's color and smell.
6. Specific Gravity: Ratio of the weight of the material to the weight of an equal volume of water. The specific gravity determines whether the material floats or sinks in water. Specific gravity values less than or equal to 1 indicate that water should not be used to extinguish a fire involving the substance unless the water comes from automatic sprinklers.
7. Melting Point: Indicates the temperature at which a solid change to a liquid.
8. Evaporation Point (Butyl Acetate 1): Indicates the temperature at which a substance evaporates.

SECTION IV – FIRE AND EXPLOSION HAZARD DATA

1. Flash Point: Indicates the lowest temperature at which a liquid gives off enough vapor to ignite in air when exposed to a flame.
2. Flammable Limits: Indicates the range of vapor concentrations which will explode when an ignition source is present.
3. Extinguishing Media: Materials suitable for putting out a fire involving the identified chemical. These firefighting agents are water fog, foam, alcohol foam, carbon dioxide, and dry chemical. The four classes of fire are:
 - Class A – paper, wood, straw, cloth
 - Class B – flammable and combustible liquids
 - Class C – fire involving energized electrical equipment
 - Class D – combustible metals
4. Special Fire Fighting Procedures: Indicates the chemical's special characteristics when it comes in contact with fire.
5. Unusual Fire and Explosion Hazards: Indicates any special types of hazards requiring attention. The description will indicate whether the chemical is difficult to extinguish, will re-ignite spontaneously, and how it reacts with water and other extinguishing agents.

SECTION V – REACTIVITY DATA

1. **Stability:** Indicates conditions that contribute to the stability or instability of a chemical when it is exposed to heat, pressure, or excessive shock during storage, use, misuse, or transport. Look to this section to identify specific conditions to be avoided.
2. **Incompatibility (materials to avoid):** Indicates various materials or conditions you must keep the chemical away from to avoid adverse reactions.
3. **Hazardous Decomposition or By-products:** Indicates gases or vapors which are released when the chemical is burned or decomposes.
4. **Hazardous Polymerization:** Polymerization is a chemical reaction when molecules of the chemical combine with molecules of another chemical to form a larger, different material. This reaction is accompanied by the release of large amounts of energy which can produce fire or other hazards. Polymerization can occur when the chemical comes in contact with certain plastics, rubber, or coatings.

SECTION VI – HEALTH HAZARD DATA

1. **Route(s) of Entry:** A chemical may enter the body either through inhalation, by contact with the skin or eyes, or by being swallowed.
2. **Health Hazards:** Indicates any long-term (chronic) or short-term (acute) effects on the human body.
3. **Carcinogenetic:** Indicates whether the chemical causes cancer.
4. **Signs and Symptoms of Exposure:** Indicates and describes the effects of exposure to the chemical and the most common resulting sensations.
5. **Medical Conditions Severely Aggravated by Exposure:** Indicates how the chemical will affect any pre-existing medical conditions.
6. **Emergency and First Aid Procedures:** Indicates first aid procedures to use in order to reduce the hazardous effects of the chemical. The techniques covered will deal only with inhalation of the chemical, and skin or eye contact with it.

SECTION VII – PRECAUTIONS FOR SAFE HANDLING

1. **Steps to be taken in case Material is Released or Spilled:** Indicates precautions such as avoid breathing gases and vapors; avoid contact with liquids. This section also gives recommended techniques to use in controlling land or water spills.
2. **Waste Disposal Methods:** Indicates proper disposal of the chemical and contaminated materials.
3. **Precautions to Take in Handling and Storage:** Indicates safe handling and storage procedures to be taken to avoid hazardous reactions.
4. **Other Precautions:** Indicates special precautions to use in handling or disposing of the chemical.

SECTION VIII – CONTROL MEASURES

1. The measures indicates in this section should be taken whenever the chemical is handled or disposed of during normal use. They are not measures to be used solely during emergencies or accidental spills.
2. **Respiratory Protection:** If needed, specifies type of respirators required by OSHA when the chemical is used, even as a precautionary measure in non-emergency situations.
3. **Ventilation:** Indicates ventilating systems needed to prevent over-exposure to the chemical. "Local exhaust" ventilation is a system with high speed and low volume. "Mechanical (general) ventilation" is the regular ventilation system used to heat / cool an enclosed area in a permanent facility.
4. **Protective Gloves:** Indicates whether or not gloves must be worn when the chemical is handled. If gloves are required for skin protection, the type of material they should be made of will be indicated.
5. **Eye Protection:** Indicates appropriate eye protection, such as face shields, safety goggles or glasses.
6. **Other Protective Clothing:** Indicates protective equipment and the materials they should be made of to effectively prevent skin contact.

SECTION IX – PHYSICAL AND CHEMICAL PROPERTIES

SECTION X – REACTIVITY AND STABILITY

SECTION XI – TOXICOLOGICAL INFORMATION

SECTION XII – ECOLOGICAL INFORMATION

SECTION XIII – DISPOSAL CONSIDERATIONS SECTION XIV – TRANSPORT INFORMATION

SECTION XV – REGULATORY INFORMATION SECTION XVI – OTHER INFORMATION