

RON SANDERS MASONRY, INC.
18759 HWY FF
HIGGINSVILLE, MO 64037
660-584-8682

SAFETY MANUAL

SPECIFIC FOR DOLLAR TREE DISTRIBUTION CENTER
WARRENSBURG, MO 64037
WINTER 2017/SPRING 2018

RON SANDERS MASONRY, INC.
SAFETY MANUAL

PROJECT: DOLLAR TREE DISTRIBUTION CENTER, WARRENSBURG, MO.

Management Commitment and Involvement	B
Safety and Health Training	C1
Accident Investigation	C2
Supervisor Responsibilities	E1
First Aid Procedures	E2
First Aid Guide	
Emergency Action Plan	F

Safety Manual, Corporate Safety Policy
Company Policies and Procedures

OSHA Inspection Procedures
Housekeeping Program
Hazard Communication Program

Personal Protective Equipment Program
Personal Protective Equipment Hazard Analysis

Stairway and Ladder Safety Program
Fall Protection Program

Equipment, Tools, and Ground Fault Safety Programs

Lockout/Tagout Program

Scaffolds Chapter 9

Emergency Phone numbers

Pre-Start Jobsite/Task Hazard Assessment Form; Weekly Inspection Form; Small Projects Safety Inspection Form; Job Site Meeting Report; Spill Report Form; First Aid Standard Kit; Fork Lift Inspection form; Ladder Inspection Checklist; Exposure Incident Investigation Form; Post Exposure Evaluation and Follow-Up Checklist; Aerial Equipment Inspection form; Sub-Contractor Safety Pre-Qualification form;

A

Management Commitment and Involvement Policy Statement

Ron Sanders Masonry, Inc. is committed to providing employees with a safe and healthful workplace. It is the policy of this organization that employees report unsafe conditions and do not perform work tasks if the work is considered unsafe. Employees must report all accidents, injuries, and unsafe conditions to their supervisors. No such report will result in retaliation, penalty, or other disincentive.

Employee recommendations to improve safety and health conditions will be given thorough consideration by our management team. Management will give top priority to and provide the financial resources for the correction of unsafe conditions. Similarly, management will take disciplinary action against an employee who willfully or repeatedly violates workplace safety rules. This action may include verbal or written reprimands and may ultimately result in termination of employment.

The primary responsibility for the coordination, implementation, and maintenance of our workplace safety program for this project has been assigned to:

Name: Jim Sanders

Title: **Safety Coordinator**

Telephone: 816-263-1133

Senior management will be actively involved with employees in establishing and maintaining an effective safety program. Our safety program coordinator or other members of our management team will participate with you or your department's employee representative in ongoing safety and health program activities, which include:

- Promoting safety awareness and participation
- Providing safety and health education
- Reviewing and updating workplace safety rules

This policy statement serves to express management's commitment to and involvement in providing our employees a safe and healthful workplace. This workplace safety program will be incorporated as the standard of practice for this organization. Compliance with safety rules will be required of all employees as a condition of employment.



James Sanders, Owner

Safety and Health Training

Safety and Health Orientation

Workplace safety and health orientation begins on the first day of initial employment or job transfer. Each employee has access to a copy of Ron Sanders Masonry, Inc. safety programs, through his or her supervisor, for review and future reference, and will be given a personal copy of the safety rules, policies, and procedures pertaining to his or her job. Supervisors will ask questions of employees and answer employees' questions to ensure knowledge and understanding of safety rules, policies, and job-specific procedures described in our workplace safety program manual.

Their supervisors will instruct all employees that compliance with the safety rules described in the workplace safety manual is required.

Job-Specific Training

- Supervisors will initially train employees on how to perform assigned job tasks safely
- Supervisors will carefully review with each employee the specific safety rules, policies, and procedures that are applicable and that are described in the workplace safety manual
- Supervisors will give employees verbal instructions and specific directions on how to do the work safely
- Supervisors will observe employees performing the work; if necessary, the supervisor will provide a demonstration using safe work practices, or remedial instruction to correct training deficiencies before an employee is permitted to do the work without supervision
- All employees will receive safe operating instructions on seldom-used or new equipment before using the equipment
- Supervisors will review safe work practices with employees before permitting the performance of new, non-routine, or specialized procedures

Periodic Retraining of Employees

All employees will be retrained periodically on safety rules, policies and procedures, and when changes are made to the workplace safety manual.

Individual employees will be retrained after the occurrence of a work-related injury caused by an unsafe act or work practice, and when a supervisor observes employees displaying unsafe acts, practices, or behaviors.

Accident Investigation

Accident Investigation Procedures

The supervisor at the location where the accident occurred will perform an accident investigation. The safety coordinator is responsible for seeing that the accident investigation reports are being filled out completely, and that the recommendations are being addressed. Supervisors will investigate all accidents, injuries, and occupational diseases using the following investigation procedures:

- Implement temporary control measures to prevent any further injuries to employees
- Review the equipment operations and processes to gain an understanding of the accident situation
- Identify and interview each witness and any other person who might provide clues to the accident's causes
- Investigate causal conditions and unsafe acts; make conclusions based on existing facts
- Complete the accident investigation report
- Provide recommendations for corrective actions
- Indicate the need for additional or remedial safety training

Supervisors must submit accident investigation reports to the safety coordinator within 24 hours of the accident.

In addition, employees will be sent an Employee Accident/Illness report to complete and return to the Safety Coordinator. Information from this report will be used to provide recommendations for corrective actions.

Ron Sanders Masonry, Inc.
Accident Investigation Report (Page 1 of 2)

1. Name of injured: _____
2. Name of subcontractor (if applicable): _____
3. Sex: ☐ M ☐ F Age: _____
4. Time of accident: _____ a.m. _____ p.m. Date of accident: _____
5. Employee's job title: _____
6. Length of experience on job: _____ years _____ months
7. Address of location where the accident occurred:
8. Nature of injury, injury type, and part of the body affected:
9. Describe the accident and how it occurred:
10. Cause of the accident:

11. a. Was personal protective equipment required? ☐ yes ☐ no
b. Was it provided? ☐ yes ☐ no
c. Was it being used? ☐ yes ☐ no **If no, explain:**

12. Witness (es):

13. Was medical assistance needed? ☐ yes ☐ no

14. If medical assistance was needed, please list the name of the facility, city, state, and attending physician:

15. Was safety training provided to the injured? ☐ yes ☐ no **If no, explain:**

16. Corrective action recommended to prevent recurrence:

17. Supervisor Signature: _____ Date: _____

18. Status and follow-up action taken by safety coordinator:

Safety Coordinator Signature: _____ Date: _____

Supervisor Responsibilities

1. Make sure all operators of equipment are thoroughly trained and are familiar with the operator's manual and understand the machine warning labels
2. Be sure to establish any special safety procedures for existing work conditions and train employees in those procedures
3. Supervisors should be familiar with and practice the safety standards that apply to equipment
4. Ask questions of employees and answer employees' questions to ensure knowledge and understanding of safety rules, policies, and job-specific procedures described in our workplace safety program manual
5. Supervisors must conduct an accident investigation and complete an Accident Investigation Report in the event of
 - a. A lost time injury: any injury that prevents the employee from coming to work on the day following the injury
 - b. Medical aid: any injury not serious enough to warrant more than the day of the injury off, but where medical treatment by a doctor is given
 - c. First aid: injuries that can be treated on the job without any time lost
 - d. An incident: property damage, but with no injury to workers
 - e. A near miss: a situation in which no injury or damage occurred, but might have if conditions had been slightly different
 - f. An occupational illness: a condition resulting from an employees' exposure to chemical, biological, or physical agents in the workplace to the extent that the health of the worker is impaired
 - g. Critical injury: an injury of a serious nature that
 - i. Places life in jeopardy
 - ii. Produces unconsciousness
 - iii. Results in substantial loss of blood
 - iv. Involves the fracture of a leg or arm
 - v. Involves the amputation of a leg, arm, hand, or foot
 - vi. Consists of burns to a major portion of the body
 - vii. Causes the loss of sight to an eye
6. Accident investigations must be conducted immediately and Accident Investigation Reports must be returned to the Safety Coordinator within 24 hours
7. Inform new employees of their safety and health responsibilities, procedures, rules, and regulations
8. Assure that appropriate Personal Protective Equipment (PPE) is being used by employees
9. Taking prompt action when unsafe acts or conditions are reported or noted

First Aid Procedures

Minor First Aid Treatment

First-aid kits are stored in the job shack. If you sustain an injury or are involved in an accident requiring minor first aid treatment:

1. Inform your supervisor
2. Administer first aid treatment to the injury or wound
3. If a first-aid kit is used, indicate usage on the accident investigation report
4. Access to a first-aid kit is not intended to be a substitute for medical attention
5. Provide details for the completion of the accident investigation report

Non-Emergency Medical Treatment

For non-emergency work-related injuries requiring professional medical assistance, management must first authorize treatment. If you sustain an injury requiring treatment other than first aid:

1. Inform your supervisor
2. Proceed to the posted medical facility; your supervisor will assist with transportation if necessary
3. Provide details for the completion of the accident investigation report

Emergency Medical Treatment

If you sustain a severe injury requiring emergency treatment:

1. Call for help and seek assistance from a coworker
2. Use the emergency telephone numbers and instructions posted next to the telephone in your work area to request assistance and transportation to the local hospital emergency room
3. Provide details for the completion of the accident investigation report

First Aid Training

Each employee will receive training instructions from his or her supervisor on our first aid procedures.

First Aid Guide

Anaphylaxis (Severe allergic reaction)

1. Call 911 or your local emergency number
2. Check for specific medications the person may be carrying to treat an allergic reaction and administer the drug as directed
3. Have the person lie still on his/her back and elevate the feet
4. Loosen tight clothing and cover the person with a blanket; don't allow the person to eat or drink
5. If there is vomiting or bleeding from the mouth, turn the person to his/her side
6. If there are no signs of breathing or circulation, a trained individual should begin CPR

Burns (Heat related)

Minor (1st and 2nd degree)

1. Cool the burn by running cool water over it for at least five minutes
2. Cover the burn with a sterile gauze bandage
3. Do not apply ice, butter, or ointments to the burn
4. Do not break blisters

Major (3rd degree)

1. Don't remove burnt clothing, but do be sure the victim is no longer in contact with smoldering materials
2. Don't immerse large, severe burns in cold water
3. Call 911 or your local emergency number
4. Check for signs of breathing and circulation
5. Elevate the burned body part
6. Cover the area of the burn with a cool, clean, moist cloth

Burns (Chemical related)

1. Seek emergency medical assistance if:
 - a. The victim shows signs of shock
 - b. The burn penetrates through the first layer of skin
 - c. The burn occurred on the eyes, hands, face, feet, groin, buttocks, or a joint
 - d. The victim has pain that can't be controlled with over-the-counter pain reliever
2. Remove the cause of the burn by flushing the area with water for at least 15 minutes
3. Remove clothing or jewelry contaminated by the chemical
4. Wrap the burned area loosely with dry, clean dressing or cloth
5. Rewash the area if the individual experiences increased pain and/or burning

Cuts and Scrapes

Minor

1. Stop the bleeding by applying gentle pressure
2. Clean the wound with clear water—do not use soap; use a tweezers to remove debris if necessary
3. Apply an antibiotic cream or ointment
4. Cover the wound with a bandage
5. Get stitches for deep wounds
6. If the individual's last tetanus shot was more than five years ago, a booster shot may be needed

Severe

1. Call 911 or your local emergency number
2. Have the person lie down
3. Do not remove large or embedded objects from the wound
4. Squeeze a main artery if necessary to slow bleeding
5. Immobilize the injured body part

Electrical shock

1. Look first, don't touch; the person may still be in contact with the electrical source
2. Turn off the source of electricity if possible
3. Check for signs of breathing and circulation
4. Lie the person down and elevate the legs
5. Call 911 or your local emergency number

Eye injuries

Chemical

1. Flush eyes in clean water for at least 15 minutes
2. Seek medical attention immediately after flushing

Foreign body

1. Do not rub the eye
2. Use eyewash to remove the particle, directing stream from the inner corner of the eye to the outer corner
3. If speck will not come out, lightly bandage eye and seek medical attention

Blows

1. Lightly apply a cold compress
2. In cases of pain, reduced vision, or discoloration, seek medical attention

Cuts or punctures

1. Do not wash or rinse the eye
2. Do not attempt to remove any object in the eye
3. Cover the eye with a rigid shield without applying any pressure (the bottom of a paper cup works well)
4. See a doctor at once

Fractures (Broken bones)

1. Call 911 or your local emergency number
2. Stop any bleeding
3. Immobilize the injured area with a splint
4. Apply ice packs to limit swelling
5. Treat for shock if necessary by having the person lie down with the legs elevated

Frostbite

1. Get the person out of the cold
2. Gently and slowly warm the area
3. Do not rub the affected area
4. Get emergency medical help if numbness remains after warming

Head trauma

1. If the individual is bleeding from the ears, nose, or mouth; loses consciousness; seems confused; vomits; has slurred speech; seems confused; or has a seizure, call 911 immediately
2. Keep the person still
3. Stop any bleeding
4. Watch for changes in alertness

Heart Attack

1. Call 911 or your local emergency number
2. Administer aspirin to the individual as long as they have not been told to avoid it by their doctor
3. If there are no signs of breathing and circulation, a trained individual should begin CPR

Heat Exhaustion

1. Get the person out of the sun and to a cool location
2. Lay the person down and elevate the legs slightly
3. Loosen or remove the person's clothing
4. Cool the person by spraying or sponging them with water
5. Monitor the person carefully
6. If fever, fainting, or confusion occur, call 911 or your local emergency number

Insect bites or stings

1. If the victim shows signs of severe swelling; difficulty breathing; faintness; or dizziness, seek medical attention
2. Move the individual to a safe area
3. Scrape or brush off the stinger with a credit card and wash the area with soap and water
4. Apply a cold pack
5. Apply hydrocortisone cream
6. Administer an antihistamine

Spinal injury

1. Call 911 or your local emergency number
2. Keep the person still and immobilize the head by placing heavy towels on both sides of the neck
3. Provide as much first aid as possible without moving the head or neck
4. If you absolutely must move the person (dangerous condition, vomiting) two people should move the individual, being careful to keep the head and neck aligned

Specific List of Names and Numbers

Copies of this form will be kept in the office and are available for use at each job site. The list should be kept in a place where all employees will have access to it.

Project Name:	
Project Address:	
Name of Project Superintendent:	
Project Superintendent Phone Number:	
NUMBERS TO CONTACT IN THE EVENT OF AN EMERGENCY:	
Any emergency:	911
Local emergency numbers:	
Electricity:	
Gas:	
Water:	
Steam:	
Oil:	
Fire Department:	
Other:	

F Emergency Action Plan

Introduction

Potential emergencies (at Ron Sanders Masonry, Inc., or its worksites), such as fire, chemical spill, and all other emergencies may require employees to vacate the premises. This plan outlines the steps to be taken in such a situation.

Reporting Emergencies

All site personnel, upon discovering an emergency situation, shall immediately call 911.

Evacuation

Employees should leave the work area in a controlled manner as quickly as possible and proceed to the predetermined assembly area specified by the general contractor. Supervisors should be aware of this location and should inform employees of the area before beginning work on a job.

During an evacuation, employees should not use mechanical devices that can be affected by power interruptions. Employees will be tallied, and proper personnel should be notified if there are any missing persons. Employees should stay in the assembly area until they are directed to do otherwise by the proper authority. Following the evacuation, no one should reenter the evacuated area.

Response to Specific Emergency Events

Fire or explosion

In the event of a fire or explosion (RACE):

1. R – Rescue: When you discover a fire, rescue people in immediate danger **if you can do so without endangering yourself**.
2. A – Alarm: If there is a fire alarm, activate it. From a safe distance, call 911 and notify the emergency responders of the fire's exact location.
3. C – Confine: Close all doors, windows, and other openings.
4. E – Evacuate: Leave the premises.
5. If there is no alarm, shout "FIRE!" as you are evacuating to alert others
6. If trapped under debris, tap a pipe or wall so rescuers can locate you

Falling or dropped building debris

In the event of unanticipated dropping of debris:

1. Call 911, if warranted
2. Stop work and identify the source of the falling debris

3. Coordinate with site manager to review work practices and site protection
4. No work is to recommence until work practices and site protection have been corrected

Structural failure

In the event of unanticipated structural failure:

1. Call 911, if necessary
2. If necessary, initiate evacuation procedures outlined in section 3.0
3. Coordinate with site manager to review work practices and site protection
4. Work will not resume until proper protective actions have been taken

Unplanned sudden or non-sudden release of hazardous waste or constituents

1. If hazardous materials are kept on site, an appropriate spill response kit should be kept on site
2. Call 911, if necessary
3. Exit job site if necessary
4. Simple, non-threatening spills can be cleaned by the person who made them
5. Only trained individuals should assist in containing hazardous materials

Utility Strike

1. Buried hazards pose a substantial risk on many construction sites
2. Electrical strikes can be indicated by:
 - a. Power outage
 - b. Smoke
 - c. Explosion
 - d. Popping noises
 - e. Arcing of electricity
3. In the event of an electrical strike has occurred:
 - a. Do not touch the equipment
 - b. Alert others in the area to the strike
 - c. Contact the utility or person in charge of the work site immediately
 - d. Be sure others are kept out of the work area
4. Gas line strikes can be indicated by:
 - a. Odor of gas
 - b. Sound of gas escape
 - c. Slurry being blown from the cut
5. In the event of a gas line strike:
 - a. Shut off the machine
 - b. Leave the work area
 - c. Alert others in the area about the strike
 - d. Contact the utility or person in charge of the work site immediately
6. Be sure others are kept out of the work area

Worker injuries or illness

1. Potential injuries that may result in a medical emergency include:
 - a. Slips, trips, fall, and lacerations
 - b. Trauma injuries caused by being struck by heavy equipment or building components
 - c. Eye injuries
 - d. Burns from electrical, fire, or explosion
 - e. Electrical contact or electrocution
 - f. Heat stress/stroke
 - g. Chemical exposures
 - h. Cardiac emergencies
 - i. Respiratory emergencies
2. The contractor and subcontractor will respond only to minor injuries needing first-aid only
3. Major injuries will be handled by first responders
4. Work should be suspended in the immediate area until the emergency situation has been corrected
5. Call 911 as soon as an emergency illness or injury occurs
6. Refer to First Aid Procedures for more information on worker injury or illness

Workplace violence

A violent incident includes, but is not limited to: assaults, workplace violence, and intruders on the premises.

1. Call 911 as soon as possible
2. Evacuate the premises if possible
3. Take cover if necessary
4. Do not take a challenging stance with a perpetrator
5. Speak calmly
6. Keep your distance
7. Communicate by listening and asking open-ended questions

Severe Weather

1. Lightening
 - a. If you see lightening or hear thunder, notify your supervisor immediately
 - b. Suspend work until the threat for lightening to strike has passed
 - c. Take cover in a building or vehicle, or seek low ground
2. Tornado
 - a. A **tornado warning** means that a tornado has been sighted; a **tornado watch** means that conditions are right for a tornado
 - b. Take cover to avoid falling debris or flying objects
 - c. If outside, lie down in a low-lying area and cover your head

Terrorist Attack

1. Prepare to deal with a terrorist incident by adapting many of the same techniques used to prepare or respond to other emergencies
2. Be alert to your surroundings and take note of any unusual or suspicious behavior
3. Biological agents are toxins that have illness producing effects on people, livestock, and crops
4. In the event a biological agent is released:
 - a. Cover mouth and nose with a cloth or other breathing protection
 - b. If outdoors, move laterally and upwind away from the smoke or aerosol cloud
 - c. Seek shelter in building or covered structure
 - d. If indoors, turn off all appliances (especially fans and air conditioners), close all vents, windows, doors and other openings; seal room with tape, wet towels, or anything you can find to stuff into cracks and openings
 - e. Stay indoors until officials say it is safe to come out
 - f. Remove contaminated clothing as soon as possible; wash exposed body parts well with soap and water
5. In the event of nuclear or radiological attack:
 - a. Protection against radioactive particles, known as fall-out, is critical
 - b. Take shelter immediately
 - c. The more heavy, dense materials (thick walls, concrete, bricks) between you and the fallout, the better
 - d. The more distance between you and the fallout particles, the better
 - e. An underground area will offer the best protection from fallout particles
6. The first two weeks after a nuclear attack pose the greatest risk; allow enough time to pass before leaving your shelter

Section 1	CORPORATE SAFETY POLICY	
Section 2	COMPANY POLICIES AND PROCEDURES	
	Program Requirements.....	2
	Written Individual Programs.....	2
	Health and Safety Program Responsibility.....	2
	Job Safety Planning and Analysis.....	3
	Routine Safety and Health Inspections.....	4
	Safety Meetings.....	5
	Hazard Reporting.....	5
	First Aid Procedures.....	5
	Accident Investigation.....	6
	General Safety Rules for all Employees.....	7
	Fire Prevention and Protection.....	8
	Evacuation Procedures.....	8
	Recordkeeping Requirements.....	9
	Disciplinary Actions for Willful Unsafe Acts.....	11
Section 3	OSHA INSPECTION PROCEDURES	
	Program Requirements.....	2
	Responsibility.....	2
	Training Requirements.....	2
	Receiving the Compliance Officer.....	2
	Opening Conference.....	2
	Walk Around Inspection.....	3
	Closing Conference.....	4
	Follow-up Actions.....	4
Section 4	HOUSEKEEPING PROGRAM	
	Program Requirements.....	2
	Responsibility.....	2
	Training Requirements.....	2
	Housekeeping.....	2
	Hazard Assessment.....	3
	Housekeeping Procedures.....	3
Section 5	HAZARD COMMUNICATION PROGRAM	
	Program Requirements.....	2
	Responsibility.....	2
	Training Requirements.....	2
	Labeling Requirements.....	3
	Safety Data Sheets and Hazardous Materials Inventory List.....	4
	Non-Company Employees Program.....	4
	Trade Secrets.....	4
	Non-Routine Tasks.....	4
	Chemical Storage.....	5

Section 6	PERSONAL PROTECTIVE EQUIPMENT PROGRAM	
	Program Requirements.....	2
	Responsibility.....	2
	Training Requirements.....	2
	Hazard Prevention and Control.....	3
	PPE Needs Analysis.....	3
	General PPE Requirements.....	4
Section 7	STAIRWAY AND LADDER SAFETY PROGRAM	
	Program Requirements.....	2
	Responsibility.....	2
	Training Requirements.....	2
	Stair Safety.....	3
	Ladder Safety.....	3
	Inspections.....	5
Section 8	FALL PROTECTION PROGRAM	
	Program Requirements.....	2
	Responsibility.....	2
	Training Requirements.....	2
	Jobsite/Work Area Evaluation.....	3
	Fall Protection Systems.....	3
	Inspection and Maintenance.....	5
	Definitions.....	6
Section 9	EQUIPMENT, TOOLS, and GROUND FAULT SAFETY PROGRAM	
	Program Requirements.....	2
	Responsibility.....	2
	Training Requirements.....	2
	General Requirements.....	3
	Ground Fault Protection.....	3
	Equipment/Tool Selection.....	4
	Equipment/Tool Precautions.....	4
	Inspections and Recordkeeping.....	5
Section 10	LOCKOUT/TAGOUT PROGRAM	
	Program Requirements.....	2
	Responsibility.....	2
	Training and Communication.....	2
	Specific Responsibilities.....	3
	Written Energy Control (Lockout/Tagout) Procedures.....	4
	Lockout/Tagout Steps.....	4
	Group Lockout/Tagout Procedures.....	5
	Lockout/Tagout During Shift or Personnel Changes.....	6
	Tagout Only Procedures.....	6
	Definitions.....	7

CORPORATE SAFETY POLICY

The Occupational Safety and Health Act of 1970 clearly states our common goal of safe and healthful working conditions. The safety and health of our employees continues to be the first consideration in the operation of our business.

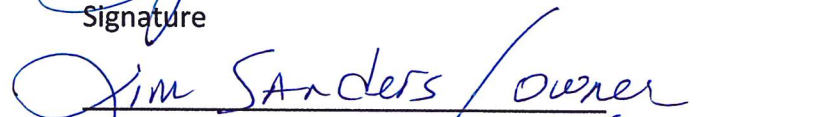
Safety and health in our business must be a part of every operation. Without question it is every employee's responsibility at all levels.

It is the intent of RON SANDERS MASONRY, INC. to comply with all laws. To do this we must constantly be aware of conditions in all work areas that can produce injuries. No employee is required to work at a job he or she knows is not safe or healthful. Your cooperation in detecting hazards and, in turn, controlling them is a condition of your employment. Inform your supervisor immediately of any situation beyond your ability or authority to correct.

The personal safety and health of each employee of RON SANDERS MASONRY, INC is of primary importance. The prevention of injuries and illnesses is of such consequence that it will be given precedence over operating productivity whenever necessary. To the greatest degree possible, management will provide all mechanical and physical facilities required for personal safety and health in keeping with the highest standards.

Our objective is a safety and health program that will reduce the number of injuries and illnesses to an absolute minimum. Our goal is always zero accidents and injuries.


Signature


Name and Title
Sec/Treasurer

Contents of the Company Policies and Procedures

1.	Program Requirements.....	2
2.	Written Individual Programs.....	2
3.	Health and Safety Program Responsibility.....	2
4.	Job Safety Planning and Analysis.....	3
5.	Routine Safety and Health Inspections.....	4
6.	Safety Meetings.....	5
7.	Hazard Reporting.....	5
8.	First Aid Procedures.....	5
9.	Accident Investigation.	6
10.	General Safety Rules for all Employees.	7
11.	Fire Prevention and Protection.	8
12.	Evacuation Procedures.	9
13.	Recordkeeping Requirements.	9
14.	Disciplinary Actions for Willful Unsafe Acts.	11

1. PROGRAM REQUIREMENTS.

RON SANDERS MASONRY, INC. will ensure that the hazards at our jobsites are evaluated and communicated to its employees and that proper protective measures are provided. Safety is also the responsibility of every employee of this company. The Safety Officer is the sole person authorized to amend these instructions. This program will be maintained in accordance with OSHA Regulations 29 CFR 1910 and 29 CFR 1926. In addition, RON SANDERS MASONRY, INC. will review and evaluate this program on an annual basis or when operational changes occur that require a revision of this document.

2. WRITTEN INDIVIDUAL PROGRAMS.

RON SANDERS MASONRY, INC. will maintain written individual procedures for the types of hazards/issues that our employees will or could potentially be exposed to. Each program will be reviewed/revised on an annual basis or as required by the respective governing OSHA Standard. Each written program will be communicated to all personnel that are affected by it. Each will encompass the total workplace, regardless of number of workers employed or the number of work shifts. They will be designed to establish clear goals and objectives.

3. HEALTH AND SAFETY PROGRAM RESPONSIBILITY.

- 3.1. Company Owner Responsibilities. The Owner of RON SANDERS MASONRY, INC. recognizes the importance of safety and has committed to creating a place of employment which is free from recognized hazards. The Owner is ultimately responsible for the safety of all employees of RON SANDERS MASONRY, INC. The Owner will ensure that all levels of management in the company are delegated the necessary authority to cultivate a safe environment and to take the appropriate actions to correct any deviations or deficiencies relating to safety on the job. The Owner will also be responsible for making available the funds necessary to ensure that employees are provided with effective safety equipment to perform their work.
- 3.2. Safety Officer Responsibilities. The company Safety Officer will be responsible for the day to day management of the company safety program. The Safety Officer will assist the company in remaining in compliance with all applicable health and safety regulations. The Safety Officer will identify and coordinate training sessions to ensure that all employees are equipped with the needed safety skills and knowledge. The Safety Officer will perform inspections of jobsites and facilities and take the appropriate actions to correct any deviations or deficiencies relating to safety on the job. JIM SANDERS, PROJECT FORMAN has been designated as the Safety Officer for RON SANDERS MASONRY, INC.
- 3.3. Project Manager Responsibilities. Project Managers will be responsible for safety on their respective projects. They will be expected to involve the Safety Officer at the beginning of every project even before work has started. Project Managers will take

COMPANY POLICIES AND PROCEDURES

recommendations from and work with the Safety Officer to ensure the safety of employees on the job.

- 3.4. **Supervisor Responsibilities.** Company Supervisors are responsible for the daily enforcement of the policies and procedures in the RON SANDERS MASONRY, INC. safety program. They will be responsible for all aspects of employee safety in their respective areas. They will conduct periodic safety meetings for their employees. Supervisors will monitor the safety of employees on a daily basis and take the appropriate actions to correct any deviations or deficiencies relating to safety on the job. Supervisors will be attentive to employee safety concerns and report them to the Safety Officer. They will keep in communication with the Safety Officer to ensure all employees receive training, refresher training, or retraining as needed.
- 3.5. **Employee Responsibilities.** Employees are the first lines of defense as it pertains to safety at all RON SANDERS MASONRY, INC. jobsites. Employees are expected to abide by all of the safety policies and procedures in the company safety program. They will be held responsible for their own safety and are expected to report unsafe conditions to their Supervisors immediately. If the Supervisor is unavailable, they will report safety violations or concerns to the Company Owner or Safety Officer. Employees, if feasible, are also expected to correct safety violations within their immediate areas. They will ensure they report to work in a state of readiness, with the appropriate clothing, and with all issued personal protective equipment. Employees will only operate equipment on which they have been trained and authorized to use. They will report accidents, injuries, and near misses immediately to their Supervisor.

4. JOB SAFETY PLANNING AND ANALYSIS.

- 4.1. **Pre-Construction.** RON SANDERS MASONRY, INC. is dedicated to ensuring the safety of all employees. For this reason, safety is considered even before contracts are awarded. The Safety Officer will be involved throughout the bid process to ensure that special tasks or procedures requiring additional safety precautions are identified as soon as practicable. In addition, once the contract has been awarded and before the project begins, a pre-construction safety meeting should be held with the Prime or General Contractor, Subcontractors, and other applicable parties to discuss the following:
 - 4.1.1. Safety Management specifics and controls.
 - 4.1.2. Subcontractor requirements.
 - 4.1.3. Job hazard analysis.
 - 4.1.4. Special safety equipment, tools, hazards, or methods that will help in completing the job efficiently and safely.
 - 4.1.5. Safety Training and Orientation.
 - 4.1.6. Job-site safety inspections.

4.2. Job Safety (Hazard) Analysis. Job hazard analysis is to be used to make a habit of safe work practices. It is also beneficial as a guideline to follow during new employee training efforts and for quickly identifying the cause of an accident should one occur. Each analysis should be periodically reviewed for possible improvements. All supervisors will be familiar with the proper completion of a Job Safety (Hazard) Analysis. The following basic steps should be followed in preparation of a job hazard analysis:

- 4.2.1. Select the jobs or specific tasks for hazard analysis.
- 4.2.2. Consider the task to be performed and inspect the area(s) to identify potential hazards.
- 4.2.3. Break the job or task into individual components or activities.
- 4.2.4. Identify the hazards associated with each component activity (ex. Falls, electric shock, chemical exposure, cuts, etc.).
- 4.2.5. Identify what procedures or equipment are needed to perform each component activity safely (ex. Ladders, scissor lifts, personal protective equipment, etc.).
- 4.2.6. Apply the analysis to the job.

5. ROUTINE SAFETY AND HEALTH INSPECTIONS.

Routine safety and health inspections of all job sites will be conducted as necessary by the Safety Officer or designated individual. The inspection will be conducted to discover conditions and work practices that may lead to job accidents and industrial illnesses, through specific, methodical auditing, checking, or inspection procedures.

5.1. Inspection elements. The following inspection elements will be checked during safety inspections.

- | | |
|------------------------|---|
| 5.1.1. Floors | Condition, slip, trip, falls |
| 5.1.2. Aisles | Marking, obstructions |
| 5.1.3. Stairs | Condition, railings, obstructions |
| 5.1.4. Ladders | Condition, Metal in electrical areas |
| 5.1.5. Exits | Obstructions, locked?, lighted? |
| 5.1.6. Ventilation | Adequate, fans guarded?, maintained |
| 5.1.7. Hand tools | Grounded, guarded, pressure switches |
| 5.1.8. Chemicals | MSDS's, labels, storage, separated |
| 5.1.9. Compressed gas | Storage, heat sources, labels, training |
| 5.1.10. Guarding | Installed, over, under, around, between |
| 5.1.11. Lockout Tagout | Procedures, training, devices, tags |

COMPANY POLICIES AND PROCEDURES

5.1.12. Eye protection	Used, training, Z-87 rated protectors
5.1.13. Fire protection	Extinguishers, training, locations
5.1.14. First Aid	Kits, OSHA logs, training
5.1.15. Confined Spaces	Marked, training, ventilation, equipment
5.1.16. Work practices	Unsafe work practices observed? (list)

- 5.2. Inspection report. The Safety Officer will provide a safety report based on the inspection items noted during the inspection to the appropriate supervisor.

6. SAFETY MEETINGS.

A well-ordered flow of information is essential to a good safety program. The company, through a program of safety meetings at all levels, intends to accomplish the goals of safety awareness, education, and participation.

- 6.1. We are committed to efficient and quality training that increases safety awareness amongst all employees.
- 6.2. Safety meetings for employees will be held on a regular basis to demonstrate management's commitment to accident prevention. Possible agenda items include but are not limited to the review of accidents, safety education, safety inspections, elimination of workplace hazards, new methods of improving job performance, employee training, personal protective equipment, safety incentives, hazard communication, lockout/tagout, respiratory protection, fall protection, and other safety policies.
- 6.3. It is vital to this Workplace Safety Program that all safety training and meetings be carefully documented. Written records of all safety meetings are the responsibility of the Supervisor(s). Training activities are the responsibility of the Safety Officer.

7. HAZARD REPORTING.

All employees are required to report potential or known hazards immediately upon identification. If possible, the hazard should be eliminated immediately when found. Otherwise, the immediate supervisor must be notified and all work where employees are exposed to the hazard must be discontinued until the hazard has been removed.

8. FIRST AID PROCEDURES.

- 8.1. Serious Injuries. Supervisors will be responsible to ensure all employees report serious accidents or injuries immediately to the Safety Officer. Where employees require professional medical attention, the Supervisor will accompany the employee to the hospital or clinic and observe the employee's condition and status. The supervisor will report directly to the Safety Officer the condition of the employee and ensure that proper accident investigation procedures are followed.

COMPANY POLICIES AND PROCEDURES

- 8.2. Minor injuries. Minor injuries, such as cuts, scratches, bruises, and burns that do not require a doctor's treatment, may be handled by the employee at the jobsite. Recurring first aid injuries will be reported to the Safety Officer to ensure they do not become serious.
- 8.3. First Aid Kits. First aid kits will be maintained at each jobsite by the Supervisor. All employees will be made aware of the location and availability of the first aid kit. The type of first aid kit to be maintained will be for minor emergencies such as cuts and skin abrasions.

9. ACCIDENT INVESTIGATION.

Accident investigation is primarily a fact-finding procedure; the facts revealed are used to prevent recurrences of similar accidents. The focus of accident investigation will be to prevent future accidents and injuries to increase the safety and health of all our employees.

9.1. Immediate concerns.

- 9.1.1. Ensure any injured person receives proper care.
- 9.1.2. Ensure co-workers and personnel working with similar equipment or in similar jobs are aware of the situation. This is to ensure that procedural problems or defects in certain models of equipment do not exist.
- 9.1.3. Start the investigation promptly.

9.2. Accident Investigation Form. An investigation form which details specific company requirements for investigation will be used to gather data to determine causes and corrective actions. As a minimum the form will contain the following areas of concern.

- 9.2.1. Accident investigation form data.
 - Injured employee's name
 - Date and time of injury
 - Occupation or task being performed when injured
 - Employee's address
 - Sex/age/DOB
 - Social security number
 - Length of service
 - Length of time at specific job
 - Time shift started
 - Overtime length when injury occurred
 - Physician's and hospital name (if transported)
 - Type of injury
 - Resulting fatalities
 - Description and analysis of accident
 - Action taken to prevent recurrence and person
 - Employee's statement

COMPANY POLICIES AND PROCEDURES

- Witnesses' statement
- Person completing form and date
- Person reviewing form and date

9.3. Supervisors are responsible for ensuring that employees follow safe work practices and receive appropriate training to enable them to do this. Supervisors will be responsible to fill out accident reporting/investigation requirement forms and to reinforce the RON SANDERS MASONRY, INC. safety program.

10. GENERAL SAFETY RULES FOR ALL EMPLOYEES.

The following safety rules are established by this company as general safety rules for all Employees.

- 10.1. Never operate any machine or equipment unless you are authorized and trained to do so.
- 10.2. Do not operate defective equipment. Do not use broken hand tools. Report them to your supervisor immediately.
- 10.3. Never start on any hazardous job without being completely familiar with the safety techniques which apply to it. Check with your supervisor if in doubt.
- 10.4. Make sure all safety attachments are in place and properly adjusted before operating any machine.
- 10.5. Do not operate any machine or equipment at unsafe speeds. Shut off equipment which is not in use.
- 10.6. Wear all protective garments and equipment necessary to be safe on the job. Wear proper shoes. Sandals or other open-toed or thin-soled shoes should not be worn.
- 10.7. Do not wear loose, flowing clothing or long hair while operating moving machinery.
- 10.8. Never repair or adjust any machine or equipment unless you are specifically authorized to do so by your foreman.
- 10.9. Never oil, clean, repair, or adjust any machine while it is in motion.
- 10.10. Never repair or adjust any electrically driven machine without opening and properly tagging the main switch.
- 10.11. Put tools and equipment away when they are not in use.
- 10.12. Do not lift items which are too bulky or too heavy to be handled by one person. Ask for assistance.
- 10.13. Keep all aisles, stairways, and exits clear of skids, boxes, air hoses, equipment, and spillage.
- 10.14. Do not place equipment and materials so as to block emergency exit routes, fire boxes, sprinkler shutoffs, machine or electrical control panels, or fire extinguishers.
- 10.15. Stack all materials neatly and make sure piles are stable.

COMPANY POLICIES AND PROCEDURES

- 10.16. Keep your work area, machinery and all company facilities which you use clean and neat.
- 10.17. Do not participate in horseplay, or tease or otherwise distract fellow workers.
- 10.18. Power-truck operators must safeguard other workers at all times; workers must show courtesy to power-truck operators.
- 10.19. Floor mounted extension cords should be placed so that they are flush to the ground at all times.
- 10.20. Frayed or damaged electrical cords should be replaced.
- 10.21. Never take chances. If you're unsure, you're unsafe!
- 10.22. Ask for help, if needed.

11. FIRE PREVENTION AND PROTECTION.

Fire and explosion pose a serious risk to our employees during operations involving open flames or high heat sources such as the use of propane or electric torches. Flames can be produced which could quickly become uncontrollable under certain situations. For this reason, all employees will be trained in these procedures:

- 11.1. Basic safety precautions. Heat, open flame, or any operations where sparks may be produced will be permitted only in areas that are or have been made fire safe. When work cannot be moved practically, as in most construction work, the area will be made safe by removing combustibles or protecting combustibles from ignition sources.
- 11.2. Fire extinguishers. Suitable fire extinguishing equipment will be maintained in a state of readiness for instant use. Such equipment may consist of hose or portable extinguishers depending upon the nature and quantity of the combustible material exposed. Employees will not use portable fire extinguishers unless they have been trained.
- 11.3. Housekeeping. All employees will be familiar with the Housekeeping Program and will follow all applicable requirements as stated therein to ensure that flammable or combustible materials do not accumulate in the work area.
- 11.4. Chemical Storage. RON SANDERS MASONRY, INC. will ensure that proper storage locations are provided to employees using chemicals. Flammable chemicals will be stored in approved locations or flammable liquids cabinets designed in accordance with 29 CFR 1910.106. Toxic and corrosive chemicals will be stored apart from flammable chemicals and will be further segregated according to acidity and/or alkalinity. All chemical storage location will be approved by the Safety Officer before use.
- 11.5. Authorization. Employees performing heat or open flame operations must obtain authorization from their Supervisor. Where required, employees will fill out a Hot Work permit.

12. EVACUATION PROCEDURES.

All employees upon receipt of an evacuation order will exit the work area via the Nearest Unaffected Exit. They will proceed to the designated evacuation muster point for the area they were in at the time of the evacuation order, quickly and quietly. They will also upon request, aid their supervisor in taking role or by being a runner.

12.1. Egress Routes. All employees will become familiar with the location of all posted egress routes of the facility areas that they frequent and will know the primary and secondary egress routes of their work area.

12.2. Evacuation Muster Points. All employees will become familiar with the marked evacuation muster points and will know the primary evacuation muster point of the facility areas that they frequent and for their work area. NO ONE WILL LEAVE AN EVACUATION MUSTER POINT WITHOUT THE EXPRESS PERMISSION OF THE SENIOR EMPLOYEE PRESENT.

12.3. Severe Weather Safe Spots. All employees will become familiar with posted Severe Weather Safe Spots, and will know the location of the nearest Severe Weather Safe Spot for the areas that they frequent and their work area. Upon the announcement of severe weather, proceed to the designated safe spot.

12.4. Arrival Actions. Upon arrival at an evacuation muster point, each employee will seek out the senior employee present to assure that they have been accounted for. They will also, upon request, aid area supervisors or managers in taking a role or by being a runner.

12.5. Visitor Escorts. Each visitor at the facility must be escorted at all times throughout the facility or jobsite by a company employee. The escort will ensure their visitor is escorted to an evacuation muster point or safe spot as required. Upon arrival at an evacuation muster point, the visitor's name will be forwarded to the employee in charge at the evacuation muster point.

13. RECORDKEEPING REQUIREMENTS.

RON SANDERS MASONRY, INC. fully understands that companies with eleven (11) or more employees at any time during the calendar year immediately preceding the current calendar year must comply with the provisions of 29 CFR 1904. Records will be established on a calendar year basis.

13.1. RON SANDERS MASONRY, INC. will report to OSHA, as required by 29 CFR 1904.39, all fatalities, hospitalizations, amputations, and losses of an eye as a result of work-related incidents. Incidents that will be reported to the nearest OSHA Area Office include:

13.1.1. Fatalities within eight hours after the occurrence to one or more employees, and

13.1.2. Within 24 hours of learning of any incident which results in hospitalization, amputation, or loss of an eye of an employee.

COMPANY POLICIES AND PROCEDURES

- 13.2. Log and summary of occupational injuries and illnesses. This employer will:
 - 13.2.1. Maintain a log and summary of all recordable occupational injuries and illnesses by calendar year.
 - 13.2.2. Enter each recordable injury and illness on the log and summary as early as practicable but no later than 7 working days after receiving information that a recordable injury or illness has occurred. For this purpose, form OSHA No. 300 or an equivalent which is as readable and comprehensible to a person not familiar with it will be used. The log and summary will be completed in the detail provided in the form and instructions on form OSHA No. 300.
- 13.3. Supplementary record. In addition to the log of occupational injuries and illnesses (OSHA 300) RON SANDERS MASONRY, INC. will have available for inspection at each of our facilities within 7 working days after receiving information that a recordable case has occurred, a supplementary record for each occupational injury or illness for that establishment. The record will be completed in the detail prescribed in the instructions accompanying Occupational Safety and Health Administration Form OSHA No. 301. Workmen's compensation, insurance, or other reports are acceptable alternative records if they contain the information required by Form OSHA No. 301 (according to OSHA). If no acceptable alternative record is maintained for other purposes, Form OSHA No. 301 will be used or the necessary information will be otherwise maintained.
- 13.4. Annual summary. RON SANDERS MASONRY, INC. will post an annual summary of occupational injuries and illnesses for each facility under our control. This summary will consist of a copy of the year's totals from the form OSHA No. 300A and the following information from that form:
 - 13.4.1. Calendar year covered.
 - 13.4.2. Company Name and establishment address.
 - 13.4.3. Certification signature, title, and date.
 - 13.4.4. A form OSHA No. 300A will be used in presenting the summary. If no injuries or illnesses occurred in the year, zeros will be entered on the totals line, and the form posted.
 - 13.4.5. The summary will be completed by February 1 of each calendar year. This company, or the officer or employee of RON SANDERS MASONRY, INC. who supervises the preparation of the log and summary of occupational injuries and illnesses, will certify that the annual summary of occupational injuries and illnesses is true and complete. The certification will be accomplished by affixing the signature of the employer, or the officer or employer who supervises the preparation of the annual summary of occupational injuries and illnesses, at the bottom of the last page of the summary.

COMPANY POLICIES AND PROCEDURES

13.4.6. RON SANDERS MASONRY, INC. will post a copy of the establishment's summary in each facility. The summary covering the previous calendar year will be posted no later than February 1, and will remain in place until April 30. For employees who do not primarily report or work at a fixed site belonging to this company, or who do not report to any fixed site on a regular basis, we will satisfy this posting requirement by presenting or mailing a copy of the summary during the month of February of the following year to each such employee who receives pay during that month. (NOTE: For multi-establishment employers where operations have closed down in some establishments during the calendar year, it will not be necessary to post summaries for those establishments).

13.5. Records retention. Records will be retained for 5 years following the end of the year to which they relate.

14. DISCIPLINARY ACTIONS FOR WILLFUL UNSAFE ACTS.

Employee safety is paramount at RON SANDERS MASONRY INC. The willful commitment of an unsafe act cannot be condoned. Employees who willfully jeopardize their own or coworkers' safety will be disciplined. The type of discipline can range from a verbal warning to dismissal. The Safety Officer, and supervisory personnel in the administrative chain of any employee may give employees a verbal warning for a known unsafe act or procedural, or operational infraction. Disciplinary action other than a release from shift without pay must be reviewed by the company Owner.

14.1. Forms of discipline.

14.1.1. Verbal warning. The company Safety Officer, and supervisory personnel in the administrative chain of any employee may give employees a verbal warning for a known unsafe act or procedural, or operational infraction. A second verbal warning in the same shift will be grounds for release from the current work shift without pay. The immediate supervisor will be consulted in all cases and will make the determination for release.

14.1.2. Written warning. A written warning will be issued automatically for a second verbal warning for an unsafe act. The written warning will become part of the employee's permanent personnel record.

14.1.3. Retraining. It must be considered that the possibility exists that lack of proper training may be a cause of any unsafe act. Supervisors will review the need for employee remedial training in their job skill to enable them to better accomplish their jobs.

14.1.4. Dismissal hearing. The employee concerned will be notified of his or her rights in advance of termination. The option of dismissal will be reviewed by the company Owner before termination. The immediate supervisor will be consulted to determine if a lesser form of discipline is warranted. The employees' rebuttal (if provided) will be considered along with the severity

COMPANY POLICIES AND PROCEDURES

of the act, the supervisor's recommendation and any other supporting information provided at the time of the hearing.

Contents of the OSHA Inspection Procedures

1. Program Requirements.....2

2. Responsibility.....2

3. Training Requirements.....2

4. Receiving the Compliance Officer.....2

5. Opening Conference.2

6. Walk Around Inspection.3

7. Closing Conference.4

8. Follow-up Actions.4

OSHA INSPECTION PROCEDURES

1. PROGRAM REQUIREMENTS.

The purpose of this plan is to describe the specific actions required of RON SANDERS MASONRY, INC. employees and Subcontractor employees upon the arrival of a Compliance Officer at RON SANDERS MASONRY, INC. workplace or jobsite to inspect facilities or equipment or to investigate matters related thereof. It is the responsibility of the Department of Labor, Division of Occupational Safety and Health Administration to carry out the compliance in the State of Texas for Occupational Safety and Health. In this regard, Federal OSHA Compliance Safety and Health Officers carry out the enforcement and monitoring aspects of the Act. The OSH Act is applicable to all Contractor organizations (including Subcontractor activities/operations). RON SANDERS MASONRY, INC. will review and evaluate this program on an annual basis, or when changes occur to the regulations, when operational changes occur that require a revision of this document, when there is an accident or near miss that relates to this area of safety, or any time fall protection procedures fail.

2. RESPONSIBILITY.

The Safety Officer is the program coordinator, acting as the representative of RON SANDERS MASONRY, INC. owners, who have the ultimate responsibility for all facets of the company. The Safety Officer is the sole person authorized to amend these instructions. RON SANDERS MASONRY, INC. has authorized the Safety Officer and any Supervisor or Employee to halt any operation of RON SANDERS MASONRY, INC. where there is danger of serious personal injury.

3. TRAINING REQUIREMENTS.

RON SANDERS MASONRY, INC. will provide training to all supervisors to ensure that they understand the importance and the necessary procedures which must be taken in the event of an OSHA inspection. Training will be conducted by the Safety Officer or other designated competent personnel. The training will include the information contained in this procedure and other applicable information as deemed necessary by the Safety Officer.

4. RECEIVING THE COMPLIANCE OFFICER.

Upon arrival of a Compliance Officer, the Safety Coordinator shall greet the individual and verify the Compliance Officer's credentials. All personnel are expected to be courteous and professional during any OSHA inspection.

- 4.1. Subcontractor's representative(s) should participate in the inspection process. The Contractor may request time for their Safety Coordinator and/or Insurance Administrator Safety Representative to get to the job site. Ask if the inspection can take place at a time when the company representative can be there.

5. OPENING CONFERENCE.

OSHA INSPECTION PROCEDURES

An opening conference will be conducted by the Compliance Officer. It will normally be held at the job site and must include representatives of all companies affected by the Compliance Officer's visit.

- 5.1. The Compliance Officer will usually cover the following topics during the opening conference:
 - 5.1.1. Nature and Purpose of Visit – Focused inspection, employee complaint, etc.
 - 5.1.2. Scope of Inspection – Areas to be inspected, employee interviews, etc.
 - 5.1.3. Equipment to be Used – Camera, Sound level meter, Air monitor, etc.
 - 5.1.4. Records to be Reviewed.
- 5.2. Invitation to Participate in the Inspection – Contractor and Subcontractor personnel.
 - 5.2.1. Distribution of OSHA Materials – Copies of the Act, Standards, promotional materials, etc.

6. WALK AROUND INSPECTION.

The inspection shall be conducted within reasonable limits and in a reasonable manner during regular working hours except when mutually agreed upon by parties concerned.

- 6.1. The Compliance Officer shall comply with all the safety and health rules during the inspection, including the wearing of required personal protective equipment.
- 6.2. During the course of the inspection, the Compliance Officer may:
 - 6.2.1. Agree to the participation of more than one employer representative and one employee representative in the walk around;
 - 6.2.2. Interview, question, or invite comments from a reasonable number of employees. If consultation unduly hinders work activity, he/she may arrange for off-duty interviews at a location other than the workplace. Written statements may be taken under certain conditions;
 - 6.2.3. Receive complaints from employees regarding possible violation(s) of the standards, provided there is no interference with the inspection.
- 6.3. The Compliance Officer shall be permitted to take photographs.
- 6.4. During the course of the inspection, the RON SANDERS MASONRY, INC. and Subcontractor designated job site representative(s) will:
 - 6.4.1. Accompany the Compliance Officer at all times during the inspection;
 - 6.4.2. Take detailed notes of inspection activities (comments, samples/tests taken, records given/reviewed, location of photos taken, etc.);
 - 6.4.3. Photograph anything that the Compliance Officer photographs (if a camera is available);

OSHA INSPECTION PROCEDURES

- 6.4.4. If requested, ensure that the Compliance Officer is permitted interviews with job site employees. Employees do not have to allow themselves to be interviewed, and may insist that interviews be accompanied by another person(s).
- 6.5. At the conclusion of the walk around, the Compliance Officer will ensure that employee representatives are informed of the apparent violation(s), if any, found during the inspection. Make careful notes about Compliance Officer's questions concerning training and understanding by employees.

7. CLOSING CONFERENCE.

At completion of the inspection, a closing conference will be arranged to permit the Compliance Officer to advise both Contractor and/or any Subcontractor representatives of any alleged violation(s) observed during the inspection. The Compliance Officer should indicate the applicable section(s) of the standards which are alleged to have been violated and provide the following:

- 7.1. Alleged violation(s), which may be the basis of a citation;
- 7.2. Methods used to establish abatement period(s);
- 7.3. Penalty determination procedures;
- 7.4. Appeal and contest procedures;
- 7.5. Abatement details and follow-up inspection;
- 7.6. Variance procedures;
- 7.7. Availability of an informal conference with the area director;
- 7.8. Distribution of OSHA material (if not done at the opening conference).

NOTE: As with the opening conference and walk around inspection, detailed notes shall be taken by the Safety Officer.

8. FOLLOW-UP ACTIONS.

After (if not during) the inspection process has been completed and the Compliance Officer has left the site, the Contractor will immediately correct any violations, which can be abated "on-the-spot."

- 8.1. The Contractor shall direct any cited Subcontractor to correct/abate those violations for which the Subcontractor has control and which might expose employees to injury or illness.

Contents of the Housekeeping Program

1. Program Requirements.....2

2. Responsibility.2

3. Training Requirements.....2

4. Housekeeping.....3

5. Hazard Assessment.....3

6. Housekeeping Procedures.....3

HOUSEKEEPING PROGRAM

1. PROGRAM REQUIREMENTS.

RON SANDERS MASONRY, INC. has implemented this program to address the issue of providing for maintaining an orderly, clean, and safe work environment at all times in all areas. Good housekeeping is a necessary requirement for maintaining safety at job sites. It is proven that clean and tidy work sites hold fewer hazards for all employees. This program will be maintained in accordance with OSHA Regulations OSHA 29 CFR 1926.25 and 1926.151. In addition, *RON SANDERS MASONRY, INC.* will review and evaluate this program on an annual basis or when operational changes occur that require a revision of this document.

2. RESPONSIBILITY.

The Safety Officer is the program coordinator, acting as the representative of the company owners, who have the ultimate responsibility for all facets of this program. The Safety Officer has full authority to make necessary decisions to ensure success of the program. *RON SANDERS MASONRY, INC.* will submit a copy of this program to any Prime or General Contractor upon request. *RON SANDERS MASONRY, INC.* has authorized all Supervisors or any Employee to halt any operation of *RON SANDERS MASONRY, INC.* where there is danger of serious personal injury. Supervisors are required to ensure their employees are aware of the contents of this program and maintain their work areas in an orderly fashion throughout the day.

3. TRAINING REQUIREMENTS.

3.1. All of our employees, including contractor employees, need to understand the safety and health hazards of poor housekeeping and improper chemical storage to protect themselves, their fellow employees, and the citizens of nearby communities. While training in Hazard Communication will help employees to be more knowledgeable about the chemicals they work with as well as familiarize them with reading and understanding MSDSs, we will also train them as part of our Housekeeping Program, covering housekeeping procedures and safe work practices, hazard reporting, and other areas pertinent to housekeeping.

3.2. Certification. *RON SANDERS MASONRY, INC.* will certify that employee training has been accomplished and is being kept up to date. The certification will contain each employee's name and dates of training.

3.3. Retraining. The training content will be identical to initial training. Refresher training will be conducted on an annual basis or when the following conditions are met, whichever event occurs sooner.

3.3.1. Retraining will be provided for all affected employees whenever (and prior to) a change in their job assignments, a change in the type of safety procedures used, or when a known hazard is added to the work environment which affects worker safety.

HOUSEKEEPING PROGRAM

4. HOUSEKEEPING.

Good housekeeping is a necessary requirement for maintaining safety at construction sites, as clean and tidy work sites hold fewer hazards for all employees. Accidents and injuries are avoided and productivity is improved where good housekeeping is a daily occurrence.

4.1. Good housekeeping is possibly the most visible evidence of management and employee concern for safety and health that a company displays on a day-to-day basis. Orderliness in our workplace contributes to a safe working environment by minimizing obstacles and potential safety and health threats such as spills, trip hazards, etc. In fact, we have nine good reasons for housekeeping:

- Prevents accidents
- Prevents fire
- Saves time
- Gives control to our workers
- Gives our workers the freedom to move
- Gives our workers pride
- Protects our products and equipment
- Reduces our waste

5. HAZARD ASSESSMENT.

Supervisors are responsible for identifying main housekeeping issues. Supervisors will look for a lack of order, un-removed spills or obstructions, or other hazards due to poor organization or poor housekeeping. All employees are required to participate in the housekeeping program and eliminate potential hazards as they arise. If a housekeeping issue cannot be immediately resolved the employee should report it to their supervisor immediately.

6. HOUSEKEEPING PROCEDURES.

It is the intent of RON SANDERS MASONRY, INC. to standardize housekeeping measures, meet OSHA requirements, and encourage safety. The procedures listed below cover many of the common jobsites we will have.

- 6.1. All tools and equipment must be kept in good working condition. Hand tools, portable electric tools, extension cords and similar equipment should be kept in toolboxes or other designated locations when not in use.
- 6.2. Aisles, Walkways, and Floors must be kept clear to allow for easy access to fire extinguishers, electrical disconnects, safety showers, and other emergency aids.
- 6.3. Electrical panels must be kept clear for an area of 36 inches in front.
- 6.4. Walkways not for pedestrian traffic must be clearly marked.

HOUSEKEEPING PROGRAM

- 6.5. Keep aisles and walkways free of physical obstructions that would prevent access, including path-blocking objects, liquid or solid spills, and other obstructions.
- 6.6. Keep stairs clean, dry, and free of waste, well lit, and provided with adequate hand rails and treads that are in good condition.
- 6.7. Keep floors clean; dry (dry as possible); slip-resistant; and free of waste, unnecessary material, oil and grease, protruding nails, splinters, holes, or loose boards.
- 6.8. An adequate number of waste receptacles at accessible locations throughout all work areas must be provided.
- 6.9. All areas must be cleaned of scrap and tools before leaving for breaks, lunches, or to go home at the end of the day.
- 6.10. Office Areas, reception areas, meeting rooms, and/or personal office spaces as part of our office space must be clean throughout the workday.
- 6.11. Keep doors and windows properly maintained in good working order. Repair any damage to doors and windows at regular intervals.

Contents of the Hazard Communication Program

1.	Program Requirements.....	2
2.	Responsibility.	2
3.	Training Requirements.....	2
4.	Labeling Requirements.	3
5.	Safety Data Sheets and Hazardous Materials Inventory List.....	4
6.	Non-Company Employees Program.	4
7.	Trade Secrets.....	4
8.	Non-Routine Tasks.....	5
9.	Chemical Storage.	5

HAZARD COMMUNICATION PROGRAM

1. PROGRAM REQUIREMENTS.

RON SANDERS MASONRY, INC. will ensure that the hazards of all chemicals used at our job sites are evaluated and that information concerning their hazards is transmitted to all employees. The purpose of this program is to address the issues of evaluating the potential hazards of chemicals, communicating information concerning these hazards, and establishing appropriate protective measures for employees. This program will be maintained in accordance with 29 CFR 1910.1200 and updated annually or as required. RON SANDERS MASONRY, INC. will make the written hazard communication program available to all employees, during each work shift. RON SANDERS MASONRY, INC. acknowledges that the Hazard Communication requirements have been aligned with the **Globally Harmonized System of Classification (GHS)** and Labeling of Chemicals.

2. RESPONSIBILITY.

The Safety Officer is the program coordinator, acting as the representative of the company owners, who have the ultimate responsibility for all facets of this program. The Safety Officer has full authority to make necessary decisions to ensure success of the program. RON SANDERS MASONRY, INC. will submit a copy of this program to any Prime or General Contractor upon request. Supervisors are required to be familiar with the contents of this program, will ensure the program is followed by their subordinates on a daily basis, and will maintain a copy of the program and SDS's available for their subordinates.

3. TRAINING REQUIREMENTS.

RON SANDERS MASONRY, INC. will provide employees with information and training on hazardous chemicals in their work area at the time of their initial assignment, annually, and whenever a new chemical is introduced into their work area that could present a potential hazard.

3.1. Information. RON SANDERS MASONRY, INC. employees will be informed of:

3.1.1. The OSHA standard 29 CFR 1910.1200.

3.1.2. Any operations in the jobsite where hazardous chemicals are present.

3.1.3. The location and availability of the written hazard communication program, including a list(s) of hazardous chemicals used at the jobsite, and the associated safety data sheet (SDS).

3.2. Training. Employee hazard communication training at RON SANDERS MASONRY, INC. will be conducted annually by the Safety Officer or an approved training provider. Newly hired personnel will be briefed on the general requirements of the OSHA hazard communication standard, as well as duty specific hazards before they begin any duties at a new jobsite. This training will include at least the following:

3.2.1. Methods that may be used to detect the presence or release of a hazardous chemical in the work area. This will include any monitoring conducted by RON SANDERS MASONRY, INC., continuous monitoring devices, visual

HAZARD COMMUNICATION PROGRAM

appearance, or odor of hazardous chemicals when being released, etc. **Safety Data Sheets (SDS)** will be used to augment this requirement where ever possible.

- 3.2.2. The physical and health hazards of the chemicals present in the work area (e.g., flash point, reactivity, toxicity).
- 3.2.3. The measures employees can take to protect themselves from these hazards. Specific procedures RON SANDERS MASONRY, INC. has implemented to protect employees from exposure to hazardous chemicals, to include; appropriate work practices, programs, emergency procedures, and personal protective equipment.
- 3.2.4. An explanation of the labeling system used at RON SANDERS MASONRY, INC., the safety data sheet, and how employees can obtain and use the appropriate hazard information.
- 3.2.5. The chemical (formal) and common name(s) of products used, and all ingredients which have been determined to be health hazards.
- 3.2.6. The primary route(s) of entry; inhalation, absorption, ingestion, injection, and target organs.
- 3.2.7. The OSHA permissible exposure limit, ACGIH Threshold Limit Value, including any other exposure limit used or recommended by the chemical manufacturer.
- 3.2.8. Whether the hazardous chemical has been found to be a potential carcinogen by the International Agency for Research on Cancer (IARC).
- 3.2.9. Any generally applicable precautions for safe handling and use which are known including appropriate hygienic practices, protective measures during repair and maintenance of contaminated equipment, and procedures for clean-up of spills and leaks.
- 3.2.10. Emergency and first aid procedures.
- 3.3. Documentation. All training will be documented using an attendance roster. Certificates of completion will be issued to attendees by the Safety Officer and a copy of the completed certificate filed.

4. LABELING REQUIREMENTS.

Labeling requirements of containers of chemicals used at RON SANDERS MASONRY, INC., as well as of containers of chemicals and hazardous materials being shipped off site. The following procedures apply:

- 4.1. Unmarked Containers. Employees of RON SANDERS MASONRY, INC. will not use unmarked containers containing chemicals.

HAZARD COMMUNICATION PROGRAM

- 4.2. Container Labeling. RON SANDERS MASONRY, INC. will ensure all containers are properly labeled. Employees will ensure that labels on containers of hazardous chemicals are not removed or defaced. Once they are emptied, chemical containers can never be used in the place of any other container (for example, trash receptacles).
- 4.3. Minimum labeling requirements. All container labels will list at least the chemical identity, appropriate hazard warnings, and the name and address of the manufacturer, importer, or other responsible party.

5. SAFETY DATA SHEETS AND HAZARDOUS MATERIALS INVENTORY LIST.

The Safety Officer is responsible for obtaining SDS's for every chemical used by RON SANDERS MASONRY, INC. The Safety Officer will maintain a master copy in the main office. In addition, the Safety Officer will review the SDS's for all chemicals used to determine if additional precautions or special personal protective equipment will be required in order to ensure employee safety.

- 5.1. Supervisors will be responsible to maintain readily accessible copies of the SDS's at the job sites and to ensure that all employees are aware of the location.
- 5.2. SDS requests. A request letter will be forwarded to any vender who does not provide an SDS with a product received by this company.
- 5.3. Hazardous Substances Inventory. The Company maintains an inventory of all known hazardous substances in use on the job site. A chemical inventory list is available from the Safety Officer.
- 5.4. Hazardous substances brought onto the job site by the company will be included on the hazardous chemical inventory list in the SDS Book or in a separate SDS log for specific job information.

6. NON-COMPANY EMPLOYEES PROGRAM.

Visitors, Contract Employees, and Contractor Personnel. The Safety Officer and/or Supervisor will advise visitors, contract employees, and contractor personnel of any chemical hazards that may be encountered in the normal course of their work on the premises, the labeling system in use, the protective measures to be taken, the safe handling procedures to be used, and availability of SDS's. Any contractor bringing chemicals on-site must provide RON SANDERS MASONRY, INC. with the appropriate hazard information on these substances, including the labels used and the precautionary measures to be taken in working with these chemicals.

7. TRADE SECRETS.

To protect trade secrets, the chemical manufacturer, importer, or employer may withhold the specific chemical identity, including the chemical name, and other specific identification of a hazardous chemical, from the safety data sheet. To ensure the safety of our employees, RON SANDERS MASONRY, INC. will obtain any information not shown on a SDS

HAZARD COMMUNICATION PROGRAM

from a supplier, when such information is needed to determine the hazardous constituents of chemicals used within our facility or by our employees. RON SANDERS MASONRY, INC. employees will not use a specific chemical, if they cannot determine from the SDS (or other approved source) proper protective measures to be used.

8. NON-ROUTINE TASKS.

No employee will be allowed to perform tasks that they are not fully trained to accomplish. Non-routine tasks will be evaluated prior to beginning work and the related hazard assessed to develop protective measures.

9. CHEMICAL STORAGE.

RON SANDERS MASONRY, INC. will ensure that proper storage locations are provided to employees using chemicals. Flammable chemicals will be stored in approved locations or flammable liquids cabinets designed in accordance with 29 CFR 1910.106. Toxic and corrosive chemicals will be stored apart from flammable chemicals and will be further segregated according to acidity and/or alkalinity. All chemical storage location will be approved by the Safety Officer before use.

Contents of the Personal Protective Equipment Program

1.	Program Requirements.....	2
2.	Responsibility.....	2
3.	Training Requirements.....	2
4.	Hazard Prevention and Control.	3
5.	PPE Needs Analysis.....	3
6.	General PPE Requirements.	5

PERSONAL PROTECTIVE EQUIPMENT PROGRAM

1. PROGRAM REQUIREMENTS.

RON SANDERS MASONRY, INC. will ensure that jobs having a potential for employee injury within our facility(s) are evaluated and controlled. This program is intended to address the issues of evaluating and identifying potential job hazards and identifying the personal protective equipment (PPE) necessary to eliminate or minimize the risk to the employee. This program will be maintained in accordance with OSHA Regulations 29 CFR 1910 Subpart I and 1926 Subpart E. In addition, RON SANDERS MASONRY, INC. will review and evaluate this program on an annual basis or when operational changes occur that require a revision of this document.

2. RESPONSIBILITY.

The Safety Officer is the program coordinator, acting as the representative of the company owner, who has the ultimate responsibility for all facets of this program. The Safety Officer has full authority to make necessary decisions to ensure success of the program. RON SANDERS MASONRY, INC. will submit a copy of this program to any Prime or General Contractor upon request. RON SANDERS MASONRY, INC. has authorized all Supervisors or any Employee to halt any operation of RON SANDERS MASONRY, INC. where there is danger of serious personal injury. Supervisors are responsible to identify the type of PPE required for their subordinates, to ensure that all employees are issued the necessary PPE to perform daily tasks, and that their employees are properly trained in its use, care, and maintenance.

3. TRAINING REQUIREMENTS.

RON SANDERS MASONRY, INC. will provide training to ensure that the purpose, use, care, and maintenance of PPE are understood by all employees.

- 3.1. General Training. Employees will be adequately trained about the Company's personal protective equipment program. Proper training will allow managers, supervisors, and workers to better understand the hazards associated with a job, task, or process.
- 3.2. Training Content. New employees and reassigned workers will receive an initial orientation and hands-on training prior to being placed in a job. The initial training program will include the following:
 - 3.2.1. A description and identification of the hazards associated with particular jobs/tasks/machines/workstations.
 - 3.2.2. Specific safeguards, how they provide protection, and the hazards for which they are intended.
 - 3.2.3. Proper use, care, and maintenance of the necessary PPE.
 - 3.2.4. Length of useful life of the equipment and the correct way to dispose of broken or damaged PPE.

PERSONAL PROTECTIVE EQUIPMENT PROGRAM

3.3. Refresher training. The training content shall be identical to initial training. Refresher training will be conducted on an annual basis or when the following conditions are met, whichever event occurs sooner.

3.3.1. Retraining shall be provided for all employees whenever there is a change in their job assignments, a change in machines, or equipment or processes that present a new hazard.

3.3.2. Additional retraining shall be conducted whenever a periodic inspection reveals, or whenever RON SANDERS MASONRY, INC. has reason to believe, that there are deviations from or inadequacies in the employees' knowledge or use of PPE.

3.4. Certification. RON SANDERS MASONRY, INC. shall certify that employee training has been accomplished and is being kept up to date. The certification shall contain each employee's name, supervisor or instructors name and dates of training.

4. HAZARD PREVENTION AND CONTROL.

RON SANDERS MASONRY, INC. understands that engineering solutions, where feasible, are the preferred method of control for workplace hazards. The focus of the Company's PPE Program is to eliminate hazards from the workplace. This is accomplished whenever possible by redesigning the work station, work methods, or tool(s) to reduce the hazards associated with the demands of the job. This program will, whenever possible, research into currently available controls and technology. PPE will be a last choice.

5. PPE NEEDS ANALYSIS.

RON SANDERS MASONRY, INC. will identify through the use of medical management records, injury statistics, and walk-throughs, jobs that place employees at risk. After identifying those jobs, a PPE analysis will be conducted by Supervisors with assistance from the Safety Officer to specifically address the associated hazards and develop controls for those hazards. This analysis will identify risk factors associated with the jobs and the recommended PPE. PPE will be specified for those hazards that cannot be controlled using other means.

5.1. PPE Analysis Criteria. The following items, at a minimum, will be considered when conducting the analysis:

5.1.1. Is the lighting adequate for work conditions?

5.1.2. Is there a potential for splash or spray from a chemical?

5.1.3. Are sharp tools or materials with sharp edges being used?

5.1.4. Are there explosive hazards associated with the job?

5.1.5. Are there electrical hazards associated with the job?

5.1.6. Is the noise level excessive (above 85db TWA)?

5.1.7. Is communication hampered because of excessive noise?

PERSONAL PROTECTIVE EQUIPMENT PROGRAM

- 5.1.8. Is the vibration level excessive, leading to numbness?
- 5.1.9. Have industrial hygiene complaints been received?
- 5.1.10. Does the job involve confined spaces?
- 5.1.11. Does the job involve lock-out tag-out?
- 5.1.12. What atmospheric testing has been performed?
- 5.1.13. What atmospheric contaminants are present?
- 5.1.14. Will jewelry or clothing get caught in machinery?
- 5.1.15. Can the worker get caught between moving parts?
- 5.1.16. Can the worker fall from one level to another?
- 5.1.17. Can anything fall on the worker from above?
- 5.1.18. Is the worker in an off-balance position at any time?
- 5.1.19. Is the standing surface clean to maintain stability?
- 5.1.20. Are there extreme environmental conditions (heat/cold)?
- 5.1.21. Do possible eye/face injury conditions exist?
- 5.1.22. Do possible head injury conditions exist?
- 5.1.23. Do possible foot injury conditions exist?
- 5.1.24. Do possible hand injury conditions exist?
- 5.2. Documentation. Each analysis will be documented. Supervisors will use the PPE Analysis form found at the end of this program. Attachments will be included to the form as required to document or support protective measure requirements for the specific job. Completed copies of the form will be signed by the supervisor and provided to the Safety Officer. The Company will maintain a copy of the form in the main office.
- 5.3. Analysis Results. Once the analysis has been conducted this information will be used to reduce general hazards in the work area. After the general hazards in the work area have been reduced to the lowest appropriate level, the necessary PPE will be issued to the employee and the employee will be trained as needed in the proper use of the equipment.
- 5.4. Job safety re-evaluation. Supervisors will conduct a reevaluation when one or more of the following conditions occur:
 - 5.4.1. When an accident or injury occurs. It must be determined if the incident occurred as a result of the employee ignoring established safety practices, or if the safety practices need revision.
 - 5.4.2. Anytime there is a change in the methods, materials, machinery, or procedures used in the conduct of the job.

PERSONAL PROTECTIVE EQUIPMENT PROGRAM

- 5.5. Periodic review. A periodic review will be conducted on an annual basis to ensure that the job is evaluated for safety.

6. GENERAL PPE REQUIREMENTS.

Where engineering controls and administrative controls do not eliminate all job hazards, employees will (where appropriate) wear personal protective equipment (PPE). At a minimum, the following guidelines will be followed:

- 6.1. Loose clothing must not be worn near moving machinery.
- 6.2. Employees working in areas where chemicals, solvents, or other irritants, or caustic acids are used will be supplied with face shields, chemical resistant boots, aprons, chemically protective gloves, etc.
- 6.3. Rings and jewelry must not be worn when working on machinery.
- 6.4. Safety Glasses. RON SANDERS MASONRY, INC. will make available safety glasses that meet American National Standards Institute requirements for Occupational and Educational Eye and Face Protection, Z87.1-1989, to all employees whose duties have the potential for exposing their eyes to injury from flying objects or electrical flash.
- 6.5. An employee who performs a significant number of duties outdoors that require safety glasses may request one pair of clear glasses and one pair of tinted glasses.
- 6.6. Prescription Safety Glasses. Employees that require the use of prescription glasses must wear OSHA standard Z87.1 glass and side-shields. If the employee's prescription glasses do not meet OSHA standards, the employee must wear safety glasses or goggles over their prescription glasses. Employees are responsible for maintaining a reserve pair of prescription glasses for use when prescription safety glasses are damaged or lost.
- 6.7. Ear Protection. Employees working in areas where the noise level is 80 decibels or higher may obtain ear protection through their supervisor or from the Safety Officer.
- 6.8. Foot Protection. All employees will wear safety shoes with fully enclosed coverings to protect their feet and toes; the employee will be responsible for purchasing the work boots at his/her own cost.
- 6.9. Hair/Head Protection. Employees must wear protective helmets (hard hats) supplied by the company when working in areas where there is a potential for injury to the head from falling objects.
- 6.10. Operators of forklifts will wear a hard hat when operating the vehicle.
- 6.11. Employees with long hair (down to the shoulders) must tie their hair back or wear hairnets or caps when working on equipment with rotating spindles or other moving machinery.

PERSONAL PROTECTIVE EQUIPMENT PROGRAM

- 6.12. Hand Protection. Supervisors are responsible to ensure that employees wear the designated hand protection (gloves) on the job. Work gloves (leather-palmed) must be worn by anyone handling raw materials other than chemicals.

PERSONAL PROTECTIVE EQUIPMENT HAZARD ANALYSIS

The following PPE Hazard Analysis will be conducted to evaluate the general conditions under which the job is performed. Add additional questions as required. *This list is not intended to be all-inclusive.*

1. Are there tripping hazards in the job vicinity?	☐ Yes	☐ No
2. Is the lighting adequate for work conditions?	☐ Yes	☐ No
3. Are there explosive hazards associated with the job?	☐ Yes	☐ No
4. Are there electrical hazards associated with the job?	☐ Yes	☐ No
5. Are tools associated with the job in good condition?	☐ Yes	☐ No
6. Is the noise level excessive (above 85db twa)?	☐ Yes	☐ No
7. Is communication hampered because of excessive noise?	☐ Yes	☐ No
8. Is the vibration level excessive, leading to numbness?	☐ Yes	☐ No
9. Is fire protection equipment readily available?	☐ Yes	☐ No
10. Have employees received fire training?	☐ Yes	☐ No
11. Are emergency exits properly marked and accessible?	☐ Yes	☐ No
12. Are employees wearing proper protective equipment?	☐ Yes	☐ No
13. Are trucks/motorized vehicles properly equipped?	☐ Yes	☐ No
14. Have employees received training in the use of trucks?	☐ Yes	☐ No
15. Have industrial hygiene complaints been received?	☐ Yes	☐ No
16. Does the job involve confined spaces?	☐ Yes	☐ No
17. Does the job involve lock-out tag-out?	☐ Yes	☐ No
18. Do employees know emergency response procedures?	☐ Yes	☐ No
19. Does the job isolate workers from other co-workers?	☐ Yes	☐ No
20. How often does the supervisor visit the job location?	☐ Yes	☐ No
21. Is the worker is alone for extended periods?	☐ Yes	☐ No
22. Do employees know the evacuation relocation point?	☐ Yes	☐ No
23. What atmospheric testing has been performed?	☐ Yes	☐ No
24. Are atmospheric contaminants are present?	☐ Yes	☐ No
25. Will jewelry or clothing get caught in machinery?	☐ Yes	☐ No
26. Can the worker get caught between moving parts?	☐ Yes	☐ No
27. Can the worker fall from one level to another?	☐ Yes	☐ No
28. Can anything fall on the worker from above?	☐ Yes	☐ No
29. Is the worker in an off-balance position at any time?	☐ Yes	☐ No
30. Is the standing surface clean to maintain stability?	☐ Yes	☐ No
31. Are the environmental conditions (heat/cold) adequate?	☐ Yes	☐ No
32. Do possible eye/face injury conditions exist?	☐ Yes	☐ No
33. Do possible head injury conditions exist?	☐ Yes	☐ No
34. Do possible foot injury conditions exist?	☐ Yes	☐ No
35. Do possible hand injury conditions exist?	☐ Yes	☐ No
36.	☐ Yes	☐ No
37.	☐ Yes	☐ No
38.	☐ Yes	☐ No
39.	☐ Yes	☐ No

Contents of the Stairway and Ladder Safety Program

1. Program Requirements.....2

2. Responsibility.2

3. Training Requirements.....2

4. Stair Safety.....3

5. Ladder Safety.....3

6. Inspections.5

STAIRWAY AND LADDER SAFETY PROGRAM

1. PROGRAM REQUIREMENTS.

RON SANDERS MASONRY, INC. will ensure that all potential hazards regarding Stairways and Ladders within at our jobsites are evaluated and communicated to employees. This program will be maintained in accordance with OSHA Regulations 29 CFR 1910.24 -.27 and 29 CFR 1926 Subpart X. In addition, RON SANDERS MASONRY, INC. will review and evaluate this program on an annual basis or when operational changes occur that require a revision of this document.

2. RESPONSIBILITY.

The Safety Officer is the program coordinator, acting as the representative of the company owners, who have the ultimate responsibility for all facets of this program. The Safety Officer has full authority to make necessary decisions to ensure success of the program. RON SANDERS MASONRY, INC. will submit a copy of this program to any Prime or General Contractor upon request. RON SANDERS MASONRY, INC. has authorized all Supervisors or any Employee to halt any operation of RON SANDERS MASONRY, INC. where there is danger of serious personal injury. Supervisors are required to ensure their employees are aware of the contents of this program and have received training before assignment to work.

3. TRAINING REQUIREMENTS.

RON SANDERS MASONRY, INC. will provide training to ensure that the purpose, function, and proper use of ladders and stairs is understood by employees and that the knowledge and skills required for the safe application, and usage is acquired by employees.

3.1. Training will be conducted by the Safety Officer or other designated competent personnel. The program will include but will not be limited to:

3.1.1. Recognition and description of ladder/stair hazards in the work area.

3.1.2. Types of ladder/stairs appropriate for use and their safe operation and use.

3.2. Certification. RON SANDERS MASONRY, INC. will certify that employee training has been accomplished and is being kept up to date. The certification will contain each employee's name and dates of training.

3.3. Refresher Training. The training content will be identical to initial training. Refresher training will be conducted on an annual basis or when the following conditions are met, whichever event occurs sooner.

3.3.1. Refresher training will be provided for all affected employees whenever (and prior to) a change in their job assignments, a change in the type of equipment used, or when a known hazard is added to the work environment which affects this program.

3.3.2. Additional training will also be conducted whenever a periodic inspection reveals, or whenever RON SANDERS MASONRY, INC. has reason to believe,

STAIRWAY AND LADDER SAFETY PROGRAM

that there are deviations from or inadequacies in the employee's knowledge or use of these procedures.

- 3.3.3. The retraining will reestablish employee proficiency and introduce new or revised methods and procedures, as necessary.
- 3.4. Certification. RON SANDERS MASONRY, INC. will certify that employee training has been accomplished and is being kept up to date. The certification will contain each employee's name and dates of training.

4. STAIR SAFETY.

- 4.1. All stairways will be kept clean, orderly, and free of known hazards.
- 4.2. Cleaning requirements. To facilitate cleaning, all stairways will be kept free from protruding nails, splinters, holes, or loose boards or other hindrances that would prevent efficient use and maintenance.
- 4.3. Stairways leading to work areas or job trailers will be maintained in a clean and, so far as possible, a dry condition. Where wet conditions exist, drainage will be maintained, and false floors, platforms, mats, or other dry standing places will be provided where practicable. Stairways leading to work areas or job trailers will be equipped with a proper stair rail in accordance with 29 CFR 1926 Subpart X.
- 4.4. Stairways leading to emergency exit doors will be kept free of obstacles at all times. Any employee finding an emergency route blocked should immediately report the condition to the Supervisor for correction. Exit lights and signs will also be maintained in proper condition at all times, and immediately reported if deficient.
- 4.5. Illumination. Sufficient illumination will be provided in all areas at all times especially where stairways and ladders are in use.
- 4.6. Stair treads. All treads will be reasonably slip-resistant and the nosings will be of nonslip finish. Welded bar grating treads without nosings are acceptable providing the leading edge can be readily identified by personnel descending the stairway and provided the tread is serrated or is of definite nonslip design. Rise height and tread width will be uniform throughout any flight of stairs including any foundation structure used as one or more treads of the stairs.

5. LADDER SAFETY.

To ensure safety and serviceability the following precautions concerning the care and use of ladders will be observed:

- 5.1. Care. The following safety precautions will be observed in connection with the care of ladders:
 - 5.1.1. Ladders will be maintained in good condition at all times, the joint between the steps and side rails will be tight, all hardware and fittings securely

STAIRWAY AND LADDER SAFETY PROGRAM

- attached, and the movable parts will operate freely without binding or undue play.
- 5.1.2. Metal bearings of locks, wheels, pulleys, etc., will be frequently lubricated.
- 5.1.3. Frayed or badly worn rope will be replaced.
- 5.1.4. Safety feet and other auxiliary equipment will be kept in good condition to insure proper performance.
- 5.1.5. Ladders will be inspected frequently and those which have developed defects will be withdrawn from service for repair or destruction and tagged or marked as "Dangerous, Do Not Use."
- 5.1.6. Rungs should be kept free of grease and oil.
- 5.2. Use. The following safety precautions will be observed in connection with the use of ladders:
 - 5.2.1. Portable rung and cleat ladders will, where possible, be used at such a pitch that the horizontal distance from the top support to the foot of the ladder is one-quarter of the working length of the ladder (the length along the ladder between the foot and the top support). The ladder will be placed to prevent slipping, or it will be lashed, or held in position.
 - 5.2.2. Ladders will not be used in a horizontal position as platforms, runways, or scaffolds.
 - 5.2.3. Ladders will not be used by more than one person at a time nor with ladder jacks and scaffold planks.
 - 5.2.4. Portable ladders will be placed so that the side rails have a secure footing. The top rest for portable rung and cleat ladders will be reasonably rigid and will have ample strength to support the applied load.
 - 5.2.5. Ladders will not be placed in front of doors opening toward the ladder unless the door is blocked upon, locked, or guarded.
 - 5.2.6. Ladders will not be placed on boxes, barrels, or other unstable bases to obtain additional height.
 - 5.2.7. Ladders will not be used on top of scaffolds.
 - 5.2.8. Ladders with broken or missing steps, rungs, or cleats, broken side rails, or other faulty equipment will not be used; improvised repairs will not be made.
 - 5.2.9. Short ladders will not be spliced together to provide long sections.
 - 5.2.10. Ladders made by fastening cleats across a single rail will not be used.
 - 5.2.11. Ladders will not be used as guys, braces, or skids, or for other than their intended purposes.
 - 5.2.12. Tops of the ordinary types of stepladders will not be used as steps.

STAIRWAY AND LADDER SAFETY PROGRAM

- 5.2.13. Portable rung ladders with reinforced rails will only be used with the metal reinforcement on the underside.
- 5.2.14. No ladder should be used to gain access to a roof or another level unless the top of the ladder will extend at least 3 feet above the point of support, at eaves, gutter, or roofline.
- 5.2.15. All portable rung ladders will be equipped with nonslip bases when there is a hazard of slipping. Nonslip bases are not intended as a substitute for care in safely placing, lashing, or holding a ladder that is being used upon oily, metal, concrete, or slippery surfaces.
- 5.2.16. The bracing on the back legs of stepladders is designed solely for increasing stability and not for climbing.

6. INSPECTIONS.

The employee using the ladder or Supervisor in charge, to ensure safety and serviceability, will inspect ladders before every use. Ladders will be maintained in a good usable condition at all times. Defective ladders will be tagged "danger do not use" or other appropriate language and turned into the Supervisor in charge.

Contents of the Fall Protection Program

1. Program Requirements.....2

2. Responsibility.2

3. Training Requirements.....2

4. Jobsite/Work Area Evaluation.....3

5. Fall Protection Systems.....3

6. Inspection and Maintenance.....5

7. Definitions.....6

FALL PROTECTION PROGRAM

1. PROGRAM REQUIREMENTS.

RON SANDERS MASONRY, INC. will ensure that the hazards of all elevated falls over 6 feet in height, within at our jobsites are evaluated, and that information concerning their hazards is transmitted to all employees. This Program is intended to address the issues of evaluating these potential hazards, communicating information concerning these hazards, and establishing appropriate protective measures for employees. This program will be maintained in accordance with OSHA Regulations 29 CFR 1910.66, 1926.104, and 1926.500. In addition, RON SANDERS MASONRY, INC. will review and evaluate this program on an annual basis or when operational changes occur that require a revision of this document.

2. RESPONSIBILITY.

The Safety Officer is the program coordinator, acting as the representative of the company owner, who has the ultimate responsibility for all facets of this program. The Safety Officer has full authority to make necessary decisions to ensure success of the program. RON SANDERS MASONRY, INC. will submit a copy of this program to any Prime or General Contractor upon request. RON SANDERS MASONRY, INC. has authorized all Supervisors or any Employee to halt any operation of RON SANDERS MASONRY, INC. where there is danger of serious personal injury. Supervisors are required to ensure their employees are aware of the contents of this program and have received the fall protection training before working in any areas where fall hazards exist.

3. TRAINING REQUIREMENTS.

Under no circumstances shall employees work in areas where they might be exposed to fall hazards, do work requiring fall protection devices, or use fall protection devices until they have completed fall protection training. RON SANDERS MASONRY, INC. will provide training to ensure that the purpose, function, and proper use of fall protection is understood by employees and that the knowledge and skills required for the safe application, and usage is acquired by employees.

- 3.1. Training will be conducted by the Safety Officer or other designated competent personnel. The program will include but will not be limited to:
 - 3.1.1. A description of fall hazards in the work area.
 - 3.1.2. Types of fall protection systems appropriate for use such as guardrails, warning lines, and fall arrest systems.
 - 3.1.3. Selection and use of personal fall arrest systems, including application limits, proper anchoring and tie-off techniques, estimation of free fall distance, methods of use, and inspection and storage procedures.
 - 3.1.4. Recognition of the hazards of falling from elevations and to avoid falls from grade level to lower levels through holes or openings in walking/working surfaces.

FALL PROTECTION PROGRAM

- 3.1.5. Procedures for removal of protection devices from service for repair or replacement.
- 3.2. Retraining. The training content will be identical to initial training. Refresher training will be conducted on an annual basis or when the following conditions are met, whichever event occurs sooner. The retraining will reestablish employee proficiency and introduce new or revised methods and procedures, as necessary.
 - 3.2.1. Retraining will be provided for all authorized and affected employees whenever (and prior to) a change in their job assignments, a change in the type of fall protection equipment used, or when a known hazard is added to the work environment which affects the fall protection program.
 - 3.2.2. Additional retraining will also be conducted whenever a periodic inspection reveals, or whenever RON SANDERS MASONRY, INC. has reason to believe, that there are deviations from or inadequacies in the employee's knowledge or use of fall protection equipment or procedures.
 - 3.2.3. Whenever a fall protection procedure fails.
- 3.3. Certification. RON SANDERS MASONRY, INC. will certify that employee training has been accomplished and is being kept up to date. The certification will contain each employee's name and dates of training.

4. JOBSITE/WORK AREA EVALUATION.

All jobsites or work areas will be assessed by the Supervisor before each assigned job for potential fall hazards. A Job Safety Analysis (JSA) sheet will be used to document fall hazard assessments. A proper fall protection system will be used for jobs requiring fall protection when elimination of the hazard(s) is not possible.

- 4.1. When evaluating the fall hazards of jobsites or work areas Supervisors must consider the following:
 - 4.1.1. Must the work be performed at an elevation?
 - 4.1.2. Are there any floor holes or openings greater than 2 inch in diameter?
 - 4.1.3. Can a standard guardrail system be installed?
 - 4.1.4. Can a barricade system be implemented?
 - 4.1.5. Will warning line systems be sufficient protection?
 - 4.1.6. Can Aerial Lifts or Platforms be used to increase worker safety?
 - 4.1.7. Will the use of a fall arrest system be required?
 - 4.1.8. Will a detailed, job-specific, fall protection plan be required?

5. FALL PROTECTION SYSTEMS.

When fall hazards cannot be eliminated through any other means, fall arrest systems will be used to control falls. Proper training on the use of fall arrest equipment is essential and will

FALL PROTECTION PROGRAM

be provided prior to use. Supervisors will identify what types of fall protection systems can be used when conducting the job safety analysis for the jobsite. Supervisors must consult with the Safety Officer prior to implementation of any fall protection system. Although personal fall arrest systems are the most common type of system used by our employees, all of the following systems have been identified by RON SANDERS MASONRY, INC. as generally accepted for work conducted at our job sites.

- 5.1. Floor Holes. Employees must be protected from falling through or into floor holes at or above 2 inches in diameter as follows:
 - 5.1.1. All covers shall be color coded or marked with the word "HOLE" or "COVER" to provide warning of the hazard.
 - 5.1.2. Covered with plywood or other material of sufficient strength capable of supporting, without failure, at least twice the weight of employees, equipment, and materials that may be imposed on the cover at any one time.
 - 5.1.3. All covers shall be secured when installed so as to prevent accidental displacement by the wind, equipment, or employees.
- 5.2. Guard Rail Systems. Guard rail systems must meet these minimum requirements:
 - 5.2.1. Have a top rail height of 42" (plus or minus 3").
 - 5.2.2. Have a proper midrail no less than 21" high.
 - 5.2.3. Have a top rail able to withstand 200 lbs. downward/outward force.
 - 5.2.4. Have a midrail able to withstand 150 lbs. downward/outward force.
 - 5.2.5. Have a toe board minimum of 3 1/2 inches in vertical height from the top edge to the level of the walking surface.
 - 5.2.6. Toe boards must not have more than ¼-inch clearance above the walking surface.
 - 5.2.7. Toe boards must be solid or have openings not over 1 inch in greatest dimension.
 - 5.2.8. If the top rail is made of wire rope it must be flagged every 6 feet.
 - 5.2.9. All rails must be a minimum of 1/4" diameter or greater.
- 5.3. Warning Line Systems. Warning line systems consist of ropes, wires, or chains, and supporting stanchions and are set up as follows:
 - 5.3.1. Flagged at not more than 6-foot (1.8 meters) intervals with high-visibility material.
 - 5.3.2. Lowest point including sag is no less than 34 inches (0.9 meters) from the surface and highest point is no more than 39 inches (1 meter) from the surface.

FALL PROTECTION PROGRAM

- 5.3.3. Stanchions shall be capable of resisting, without tipping over, a force of at least 16 pounds applied horizontally against the stanchion, 30 inches (0.8 meters) above the walking/working surface, perpendicular to the warning line and in the direction of the floor, roof, or platform edge.
- 5.4. Fall Arrest System. A full body harness system consists of a full-body harness, lanyard, energy shock absorber, and self-locking snap hook. Before using a full-body harness system, the supervisor and/or the user must address such issues as:
- 5.4.1. Has the user been trained to recognize fall hazards and to use fall arrest systems properly?
- 5.4.2. Are all components of the system compatible according to the manufacturer's instructions?
- 5.4.3. Have appropriate anchorage points and attachment techniques been reviewed?
- 5.4.4. Has free fall distance been considered so that a worker will not strike a lower surface or object before the fall is arrested?
- 5.4.5. Have swing fall hazards been eliminated?
- 5.4.6. Have safe methods to retrieve fallen workers been planned?
- 5.4.7. Has the full-body harness and all of its components been inspected both before each use and on a regular semi-annual basis?
- 5.4.8. Is any of the equipment, including lanyards, connectors, and lifelines, subject to such problems as welding damage, chemical corrosion, or sandblasting operations?
- 5.4.9. Will it meet these minimum requirements?
- Limit maximum arresting force on an employee to 1,800 pounds.
 - Be rigged so that an employee can neither free fall more than 6 feet (1.8 meters) nor contact any lower level.
 - Bring an employee to a complete stop and limit maximum deceleration distance an employee travels to 3.5 feet (1.07 meters).
 - Have sufficient strength to withstand twice the potential impact energy of an employee free falling a distance of 6 feet (1.8 meters) or the free fall distance permitted by the system, whichever is less.
 - Have a proper anchorage points used for attachment of personal fall arrest equipment capable of supporting at least 5,000 pounds per employee attached.

6. INSPECTION AND MAINTENANCE.

To ensure that fall protection systems are ready and able to perform their required tasks, inspections and maintenance will be conducted. The following as a minimum, will comprise the basic requirements of the inspection and maintenance program:

FALL PROTECTION PROGRAM

- 6.1. Floor hole covers, guardrails, and warning lines will be inspected periodically throughout the day to ensure they have not been defeated, broken, moved, or knocked over. Any problems found with them should be reported immediately to the Supervisor and must be remedied as soon as possible after discovery. Equipment manufacturer's instructions will be incorporated into the inspection and preventive maintenance procedures.
- 6.2. Fall arrest systems must be inspected by the user before and after every use and according to manufacturer specifications.
- 6.3. Any fall protection equipment subjected to a fall or impact load, will be removed from service immediately and turned into the Supervisor and/or Safety Officer.
- 6.4. The user will inspect anchors and mountings before each use for signs of damage.

7. DEFINITIONS.

Anchorage means a secure point of attachment for lifelines, lanyards or deceleration devices.

Body belt means a strap with means both for securing it about the waist and for attaching it to a lanyard, lifeline, or deceleration device.

Body harness means straps which may be secured about the employee in a manner that will distribute the fall arrest forces over at least the thighs, pelvis, waist, chest and shoulders with means for attaching it to other components of a personal fall arrest system.

Competent person means a person who is capable of identifying hazardous or dangerous conditions in any personal fall arrest system or any component thereof, as well as in their application and use with related equipment.

Connector means a device that is used to couple (connect) parts of the personal fall arrest system and positioning device systems together. It may be an independent component of the system, such as a carabiner, or it may be an integral component of part of the system.

Deceleration device means any mechanism with a maximum length of 3.5 feet, such as a rope grab, ripstitch lanyard, tearing or deforming lanyards, self-retracting lifelines, etc. which serves to dissipate a substantial amount of energy during a fall arrest, or otherwise limit the energy imposed on an employee during fall arrest.

Energy shock absorber means a device that limits shock-load forces on the body.

Failure means load refusal, breakage, or separation of component parts. Load refusal is the point where the ultimate strength is exceeded.

Fall arrest system means a system specifically designed to secure, suspend, or assist in retrieving a worker in or from a hazardous work area. The basic components of a fall arrest

FALL PROTECTION PROGRAM

system include anchorage, anchorage connector, lanyard, shock absorber, harness, and self-locking snap hook.

Free fall means the act of falling before a personal fall arrest system begins to apply force to arrest the fall.

Free fall distance means the vertical displacement of the fall arrest attachment point on the employee's body belt or body harness between onset of the fall and just before the system begins to apply force to arrest the fall (maximum of 6 feet). This distance excludes deceleration distance, and lifeline/lanyard elongation, but includes any deceleration device slide distance or self-retracting lifeline/lanyard extension before they operate and fall arrest forces occur.

Hole means a gap or void 2 inches or more in its least dimension, in a floor, roof, or other walking/working surface.

Lanyard means a flexible line of rope, wire rope, or strap which generally has a connector at each end for connecting the body belt or body harness to a deceleration device, lifeline or anchorage.

Personal fall arrest system means a system used to arrest an employee in a fall from a working level. It consists of an anchorage, connectors, a body belt or body harness and may include a lanyard, deceleration device, lifeline, or suitable combinations of these. As of January 1, 1998, the use of a body belt for fall arrest is prohibited.

Snaphook means a connector comprised of a hook-shaped member with a normally closed keeper, or similar arrangement, which may be opened to permit the hook to receive an object and, when released, automatically closes to retain the object. Snaphooks are generally one of two types:

- The locking type with a self-closing, self-locking keeper which remains closed and locked until unlocked and pressed open for connection or disconnection; or
- The non-locking type with a self-closing keeper which remains closed until pressed open for connection or disconnection. As of January 1, 1998, the use of a non-locking snaphook as part of personal fall arrest systems and positioning device systems is prohibited.

Toeboard means a low protective barrier that will prevent the fall of materials and equipment to lower levels and provide protection from falls for personnel.

Walking/Working surface means any surface, whether horizontal or vertical on which an employee walks or works, including, but not limited to, floors, roofs, ramps, bridges, runways, formwork and concrete reinforcing steel but not including ladders, vehicles, or trailers, on which employees must be located in order to perform their job duties.

FALL PROTECTION PROGRAM

Warning line system means a barrier erected on a roof to warn employees that they are approaching an unprotected roof side or edge, and which designates an area in which roofing work may take place without the use of guardrail, body belt, or safety net systems to protect employees in the area.

Work area means that portion of a walking/working surface where job duties are being performed.

Contents of the Equipment, Tools, and Ground Fault Safety Program

1.	Program Requirements.....	2
2.	Responsibility.	2
3.	Training Requirements.....	2
4.	General Requirements.	3
5.	Ground Fault Protection.	3
6.	Equipment/Tool Selection.	4
7.	Equipment/Tool Precautions.	4
8.	Inspections and Recordkeeping.....	5

EQUIPMENT, TOOLS, AND GROUND FAULT SAFETY PROGRAM

1. PROGRAM REQUIREMENTS.

RON SANDERS MASONRY, INC. will ensure that hazards associated with tools and other cord and plug operated electrical equipment are evaluated and communicated to employees and appropriate protective measures for employees established. This program is intended to address the issues of evaluating and identifying tool selection and use deficiencies, evaluating the associated potential hazards, communicating information concerning these hazards, and minimizing the possibility of injury or harm. This program will be maintained in accordance with OSHA Regulations OSHA 29 CFR 1926 Subpart I, Subpart K 1926.404 and OSHA 29 CFR 1910 Subparts O and P. In addition, RON SANDERS MASONRY, INC. will review and evaluate this program on an annual basis or when operational changes occur that require a revision of this document.

2. RESPONSIBILITY.

The Safety Officer is the program coordinator, acting as the representative of the company owners, who have the ultimate responsibility for all facets of this program. The Safety Officer has full authority to make necessary decisions to ensure success of the program. RON SANDERS MASONRY, INC. will submit a copy of this program to any Prime or General Contractor upon request. RON SANDERS MASONRY, INC. has authorized all Supervisors or any Employee to halt any operation of RON SANDERS MASONRY, INC. where there is danger of serious personal injury. Supervisors are required to ensure their employees are aware of the contents of this program and have received the proper training for the specific equipment and tools necessary for each job assignment.

3. TRAINING REQUIREMENTS.

Training will be conducted prior to job assignment. RON SANDERS MASONRY, INC. will provide training to ensure that the grounding requirements, purpose, function, and proper use of equipment and tools to be used in the normal function of their jobs is understood by employees.

3.1. General. Under no circumstances will an employee operate a tools or equipment until they have successfully completed training. This includes all new operators or users of tools and equipment, regardless of claimed previous experience.

3.2. Training Content.

3.2.1. Grounding requirements for tools and associated site electrical equipment.

3.2.2. Types of equipment and tools appropriate for use.

3.2.3. Recognition of applicable electrical hazards associated with work to be completed.

3.2.4. Procedures for removal of equipment and/or tools from service.

3.2.5. Basic maintenance for equipment and tools.

EQUIPMENT, TOOLS, AND GROUND FAULT SAFETY PROGRAM

- 3.3. Supervisors. Supervisors will identify all new employees in the employee orientation program and make arrangements to schedule classroom instruction for those employees identified as needing training.
- 3.4. Certification. RON SANDERS MASONRY, INC. will certify that employee training has been accomplished and is being kept up to date. The certification will contain each employee's name and dates of training.
- 3.5. Refresher Training. The training content will be identical to initial training. Refresher training will be conducted on as required basis or when the following conditions are met, whichever event occurs sooner.
 - 3.5.1. Refresher will be provided for all authorized and affected employees whenever (and prior to) there being a change in their job assignments, a change in the type of tools used, or when a known hazard is added to the work environment.
 - 3.5.2. Additional training will also be conducted whenever a periodic inspection reveals, or whenever RON SANDERS MASONRY, INC. has reason to believe, that there are deviations from or inadequacies in the employee's knowledge or use of tools.
 - 3.5.3. The retraining will reestablish employee proficiency and introduce new or revised methods and procedures, as necessary.

4. GENERAL REQUIREMENTS.

RON SANDERS MASONRY, INC. is responsible for the safe condition of tools and equipment used by its employees. Tools and equipment that may be furnished by employees must be approved for use by Supervisors and will be included under this program. Supervisors will ensure that equipment utilized at each job site is maintained in a safe condition.

- 4.1. Employees will not remove guards, ground pins, or other safety devices from equipment, tools or machinery.
- 4.2. Defective tools or equipment must be reported and/or turned into the Supervisor.
- 4.3. All tools and equipment will be operated in accordance with the specific safety rules and manufacturer's specifications.
- 4.4. Compliance with the guidelines of this program is mandatory and failure to comply with them will result in disciplinary action, up to and including discharge.

5. GROUND FAULT PROTECTION.

The following precautions will be taken by employees of this company to prevent injuries resulting from electrical equipment or tools.

- 5.1. Each supervisor will use **ground fault circuit interrupters (GFCI)** as the primary means of protection for employees from electrical (ground fault) hazards.

EQUIPMENT, TOOLS, AND GROUND FAULT SAFETY PROGRAM

- 5.1.1. GFCI's. GFCI's will be used on all extension cords and portable tools. GFCI's will be installed at the outlet before inserting the tool or extension cord. All employees using GFCI's must test them prior to use.
- 5.1.2. Faulty GFCI's must be turned into the Supervisor for replacement.
- 5.2. The Safety Officer will be responsible to ensure that supervisors are informed if the use of an *assured equipment grounding conductor program* in addition to GFCI's will be required on any project. In the event that an assured equipment grounding program is necessary the following guidelines will be followed:
 - 5.2.1. Tests to perform.
 - Tested for continuity and shall be electrically continuous.
 - Each receptacle and attachment cap or plug tested for correct attachment of the grounding conductor.
 - Intervals. All required tests will be performed at a minimum of every 3 months.
 - 5.2.2. Color Coding. A system of color coding will be used on all equipment tested, as follows:

<u>Month Tested</u>	<u>Tape Color</u>
January-March	White
April-June	Green
July-September	Red
October-December	Orange
Repairs	Brown

6. EQUIPMENT/TOOL SELECTION.

Supervisors will consider the following when selecting tools for use by employees:

- 6.1. Is the tool correct for the type work to be performed?
- 6.2. Is the grounding terminal present on the plug or is the tool double insulated?
- 6.3. Are grounding terminals or grounding-type devices plugs defeated in any way?
- 6.4. Are conductors used as a grounded conductor identifiable and distinguishable from all other conductors?
- 6.5. Is each extension cord set and equipment connected by cord and plug visually inspected daily before use for external defects, such as deformed or missing pins or insulation damage, and for indications of possible internal damage?
- 6.6. Is equipment found damaged or defective removed from service until repaired or replaced?
- 6.7. Are guards installed properly and in good condition?

7. EQUIPMENT/TOOL PRECAUTIONS.

EQUIPMENT, TOOLS, AND GROUND FAULT SAFETY PROGRAM

The following precautions will be taken by employees of this company to prevent injury:

- 7.1. Power tools will always be operated within their design limitations.
- 7.2. Proper PPE must be worn (safety glasses, gloves, etc.) during operation.
- 7.3. Tools will be stored in an appropriate dry location when not in use.
- 7.4. Tool work will only be conducted in well-illuminated locations.
- 7.5. Tools will not be carried by the cord or hose.
- 7.6. Cords or hoses will not be yanked to disconnect it from the receptacle.
- 7.7. Cords and hoses will be kept away from heat, oils, and sharp edges or any other source that could result in damage.
- 7.8. Tools will be disconnected when not in use, before servicing, and when changing accessories such as blades, bits and cutters.
- 7.9. Observers will be kept at a safe distance at all times from the work area.
- 7.10. Work will be secured with clamps or a vice where possible to free both hands to operate tools.
- 7.11. To prevent accidental starting, employees should be continually aware not to hold the start button while carrying a plugged-in tool.
- 7.12. Tools will be maintained in a clean manner, and properly maintained in accordance with the manufacturer guidelines.
- 7.13. Ensure that proper shoes are worn and that the work area is kept clean to maintain proper footing and good balance.
- 7.14. Ensure that proper apparel is worn. Loose clothing, ties, or jewelry can become caught in moving parts.
- 7.15. Tools that are damaged will be removed from service immediately and tagged "Do Not Use". They will be reported and turned over to the Supervisor or Safety Officer for repair or replacement.
- 7.16. All cracked saws will be removed from service.

8. INSPECTIONS AND RECORDKEEPING.

- 8.1. Machinery, tools, and equipment will be inspected regularly to insure safety and serviceability. Supervisors inspect all machinery, equipment, cords, and accessories before every use.
- 8.2. Supervisors will also maintain records of inspections of machinery, tools, and equipment. Records will be kept in the main office. The Safety Officer will maintain records in employee safety files of individuals trained and certified for equipment and tools.

LOCKOUT/TAGOUT PROGRAM

Contents of the Lockout/Tagout Program

1.	Program Requirements.....	2
2.	Responsibility.....	2
3.	Training and Communication	2
4.	Specific Responsibilities	3
5.	Written Energy Control (Lockout/Tagout) Procedures	4
6.	Lockout/Tagout Steps.....	4
7.	Group Lockout/Tagout Procedures.....	5
8.	Lockout/Tagout During Shift or Personnel Changes.	6
9.	Tagout Only Procedures.....	6
10.	Definitions.....	7

LOCKOUT/TAGOUT PROGRAM

1. PROGRAM REQUIREMENTS.

RON SANDERS MASONRY, INC. will ensure that all machinery and tasks meeting the criteria for lockout/tagout at our jobsites are evaluated. The purpose of this program is to provide guidelines and procedures for isolating all forms of energy from any source to prevent unexpected energizing or startup of equipment or release of stored energy, which can cause injury. This program will be maintained in accordance with OSHA Regulations 29 CFR 1910.147 and 29 CFR 1926.417. In addition, RON SANDERS MASONRY, INC. will review and evaluate this program on an annual basis or when operational changes occur that require a revision of this document.

2. RESPONSIBILITY.

The Safety Officer is the program coordinator, acting as the representative of the company owners, who have the ultimate responsibility for all facets of this program. The Safety Officer has full authority to make necessary decisions to ensure success of the program. RON SANDERS MASONRY, INC. will submit a copy of this program to any Prime or General Contractor upon request. RON SANDERS MASONRY, INC. has authorized all Supervisors or any Employee to halt any operation of RON SANDERS MASONRY, INC. where there is danger of serious personal injury. Supervisors are required to ensure their employees are aware of the contents of this program and have received training before assignment to work.

3. TRAINING AND COMMUNICATION.

Affected employees will receive training to ensure that they are aware of the hazards associated with equipment that is locked out and tagged. Authorized employees receive training that provides them the knowledge and skills they need to safely use and remove energy controls.

3.1. Training Content. The following training elements will be presented:

- 3.1.1. Recognition of applicable hazardous energy sources, the type and magnitude of the energy available in the workplace, and the methods and means necessary for energy isolation and control.
- 3.1.2. The purpose and use of the RON SANDERS MASONRY, INC. Lockout/Tagout Program and energy control procedures.
- 3.1.3. All employees whose work operations are in an area where energy control procedures may be utilized, are instructed about the procedure, and about the prohibition relating to attempts to restart or re-energize machines or equipment which are locked out and tagged.
- 3.1.4. The importance of lockout tags being legible and securely attached to be effective.

3.2. Employee Retraining

LOCKOUT/TAGOUT PROGRAM

- 3.2.1. Retraining is provided for all authorized and affected employees whenever there is a change in their job assignments, or a change in procedures
- 3.2.2. Additional retraining is conducted whenever a periodic inspection reveals, or whenever there is a reason to believe that there are deviations from or inadequacies in the employee's knowledge or use of the energy control procedures.
- 3.3. Certification. Certification of employee training and re-training will be documented and kept current. The certification will contain each employee's name, date of training, and instructor signature and be maintained in the training file. Certification of authorized employees may include the issuance of a personal lock and key.

4. SPECIFIC RESPONSIBILITIES.

- 4.1. Affected employees. Employees whose job requires them to operate or use equipment on which servicing or maintenance is being performed under lockout/tagout, or whose job requires them to work in an area where such servicing or maintenance is being performed, are responsible to:
 - 4.1.1. Remember the purpose of lockout/tagout.
 - 4.1.2. Recognize the identified and possible hazardous energy sources in their work area.
 - 4.1.3. Comply with all requirements of the RON SANDERS MASONRY, INC. lockout/tagout program.
 - 4.1.4. Not attempt to start or energize equipment or systems that are locked out and tagged out.
- 4.2. Authorized Employees. Where individual employees of RON SANDERS MASONRY, INC. are required to perform lockout/tagout or be involved in an operation where lockout/tagout is being performed the following guidelines will be followed. Designated Foremen, Supervisors, and other designated employees will receive the training necessary to ensure they have the skills required to safely implement lockout/tagout on equipment. These Authorized Employees are responsible to:
 - 4.2.1. Understand that Tag Only systems are to be utilized only with extreme caution and must provide the same level of protection as locks.
 - 4.2.2. Perform lockout/tagout procedure in accordance with this Program.
 - 4.2.3. Coordinate with other authorized employees when using the procedures during multiple shifts and group lockouts (See Section 6)
 - 4.2.4. Refer to equipment specifications to identify the type and magnitude of the energy that the machine or equipment utilizes in order to understand the hazards and control methods associated with the energy.
 - 4.2.5. Perform periodic inspections of the lockout/tagout procedures in use.

LOCKOUT/TAGOUT PROGRAM

- 4.2.6. Maintain any assigned individual locks, tags, and lockout devices issued and return the locks, tags, and lockout devices to the Safety Director or supervisor upon completion of the work.
- 4.3. Supervisors. Supervisors must do the following:
 - 4.3.1. Be familiar with the contents of this program as well as other specific guidelines provided by host employers or prime contractors.
 - 4.3.2. Ensure that Lockout/Tagout Procedures are followed by all employees performing tasks, which fall under the guidelines of this program.
 - 4.3.3. Ensure that all employees performing Lockout/Tagout have been trained and have proof of training before allowing them to perform Lockout/Tagout operations.
- 4.4. Safety Officer. The Safety Officer is ultimately responsible to:
 - 4.4.1. Ensure that all RON SANDERS MASONRY, INC. personnel are aware of and understand the purpose of the Lockout/Tagout program.
 - 4.4.2. Ensure that all personnel receive the appropriate training to protect them from the unexpected release of hazardous energy.
- 5. WRITTEN ENERGY CONTROL (LOCKOUT/TAGOUT) PROCEDURES.**

Lockout/Tagout work performed on any certain equipment or in certain facilities may require a written energy control procedure (lockout/tagout procedure). An authorized employee must establish the energy control procedure prior to conducting the lockout/tagout work. The energy control procedure must be documented on a blank Energy Control Procedure form at the end of this program or other similar form. If necessary, the energy control procedure form can be modified to meet any special requirements for a specific task, however the completed procedure will usually include the following information:

 - 5.1. A specific statement of the intend use of the procedure;
 - 5.2. Necessary steps for shutting down, isolating, blocking, and securing the equipment to control hazardous energy;
 - 5.3. Necessary steps for the placement, removal, and transfer of lockout devices and associated tags and the person responsible for these devices;
 - 5.4. Necessary requirements for testing the equipment to determine and verify the effectiveness of the lockout and tag, and other energy control measures; and
 - 5.5. Necessary diagrams or schematics.
- 6. LOCKOUT/TAGOUT STEPS.**

This procedure establishes the minimum requirements for the lockout of energy isolating devices whenever maintenance or servicing is done on machines or equipment. Use these guidelines to ensure that the equipment is stopped, isolated from all potentially hazardous

LOCKOUT/TAGOUT PROGRAM

energy sources, and locked out before any employees perform any servicing or maintenance where the unexpected start-up of the equipment or release of stored energy could cause injury. Refer to Appendix A for a blank Energy Control Procedure form when conducting Lockout/Tagout.

6.1. Lockout/Tagout Steps

- 6.1.1. Notify all affected employees that servicing or maintenance is required on a machine or equipment and that the equipment must be shut down and locked out to perform the activity.
- 6.1.2. Determine the type and magnitude of the energy used by the equipment, understand the hazards of the energy, and know the methods to controlled the energy.
- 6.1.3. If the machine or equipment is operating, shut it down by the normal stopping procedure (depress the stop button, open switch, close valve, etc.).
- 6.1.4. Apply the energy isolating device(s).
- 6.1.5. Lockout and tag the energy isolating device(s) with assigned lock(s) and tag(s).
- 6.1.6. Dissipate or restrain stored or residual energy (such as that in capacitors, springs, hydraulic systems, and air, gas, steam, or water pressure) by methods such as grounding, repositioning, blocking, or bleeding down.
- 6.1.7. Ensure that the equipment is disconnected from the energy source(s) by first checking that no personnel are exposed, then verify the isolation of the equipment by operating the control, or by testing to make certain the equipment will not operate.

6.2. Restoring Equipment to Service. When the servicing or maintenance is completed and the machine or equipment is ready to return to normal operating condition, the following steps will be taken:

- 6.2.1. Check the machine or equipment and the immediate area around the machine to ensure that nonessential items have been removed and that the equipment components are operationally intact.
- 6.2.2. Check the work area to ensure that all employees have been safely positioned or removed from the area.
- 6.2.3. Verify that the controls are in neutral, if applicable.
- 6.2.4. Remove the lockout devices and re-energize the machine or equipment.
- 6.2.5. Notify affected employees that the servicing or maintenance is completed and the machine or equipment is ready for use.

7. GROUP LOCKOUT/TAGOUT PROCEDURES.

LOCKOUT/TAGOUT PROGRAM

Whenever feasible group lockout/tagout procedures will require that each individual affix their assigned lock to the energy-isolating device. However, when this is not possible due to a large group or the design or location of the energy-isolating device then a group lockout/tagout procedure containing the following will be used:

- 7.1. One authorized employee designated by the appropriate supervisor with the primary responsibility for a defined number of other personnel working under the protection of a group lockout and tag.
- 7.2. A checklist with the name of all employees in the group and each individual's signature on the list identifying their presence before application of the lock and tag to the equipment. In addition, after the lockout work is completed and before removal of the group lock and tag from the equipment the responsible authorized employee will verify the presence of each individual in the group and each individual's signature on the checklist.

8. LOCKOUT/TAGOUT DURING SHIFT OR PERSONNEL CHANGES.

If a personnel or shift change is necessary, the following steps will ensure that the change occurs in an orderly fashion and that employee protection is maintained:

- 8.1. In the event of a personnel change, the arriving authorized employee's lock and tag will be applied before the departing authorized employee's lock and tag are removed.
- 8.2. In the event of a shift change, the lock and tag of at least one authorized employee on the arriving shift will be applied before any locks and tags of the departing shift are removed. The departing crew will inform the arriving crew of the status of the equipment and the work in progress. In the event that an employee has left the site without removing their lock and tag then the Supervisor in charge will make every attempt to contact the employee who locked out the equipment. If the employee cannot be reached the Supervisor will contact the Safety Officer before the individual's lock is cut and removed.

9. TAGOUT ONLY PROCEDURES.

Whenever feasible energy control procedures or lockout/tagout will be performed using both an energy isolating device with a lock affixed to it as well as an identifying tag. However, when this is not possible due to the design or location of the equipment a Tagout Only procedure will be used. All attempts will be made to avoid the use of a Tag Out only procedure. If a Tagout Only procedure is required, *Full Employee Protection* must be provided.

- 9.1. Full employee protection will be demonstrated by attaching the tagout device to the same location that the lockout device would have been attached and taking additional measures to ensure that the employee is working at a level of safety equivalent to that of using a lockout/tagout procedure. Additional safety measures include but are not limited to the following:

LOCKOUT/TAGOUT PROGRAM

- 9.1.1. Removal of an isolating circuit element.
- 9.1.2. Blocking of a controlling switch.
- 9.1.3. Opening of an extra disconnecting device.
- 9.1.4. Removal of valve handles to reduce the likelihood of inadvertent energization.

10. DEFINITIONS.

Affected employee is an employee whose job requires him/her to operate or use a machine or equipment on which servicing or maintenance is being performed under lockout or tagout, or whose job requires him/her to work in an area in which such servicing or maintenance is being performed.

Authorized employee is a person who locks out or tags out machines or equipment in order to perform servicing or maintenance on that machine or equipment. An affected employee becomes an authorized employee when that employee's duties include performing servicing or maintenance covered under this section.

Capable of being locked out means an energy isolating device is capable of being locked out if it has a hasp or other means of attachment to which, or through which, a lock can be affixed, or it has a locking mechanism built into it. Other energy isolating devices are capable of being locked out, if lockout can be achieved without the need to dismantle, rebuild, or replace the energy-isolating device or permanently alter its energy control capability.

Energized means connected to an energy source or containing residual or stored energy.

Energy isolating device is a mechanical device that physically prevents the transmission or release of energy, including but not limited to the following: A manually operated electrical circuit breaker; a disconnect switch; a manually operated switch by which the conductors of a circuit can be disconnected from all ungrounded supply conductors, and, in addition, no pole can be operated independently; a line valve; a block; and any similar device used to block or isolate energy. Push buttons, selector switches and other control circuit type devices are not energy isolating devices.

Energy source is any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other energy.

Hot tap is a procedure used in the repair, maintenance and services activities which involves welding on a piece of equipment (pipelines, vessels or tanks) under pressure, in order to install connections or appurtenances. It is commonly used to replace or add sections of pipeline without the interruption of service for air, gas, water, steam, and petrochemical distribution systems.

LOCKOUT/TAGOUT PROGRAM

Lockout is the placement of a lockout device on an energy isolating device, in accordance with an established procedure, ensuring that the energy isolating device and the equipment being controlled cannot be operated until the lockout device is removed.

Lockout device is a device that utilizes a positive means such as a lock, key type, to hold an energy isolating device in the safe position and prevent the energizing of a machine or equipment. Included are blank flanges and bolted slip blinds.

Normal production operations is the utilization of a machine or equipment to perform its intended production function.

Servicing and/or maintenance means workplace activities such as constructing, installing, setting up, adjusting, inspecting, modifying, and maintaining and/or servicing machines or equipment. These activities include lubrication, cleaning or unjamming of machines or equipment and making adjustments or tool changes, where the employee may be exposed to the unexpected energization or startup of the equipment or release of hazardous energy.

Setting up. Any work performed to prepare a machine or equipment to perform its normal production operation.

Tagout is the placement of a tagout device on an energy isolating device, in accordance with an established procedure, to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.

Tagout device is a prominent warning device, such as a tag and a means of attachment, which can be securely fastened to an energy isolating device in accordance with an established procedure, to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.

CHAPTER 9

Scaffolds

Scaffolds play a major role in the construction industry. OSHA estimates that 2.3 million construction workers (65% of the construction industry workforce) make frequent use of scaffolds on their jobs. Scaffold-related accidents cause some 4,500 injuries and approximately 50 deaths every year in the United States.

OSHA's Scaffold Standard for the construction industry can be found in the Code of Federal Regulations (CFR), Part 1926, Subpart L. The standard provisions are extremely detailed and complicated, and this chapter cannot possibly cover all aspects of scaffold use and construction. However, it does seek to provide readers with the "nuts and bolts" of scaffold safety.

The summaries in this chapter contain a citation for the regulation on which each summary is based. In the event of any legal questions involving an OSHA standard, an employer should refer to the regulation as published by OSHA. The summaries in this chapter are intended as working checklists for employers and cannot be substituted for the full regulation (particularly if appealing an OSHA citation). Employers in states with OSHA-approved plans (see Section 12.03) may be subject to particular state standards that are stricter than those contained in this chapter.

Scope of Scaffold Standard

OSHA defines "scaffold" as any temporary elevated platform (supported or suspended) that is used to support employees or materials. The construction standard applies to all scaffolds used in construction, alteration, repair (including painting and decorating), and demolition activities. Under the standard, OSHA will continue to treat temporary elevated work platforms, such as false cars and go-devils used in elevator shaft construction, as scaffolds.

The Scaffold Standard does not apply to building maintenance (e.g., window cleaning), which continues to be governed by the general industry standard. In addition, the Scaffold Standard does not apply to crane- or derrick-suspended personnel platforms, which are discussed in Section 5.33, Cranes and Derricks.

Summary of Standard

Here are some highlights of the OSHA standard:

- **Scaffold Types:** Special rules apply to a variety of scaffold types not covered by previous scaffold standards, including:
 - catenary scaffolds
 - step and trestle scaffolds
 - multilevel suspension scaffolds
- **Fall Protection – Flexibility:** Employers have a fair degree of flexibility in using fall protection for employees working on scaffolds.
- **Fall Protection – Ten-Foot Trigger:** OSHA uses the 10-foot trigger height for most fall protection on scaffolds.
- **Fall Protection – Erection and Dismantling of Scaffolds:** Fall protection provisions:
 - apply to workers erecting and dismantling scaffolds, and
 - require a determination by a competent person.
- **Guardrails:** The required top-rail height for a scaffold guardrail depends on the role that the guardrail plays in fall protection:
 - 38-inch height generally is required where the guardrail is the primary means of fall protection
 - 36-inch height is permitted if a personal fall arrest system is the main means of fall protection, and the guardrail system serves primarily to mark the perimeter
- **Crossbracing:** Crossbracing is allowed instead of **either** a midrail or a top rail if:
 - specific requirements are met,
 - the crossbracing is not a substitute for an entire guardrail system, and
 - the crossbracing is allowed only on the intermediate levels of scaffolds and not the final top level.

Chapter Organization

This chapter is divided into nine main areas:

- General Requirements and Use (Sections 9.01 – 9.07)
- Supported Scaffolds (Sections 9.08 – 9.10)

- Specific Types of Supported Scaffolds (Sections 9.11 – 9.27)
- Suspension Scaffolds (Sections 9.28 – 9.34)
- Specific Types of Suspension Scaffolds (Sections 9.35 – 9.44)
- Aerial Lifts (Sections 9.45 – 9.51)
- Fall Protection (Sections 9.52 – 9.56)
- Scaffold Erection and Disassembly (Sections 9.57 and 9.58)
- Safety Inspection Checklist (Section 9.59)

An employer may need to consult several different sections of this chapter, depending on the area in which it is interested. Some OSHA regulations generally apply to all scaffolds. These are discussed in the sections on General Requirements and Use. Some regulations are limited to either supported or suspension scaffolds. These are discussed in either the Supported Scaffolds or Suspension Scaffolds sections.

Special Topics

Aerial lifts (Sections 9.45 – 9.51), fall protection (Sections 9.52 – 9.56), and scaffold erection and disassembly (Sections 9.57 and 9.58) are discussed as separate, special topics. An employer interested in these areas should consult the appropriate sections for guidance.

Information on training requirements for scaffolds can be found in Sections 6.54 and 6.55. For an in-depth discussion of training requirements for scaffolds, including employee handouts and quizzes, see Aspen Publishers' *OSHA Training Guide for the Construction Industry*.

Nonmandatory Appendix A Guidelines

Besides an abbreviated discussion of OSHA standards, many sections contain a digested version of the guidelines from the nonmandatory Appendix A to Subpart L of 29 CFR Part 1926. The nonmandatory guidelines are meant to help employers comply with the construction Scaffold Standard. The applicable guidelines have been placed under section topics for ease of access. The guidelines can be quite helpful. However, they are only a starting point for designing scaffold systems. The guidelines do not provide all the information necessary to build a complete system. Employers must still design and construct the scaffold in a way that complies with all OSHA standards. In addition, Appendix A does not have specific

guidelines or tables for all components and scaffolds (e.g., components for wood scaffolds over 60 feet high, components for heavy-duty horse scaffolds, or components made with other materials and dimensions).

General Requirements and Use

Sections 9.01 – 9.07 generally apply to both suspension and support scaffolds. An employer involved with any type of scaffold work must become familiar with the requirements in all of these sections.

9.01

Load Capacity

Each scaffold and component must be able to support its own weight and at least four times its maximum intended load.

29 CFR 1926.451(a)(1)

For adjustable suspension scaffolds, direct connections to roofs, floors, and counterweights must resist the greater of:

- four times the tipping moment imposed by the scaffold operating at the rated load of the hoist, or
- one and a half times the tipping moment imposed by the scaffold operating at the hoist's stall load.

29 CFR 1926.451(a)(2)

See Section 9.28 for specific load requirements applicable to suspension scaffold components.

9.02

Design

Scaffolds must be:

- designed by a qualified person; and
- built and loaded to design.

29 CFR 1926.451(a)(6)

Fully plank or deck all platforms between the front uprights and the guardrail supports, as described in the following sections.

Exceptions

The full planking or decking requirement does **not** apply to platforms:

- used **solely** as walkways; or
- used **solely** by employees doing scaffold erection or dismantling.
29 CFR 1926.451(b)(1)

Gaps and Width

When constructing a platform:

- Keep gaps 1 inch or less. (**Exception:** Platforms used solely as walkways or for scaffold erection or dismantling)
- If a space over 1 inch is necessary (e.g., to fit around uprights if side brackets are used to extend platform width), do **not** exceed 9 1/2 inches in the gap between the platform and the uprights.
- Make scaffold platforms and walkways at least **18 inches** wide. (**Exception:** Ladder jack, top plate bracket, roof bracket, and pump jack scaffolds need be **only 12 inches** wide.)
- If narrow areas prevent use of platform at least 18 inches wide:
 - protect employees by guardrails or personal fall arrest systems, and
 - make the platforms as wide as feasible.29 CFR 1926.451(b)(1) and (2)

Front Edge of Platforms

The front edge of all platforms must be:

- no more than 14 inches from the face of the work (unless guardrails are erected or personal fall arrest systems are used),

- no more than 18 inches from the face for plastering and lathing operations; and
- no more than 3 inches from the face for outrigger scaffolds.

29 CFR 1926.451(b)(3)

Platform Extension and Support

Follow these rules:

- Platforms **10 feet or less** in length must extend over the centerline of their support:
 - at least 6 inches (unless cleated or restrained), and
 - **no more** than 12 inches.
- Platforms **over 10 feet** in length must extend over their support:
 - at least 6 inches (unless cleated or restrained), and
 - **no more** than 18 inches.
- The above support extensions (applicable to platforms both under and over 10 feet in length) **do not apply**:
 - if the cantilevered end cannot tip, or
 - if guardrails block employee access to the cantilevered end.
- Each abutted end of a plank must rest on a separate surface.
- Where platforms overlap to create a long platform, the overlap must:
 - occur only over supports, and
 - be at least 12 inches, unless platforms are nailed together or restrained to prevent movement.
- At all points of a scaffold where the platform changes direction, such as turning a corner:
 - any platform that rests on a bearer at any angle other than a right angle must be laid first, and
 - platforms that rest at right angles over the same bearer must be laid second, on top of the first platform.

Paint Prohibition

Do **not** use paint or other opaque finishes on wood platforms. (*Exception:* Edges may be marked for identification.) Platforms can be treated with wood preservatives, fire-retardant finishes, and slip-resistant finishes.

29 CFR 1926.451(b)(a)

Mixed Components

When using scaffold components manufactured by different manufacturers, follow these rules:

- Require a competent person to first approve any modifications of mixed scaffold components or components of dissimilar metals.
- Do **not** mix scaffold components unless they are compatible and their integrity is maintained.

29 CFR 1926.451(b)(10) and (11)

9.04

Access

Follow these rules regarding scaffold access:

- Use ladders, ramps, walkways, integral prefabricated access, or direct access from another scaffold or hoist any time that scaffold platforms **are more than two feet above or below an access point.**
- When using portable, hook-on, and attachable ladders:
 - Position them to avoid tipping scaffold.
 - Make the bottom rung no more than 24 inches above the scaffold supporting level.
 - Place rest platforms at least every 35 feet on supported scaffolds over 35 feet high that use the ladders.
 - Require a minimum rung length of 11 1/2 inches.
 - Space rungs uniformly with maximum spacing of 16 3/4 inches.
- Install stairways between 40 and 60 degrees from the horizontal.

- Require integral prefabricated scaffold access frames:
 - to be specifically designed and made for use as ladder rungs,
 - to have a rung length at least **8 inches**, and
 - to have a rung length at least **11 1/2 inches for use as a work platform** (unless employees have a positioning device or personal fall protection system that complies with requirements discussed in Chapter 8).
- Allow direct access to or from another surface with ramps and walkways **only if**:
 - the scaffold is **no more** than 24 inches vertically from the other surface, and
 - the scaffold is **no more** than 14 inches horizontally from the other surface.
- Do **not** use crossbraces as a means of access.
29 CFR 1926.451(e)

9.05

Use Restrictions

Follow these scaffold use restrictions:

- Have a competent person inspect scaffolds and components for visible defects:
 - before each work shift, and
 - after any event that could affect scaffold integrity.
- Immediately remove, repair, or brace scaffolds and components if damaged or sub-standard.
- Maintain the following legally required distances for scaffolds near powerlines:
 - 10 feet plus 0.4 inches for each 1kV over 50kV for uninsulated lines and insulated lines of 300 volts or more
 - 3 feet for insulated lines less than 300 volts
- Erect, move, dismantle, or alter scaffolds only:
 - under supervision of the competent person, and
 - using experienced and trained employees selected by the competent person.
- Use tag lines to control swinging loads being hoisted onto or near scaffolds.
- Protect suspension ropes from heat-producing processes and corrosives or acids.
- Do **not** allow loads on scaffolds and components to exceed their maximum rated capacities.

- Do **not** use shore or lean-to scaffolds.
- Do **not** perform scaffold work during storms or in high winds **unless**:
 - a competent person determines that it is safe, and
 - employees use a personal fall arrest system or wind screens.
- Do **not** work on scaffolds coated with ice, snow, or slippery materials.
- Do **not** allow horizontal movement of scaffolds with employees on them unless:
 - designed specially by a registered engineer, or
 - moved properly with mobile scaffolds.

29 CFR 1926.451(f)

9.06

Specifications

Nonmandatory Appendix A Guidelines

The information in this section is digested from guidelines found in nonmandatory Appendix A to Subpart L of 29 CFR Part 1926. Nonmandatory appendices must be applied differently than actual regulations. See the “Nonmandatory Appendix A Guidelines” subsection found in the introduction to this chapter.

General Guidelines and Tables

The tables on the next page assume that all load-carrying timber members except planks of the scaffold are at least 1,500 lb-f/in² (stress grade) construction grade lumber. All dimensions are nominal sizes per the American Softwood Lumber Standard, dated January 1970, except where rough sizes are noted. Then, only rough or undressed lumber of the specified size will satisfy minimum requirements.

Solid sawed wood for use as scaffold planks must be:

- selected based on grading rules of a recognized lumber grading association or of an independent lumber grading inspection agency; and
- identified by the grade stamp of such an association or agency.

The association or agency and the grading rules must be certified by the Board of Review, American Lumber Standard Committee, per the American Softwood Lumber Standard of the U.S. Department of Commerce.

Allowable Spans

Determine allowable spans based on the National Design Specification for Wood Construction published by the National Forest Products Association; paragraph 5 of ANSI A10.8-1988, Scaffolding Safety Requirements, published by the American National Standards Institute; or for 2 x 10-inch (nominal) or 2 x 9-inch (rough) solid sawed-wood planks, as shown in the following table:

Maximum intended nominal load (lb/ft²)	Maximum permissible span using full thickness undressed lumber (ft)	Maximum permissible span using nominal thickness lumber (ft)
25	10	8
50	8	6
75	6	—

The maximum span allowed for 1 1/4 x 9-inch or wider wood plank of full thickness with a maximum intended load of 50 lb/ft² is 4 feet.

Maximum Intended Load

Fabricated planks and platforms may be used in place of solid sawed-wood planks. Maximum spans must follow manufacturer's recommendations based on the maximum intended load as follows:

Rated Load Capacity	Intended Load
Light-duty	25 lb/ft ² applied uniformly over the entire span area
Medium-duty	50 lb/ft ² applied uniformly over the entire span area
Heavy-duty	75 lb/ft ² applied uniformly over the entire span area
One-person	250 pounds placed at the center of the span (total 250 lbs)
Two-person	250 pounds placed 18 inches to the left and right of the center of the span (total 500 lbs)
Three-person	250 pounds placed at the center of the span and 250 pounds placed 18 inches to the left and right of the center of the span (total 750 lbs)

Platform units for light-duty scaffold use must be able to support whichever of the following loads produces the greater shear force:

- at least 25 lb/ft² applied uniformly over the entire unit-span area
- a 250-pound point load placed on the unit at the center of the span

For information on guardrails and their specifications, see Section 9.54.

29 CFR 1926.451, App. A(1)(a) – (c)

9.07

Duties Limited to “Competent” and “Qualified” Persons

OSHA’s Scaffold Standard requires that some duties be performed only by a “competent person” or by a “qualified person.”

Competent Person

A “competent person” is one who is capable of identifying existing and predictable hazards on the jobsite and working conditions that are unsanitary, hazardous, or dangerous to employees. In addition, the “competent person” must have the authority to promptly eliminate those hazards.

29 CFR 1926.450(b)

The duties of the competent person may be shared among several individuals. However, each must have the qualifications related to his or her area of responsibility. Each must also have the ability and authority to take corrective action.

CPL 02-01-023

Under the Scaffold Standard, only a competent person may:

- permit the modification of scaffold components manufactured by different manufacturers when the components are used in conjunction with each other and ensure that the resulting scaffold is structurally sound;

29 CFR 1926.451(b)(10)

- determine that scaffold components made of dissimilar metals will not produce galvanic action that reduces the strength of any component so that it is not able to support its own weight plus at least four times the maximum intended load;

29 CFR 1926.451(b)(11)

- evaluate direct connections on suspended scaffolds before use to confirm that the surfaces are capable of supporting the loads to be imposed;
29 CFR 1926.451(d)(3)(i)
 - inspect all of the ropes used in suspension scaffolds for defects before each work shift and after every occurrence that could affect a rope's integrity;
29 CFR 1926.451(d)(10)
 - evaluate multi-point suspension scaffolds to determine whether they need to be tied or otherwise secured to prevent them from swaying;
29 CFR 1926.451(d)(18)
 - determine the appropriate means of access for scaffold erectors and dismantlers based on a site-specific analysis of jobsite conditions;
29 CFR 1926.451(e)(9)(i)
CPL 02-01-023
 - inspect the scaffold and its components for visible defects before each work shift and after any occurrence that could affect the scaffold's structural integrity;
29 CFR 1926.451(f)(3)
 - select employees to do the work, supervise, and direct all scaffold erection, moving, alteration, and dismantling activities;
29 CFR 1926.451(f)(7)
- (**Note:** The competent person must be qualified in scaffold erection, moving, dismantling, and alteration.)
- determine that work on or from a scaffold during storms or high winds is safe and that employees on the scaffold are protected by a personal fall arrest system or wind screens;
29 CFR 1926.451(f)(12)
 - determine the feasibility of providing fall protection for each scaffold erection and dismantling operation; and
29 CFR 1926.451(g)(2)
 - inspect as often as necessary any manila or synthetic rope being used for top rails or midrails to ensure its strength.
29 CFR 1926.451(g)(4)(xiv)

Qualified Person

A “qualified person” is “one who, by possession of a recognized degree, certificate, or professional standing, or by extensive knowledge, training, and experience, has successfully demonstrated his or her ability to solve or resolve problems related to the subject matter, the work, or the project.”

29 CFR 1926.450(b)

Under the Scaffold Standard, only a qualified person may design a scaffold.

29 CFR 1926.451(a)(6)

However, the qualified person does not have to be an engineer unless one of the following exceptions applies:

- Scaffold connections for masons’ adjustable multi-point suspension scaffolds must be designed by an engineer “experienced in such scaffold design.”

29 CFR 1926.451(d)(3)(i)

- Pole scaffolds over 60 feet, tube and coupler scaffolds over 125 feet, fabricated frame scaffolds over 125 feet in height above their base plates, and outrigger scaffolds must be designed by a registered professional engineer.

29 CFR 1926.452(a)(10); 1926.452(b)(10); 1926.452(c)(6); 1926.452(i)(8)

- Brackets used to support cantilevered loads on fabricated frame scaffolds over 125 feet in height above their base plates may be used only to support personnel unless the scaffold has been designed for other loads by a qualified engineer.

29 CFR 1926.452(c)(5)(iii)

In addition, a qualified person must:

- design the rigging on single-point adjustable suspension scaffolds if the supporting rope will not be kept vertical;

29 CFR 1926.452(o)(2)(i)

- design the platforms on two-point adjustable suspension scaffolds (swing stages) if those platforms are more than 36 inches wide (**Note:** not applicable to scaffolds used as masons’ or stone setters’ scaffolds); and

29 CFR 1926.452(p)(1)

- train employees who perform work while on a scaffold. (**Note:** The qualified person must be able to recognize the hazards associated with the type of scaffold being used and to understand the procedures to control or minimize those hazards.)

29 CFR 1926.454(a)

Supported Scaffolds

“Supported scaffolds” (Sections 9.08 – 9.10) are defined by OSHA to include any platforms supported by outrigger beams, brackets, poles, legs, uprights, posts, frames, or similar rigid support. An employer involved with any kind of supported scaffold should read the following sections. In addition, an employer interested in any specific type of supported scaffold listed in Sections 9.11 – 9.27 must also review the requirements discussed in Sections 9.08 – 9.10.

9.08

Foundations

Supported scaffold poles, legs, posts, frames, and uprights must:

- bear on base plates, mud sills, or other adequate foundations; and
- be plumbed and braced to prevent swaying and displacement.

29 CFR 1926.451(c)

9.09

Use of Restraints

Restrain scaffolds with a height-to-base width ratio over 4:1 (including outrigger supports) from tipping by guys, ties, or the equivalent.

Use guys, ties, braces, or outriggers to prevent the tipping of supported scaffolds with eccentric loads (e.g., cantilevered work platform).

29 CFR 1926.451(c)

9.10

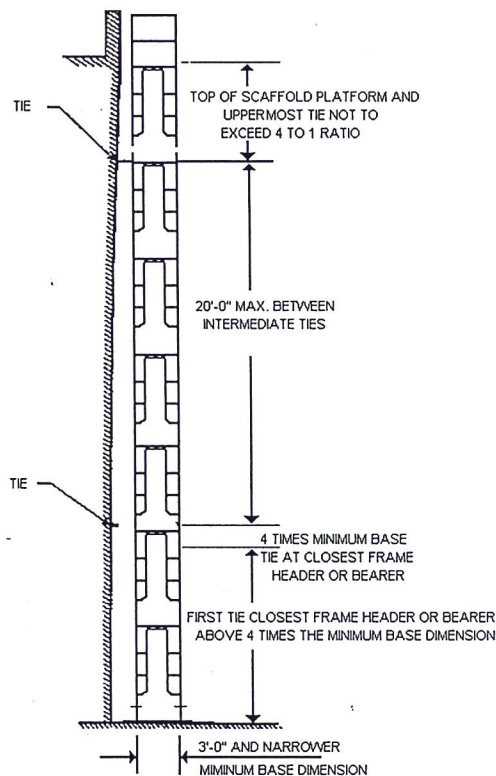
Installation of Restraints

When installing restraints:

- Install guys, ties, and braces per manufacturer’s recommendations or at the closest horizontal member to the 4:1 height.

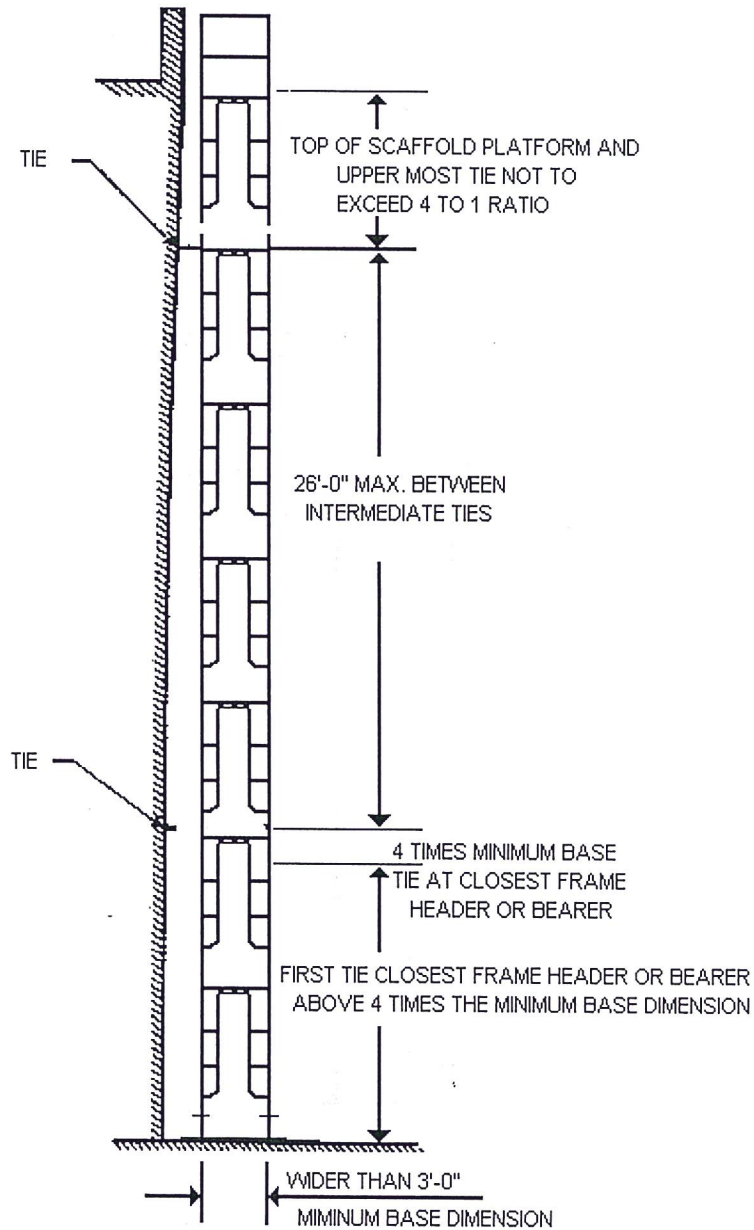
- Repeat guys, ties, and braces vertically at locations of horizontal members every 20 feet or less for scaffolds 3-feet wide or less. Repeat every 26 feet for scaffolds greater than 3-feet wide.
- The top guy, tie, or brace of completed scaffolds must be placed no more than the 4:2 height from the top.
29 CFR 1926.451(c)
- Illustrations of appropriate vertical tie spacing, appearing in Appendix E to CFR Part 1926, Subpart L, are reprinted below:

**MAXIMUM VERTICAL TIE SPACING
3'-0" AND NARROWER BASES**



Note: Illustration from OSHA Internet site: <http://www.osha.gov>

MAXIMUM VERTICAL TIE SPACING WIDER THAN 3'-0" BASES



Note: Illustration from OSHA Internet site: <http://www.osha.gov>

Scaffold Design and Construction (continued)	YES	NO
to ensure that fall protection is used if it is feasible and does not create a greater hazard?	☐	☐
Before use of any suspension scaffold, has a competent person evaluated the direct connections to ensure that the supporting surfaces are adequate for the load to be imposed?	☐	☐
Electrical Hazards	YES	NO
Are all electrical hazards guarded, marked or deenergized?	☐	☐
Are all scaffold conductive materials kept at least:		
3 feet from electrical hazards under 300 volts?	☐	☐
10 feet or more from electrical hazards of 300 volts or more?	☐	☐
Planking	YES	NO
Are the planks:		
in good condition?	☐	☐
constructed so that they extend at least 6 inches and no more than 12 inches over the supports (18 inches for platforms greater than 10 feet in length)?	☐	☐
free of apparent defects?	☐	☐
free of gaps that are greater than one inch (except for platforms used only in scaffold erection or dismantling or as walkways)?	☐	☐
Are scaffold platforms at least 18 inches wide (12 inches for ladder jack, top plate bracket, roof bracket, and pump jack scaffolds)?	☐	☐
Guardrails/Fall Protection	YES	NO
Are standard guardrails (including toprail and midrail) installed on all open sides and ends of scaffold platforms or work levels more than 10 feet above the ground floor or lower level?	☐	☐
Is cross-bracing used instead of either a toprail or midrail only if the cross-bracing is not a substitute for an entire guardrail system and not included on the final top level of the scaffold?	☐	☐

Guardrails / Fall Protection (continued)	YES	NO
Are workers instructed to never use cross braces or guardrails for access?	☐	☐
Are the guardrails at least 38 inches high if used as the primary means of fall protection (at least 36 inches otherwise)?	☐	☐
Are front edges of platforms no more than 14 inches from the face of the work (18 inches for plastering and lathing operations) unless guardrails are erected or personal fall arrest systems are used?	☐	☐
Are ladders, ramps, walkways, etc., used whenever scaffold platforms are more than 2 feet above or below an access point?	☐	☐
Are employees on the following specific types of scaffolds given the required special types of fall protection:		
• Boatswains' chair, catenary scaffold, float scaffold, needle beam scaffold, ladder jack scaffold: personal fall arrest system?	☐	☐
• Single-point or two-point adjustable suspension scaffold: personal fall arrest system and guardrail system?	☐	☐
• Crawling board (chicken ladder):		
- personal fall arrest system? or		
- guardrail system? or	☐	☐
- 3/4-inch diameter grabline securely fastened beside each crawling board?		
• Self-contained adjustable scaffold:		
- guardrail system if the frame structure supports the guardrail? or	☐	☐
- guardrail system and personal fall arrest system if the ropes support the platform?		

Supported Scaffolds	YES	NO
Are supported scaffolds (any platforms supported by outrigger beams, brackets, poles, legs, posts, etc.):		
• on base plates, mud sill, or other adequate foundation?	☐	☐
• plumbed and braced to prevent swaying and displacement?	☐	☐
• restrained from tipping by guys, ties, or the equivalent if the height-to-base width ratio is over 4:1?	☐	☐

Suspension Scaffolds

(Includes all platforms suspended by ropes or other non-rigid means from overhead structures)

YES NO

Is suspension rope and hardware on **nonadjustable** suspension scaffolds able to support at least six times the maximum intended load?

☐☐

Is suspension rope and hardware on **adjustable** suspension scaffolds able to support the greater of six times the maximum intended load or two times the stall load of the hoist?

☐☐

Does the hoist have an automatic brake (in addition to the normal operating brake) that engages automatically if the hoist has an accelerated overkill or instantaneous change in momentum?

☐☐

Are ropes replaced under any of the following circumstances:

- any damage that impairs strength or function?
- kinks that might impair tracking or wrapping around drums or sheaves?
- six randomly distributed broken wires in one rope lay?
- three broken wires in one strand or rope lay?
- loss of more than $\frac{1}{3}$ of the original diameter of the outside wires caused by corrosion, abrasion, flattening, etc.?
- heat damage from a torch?
- damage caused by contact with electrical wires?
- evidence of secondary rope activation during overspeed and engagement of suspension ropes?

☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Are the following prohibited for suspension scaffolds:

- use of any repaired ropes?
- use of swagged attachments unless made by a wire rope manufacturer or qualified person?
- joining together of ropes except through eye-splice thimbles connected with shackles or cover plates and bolts?

☐☐☐☐☐☐

EMERGENCY PHONE NUMBERS

PHYSICIAN _____

OR _____

Western Mo. Medical Ctr.

HOSPITAL _____

660-747-2500

OR _____

AMBULANCE _____

911

FIRE DEPARTMENT _____

911

POLICE _____

911

OR CONTACT _____

Jim Sanders 816-263-1133

Pre-start Jobsite/Task Hazard Assessment Form

Assessment Date: Job Name & Project Number:	Assessor:
Department/Area:	Task or Job Function:

Hazards	Yes	No	Describe Specific Hazards	PPE Required
<i>Eye/Face Hazards</i>				
Impact				
Penetration				
Chemical				
Heat				
Light/Radiation				
<i>Hazards</i>				
<i>Head Hazards</i>				
Burn				
Electric Shock				
Impact				
Penetration				
Chemicals				
<i>Hazards</i>				
<i>Foot Hazards</i>				
Chemicals				
Compression				
Impact				
Puncture				
Penetration				
<i>Hazards</i>				
<i>Protective Clothing</i>				
Heat Resistant				
Leather				
Chemical Resistant				
High Visibility				
<i>Hazards</i>				
<i>Hand Hazards</i>				
Burn				
Electric Shock				
Impact or Vibration				
Penetration				
Chemicals				
<i>Hazards</i>				
<i>Respiratory Hazards</i>				
Gas				
Vapor				
Fumes				
Dust				
Mist				
Asphyxia				
Particulates				

This table does not cover 29 CFR 1910.137 Electrical Protective Equipment.

Weekly Inspection Form

This list, while not inclusive, is intended as a guide for detecting job hazards, unsafe conditions, and unsafe practices. The reason for the report is to uncover unsafe acts and/or unsafe conditions, so that preventive measures can be initiated and to determine how effectively ALL PRO Electrical Technology, Inc. Safety Program has been communicated to employees and how effectively it is being used and managed.

Inspection Date	Jobsite	Project Number:
Area	Supervisor:	Completed By:

Safety Observation Check List	Yes	No	N/A
Housekeeping:			
Storage of Materials			
Disposal of Waste			
Trip/Slip Hazards			
Other			

Bulletin Board	Yes	No	N/A
First Aid Kit			
OSHA Posters			
Emergency Numbers Posted			
MSDS Displays			

Walking/Work Surfaces	Yes	No	N/A
Handrails			
Barricades			
Oil, Water			
Scrap, Rubbish			
Other			

Ladders	Yes	No	N/A
Safety Feet			
Tied off			
Electrical Exposures			
Rungs Recessed/Broken			
Rails			
Safety Lines & Harness			
Other			

Scaffolds	Yes	No	N/A
Footing			
Guardrails/Handrails			
Fall Protection			
Properly Erected			
Properly Supported			

Electrical Issues	Yes	No	N/A
Electrical Cords			
Temp panels			
Temp lighting			
Other			

Safety Observation Check List	Yes	No	N/A
Personal Protective Equipment			
Safety Glass w/Side Shields			
Full Body Harness			
Goggles			
Hard Hats			
Hearing Protection			
Gloves			
Respirators			
Air Fed Hoods			
Long Sleeve Shirts/FRC's			
Steel Toed/Composite Toed Boots			

Fire Protection	Yes	No	N/A
Extinguisher Charged			
Extinguisher Tagged			
Extinguisher per 3000 sq. feet			
Extinguisher per 1000' travel			

Flammable Storage Area	Yes	No	N/A
Grounding & Bonding			
Warning Signs			
Extinguisher			
Material Properly Labeled			
Flam Arrestor			

Equipment	Yes	No	N/A
Hoses Wired			
Good Condition			
Warning Signs			
Grounding Required			
Electrical Cords			
Shacks Tied Down			
Barricades			

Comments

<i>This inspection covered the regulations of the owner facility, our company requirements, and any government regulations which may apply.</i>	
Signature:	Reviewed with:

Small Projects Safety Inspection Form

Date:

Job Name:

Project Number:

Address:

Employee completing Safety Inspection:

Sub-Contractors Present

Employees Present

Potential Hazards		Yes	No	N/A	Comments
1	Temporary panel checked				
2	Temporary GFCI's checked				
3	Hand tools, power tools, and ladders checked				
4	First Aid Kit checked				
5	Posters, Emergency Numbers & Emergency Plan posted.				
6	Complete MSDS books on site				
7	PPE worn when required (hard hats, safety glasses, safety boots)				
8	Fall protection provided when required				
9	Fire extinguishers checked monthly				
10	Housekeeping done daily				
11	Miscellaneous				
12					
13					
14					
15					

Corrective Action Taken

Signature

Date

JOB SITE SAFETY MEETING REPORT

Department/Tool Box Talk Activity

Conducted weekly or as needed: Before new process/equipment startup, safety awareness, lesson to be learned, share-the-knowledge, etc.

Project Number: _____ Location: _____

Date: _____ Time: _____
Start End

Trades Present: _____
(carpenters, masons, iron workers, operating engineers, laborers, electricians, etc.)

Total Present: _____

Instructor/Leader _____
a) Leader has completed OSHA 10 hr. certified training course. Yes
(yes / no)

b) Leader job title or function: _____
(project manager, project engineer, project superintendent, foreman, etc.)

Topics discussed: _____

Safety and health suggestions and comments offered by attendees: _____

I hereby certify that a job safety meeting was conducted as described above:

Signature	Signature
Print Name	Print Name
Title or Function	Title or Function

Attendees: _____

Additional remarks: _____

Note: OSHA Safety and Health regulations for Construction, paragraph 1926.20 and 1926.21 require, in part, that employers establish accident prevention programs as well as, instruct employees in the recognition and avoidance of unsafe conditions.

This report documents and records your employee training efforts and provides evidence for OSHA compliance officers of these efforts.

Spill Report Form

Location:	Supervisor:
Date:	Jobsite:
Time	Department/Site Location:
Material Spilled:	Quantity Spilled:

Spill Information

How spill occurred and the root cause of spill: _____

Materials and cleanup method used and the time cleanup was completed: _____

Send copies of this finished form to National Trade Specialists, LLC in Warrensburg, MO

List any corrective actions taken as a result of the spill: _____

Management/EMS Evaluation: _____

ANSI Z308.1 1998

First Aid Standard

This standard calls for the following minimum kit contents:

One (1) each:

32 square inch Absorbent Compress
40" x 40" x 56" Triangular Bandage
Roll of Adhesive Tape (5 yards)

Six (6) each:

Burn Treatment Applications

Ten (10) each:

Antiseptic Applications

Two (2) pairs:

Medical Exam Gloves

Sixteen (16) each:

1" x 3" Adhesive Bandages

Four (4) each:

Sterile Pads

- Notes:**
1. This standard anticipates that additional first aid products will be included to augment the kit based on specific hazards existing in a particular work environment.
 2. The choice of first aid supplies should be made in consultation with a health care professional or is a person competent in first aid and cognizant of the hazards found in the particular work environment.
 3. Items other than the required minimum fill contents and those approved by a health care professional or be a person competent in first aid should not be stored in the kit.
 4. Any additional over the counter drug products included in a first aid kit should be packaged in a single dose, tamper evident packaging with full labeling as required by FDA regulations and should contain no ingredients which are known to cause drowsiness.
 5. This updated standard clearly recognizes and provides a greater deal of authority for the "person competent in first aid."

First Aid Kit Inspections

Job Name: _____
Job Number: _____
Superintendent: _____
Inspection Date: _____

(Note: See the reverse side for the minimum kit contents.)

[illegible]

Fork Lift Inspection

Internal Combustion Lift Truck Operator's Daily Inspection Report

Name of Operator: _____

Unit No: _____ Model: _____ Serial No: _____

Jobsite _____ Date: _____

Special Attachments _____

IMPORTANT!

THIS CHECK MUST BE MADE BY THE TRUCK OPERATOR DAILY AT THE START OF THE SHIFT

Hour Meter Reading:	Needs Attn.	Acceptable
1. Engine Oil Check Level (When oil must be added, show number of quarts in "Needs Attn" column.)		
2. Fuel Check for leaks (Report any leaks immediately.)		
3. Radiator Check Coolant level (Use caution).		
4. Tires Check for foreign particles, gouges and cuts; check pneumatic tire pressure.		
5. Mast, carriage, fork, or attachment Check for loose or missing bolts and damage; check chain; check adjustment and operation.		
6. Oil and Water Check for leaks.		
7. Truck Damage Explain in remarks section.		
8. Operator's compartment Inspect for cleanliness.		
9. Engine Oil Gauge Check pressure (Report any abnormal pressure readings.)		
10. Fuel Check level		
11. Ammeter Check chargin rate (Report any unusual readings.)		
12. Safety Equipment (Rotating lights, backup alarms, etc.) Check operation.		
13. Steering Check operation.		
14. Brakes Check brake pedal travel and parking brake adjustment.		
15. Truck Operation Report any unusual operation or noises.		
16. Fire Extinguisher Check the pin and check for discharge.		

Signature	Date
-----------	------

Ladder Inspection Checklist

Date:	Inspector:	Signature:
Model:	Serial Number:	Number:

Potential Defects

General:

- ☐ Loose steps or rungs (considered loose if they can be moved at all with the hand).
- ☐ Loose nails, screws, bolts, or other metal parts.
- ☐ Checkered, cracked, split, or broken uprights, braces, steps, or rungs.
- ☐ Slivers on uprights, rungs, or steps.
- ☐ Missing, damaged, or worn non-slip bases.

Stepladders:

- ☐ Wobbly or unsteady from side strain.
- ☐ Loose and/or bent hinge spreaders.
- ☐ Stop broken on hinge spreaders.
- ☐ Broken, split, or worn steps.
- ☐ Loose hinges.

Extension Ladders:

- ☐ Loose, broken, or missing extension locks.
- ☐ Defective locks that do not seat properly when the ladder is extended.
- ☐ Condition of rope -- deteriorated from exposure to acid or other destructive agents.
- ☐ Nonskid safety feet are present and functional.

Parts:

- | | | |
|------------------|---------------------------------------|---|
| Side Rails | ☐ Satisfactory | ☐ Unsatisfactory |
| Feet/Base | ☐ Satisfactory | ☐ Unsatisfactory |
| Rungs/Steps | ☐ Satisfactory | ☐ Unsatisfactory |
| Hinges/Spreaders | ☐ Satisfactory | ☐ Unsatisfactory |
| Locks/Braces | ☐ Satisfactory | ☐ Unsatisfactory |
| Rope/Cable | ☐ Satisfactory | ☐ Unsatisfactory |

Ladder Type:

- ☐ Step
- ☐ Extension
- ☐ Wooden
- ☐ Metal
- ☐ Fiberglass
- ☐ Other _____

Problems Detected/Repairs Required:

Repair Completion Date: _____ **Repair Completed by:** _____

Signature of Repairer: _____

Exposure Incident Investigation Form

Date of Incident: _____ Time of Incident: _____

Location: _____

Potentially Infectious Materials Involved:

Type: _____	Source: _____
_____	_____
_____	_____
_____	_____
_____	_____

Circumstances (work being performed, etc.): _____

How incident was caused (accident, equipment malfunction, etc.): _____

Personal Protective Equipment Being Used: _____

Actions Taken (decontamination, clean-up report, etc.): _____

Recommendations for Avoiding Repetition: _____

Signature: _____

Post-Exposure Evaluation and Follow-Up Checklist

The following steps must be taken and information transmitted in the case of an employee's exposure to Bloodborne Pathogens:

Activity	Completion Date
Employee furnished with documentation regarding exposure incident.	_____
Source individual identified (_____) Source individual	_____
Source individual's blood tested and results given to exposed employee _____ Consent has not been able to be obtained.	_____
Exposed employee's blood collected and tested.	_____
Appointment arranged for employee with healthcare professional. (_____) Professional's Name	_____
Documentation forwarded to healthcare professional.	_____
_____ Bloodborne Pathogens Standard.	
_____ Description of exposed employee's duties.	
_____ Description of exposure incident including routes of exposure.	
_____ Result of source individual's blood testing.	
_____ Employee's medical records.	

Aerial Equipment Inspection

Aerial Equipment Operator's Daily Inspection Report

Name of Operator: _____

Unit No: _____ Model: _____ Serial No: _____

Jobsite _____ Date: _____

Special Attachments _____

IMPORTANT!

THIS CHECK MUST BE MADE BY THE TRUCK OPERATOR DAILY AT THE START OF THE SHIFT

Hour Meter Reading:	Needs Attn.	Acceptable
1. Hydraulic Oil Check Level (When oil must be added, show number of quarts in "Needs Attn" column.)		
2. Fuel (if applicable) Check for leaks (Report any leaks immediately.)		
3. Radiator Check Coolant level (Use caution).		
4. Tires Check for foreign particles, gouges and cuts; check pneumatic tire pressure.		
5. Electrical Controls: Upper & Lower Check for loose or missing bolts and damage; check chain; check adjustment and operation.		
6. Any Damage Explain in remarks section.		
7. Ammeter Check charge rate (Report any unusual readings.)		
8. Safety Equipment (Gate Bar, Chain) Inspect for damage.		
9. Steering Check operation.		
10. Brakes Check brake pedal travel and parking brake adjustment.		

Signature	Date
-----------	------

SUBCONTRACTOR SAFETY PRE-QUALIFICATION FORM

GENERAL INFORMATION

1. Subcontractor Information:			
Name:		Telephone Number:	
Street Address:		Fax Number:	
City:		Website Address:	
Province/State:		Postal Code/Zip:	
2. Officers			
President:			
Vice President:			
Treasurer:			
3. How many years has your organization been in business under your present firm's name?			
4. Parent Firm Name:			
City:	Province/State:	Postal Code/Zip:	
Subsidiaries:			
5. Under current management since (Date): (please enter date as mm/dd/yyyy)			
6. Contact for Insurance Information:			
Title:	Telephone:	Fax:	Email:
7. Insurance Carrier(s):			
Name	Type of Coverage	Telephone	
8. Worker's Compensation Account Status (Please enclose a copy of your workers compensation insurance certificate.			
Account Number:		Industry Code:	
9. Contact for requesting bids:			
Title:	Telephone:	Fax:	Email:
10. Contractor Evaluation form completed by:			
Title:	Telephone:	Fax:	Email:

HEALTH, SAFETY AND ENVIRONMENTAL PERFORMANCE

Health, Safety and Environmental Performance

Provide the following data for your firm using your record keeping forms from the past three (3) years.

If the data is not available please reply with Not Available - N/A.

Safety Performance Definitions and Guidance

- a. **Hours Worked** Employee hours worked last three years. Please report actual scheduled total hours worked and total overtime hours worked. If actual hours worked are not available for certain individuals hours worked may be estimated. A default of 2000 hours per individual per year can be used as an estimate.
- b. **Recordable Incidents** Recordable cases are those that involve any work-related injury or illness, including death but excluding first-aid injuries.
- c. **Lost Workday Cases** A Lost Workday Case is a medical case that involves fatalities, days away from work cases or restricted work activity cases.
 - **Days Away from Work Case** Where the employee is away from scheduled work day one day or more after the day of a work related injury or illness. The day of the incident does not count as lost workday. Stop count when total days away and restricted duty days reach 180 or employee leaves the firm.
 - **Restricted Work Activity Case** Where the employee as result of work-related injury or illness:
 - ◊ Assigned to another job on a temporary or permanent basis or
 - ◊ Worked at their permanent job but less than a full day
 - ◊ Could not perform routine functions associated with their permanent job
 The day of the incident is not counted as a Restricted Duty day. Stop count when total days away or restricted duty days reach 180 or if employee leaves the firm.
- d. **Motor Vehicle Incident** A motor vehicle is any mechanically or electrically powered devices (excluding one moved by human power), upon which or by which any person or property may be transported upon a land roadway.
 - **Motor Vehicle Incident** Includes any event involving a motor vehicle that is owned, leased or rented by the firm that results in death, injury or property damage unless the vehicle is properly parked.

Health and Safety Incidents	20__	20__	20__
a. Total Hours Worked			
b. Total Recordable Incidents # Fatalities # Medical Aids # Days Away from Work Cases # Restricted Work Activity Cases			
c. Total Recordable Incident Rate (TRIR) <u>Total # Recordable Incidents x 200,000</u> Total # Hours worked			
d. Lost Workday Cases (LWC) # Fatalities # Days Away from Work Case # Restricted Work Activity Case			
e. Lost Workday Incident Rate (LWDR) <u>Total # Lost Workday Incidents x 200,000</u> Total # Hours Worked			
f. Experience Modification Rate (EMR)			
g. Motor Vehicle Incidents (MVI) # Motor Vehicles Incidents # Kilometers/Miles driven			
h. Motor Vehicle Incident Frequency Rate (MVIFR) <u>Total # of Firm's Motor Vehicle Incidents x 1,000,000</u> Total # Kilometers/Miles driven			

HEALTH, SAFETY AND ENVIRONMENTAL PERFORMANCE			
Environmental Incidents	20__	20__	20__
Total # Spills to Water a. Petroleum Spills # spills Sheen (est. volume as 0.1 bbl. To < 1bbl. # spills 1 bbl. To < 100 bbls. # spills 100 bbls. or more b. Chemical Spills # spills 1 bbl./160 kg. to < 100 bbls./16,000 kg. # spills 100 bbls./16,000 or more			
Total # Spills to Land a. Petroleum spills # spills 1 bbl. To < 100 bbls. # spills 100 bbls. or more b. Chemical Spills # spills 1 bbl./160 kg. to < 50 bbls./8,000 kg # spills 50 bbls./8,000 kg. or more			
Enforcement Actions	20__	20__	20__
Citations # Health and Safety # Environmental Please provide details			
Fines Total # Fines Total \$\$ Paid Please provide details			
HEALTH, SAFETY AND ENVIRONMENTAL MANAGEMENT			
Highest ranking HSE professional in the firm:			
Name/Title:		Email:	Telephone Numbers
Do you have a written Basic Safety / HSE Program?	Yes	No	
Does your Basic Safety/HSE Program include the following?			
a. HSE Policy statement signed by management	Yes	No	
b. Management Involvement and Commitment	Yes	No	
c. Hazard Identification and Risk Control	Yes	No	
d. Rules and Work Procedures	Yes	No	
e. Training	Yes	No	
f. Communications	Yes	No	
g. Incident and Accident Reporting and Investigation	Yes	No	
Does the program include work practices and procedures such as?			
a. Permit to Work including Isolation of Energy	Yes	No	
b. Confined Space Entry	Yes	No	
c. Injury and Illness Recording	Yes	No	
d. Fall Protection	Yes	No	
e. Personal Protective Equipment	Yes	No	
f. Portable Electrical/Power Tools	Yes	No	
g. Motor Vehicle/Driving Safety	Yes	No	

HEALTH, SAFETY AND ENVIRONMENTAL MANAGEMENT		
h. Compressed Gas Cylinders	Yes	No
i. Electrical Equipment Grounding Assurance	Yes	No
j. Powered Industrial Vehicles (Cranes, Forklifts, Etc.)	Yes	No
k. Housekeeping	Yes	No
l. Accident/Incident Reporting and Investigations	Yes	No
m. Unsafe Condition Reporting	Yes	No
n. Emergency Preparedness, Including Evacuation Plan	Yes	No
o. Waste Disposal and Pollution Prevention	Yes	No
p. Regular Workplace Inspection / Audits	Yes	No
Do you have a Drug and Alcohol program?	Yes	No
a. Pre-employment Testing	Yes	No
b. Reasonable Cause Testing	Yes	No
c. Post-rehabilitation/Return to Work Testing	Yes	No
Do you have a Job Safety Analysis (JSA) process in place?	Yes	No
Is there a Root Cause Analysis process used for investigations, near misses, environmental spills?	Yes	No
Is there a Management of Change (MOC) Process in place?	Yes	No
Do you have programs for the following?		
a. Respiratory Protection	Yes	No
b. Where applicable, have employees been:		
• Trained	Yes	No
• Fit tested	Yes	No
• Medically approved	Yes	No
c. Hazard communication/WHMIS	Yes	No
d. Programs for potential high hazard work such as Highly Hazardous Chemicals; Explosives and Blasting Agents	Yes	No
Do you have a corrective action process for addressing individual/employee safety and health performance deficiencies?	Yes	No
Medical	Yes	No
a. Do you conduct medical examinations for:	Yes	No
• Pre-placement Job Capability	Yes	No
• Pulmonary		
• Respiratory		
b. Describe how you intend to provide first aid and other medical services while on-site.	Yes	No
Do you have personnel trained to perform first aid and CPR?		
Personal Protective Equipment (PPE)	Yes	No
a. Is applicable PPE provided for employees?	Yes	No
b. Do you have a program to assure that PPE is inspected and maintained?		

HEALTH, SAFETY AND ENVIRONMENTAL MANAGEMENT			
HSE Meetings			Frequency
a.	Do you hold site HSE meetings for?	Yes	No
	• Field Supervisors	Yes	No
	• Employees	Yes	No
	• New Hires	Yes	No
	• Subcontractors	Yes	No
Inspections and Audits			Frequency
a.	Do you conduct internal HSE Inspections?	Yes	No
b.	Do you conduct internal HSE program audits?	Yes	No
c.	Are corrections or deficiencies to internal HSE program or equipment communicated and documented until closure?	Yes	No
Equipment and Materials:			
a.	Do you own or lease Equipment and Materials? If yes, please complete the following questions:	Yes	No
b.	Do you have a system for establishing applicable health, safety, and environmental specifications for acquisition of materials and equipment?	Yes	No
c.	Do you conduct inspections on operating equipment (e.g., cranes, forklifts) in compliance with regulatory requirements?	Yes	No
d.	Do you maintain operating equipment in compliance with regulatory requirements?	Yes	No
e.	Do you maintain the applicable inspection and maintenance certification records for operating equipment?	Yes	No
f.	Do you document corrections or deficiencies from equipment inspections and maintenance?	Yes	No
Subcontractor Management			
a.	Do you subcontract any work? If the answer is yes, please complete the following questions:	Yes	No
b.	Do you have a written contractor safety management process?	Yes	No
c.	Do you use HSE performance criteria in selection of subcontractors?	Yes	No
d.	Do you evaluate the ability of subcontractors to comply with applicable HSE requirements as part of the selection process?	Yes	No
e.	Do your subcontractors have a written HSE Program?	Yes	No
f.	Do you include your subcontractors in:		
	• HSE Orientation	Yes	No
	• HSE Meetings	Yes	No
	• HSE Equipment Inspections	Yes	No
	• HSE Program Audits	Yes	No
	• Are corrections or deficiencies documented	Yes	No

HEALTH, SAFETY AND ENVIRONMENTAL MANAGEMENT				
Employee and Trades Training				
a.	Have employees been trained in appropriate job skills?	Yes		No
b.	Are employees' job skills certified where required by regulatory or industry consensus standards?	Yes		No
c.	List trades/crafts which have been certified:			
Health, Safety and Environmental Orientation		New Hires		Supervisors
a.	Do you have an HSE Orientation Program for new hires and newly hired or promoted supervisors?	Yes	No	Yes No
b.	Does the program provide instruction on the following:			
	•New worker orientation	Yes	No	Yes No
	•Safe Work Practices	Yes	No	Yes No
	•Safety Supervision	Yes	No	Yes No
	•Toolbox meetings	Yes	No	Yes No
	•Emergency Procedures	Yes	No	Yes No
	•First Aid Procedures	Yes	No	Yes No
	•Fire Protection and Prevention	Yes	No	Yes No
	•Safety Intervention	Yes	No	Yes No
	•Hazard Communication/WHMIS	Yes	No	Yes No
Health, Safety and Environmental Training				
a.	Do you know the regulatory HSE training requirements for your employees?	Yes		No
b.	Have your employees received the required HSE training and re-training	Yes		No
c.	Do you have a specific HSE training program for supervisors?	Yes		No
Training Records				
a.	Do you have HSE and training records for your Employee's?	Yes		No
b.	Do the training records include the following:			
	• Employee identification	Yes		No
	• Date of training	Yes		No
	• Name of trainer	Yes		No
	• Method used to verify understanding	Yes		No
c.	How do you verify understanding of training? (Circle all that apply)			
Written test		Oral test		Performance test
		Job Monitoring		Other (List)